

Vice President:
James Noble

KARAGI COURT LIMITED
ABN 92 002 044 500

Secretary:
Graeme Ingall

Please check Page 8 for actions to be taken.

Minutes

**Minutes of the Board Meeting held at the Ourimbah RSL Club
Thursday 25 May 2023 commencing at 7:00 pm.**

Present: James Noble (Vice President); Graeme Ingall; Chris Matthews; Geoff Bown, David Levesque; Alex Mountain & Simon Pierce.

1. Welcome.

Jim welcomed and thanked the directors for their attendance.

2. Apologies:

There were no apologies.

3. Conflict of Interest:

Nil declared.

4. Minutes of the Board Meeting – Thursday 24 November 2022:

Motion: *‘That the minutes of the Board Meeting held at the Ourimbah RSL on Thursday 9 February be accepted.’* (Circulated by email 07.03.2023 to your iPads and PCs)

Moved: Chris Matthews **2nd:** David Levesque **Carried.**

5. Matters arising from those Minutes – 09.02.2023.

i. Brad Pemberton – Chris Matthews:

On 29.12.22, \$ 5,495 was returned from Invacare Australia. On Wednesday 8 February, Chris and Graeme travelled and spoke to Brad. He informed us that he still requires a racing wheelchair that was approved. It was agreed that Brad would make contact with the appropriate wheelchair manufacturers and advise. As of 25.05.23, Brad had not made contact with Chris, the Board decided to let the matter rest.

ii. Responsible Persons – Graeme Ingall:

No further action required.

iii. Invitation to Join and Membership Base – David Levesque:

As 8 months had passed, the Board decided that no further action be taken.

David informed the Board that 6 memberships were nearly overdue – Clause 6.6.1.

- contact M. Aguanta, J. Carey, J. Cooper, M. Sharpe & S. Woods; R. Bedwell was indisposed therefore no follow up required.

6. Matters finalised or occurred since last Board Meeting – 26 January – 23 May 2023.

Only contains matters that have been commented upon; for other events see agenda.

Motion: *‘Those actions taken from 26 January – 23 May, 2023 be adopted.’*

Moved: Chris Matthews **2nd:** Alex Mountain **Carried.**

7. Correspondence – 27 January – 22 May 2023.

Motion: *‘That the inwards and outwards correspondence contained in agenda be accepted.’*

Moved: Graeme Ingall **2nd:** Chris Matthews **Carried.**

8. Treasurer’s Report – (from the agenda).

Date:	Director:	Amount (\$):
26.05.2023	G. Bown	326.35
26.05.2023	G. Ingall	1,005.88
26.05.2023	D. Levesque	222.00
26.05.2023	C. Matthews	438.00
26.05.2023	A. Mountain	126.00
26.05.2023	J. Noble	65.00
26.05.2023	S. Pierce	110.00

Motion: *‘That the Treasurer’s report be received and adopted including any ratification of payments made and approval of payments to Directors and members, if any.’*

Moved: Chris Matthews **2nd:** David Levesque **Carried.**

Opening of NAB Accounts:

2 NAB accounts were opened after delays from CBA. Discussion was held concerning the use of the 2 accounts - one of the accounts be used for ‘Tap & Go’ – fund raising functions & Lodge meetings and the other to store monies from the charity fund raising functions and Lodge of Instruction.

Motion: *‘That the NAB account – 30-144-0974 – be used to receive ‘tap & go’ payments and account – 30-167-5247 – be used to hold and pay District 21 charity and Lodge of Instruction funds.’*

Moved: Simon Pierce **2nd:** Chris Matthews **Carried.**

9. Committee Reports -

A. Charity Committee Report – James Noble:

Motion: *‘That the Charity Committee’s Report be accepted and the following actions listed below be taken –*

Moved: Alex Mountain **2nd:** David Levesque **Carried**

i. Bay Gallery & Arts Studios Co-op , Ettalong – Geoff Bown:

Due to lack of response, no further action to be taken.

ii. BBQ Trailer – Geoff Bown:

Discussion held; it was decided to take no further action.

iii. Gosford Cenotaph Restoration – Patsy Edwards:

Work completed and paid. Awaiting reply from Ms Patsy Edwards re presentation of plaque.

- iv. **Application - Shirley Shuttle, Barb Galvin:**
James Noble; presentation made at Berkeley Vale.
- v. **Application – Directory of Community Services Central Coast – Joe Scicluna:**
Graeme Ingall; presentation at Mingara Club on 23 February.
- vi. **CC Bulldogs – P. Pafumi:**
G. Bown; presentation made at Budgewoi Soccer Club on 18 March.
- vii. **Central Coast Surf Life Saving - Awards of Excellence – Saturday 3 June 2023:**
Chris & Sue had to pull out
Names to date – David Levesque, Alex Mountain, Graeme Ingall (3).
- viii. **Brisbania Public School – Graeme Ingall:**
Invoice paid and laptops received. Graeme to visit.
- ix. **Camp Quality – Hazel Grunwaldt:**
Requested –
30 x \$ 200 Aldi Grocery Vouchers = 6,000.00
30 x \$ 100 Ampol Fuel Vouchers = 3,000.00
TOTAL COST = \$ 9,000.00

Decided:
20 x \$ 200 Aldi Grocery Vouchers = 4,000.00
20 x \$ 100 Ampol Fuel Vouchers = 2,000.00
TOTAL COST = **\$ 6,000.00** **Approved.**
PLUS - Acknowledgement on website as a sponsor and acknowledgement in Annual Report.
A further 10 Aldi and 10 Fuel Vouchers may be supplied in the future if required.
- x. **Gosford Hospital Carer’s Retreat – Tia Covi:**
Requested -
Evolve Massage Chair = \$ 3,500.00 **Approved.**
As application form is disjointed, Tia be requested to complete document again attaching the Invoice for massage chair and how to pay details. **Graeme to complete.**
- xi. **Gosford Hospital Carer’s Retreat – Tia Covi:**
Requested -
Garden Furniture Set = \$ 3,132.90 **Approved.**
As application form is disjointed, Tia be requested to complete document again attaching the Invoice for massage chair and how to pay details. **Graeme to complete.**
- xii. **Berkeley Vale Neighbourhood – Kate Bowden-Darch:**
Requested –
380 L Hybrid Freezer / Refrigerator= \$ 1,199.00 **Approved.**
Disclaimer has yet to be signed & payment details – James to follow up.
- xiii. **Viking Junior Rugby Club – Elinor Faulkner:**
Requested –
1000L Refrigerator - Budget = \$ 3,055 + GST (delivered) **Approved**
- Mid range = \$ 4,125 + GST

- Top Range	=	\$ 5,675 + GST	
600L Food Storage Refrigerator	=	\$ 546.46 + GST (delivered)	Approved
Subtotal	=	\$ 3,600.46	
GST	=	\$ 360.04	
TOTAL	=	\$ 3,960.50	<u>Approved</u>

Jim to follow up for payment details.

xiv. CCKIN Race Day – Saturday 11 November 2023 at Wyong Race Track:

Lorraine advised that Freemasons on the Central Coast are supporting one race and a \$ 100.00 deposit has been paid – remainder to be paid - \$ 1,200.00.

Lorraine also advised that all races had been taken but we had the offer of a table for \$ 1,400.00 - declined. Directors wishing to attend – Chris & Sue Matthews; Al & Cass Mountain; Simon & Michelle Pierce (6); with 4 seats available for members.

Geoff to advise Lorraine of our decision.

Motion: *‘That, instead of purchasing a second table, \$ 1,000 be given to the participants on the table, for the purpose of purchasing raffle tickets. Any prizes won would be used by Freemasons on the Central Coast for prizes or raffles to raise money for charities.’*

Moved: Simon Pierce **2nd:** Chris Matthews **Carried.**

xv. Coast and Country Primary Care – Arron Cannon (HOTS):

Requested –

30 sleeping bags	=	\$ 1,615.91	<u>Approved.</u>
Vehicle	=	\$ 81,000.00	Declined
Outfitting of Vehicle	=	\$ 12,000.00 maximum	

After discussion, it was agreed –

Motion: *‘That ‘Freemasons on the Central Coast’ would assist in the outfitting of the vehicle to the value of \$ 12,000. This agreement is valid for 2 years.’*

Moved: Graeme Ingall **2nd:** Geoff Bown **Carried.**
Jim to follow up.

B. Website Report – Simon Pierce:

Graeme to supply the following –

- PDF agendas and minutes for website;
- Updating, if necessary, of email addresses.
- Lodge James Kibble be removed as they have handed in Charter.

C. Membership – David Levesque:

See 5.iii

10. General Business

i. **2023 Annual General Meeting – Thursday 6 April:**

The following directors were elected –

President:		Vice President:	James Noble
Secretary:	Graeme Ingall	Treasurer:	Chris Matthews
Directors:	Geoff Bown	David Levesque	Alex Mountain
	Simon Pierce		

ii. **Signatories on Cheque Accounts - 9881 82800 (Expense A/c) and 9861 17706 (Charity A/c):**

Motion: *‘That the signatories on all Newcastle Permanent Bank accounts – Expense Account - 9881 82800 and Charity Account - 9861 17706 –*
- be Chris Matthews, Geoff Bown, James Noble, Simon Pierce and Graeme Ingall with any two of the above to sign cheques;
- Only Treasurer, Geoff Bown and Graeme Ingall be permitted to make EFT payment/s.
- All other persons to be removed as signatories.’

Moved: Chris Matthews **2nd:** Simon Pierce **Carried,**

iii. **Signatories on NAB accounts – BSB 082-356 A/c 30-144-0974 (Tap& Go) & 30-167-5247 (Electronic transfer only):**

Motion: *‘That the signatories on all NAB accounts – Tap & Go Account - 30-144-0974 and District 21 Charity Account – 30-167-5247 -*
- be Chris Matthews, Simon Pierce, David Levesque and Graeme Ingall.’

Moved: Chris Matthews **2nd:** Simon Pierce **Carried.**

iv. **Composition of Finance Committee:**

Motion: *‘That the following directors Chris Matthews, James Noble, Geoff Bown, David Levesque and Graeme Ingall be appointed to the Finance Committee.’*

Moved: Graeme Ingall **2nd:** Simon Pierce **Carried.**

v. **WRAP Account:**

Motion: *‘That the following directors Chris Matthews, Geoff Bown, David Levesque and Graeme Ingall remain as signatures to the WRAP account AND James Noble be added.’*

Moved: Graeme Ingall **2nd:** Geoff Bown **Carried.**

vi. **Composition of Charity Committee:**

Motion: *‘That James Noble remain as Chairperson of the Charity Committee with the following directors to assist Alex Mountain, Chris Matthews and Graeme Ingall’*

Moved: Geoff Bown **2nd:** David Levesque **Carried.**

<u>Date</u>	<u>Board Action/s to be taken – 2023 / 2024</u>
1 Jan 2024	SIM Cards – Chris & Sue Matthews
15 Jan 2024	Storage
24 Jan 2026	Renew Trading Name – Freemasons on the Central Coast – Adrian Thompson
1 Feb 2025	Renewal of Stamp Duty Exemption – Office of State Revenue – Chris Matthews
1 Apr 2023	Insurance – directors, car & Public Liability
1 Apr 2024	Post Office Box Renewal
1 Jun 2023	Organize dates for 2024 Board Meetings – Ourimbah RSL
1 April 2024	Radio 5-O+ Subscription - \$ 55.00
30 May 2023	Renew - www.freemasonsc.org.au
30 May 2023	Renew - www.freemasonsonthecentralcoast.org.au
28 Jul 2023	Renew - www.karagicourt.org.au –
24 Sept 2023	Renew - www.freemasonsonthecentralcoast.com.au
4 Dec 2023	Renew – www.freemasonsc.org
24 Nov 2024	SSL Certificate
24 Nov 2024	WordPress Hosting - Economy
1 Nov 203	Dropbox
26 May 2022	Keys – post office box and storage shed - Chris Matthews, Geoff Bown, Graeme Ingall

Director:	Minute No.:	Action to be taken:
D. Levesque	5.iii	Follow up required on non-payment of Subscriptions
G. Ingall	9.iii	Follow up with Patsy Edwards
G. Ingall	9.viii	Follow up Brisbane P. School
J. Noble	9.ix	Follow up with Camp Quality
G. Ingall	9.x	Follow up with Tia Covi – Massage Chair
G. Ingall	9.xi	Follow up with Tia Covi – Garden Furniture
J. Noble	9xii	Follow up with Kate Bowden-Danth – Disclaimer & payment details
J. Noble	9.xiii	Follow up with Elinor Faulkner - Payment details
G. Bown	9.xiv	Contact Lorraine & advise
J. Noble	9.xv	Follow up with Arron Cannon
G. Ingall	9.B	Follow up with Simon – agendas, minutes, email addresses
G. Ingall	10.v	WRAP account – J. Noble / S. O’Farrell
G. Ingall	10.xviii	Follow up with Tim Fung - Tyro
Directors	10.xix	Check dates for 2024 – Next Meeting
G. Ingall	10.xxiii	Arrange Board Meeting – 1Thursday 1 June at Ourimbah – DONE.