

**MINUTES OF THE
SPECIAL BOARD OF MANAGEMENT MEETING
HELD ON 2 DECEMBER 2017**

Attendees

- Bill Butler (President)
- Gwen Scott (Vice-President)
- Paul Matthews (Secretary)
- John Scott (Board member)
- Peter Self (Bar Manager)
- Shirley Hay (Providore)

Apologies

- Bev Kelleher (Asst Secretary)
- Simon Butler (Board member)
- Allan Chatfield (Board member)
- Marion Florence (Board member)
- Ron Cowen

Guests

- Stuart Harris
- Margaret Robertson

Opening

1. The Secretary declared the meeting open at 11.00am. The President was delayed so discussion was started pending his arrival as his presence was required to form a quorum. He welcomed Margaret and Stuart to the meeting.

Business of the special meeting

2. Discussion commenced with regard to the purchase of accounting software. Paul explained that there were two options – purchase the software and install it on ONE machine or “hire” the software via the cloud and have it available from any machine at any time.
3. In preparation for the meeting Paul provided the board with possible options (Annex A). Both John and Paul recommended a cloud solution as it provided much more flexibility for the current and future Treasurer. Stuart agreed to give it a go.
4. With the arrival of the President, the Secretary explained what discussions had taken place. Bill apologised for his late arrival.

5. Paul moved, and Bill seconded, that we appoint Stuart Harris as Treasurer until the next AGM.

CARRIED

6. Paul moved, and John seconded, that we setup a Reckon One account and trial this cloud accounting software.

CARRIED

SECRETARY'S NOTE: Since this decision, our past accountant, Jenny Davies, has offered us her copy of MYOB at no cost. Since Stuart is happy to work from the club's office, and feels more comfortable using software Margaret is already familiar with, we will use this software on the office laptop for the time being.

7. Margaret offered to finalise the accounts up to end-2017 so that Stuart could start from a firm baseline from 1 January 2017. Bill, on behalf of the board, thanked Margaret for her support during this transition.

Closure

8. The President closed the meeting at 11.15am and thanks all board members for attending.

Paul Matthews
Secretary

19 December 2017

Bill Butler
President

__ December 2017

Annex A

Software

MYOB AccountRight Plus Software
RRP \$1697

Cloud software

<https://www.reckon.com/au/one/pricing>

About \$11 per month for accounting, payroll and super.

<https://www.myob.com/au/accounting-software/essentials#anchor-pricing>

\$50 per month – includes unlimited payroll but no mention of super

<https://www.xero.com/au/pricing/>

\$60 per month – includes payroll for up to 5 people and auto-super