

**MINUTES OF
THE BOARD OF MANAGEMENT MEETING
TO BE HELD ON 19 JUNE 2018**

Attendees

- David Long (President)
- Gwen Scott (Vice-President)
- Paul Matthews (Secretary)
- June Kelly (Assistant Secretary)
- Marion Florence
- John Scott
- Shane Munster
- Shirley Hay

Guests

- Peter Self (Bar Manager)
- Bookkeeper (Peter Askey-Doran)

Apologies

- Kathy Matthews (Treasurer)
- Vicky Wakefield (Providore)

Opening – 4.30pm

1. The new president, David Long, opened the meeting by welcoming new members, and thanking existing members, for recommitting to the to the board.
2. Marion asked that we re-establish the protocol of turning phones off and leaving the room in cases of conflict of interest as this didn't happen with the last board. All members agreed.

Read/Confirm previous minutes

3. Shirley moved, and Marion seconded, that the minutes of the previous meeting be accepted.

CARRIED

4. The Secretary asked the board to look at the minutes of the recent AGM and let him know if there were any errors/omissions. These minutes would not be ratified until the next AGM or SGM but it is easier to check them now than in a year's time.

ACTION: All board members.

Business arising from the previous minutes

5. **Smoking policy.** The Secretary advised the board (for the benefit of the new members) that Rod Pursell has questioned our “No smoking within 20 metres” policy.
 - The BA Smoking Policy states that smoking is not allowed on the green, the bank, all indoor areas, all enclosed outdoor areas, all outdoor dining areas, all al-fresco dining areas, and within seven (7) metres of any building entrance.
 - The Public Health Act 1997 (Tasmania) – tabled by Shirley on behalf of Julie Pursell, makes reference to the 20-metre rule (see Attachment 1).

The Secretary concluded that if we follow the Bowls Australia ruling, members and guests can smoke “away from the green” but not in the BBQ area as we currently allow. However, since State legislation will take precedence over the Bowls Australia policy, we should

- Declare the clubrooms permanently smoke-free (as they are now)
- Declare the whole club and grounds a smoke-free zone when bowls is being played (including 30 minutes before and after play)
- Permit smoking outside the clubrooms and at least 7 metres away from opening doors.

ACTION: Board members to consider and provide feedback at the next meeting.

6. The following items remain on the Secretary’s list of things to do:
 - Review Facebook presence
 - Update ABN details – name change and contacts
 - Compile list for honour board updates

Actions for the new board

7. In accordance with the constitution, the Secretary asked the board to review, amend (as necessary) and ratify the Club Rules. Discussion followed over the club hire fees. The Secretary undertook to send members a proposed change to a price per hour (instead of a fixed price) for their consideration.

ACTION: Held over until the next meeting

8. The board considered the appointments below and acted as indicated:
 - **Bar Manager.** Peter Self undertook to continue as Bar Manager on the understanding that he would not work every second Wednesday or Saturday during pennant season, and ladies would provide a bar lady from their numbers on Thursdays during pennant season. David said he was very pleased to have Peter continue in this role.
 - **Greenkeeper.** David advised the board that he and Darrell Hope shared these duties last year (and also shared the honorarium) and he believed he could arrange for a small group to do the same this year. He planned to list jobs on a whiteboard in the shed so that all workers were aware of what work was left to do. David will be the Greens Manager and arrange matters.

- **Bereavement Officer.** Paul moved, and Shane seconded, Gwen's nomination, which was carried.
- **Club Hire Officer.** Gwen moved, and David seconded, Shirley's nomination, which was carried.
- **Workplace Safety Officer.** Marion moved, and Paul seconded, Shane's nomination, which was carried.
- **Sponsorship/Keys.** The board ratified the re-appointment of Bev Kelleher to manage these concerns.

Treasurer's report

9. The Treasurer's report is at Attachment 2. Marion moved, and Peter Self seconded, that we accept the report from Mr Askey-Doran with thanks for his hard work on behalf of the club.

CARRIED

Business arising from the Treasurer's report

10. With regard to our retrospective registration for GST, Marion moved, and Shirley seconded, that we appoint Mr Tony Brello to work with Mr Askey-Doran to proceed on the understanding that we would recover the GST paid on the Phase 1 building renovation.

CARRIED

11. Mr Askey-Doran presented a provisional budget to the board. He developed this based on the previous two year's financials as Bendigo Bank required it. He asked that the board look it over and email any concerns to him by the end of the week. John moved, and Marion seconded, that we accept the provisional budget for the purposes of dealing with Bendigo Bank.

CARRIED

Correspondence

12. Paul moved, and David seconded, that we accept the correspondence as listed at Attachment 3.

CARRIED

Business arising from Correspondence

13. **Building signage.** The board decided to wait until the Phase 2 renovations were completed before revisiting this idea.
14. **Election to Bowls Tasmania Board.** The club voted for Elizabeth Rickards (Geeveston) based on her resume.

15. **Pennant Team nominations.** The Secretary advised the board that he'd indicated to BTS that we would field the same teams as last year (at this stage).
16. **Format of Midweek Pennant 2018-19.** The club voted for three teams of four players rather than four teams of three players.
17. **Replacement DVR (CCTV).** John moved, and Shane seconded, that we accept Philip Barker's quote for \$979 to replace the security computer.

CARRIED

ACTION: Peter Self to arrange matters

Reports

18. **BTS delegates.** Contacts for the Bowls Tasmania Handbook were decided.

ACTION: Secretary to forward names/details to BTS

19. **House and Bar.** Peter Self reminded the board that a bar trainee can only work behind the bar when an RSA-qualified member is present.
20. **Greens and Gardens.** As discussed above.
21. **Building Works.** David advised the meeting that
 - The first thing we had to do was move the meter box at a cost of \$11,200 but this was included in the building quote.
 - As a result, we would likely be without power for 1-2 days.
 - We do not quite have enough funds to meet the contract but he was talking with Bendigo Bank, Westpac Bank and the Council about a solution.
 - To proceed, we will have to use all the funds currently on the books.
 - He contacted Chris for a new plan and advised that this had been sent to the club's mailbox that day.
 - If the go-ahead is given he hoped building works could commence by first week in July and be done before pennant started.

David asked the board if we should proceed with the Phase 2 given the information above. A vote was taken and the decision was unanimous that we proceed.

We still have to sort out the vinyl floor, which was laid by Mr L. Mulcahy of 15 Peppi Drive, Sorell (6265 3293) on behalf of Carpet Court Sorell.

ACTION: Secretary to write a letter to Carpet Court

22. **Grants.** Nothing to report.

23. **Sponsorship.** The following matters were discussed and decisions made:
- The efforts to obtain a major sponsorship for club tops (by past president Bill Butler) was on hold until/unless the club was contacted by the manufacturer.
 - Ron Cowen negotiated with Roberts Real Estate for a canopy sign for \$300. This was referred to Bev Kelleher.
 - David spoke to Marshall Batteries about their sign and arranged for a continuance of sponsorship (two signs for \$350). This was referred to Bev Kelleher.
 - David has removed the Tony Mulder sign.
 - David has arranged for McDougall's to continue displaying their sign for \$500 in sponsorship. This was referred to Bev Kelleher.
 - David has negotiated with Sandra Bamford (Funerals) to have two sites (one canopy and one at the building front) for \$600. This was referred to Bev Kelleher.
24. **Match committees.** Nothing to report.
25. **Selection committees.** The Secretary advised the board of the following:
- Clearances provided to
 - Ross Brokate (to Howrah)
 - Sandra Hawksley (to Howrah)
 - Leona Smith (to Howrah)
 - Chris Smith (Open)
 - Anticipated requests
 - Bill Butler
26. **Social committee.** The club would hold a mid-year dinner on 5 July.
- ACTION: Secretary to email members – all welcome.
27. **Work Place Safety.** Nothing to report.
28. **Membership.** The board approved the membership (full, first year) for Mr Neil Winthrop from Cremorne.
- ACTION: Secretary to advise Mr Winthrop.

General business

29. The Secretary advised the board that he had registered the club on www.hallsforhire.com.au on the off-chance that this would result in new bookings.
30. Peter Self questioned the need for a sanitary bin in the male toilets and moved that we get rid of it as it was costing us money and it wasn't being used. John seconded the motion.

CARRIED

ACTION: Shirley to renegotiate the contract.

31. Shirley noted that one of the heat pumps in the clubroom area was not working and undertook to contact David Saggett (electrician).

ACTION: Shirley to investigate and report back to the board

32. Gwen reminded the board that the Past President's Association will use the club on the first Friday in October.

Next meeting

33. The next meeting will be held on Tuesday 17 July at 4.30pm.

Closure

34. The President declared the meeting closed at 7.00pm. He thanked the board for their time and undertook to advise Chris Bennett that he had the job (Phase 2 building renovations) and could start as soon as practicable.

Paul Matthews
Secretary

10 July 2018

David Long
President

___ July 2018

Attachments

1. Public Health Act 1997 Part 4 Division 1A section 67B – Smoke-free areas
2. Treasurer's Report
3. List of correspondence

Public Health Act 1997

Part 4 Division 1A section 67B – Smoke-free areas

Sourced from: <https://www.legislation.tas.gov.au/view/html/inforce/current/act-1997-086#GS67B@EN>

67B. Smoke-free areas

- (1) A smoke-free area is any of the following:
- (a) an enclosed public place;
 - (b) an enclosed workplace;
 - (c) any area, including, but not limited to including, a public street, that is not within private premises and is designated by the occupier of the area as a smoke-free area;
 - (d) at an outdoor sporting venue during an organised sporting event being held at that venue, anywhere within 20 metres of –
 - (i) any permanently or temporarily erected public seating; or
 - (ii) any seating, marshalling area, warm-up area, podium or other part of the venue reserved for the use of competitors or officials; or
 - (iii) any part of the venue used to conduct the actual organised sporting event;
 - (e) anywhere within 3 metres of an entrance to or exit from any non-domestic building or multiple-use building;
 - (f) anywhere within 10 metres of any air intake for ventilation equipment on or in a multiple-use building or a non-domestic building;
 - (g) anywhere within 10 metres of any play equipment erected at a children's playground in a public place;
 - (h) on a beach at which a surf-lifesaving organisation has temporarily erected a pair of red and yellow flags for the safety of beach users, the area "between the flags" (being the rectangular area bordered by the flags, the water's edge and the landward fringe of the beach);
 - (i) anywhere at a public swimming pool, including the curtilage of the public swimming pool;
 - (j) anywhere that the Director, by public notice, designates as a smoke-free area in connection with a public event or class of public events specified in that public notice;
 - (k) anywhere in an outdoor dining area;
 - (l) anywhere within 3 metres of an outdoor dining area that is not surrounded by a screen, or other barrier, that is at least 2.1 metres high and impervious to smoke;
 - (m) a public street that the regulations declare to be a pedestrian mall;
 - (n) a public street that the regulations declare to be a bus mall;
 - (o) anywhere within 3 metres of a bus shelter on a public street.
- (3) For the purposes of [subsection \(1\)\(d\)](#) –
- (a) an organised sporting event is a sporting event planned in advance and conducted, according to established rules, by an established professional or amateur sporting body or by an educational institution, whether as a one-off event or as a part of a round of events; and
 - (b) an informal or impromptu sporting event is not an organised sporting event; and
 - (c) the duration of an organised sporting event is taken to include the 30-minute period leading up to the official start of the event and the 30-minute period immediately following the official finish of the event.

Treasurer's Report

Meeting 19th

FINANCE REPORTS

Attached Profit and Loss and Balance Sheet for the month of May.

GST recovery

The estimate of GST to be recovered (if allowed for 2018) would be \$17477 less the bookkeeping cost of preparing the returns.

The normal GST payable (based on 2017) would be \$3800

I would like to suggest that you appoint Tony Brello as your tax agent.

He will establish the retrospective GST registration, if that is possible, which he believes is, from the 1st May 2017. There would be no charge for this but he would charge \$60.00 plus GST per quarter for lodging the BAS statement. There would be over the 5 year period some GST cost but if you could recoup the GST on the capital spent in 2017 and the proposed expenditure in 2019 there would be a net gain of over \$25,000

Coffee Machine Costs.

See attached Spreadsheet

In summary The Board made a decision in July last year to install the coffee machine.

The minutes show that the Figure quoted for the rental was \$56 / month. However this figure was per week. It appears that the interest rate being charged on the loan is 19.4%.

I have spoken to Simon Creely the Managing Director of Essential Coffee who sold the machine and to an officer at Northern Managed Finance, who have invited me to write to them.

I believe that if we have someone with legal expertise available to us that we examine the possibility of cancelling the lease based on the fact that the contract was a not properly authorised by the Board and not signed by two persons authorised to do so by the Board. However the legal situation may be that we will have to wear the situation and be happy in the knowledge that at the end of the 4 year period we will in fact own the machine.

Budgets

Introducing a budget for the club so as to give more structure and a sense of achievement in the running of the club. Quite independently of this Bendigo Bank want us to submit a budget in order to consider the start of a banking and loan account with them. I believe there will be several advantages to transferring our accounts to Bendigo. The single most important of these is the opportunity becoming a member of the Community Bank and access to its community grants. We have had one meeting with them and a further one is to be scheduled which will include a representative from the Community bank section.

Attached is a preliminary attempt to provide this for both Profit and Loss and Asset Management (balance sheet) purposes. The change in 2019 is minimal

Due to the loss of the facility during the building period July to December

EFTPOS

Quotes for EFTPOS machine	:	Monthly rental	Trans rate
		Bendigo Bank:	\$19/month PLUS 1.5% of turnover.
		Tyro:	\$29/month PLUS 0.99% of turnover

SUPERANNUATION

HOSTPLUS; Sally Ridgeway is still registered as the administrator for this account. I have spoken to Nikki re her superannuation and have been able to re-establish our contact with Hostplus however they have written to Nikki stating that there is not sufficient funds entering the account in order to maintain her membership.

BUILDING

It is my opinion that this club is on the verge of a major change in its situation and community involvement

INVESTMENTS

The Tasmanian Perpetual Trustees fund is returning the rate of 2.8% this will not even be covering inflation.

Apparently a gift of \$10,000 was made to the club by Lara Giddings which was to be applied to the renovation of the toilets. I have not been able to find a reference to this but if it is true then it should be specifically noted and used for its intended purpose.(?)

Consideration of using the Tas Perpetual Trustees funds for the toilet block renovation should form part of the consideration as to how to finance this process.. If this was done then repayment of regular amounts should be included in the budget and paid back into the investment fund on a regular basis.

If the fund is to be maintained then I suggest that we find a better way of investing these funds . I would suggest that most of the funds be used to purchase shares in blue chip companies from the ASX 200 list that will provide dividends and capital growth over the next ten years. Although shares can vary in value on a month to month basis over the long term trend shows continual growth and we could expect these funds to at least double in that time. I am not a financial advisor and have no wish to become one, so I suggest that you form a small investment committee comprising the Treasurer, President and one or two with some expertise to make recommendations to the Board. If it possible to find some that will exceed the cost of bank loan to finance the building then I would suggest that it may be better to borrow the funds from the bank

Other matters

Banking: Consideration of associating Bendigo Bank as a Community Bank becoming a sponsor of the Club? Some sort of advantageous relationship which might reduce costs of banking or increase income?

Staff and Board Training you are running a complex business with a great deal of demand on your time and capabilities. Money spent on training can be very helpful in better usage of time, changing points of view to a wider perspective, ensuring confidence in what you do.

Get Dougie's to provide some education to the new Treasurer and her assistant, so that the POS system can be better utilised and provide better reports of profitability and ease of management

Borrowing Costs versus use of own funds to fund building.

NB: Please note that key deposits have been removed from income and transferred to liabilities.

List of correspondence

Inwards

- Members
 - Julie Pursell – Forfeit club champion match
 - Shane Munster – club champion match
 - Peter Askey-Doran – coffee machine contract
 - Bill Butler – coffee machine contract
 - Leona Smith – request for clearance to Howrah
 - Peter Askey-Doran – Draft accounts for AGM
 - Bill Butler – Correspondence with Bendigo Bank
 - Chris Smith – Quote from Bennett Construction (\$215K + GST)
 - Linda George-Lang – New phone number
- General
 - Kingborough – Letter to BTS re recent survey
 - Rod Cooper – Letter re BTS survey and governance issues
 - Doug Lowe – Letter re Format of midweek pennant 2017-18
 - Eye Spy – Building signage quotation (\$595)
 - HostPlus – Updated our contact email address
- Flyers
 - Cremorne – RSL Diggers Day – 4 Jun 2018
 - Brighton – Snap Fours – 23 Jun 2018
- Government
 - Actively in Touch newsletter – May 2018
 - Aboriginal Sport and Recreation – Information request
 - 2018 Election Commitment - Grant Deed
 - DPAC EFT Remittance Advice
 - Guy Barnett E-News: Special Budget Edition
- Bowls Tasmania
 - Election for southern female Director of Bowls Tasmania Board
 - Bowls Tasmania AGM Outcomes
- Bowls Tasmania South
 - Association fee structure
 - Starting Time for Midweek Men's Pennant
 - Timing of BTS Women's Championships
 - BTS AGM – Election of the President
 - Format of Midweek Pennant 2018-19
 - BTS Board Meeting – 21 May 2018 minutes
 - BTS Affiliation Fees 2018-19
 - BTS Annual General Meeting Minutes
 - Expressions of Interest
 - BTS Board Vice President
 - BTS Greens Advisory Committee
 - BTS Southern Open Teams Selectors and Managers
 - BTS Southern Senior Teams Selectors and Managers
 - BTS Southern Junior Team Selectors, Coach and Manager

Outwards

- To BTS
 - Information of Bowls Tasmania handbook
 - Sorell vote for Southern female director to Bowls Tasmania board
 - Sorell's view on format for midweek pennant
 - Pennant Team Nominations 2018-19
- To Sorell Junior Football Club – Offer of clubrooms for fundraising activities
- To Dept of Justice
 - 2018 Election Commitment - Grant Deed
 - Invoice BG-032 for \$150,000
 - Annual Return of Association
- To all members
 - Letter from Rod Cooper (above)
- To Andrew Price – Offer of membership (Full, First Year)