

MINUTES OF THE ANNUAL GENERAL MEETING HELD ON SUNDAY, 3 JUNE 2018

Attendees (33)

Bill Butler (President), Gwen Scott (Vice-President), Paul Matthews (Secretary), Bev Bennetts, Simon Butler, Janet Cowen, Marion Florence, George Goetzki, Shirley Hay, Steve Hawkins, Tony Hill, Cliff Iles, Peter Jones, June Kelly, Ross Kelly, Lindy Leary, David Long, Dawn MacPherson, Shane Munster, Del Parsons, Julie Pursell, Michael Seabourne, Peter Self, Chris Smith, Gwen Scott, John Scott, Karen Scott, Nancy Simmons, Bob Taylor, Trish Taylor, Kaye Upchurch, Alan Waller, Ray Young

Apologies (10)

Dianne Burgess, Lesley Cornish, Ron Cowen, Faye Gardner, Sally Giblin, Basil Marden, Margaret Robertson, Leona Smith, Max Upton, Vicky Wakefield.

Opening

1. The President declared the meeting open at 10.35am. The notice convening the meeting was not read as all agreed that it was available to read on the notice board.

Minutes of the previous AGM

2. The Secretary asked if he should read the minutes from the previous AGM but the members indicated this too was unnecessary. Paul Matthews moved, and George Goetzki seconded, that the minutes be accepted.

CARRIED

President's Annual Report

3. The President presented his report (Enclosure 1) and moved that it be accepted. Marion seconded the motion.

CARRIED

Audited balance sheet and statement of accounts

4. Peter Askey-Doran (acting Treasurer and bookkeeper) presented the audited balance sheet and statement of accounts (Enclosure 2) and answered questions from the floor.
5. Peter advised the meeting that insurance was not included in this year's statements because it was paid twice last financial year. Insurance for this year has been paid in May.

6. Peter suggested we look into registering for GST. We can back-register and potentially “recover” about \$15,000 from the building renovation costs. We could also potentially realise another \$12,000 from the phase 2 works. It would, however, mean we would have to add GST to bar sales, invoices for sponsors, etc. The matter was left for the new board to investigate.
7. John Scott moved, and Gwen Scott seconded, that these financial documents be accepted.

CARRIED

Annual Subscriptions

8. The Secretary advised the members that BTS had again increased its capitation fee (this year to \$78) and that the Board of Management has decided to trial a formula-based system for setting fees that is based on the BTS capitation fee.
9. The Secretary offered to show the formula to anyone who was interested. He explained the formulae were setup to mirror existing fees but took into account the BTS increase.
10. Shirley Hay moved, and Steve Hawkins seconded, that subscriptions (Enclosure 3) for the coming year should be accepted.

CARRIED

Election of office bearers

11. The position of **President** remained vacant and must therefore be filled from nominations from the floor. Steve Hawkins nominated David Long and Mike Seabourne seconded the nomination. David accepted the nomination and was duly name President.
12. David thanked the members for their endorsement and wished Bill all the best at this new club. David took over the meeting.
13. The following nominations were received and were confirmed automatically:
 - **Vice President** - Gwen Scott
 - **Treasurer** - Kathy Matthews
 - **Secretary** - Paul Matthews
 - **Assistant Secretary** - June Kelly
 - **Board members (4)**
 - Marion Florence
 - Shirley Hay
 - John Scott
 - Shane Munster
 - **Providore** - Vicky Wakefield
14. Michael Seabourne again nominated to be **Patron** and was again confirmed.

15. The position of **Bar Manager** remained vacant and must therefore be filled from nominations from the floor. Peter Self was nominated but he declined. After some discussion, it was decided that the Board of Management should look into setting up a group of members who could share the load in the same way that greenkeeper has been handled. The Secretary asked about the honorarium if this occurred and it was agreed that it should be distributed across the group if this approach was taken.

ACTION: Board of Management to resolve this issue

SECRETARY'S NOTE: Peter Self undertook to continue as Bar Manager with the proviso that the board would identify several members to help spread the load.

16. The following committee nominations were received and confirmed:

Social Committee

- Vicky Wakefield, Trish Bolt, Lindy Leary
- John Scott, Tom Kitchener

Club Match Committee

- Marion Florence
- Ross Kelly

Men's Match Committee

- Shane Munster

Men's Midweek Selector(s)

- Steve Hawkins
- David Long

Saturday Selection Committee

- Chair - Shirley Hay
- Div 1 - Paul Matthews
- Div 1 - Tony Hill
- Div 4 - Steve Hawkins
- Div 4 - Kathy Matthews
- Div 6 - John Scott

17. It was agreed that we wait and see if we can field a Saturday Division 6 side before we seek a second selector for that division.

Appointment of the auditor

18. The board recommended we continue using the services of **Rendell Ridge** and the members agreed.

Merit awards

19. The President advised the meeting that we would be sending **Allan and Helen Chatfield** (now resident in WA) certificates of merit, in recognition of the outstanding work they did to fit out the interior of the club following our building renovations.

Life membership award

20. The President presented a life membership award to **Shirley Hay**. Shirley is a tireless worker for our club who has held almost every position at one time or another, including Vice-President, Treasurer, Secretary, Provedore and Board member. She has also been a selector for both Ladies Thursday pennant and Saturday Open pennant, and on the Ladies and Club Match Committees. Shirley is the first to put her hand up when something needs done and is well-deserving of this award.

Motions put before the meeting

21. Chris Smith advised the meeting that he has received two quotes for the Phase 2 Building renovations - one for \$382,000 and one for \$236,000. Naturally, we will accept the second (lesser) quote. Even with the \$150,000 election promise from the Liberal Government, this left us short of funds to complete the renovations. He and the Board of Management will be looking into ways that we can bridge this gap.
22. Ross Kelly moved, and Mike Seabourne seconded, that the Board of Management revised the "Bereavement policy" contained in club rules to read:

The Board of Management will appoint a member of the board to act as Bereavement Officer. Upon receiving advice of the passing of a past or present member, the Bereavement officer will (in consultation with the Executive):

1. Place a notice in the Mercury newspaper
2. Send a condolence card to the family if the appropriate address is known
3. Ensure an appropriate notice is placed on the club's website

CARRIED

23. Peter Self moved, and Paul Matthews seconded, that by special resolution of the members present, we add Clause 3.10 to the constitution:

3.10 Subscriptions - new junior members

- (a) Subscriptions for new members applying for Junior Membership will be zero dollars for the first year but the junior member must pay the association affiliation fee.
- (b) If a newly elected member fails to pay their subscription within 30 days after their election, their election shall be void unless they can justify the delay to the satisfaction of the Board of Management.
- (c) The payment of the subscription or using the Club's property shall imply a member's acquiescence to the Constitution and By-Laws.

CARRIED

24. Peter Self moved, and Paul Matthews seconded, that by special resolution of the members present, we amend Clause 8.5 of the constitution to read:

8.5 Saturday Selection Committee

- (a) The Saturday Selection Committee should, where possible, comprise two members from each division plus a chairperson.
- (1) Any full or life member, who has paid the association capitation fee, may nominate as a selector or as the chairperson.
 - (2) The chairperson and each selector shall be elected by full and life members at the Annual General Meeting.
 - (3) Nominations for these positions shall be lodged with the Secretary not less than seven days before the date fixed for the Annual General Meeting and shall be
 - (i) in writing
 - (ii) signed by the candidate
 - (iii) signed by the proposer and seconder
- (b) When a selector changes their division, other than to fill a casual vacancy, they will forfeit their position as selector and a new selector will be elected by the division that bears the vacancy.
- (c) The Saturday Selection Committee will be responsible for Saturday pennant selection only.

CARRIED

25. Marion Florence put forward the idea of combined Triples and Fours as there were not enough numbers to run separate men's and women's A and B grade contests. The members agreed to trial this approach for this season.

Closure

26. The President declared the meeting closed at 11.20am.

Paul Matthews
Secretary

David Long
President

11 June 2018

___ June 2018

Attachments

1. President's Report
2. Financial Statements
3. Subscriptions

Attachment 1 - President's Report

Sorell has redeveloped the club house as per phase 1 of the building project, it is a very smart and welcoming clubhouse, now people are now becoming aware of its existence and realizing it is an economical and central alternative for functions in the Sorell and Southern Beaches area.

I can report that the building came in on budget and apart from a few minor maintenance issues very smoothly, we still have a minor issue with the vinyl but that is being sorted.

The Liberal Government has pledged \$150,000.00 to go towards the next phase of the development which should complete the works. The club received a quote from Bennett's Constructions for \$215,000.00 which includes the toilet upgrades giving us the wheelchair access toilet we so badly need. I would like to thank all those involved once again, with a special mention to Chris Smith for all the work he has done behind the scenes. A bit of extra work will be required to be done on our parliamentarians going forward to secure the rest of the funding.

On the greens the club once again punched above its weight division with the ladies Division 1 playing off in the Grand Final against Sandy Bay and ladies div 4 competing in the finals also. The men's Division 1 team made it through to the preliminary final after defeating the much fancied Kingborough team. The club also had 2 silver medalists at the Australian Masters Games, we had a Sorell team play off in the finals to represent the state in the BPL in Queensland.

The club also had over 60's success at the last over 60's championships, a very successful campaign in the RSL, fours and pairs.

I will be moving on next season but would like to thank Paul the best club secretary in Tasmania, the rest of the committee and Peter Self our resident bar manager for the hours he spends in the club his worth to the club cannot be understated.

I would like to wish my predecessor all the best going forward and the club every success on the greens.

Bill Butler.
Club President.

Attachment 2 - Financial Statements

Max Peck and Associates

ABN 40 322 767 816

Principal: Rendell W Ridge B.Ec Registered Company Auditor #161503

Independent auditor's report to members of Sorell Bowls Club Inc.

I have audited the special purpose financial report of Sorell Bowls Club Inc for the year ended 30 April 2018.

Audit Opinion

In my opinion, the special purpose financial report of Sorell Bowls Club Inc presents fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia the financial position of the Club as at 30 April 2018 and the results of its operations and its cash flows for the year then ended.

Limitation of Scope

As is common for organisations of this type, it is not practicable to establish complete accounting control over cash received from all of its activities. Verification therefore has been limited to the receipt of funds recorded in the Club's financial records.

Management Committee's Responsibility for the Financial Report

The Management Committee is responsible for preparation and fair presentation of the special purpose financial report and information contained therein. This responsibility includes establishing and maintaining internal controls relevant to preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

My responsibility is to express an opinion on the financial report based on my audit. I have conducted my audit in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the accounts are free of material misstatement. My procedures included examination, on a test basis, of evidence supporting amounts and other disclosures in the accounts, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements are presented fairly in accordance with Australian Accounting Concepts and Standards and other mandatory professional reporting requirements (Urgent Issues Group Consensus Views) (where applicable), and statutory requirements so as to present a view which is consistent with my understanding of the Club's financial position and the results of its operations and cash flows.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Independence

To the best of my knowledge and belief, there has been no contravention of auditor independence and any applicable code of professional conduct in relation to the audit.

MAX PECK & ASSOCIATES



Rendell W. RIDGE
31 May 2018

Sor ell Bowls Club Inc.
Balance sheet as at 30 April 2018

<i>2017</i>		<i>2018</i>
	Assets	
	<i>Current Assets</i>	
10,532	Cash at Bank, On Hand	14,211
282,330	Term Deposits	77,744
<u>3,552</u>	Inventories	<u>4,830</u>
296,414	<i>Total Current Assets</i>	96,785
	<i>Non-Current Assets</i>	
372,295	Clubhouse, including Renovations	583,270
108,633	Plant, Equipment	113,837
<u>-62,269</u>	<i>Deduct</i> Provision for Depreciation	<u>-65,822</u>
127,600	TigerTurf Super Green	127,600
<u>-59,789</u>	<i>Deduct</i> Provision for Depreciation	<u>-68,191</u>
486,470	<i>Total Non-Current Assets</i>	690,694
782,884	Total Assets	787,479
	<i>Deduct Liabilities</i>	
	<i>Current Liabilities</i>	
0	Key Deposits	60
<u>65</u>	Payroll Deductions Payable	<u>230</u>
65	<i>Total Current Liabilities</i>	290
65	<i>Total Liabilities</i>	290
\$782,819	Net Assets	\$787,189
	Equity	
766,492	Retained Earnings	782,819
<u>16,327</u>	Current Year Earnings	<u>4,370</u>
\$782,819	Total Equity	\$787,189

Sorell Bowls Club Inc.**Statement of Income & Expenditure for year ended 30 April 2018**

<i>2017</i>		<i>2018</i>
	Trading Income	
50,776	Bar	46,248
5,592	Catering	4,428
56,368	Total Trading Income	50,676
	<i>Deduct</i> Cost of Sales	
2,005	Opening Stock	1,794
19,976	Bar	18,484
0	Catering	924
0	Coffee Machine rental	1,957
-1,794	<i>Deduct</i> Closing Stock	-3,073
20,187	Cost of Sales	20,087
36,181	Trading Gross Profit	30,590
	Add Other Income	
8,262	Bowls	3,545
6,656	Fundraising	5,297
0	Grants	4,000
5,922	Interest	3,472
850	Room Hire	85
1,016	Sale Merchandise inc Subsidy	288
10,990	Sponsorships, Donations	2,400
17,460	Subscriptions, Joining Fees	17,592
640	Sundry Income	801
51,795	Total Other Income	37,479
87,976	Total Income (Net of Cost of Sales)	68,069
	<i>Deduct</i> Other Expenditure	
880	Accounting, Audit	975
676	Advertising	229
5,946	Bowls: Registration, Affiliation, Entries	5,663
4,734	Catering	0
3,953	Cleaning	6,177
4,049	Disposal of Assets (Net)	0
202	Donations	216
4,187	Electricity	5,111
600	Filing Fees, Licences	1,217
443	Fundraising	855
6,930	Insurance	126
685	Miscellaneous Expenses	1,061
125	Office Supplies	2,085
644	Postage, Printing, Stationery	249
6,477	Rates	5,879
0	Renovations	3,998
4,282	Repairs, Maintenance	3,371
704	Security	3,451
1,630	Telephone, Internet	1,645
400	Travel	660
2,749	Trophies, Prizes, Jackpots	1,186
8,015	Wages, Honoraria, Superannuation	6,804
0	Workers Comp Insurance	785
58,212	Total EXPENSES	51,743
29,764	Net Operating Profit	16,325
-13,437	<i>Deduct</i> Depreciation	-11,955
\$16,327	Club Profit	\$4,370

Attachment 3 - Subscriptions

From <http://sorellbowlsclub.com.au/subs-for-2018-19/>

The Board of Management is trialling a formula-based system for determining annual subscriptions. The members agreed to the following at the 3 June AGM.

Subscriptions will be made up of a membership fee (or percentage thereof) plus the BTS association fee. The full membership fee will be 2.2 times the BTS fee, and it will be used to determine the subscriptions for each category.

This year, the BTS fee for adult bowlers is \$78 and the fee for junior bowlers is \$42. Therefore, the membership fee (MF) will be 2.2 times \$78 which equals **\$172**.

For the 2018-19 club year (1 May 2018 to 30 April 2019), the subs have been set as follows:

Clause	Membership class	Formula	Calculation	Subs
2.2	Full Member	MF + BTS	\$172 + \$78	\$250
3.9	Full Member (first year) ¹	50% MF + BTS	\$86 + \$78	\$164
2.5	Social Bowler	60% MF	\$103	\$103
2.3	Life Member (Pennant)	0 + BTS	\$0 + \$78	\$78
2.6	Junior Member	20% MF + BTS	\$34 + \$42	\$76
3.10	Junior Member (First year) ¹	0 + BTS	\$0 + \$42	\$42
2.4	Honorary Member	25% MF	\$43	\$43
2.9	Special Member ²	33% MF	\$57	\$57
2.7	Indoor Member	20% MF	\$34	\$34
2.8	Social Member	20% MF	\$34	\$34
2.3	Life Member (Non-pennant)	0	0	\$0
2.10	Employee Member ²	0	0	\$0

Notes

1. Only available for bowlers who have not previously been a member at Sorell.
2. Only available at the discretion of the Board of Management.