

President:
Geoff Bown

KARAGI COURT LIMITED
ABN 92 002 044 500

Secretary:
Graeme Ingall

Please check Page 7 for actions to be taken.

Minutes

**Minutes of the Board Meeting held at the Ourimbah RSL Club
Thursday 9 February 2023 commencing at 7:00 pm.**

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

1. Welcome.

Jim welcomed and thanked the directors for their attendance.

2. Apologies:

Motion: 'That an apology from Geoff Bown be accepted.'

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

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 24 November be accepted.*' (Circulated by email 19.01.2023 to your iPads and PCs)

Moved: David Levesque **2nd:** Simon Pierce **Carried.**

5. Guests - Ms Kathy Beverly and Mr Aaron Cannon from Coast and Country Primary Care:

Joe Scicluna suggested assistance for Coast and Country Primary Care hence it was decided to forward an invitation to gain more knowledge on the services that they provide to the community.

The organisation which funded by the Commonwealth, is based at Erina with service centres at Erina, Kanwal, Port Macquarie, and Woy Woy. It provides a mobile service with selected street stops which involves medical support, food / meals and referrals.

Currently, the organisation is developing a mobile programme called Health on The Streets (HOTS). To date, it has been successful but only supplies limited medical support. Their aim is to purchase a vehicle – new or second-hand – which can be outfitted properly and where the volunteer medical staff have some basic comforts.

It was explained that we may be able to assist after receiving an application for assistance but we do not donate money but rather goods / equipment are purchased for their use nor do we supply monies for maintenance or ongoing costs.

It was agreed that an application form would be forwarded.

6. **Matters arising from those Minutes – 24.11.2022.**

i. **Brad Pemberton – Chris Matthews & Graeme Ingall:**

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.

ii. **Invitation to Join and Membership Base – David Levesque:**

David informed the Board that he

- had not forwarded the Membership nominations as yet but would do so before the next meeting; and
- the membership Base was up-to-date for the AGM.

7. **Matters finalised or occurred since last Board Meeting – 9 September – 24 November 2022.**

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

Motion: *‘Those actions taken from 22 September – 26 January, 2023 be adopted.’*

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

8. **Correspondence – 12 November – 26 January 2023.**

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

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

9. **Treasurer’s Report – (from the agenda).**

Date:	Director:	Amount (\$):
10.02.2023	G. Ingall	537.74
10.02.2023	C. Matthews	635.61
10.02.2023	S. Pierce	110.00
10.02.2023	D. Levesque	70.00
10.02.2023	J. Noble	65.00
10.02.2023	A. Mountain	73.00

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:** Alex Mountain **Carried.**

10. **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 –*

- i. **CCKIN Race Day – Saturday 4 November 2023 at Wyong Race Track:**
Have advised Lorraine that we would support 2 races – 1 race agreed but awaiting a reply on second. Lorraine that she was going to request a deposit of \$ 100 in the new year – hasn't arrived as yet.
- ii. **Application – Directory of Community Services Central Coast – Joe Scicluna:**
Purchased 2,000 gloss stickers at a cost of \$ 4,691.28 – has been paid. Presentation at Mingara Club on 23 February.
- iii. **Camp Breakaway – Chris Matthews:**
Presentation to be arranged – no follow up required.
- iv. **Coast and Country Primary Care – Jim Noble:**
An application form to be forwarded to Arron Cannon – Health On The Streets (HOTS).
- v. **Application - Shirley Shuttle, Barb Galvin:**
Application approved for Mitsubishi Outlander - \$ 21,236.44. Money has been paid.
Guest Speaker at AGM - Barb to be presented with plaque.
- vi. **Anglicare, Warnervale – Chris Matthews:**
Still waiting for return of application for garden furniture.
- vii. **The Smith Family – Chris Matthews:**
Christmas voucher has been provided to each student (10) = \$ 500.00.
- viii. **Bay Gallery & Arts Studios Co-op , Ettalong – Geoff Bown:**
Put over to next Meeting – May.
- ix. **BBQ Trailer – Geoff Bown:**
No place to store – placed on hold.
- x. **Brisbania Public School – Graeme Ingall:**
Application approved for 15 laptops excl GST. \$ 11,689.20
Paid and awaiting invitation when laptops arrive.
- xi. **CC Bulldogs – J. Noble:**
Application approved for jerseys, socks, shorts & polo shirts - \$ 4,928.00.
To be paid.
Guest speakers at AGM - Paul Pafumi, Craig Nash, George Cefia, Greg James.
- xii. **Gosford Cenotaph Restoration – Patsy Edwards:**
Application approved for restoration of bronze plaque - \$ 3,890.00
Presentation of FoCC plaque when completed.
- xiii. **Gosford Hospital Carer's Retreat – Tia Covi:**
Have received application but awaiting further information – on hold.
- xiv. **Camp Quality – Hazel Grunwaldt – Geoff Bown:**
Insufficient information – Geoff to follow up.

xv. **Central Coast Surf Life Saving:**

Awards of Excellence – Saturday 3 June 2023.

Names to date – Sue & Chris Matthews, Alex Mountain, Graeme Ingall (4).

Moved: James Noble

2nd: David Levesque

Carried

B. **Website Report – Simon Pierce:**

Simon has updated some areas and has several documents to be added to events / news.

Notice of AGM, Proxy form, Director's Nomination form, Subscription and the usual letter have been prepared and printed and Mail Chimp is ready to be published.

C. **Membership – David Levesque:**

To be up-dated and invitations yet to be sent - Mark Bradbury and Tyler Williams.

L. Pollard is now financial; R. Benchoem, D. Leggett, T. Morrison, & R. Payne, being unfinancial, have been removed from Membership Base.

11. **General Business**

i. **Annual General Meeting – Graeme:**

- Date of AGM – Thursday 6 April 2023 at 7:00 pm;
- Dinner at your expense at 6:00 pm except Returning Officer, 5 guest speakers;
- Reports received from President, Treasurer, & Charity Chairman;
- Financial information to Adrian Thompson – Chris Matthews;
- Updated Membership list as of 01.01.2023 completed;
- Guest Speakers – Barbara Galvin, Paul Pafumi, Craig Nash, Greg James & George Cefia have confirmed attendance. Forward information to all.
- Denis Dean has agreed to be the Returning Officer;
- Supper – coffee / tea and sandwiches for 20 persons – **to be ordered**;
- Graeme to prepare – 2022 Annual Report, Proxy form, Subscription, Director's Nomination form, Notice of Annual General Meeting, envelopes and covering letter;
- Newsletter – Alex Mountain
- No Nominations from the floor to be received.
- Graeme to mail and Simon for Mail Chimp.
- Print 10 2022 Annual Reports

ii. **T-Shirts – Graeme Ingall:**

Graeme has delivered T-shirts and shirts except Geoff Bown.

iii. **Website Information – Graeme Ingall:**

Conclusions –

- Email addresses for Lodge secretaries & DGIW to checked;
- Lodge James Kibble be removed.

iv. **Pull up Poster – Simon Pierce:**

On hold till next meeting.

v. **Square & associated equipment – Graeme Ingall:**

Graeme to -

- arrange a bank account with CBA Tuggerah Shopping Centre, when all Directors have completed identity checks with CBA;
- Discussion was held concerning either the use of Tyro or the purchase of square, laptop computer and dongle – Purchase Tyro.

xvi. **Discussion Paper – ‘Volunteer Fatigue’ - Geoff Bown:**
Held over til next meeting.

12. **Next Board Meeting – Thursday 25 May 2023 at Ourimbah RSL.**

13. **There being no further business, meeting closed at 8.55 pm.**

Geoff Bown

Date: 25 May, 2023

Additional Motions – Circular Email – all approved.

Additional Agenda: 13.02.2023

2022 Annual Report:

1. **Director’s Declaration:**

At the end of financial year – 1st January to 31st December, 2022, all directors must signify that they themselves nor their family or any company that they may be directly involved with, have not received any benefit from this company other than expenses for which they are entitled to claim for.

Motion: *‘In accordance with Subdivision 60.15 of the Australian Charities and Not-for-profits Commission Act 2012, no Director has received any benefit by way of dividend, bonus or other such advantage other than expenses due from the carrying out of their duties.’*

(Each Director is to be asked individually and their answer is to be recorded in the Minutes)

Moved: Chris Matthews

2nd: Graeme Ingall

Carried

Name:	Yes / No:	Name:	Yes / No:
Geoff Bown	NO	James Noble	NO
Chris Matthews	NO	Graeme Ingall	NO
David Levesque	NO	Alex Mountain	NO
Simon Pierce	NO		

2. **Responsible Persons’ (Directors) Declaration – per section 60.15 of the Australian Charities and Not-for-profits Commission Regulation 2013**

Date	Board Action/s to be taken – 2022 / 2023
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 2023 Board Meetings – Ourimbah RSL
28 Jul 2023	Renew - www.karagicourt.org.au -
24 Sep 2023	Renew - www.freemasonsonthecentralcoast.com.au
4 Dec 2023	Renew – www.freemasonsc.org
1 Jun 2023	Renew - www.freemasonsonthecentralcoast.au
1 Jun 2023	Renew - www.freemasonsc.org
4 Dec 2023	SSL Certificate
26 May 2022	Keys – post office box and storage shed - Chris Matthews, Geoff Bown, Graeme Ingall

Director:	Minute No.:	Action to be taken:
J. Noble	5	Forward Application form – Arron Cannon HOTS
C. Matthews	6 i	Follow up with Brad Pemberton
G. Bown	10 A i	Follow up with CCKIN - Lorraine Churchill
G. Bown	10 A v	Bring plaque to AGM for presentation
C. Matthews	10 A vi	Follow up with Anglicare, Warnervale – garden furniture
G. Bown	10 A viii	Follow up with Bay Gallery. Ettalong
G. Ingall / G. Bown	10 A x	Follow up Presentation – Plaque required
J. Noble / C. Matthews	10 A xi	Payment to CC Bulldogs before AGM presentation
G. Ingall	10 A xii	Follow up for presentation
G. Ingall	10 A xiii	Follow up application form re. Gosford Hospital Carer’s Retreat
G. Bown	10 A xiv	Forward Application form
G. Ingall	11 i	Forward invitations (5)
G. Ingall	11 i	Order supper
G. Ingall	11 i	Print Annual Reports
G. Ingall	11 iii	Update website with Simon
G. Ingall	11 v	Organise account with CBA, Tuggerah
G. Ingall	11 v	Contact Tyro
G. Ingall		BRING presentation cheque - AGM
G. Bown		BRING plaque for Shirley Shuttle - AGM