## KARAGI COURT LIMITED

Vice President:ABN 92 002 044 500Secretary:James NobleGraeme 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. <u>Conflict of Interest:</u>

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 2<sup>nd</sup>: 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. <u>Matters finalised or occurred since last Board Meeting 26 January 23 May 2023.</u>
  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 2<sup>nd</sup>: Alex Mountain Carried.

## 7. <u>Correspondence – 27 January – 22 May 2023.</u>

Motion: 'That the inwards and outwards correspondence contained in agenda be

accepted.'

<u>Moved:</u> Graeme Ingall <u>2<sup>nd</sup>:</u> Chris Matthews <u>Carried.</u>

## 8. <u>Treasurer's Report – (from the agenda).</u>

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 2<sup>nd</sup>: 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 **2<sup>nd</sup>:** Chris Matthews **Carried.** 

### 9. <u>Committee Reports -</u>

## A. <u>Charity Committee Report – James Noble:</u>

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

Moved: Alex Mountain 2<sup>nd</sup>: David Levesque <u>Carried</u>

## i. <u>Bay Gallery & Arts Studios Co-op</u>, <u>Ettalong – Geoff Bown</u>:

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. <u>Brisbania Public School – Graeme Ingall:</u>

Invoice paid and laptops received. Graeme to visit.

## ix. <u>Camp Quality – Hazel Grunwaldt:</u>

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.

<u>PLUS</u> - 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 <u>Approved.</u>
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 <u>Approved.</u>
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. <u>Berkeley Vale Neighbourhood – Kate Bowden-Darch:</u>

Requested -

380 L Hybrid Freezer / Refrigerator = \$ 1,199.00 Approved.

Disclaimer has yet to be signed & payment details – James to follow up.

## xiii. <u>Viking Junior Rugby Club – Elinor Faulkner:</u>

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 <u>2<sup>nd</sup>:</u> Chris Matthews <u>Carried.</u>

## 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 **2**<sup>nd</sup>: Geoff Bown **Carried.** 

Jim to follow up.

## B. <u>Website Report – Simon Pierce:</u>

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. <u>Membership – David Levesque:</u>

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
<b>Directors:</b> 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 <u>2<sup>nd</sup></u>: Simon Pierce <u>Carried</u>,

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.'

<u>Moved</u>: Chris Matthews <u>2nd</u>: Simon Pierce <u>Carried</u>.

#### iv. Composition of Finance Committee:

Motion: 'That the following directors Chris Matthews, James Noble, Geoff Bown, David Levesque and Graeme Ingall <u>b</u>e appointed to the Finance Committee.'

<u>Moved:</u> Graeme Ingall <u>2<sup>nd</sup>:</u> Simon Pierce <u>Carried.</u>

#### 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 <u>2<sup>nd</sup>:</u> Geoff Bown <u>Carried.</u>

## vi. Composition of Charity Committee:

<u>Motion:</u> 'That James Noble remain as Chairperson of the Charity Committee with the following directors to assist Alex Mountain, Chris Matthews and Graeme Ingall'

<u>Moved:</u> Geoff Bown <u>2<sup>nd</sup>:</u> David Levesque <u>Carried.</u>

#### vii. Composition of Publicity, Facebook and Website Committee:

- a) <u>Publicity</u> In all applications, there should be a media release. However, there needs to be another person to write and photograph the event for the media and website.
- b) <u>Website, Drop Box and Facebook</u> ( <u>www.freemasonscc.org</u> ) <u>Simon Pierce</u>: is controlling the activity.

With all administrator controls with Shanae Williams, Simon Pierce is chairperson and assisted by Graeme Ingall.

<u>Motion:</u> 'That Shanae Williams retain administrator controls and the following directors Simon Pierce as Controller and Geoff Bown be appointed to the Publicity, Facebook and Website Committee.'

Moved: Graeme Ingall 2<sup>nd</sup>: Chris Matthews <u>Carried.</u>

## xvi. Membership Officer:

- > Involves keeping membership list up-to-date (i.e. Subscriptions, contact details)
- Forwarding 'Invitation to Join" to approved persons.

Motion: 'That David Levesque remain as the Membership Officer.'

**Moved:** Alex Mountain **2**<sup>nd</sup>: Geoff Bown **Carried.** 

#### xvii. Travel and meal allowance for Directors:

Currently, each director is renumerated thirty dollars (\$30.00) to purchase a meal before the Board meeting. This amount is only paid if actually partakes of a meal. Where a director / member attends a function, they can claim one dollar (\$ 1.00) per kilometre travel allowance.

Motion: 'That the Dinner remuneration remains at \$ 30.00 per Director who purchase a dinner before attending the Board Meeting.'

Moved: Geoff Bown <u>2<sup>nd</sup>:</u> Chris Matthews <u>Carried.</u>

Motion: 'That the travel re-imbursement per member be increased to \$ 1.20 per kilometre.'

Moved: Chris Matthews <u>2<sup>nd</sup>:</u> Geoff Bown <u>Carried.</u>

## xviii. Rescission Motion:

# Square & associated equipment – Graeme Ingall:

Originally (09.02.23), Graeme to -

- arrange a bank account with CBA Tuggerah Shopping Centre, when all Directors have completed identity checks with CBA;
- The Company open a Bank Account at the Commonwealth Bank, Tuggerah Shopping Centre; and

the following signatures be – Christopher William Matthews, James Arthur Noble, and Graeme Kenneth Ingall and they be permitted electronically bank as well as view.

Motion: 'That the above motion be rescinded and be replaced with – 2 accounts be opened at NAB, Tuggerah Shopping Centre; one to be used with the Tyro machine and the other to accept raised charity money. i.e. to hold monies that are not applicable to District 21 Masters and Warden Association – LOI, charity monies, etc AND the signatories be Christopher Matthews, Simon Pierce, David Levesque and Graeme Ingall with any 2 to sign – electronic transfers and viewing.'

Moved: Chris Matthews <u>2<sup>nd</sup>:</u> Alex Mountain <u>Carried.</u>

### xix. Tyro:

Still waiting for Tyro – Timothy Fung's reply.

- Graeme to ring Tyro to ascertain progress.
- If no progress, Chris Matthews to purchase an android phone, add Boost Sim Card and purchase a suitable amount of data per month or per annum.

## xx. <u>2024 Meeting Dates – Graeme Ingall:</u>

Thursday 18 January 2024 Thursday 29 February
Thursday 11 April – **AGM** Thursday 23 May
Thursday 25 July Thursday 26 September

Thursday 28 November

### xxi. <u>T-Shirts – Graeme Ingall:</u>

All directors have received their T-shirts.

### xxii. Pull up Poster – Simon Pierce:

No further action.

## xxiii. <u>Discussion Paper – 'Volunteer Fatigue' - Geoff Bown:</u>

Held over until next meeting.

#### xxiv. An Extra Board Meeting – Thursday 3 June, 2023:

Dinner at 6:00 pm Meeting at 7:00 pm – Acacia Room. **DONE.** 

- 11. Next Board Meeting Thursday 27 July 2023 at Ourimbah RSL.
- 12. There being no further business, meeting closed at 8.55 pm.

	Date:	27 July, 2023
James Noble		••

<u>Date</u>	Board Action/s to be taken – 2023 / 2024		
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.freemasonscc.au		
30 May 2023	Renew - www.freemasonsonthecentralcoast.au		
28 Jul 2023	Renew - www.karagicourt.org.au –		
24 Sept 2023	Renew - www.freemasonsonthecentralcoast.com.au		
4 Dec 2023	Renew – www.freemasonscc.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 Brisbania 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.	