

**MINUTES OF THE  
BOARD OF MANAGEMENT MEETING  
HELD ON 17 JULY 2018**

**Attendees**

- David Long (President)
- Gwen Scott (Vice-President)
- Kathy Matthews (Treasurer)
- Paul Matthews (Secretary)
- June Kelly (Assistant Secretary)
- Marion Florence
- John Scott
- Peter Self (Bar Manager)
- Peter Askey-Doran (Bookkeeper)

**Apologies**

- Shane Munster
- Shirley Hay
- Vicky Wakefield (Provedore)

**Opening**

1. The President declared the meeting open at 4.35pm.

**Read/Confirm previous minutes**

2. Gwen moved, and Marion seconded, that the minutes of the previous meeting be accepted.

CARRIED

**Business arising from the previous minutes**

3. **Smoking policy.** The board considered the research and proposal put by the Secretary (see previous minutes). Marion suggested we check with the Sorell Council regarding smoke-free precincts but later withdrew the suggestion. Paul moved, and John seconded, that we adopt the smoking policy as presented.

CARRIED

**ACTION:**

1. Secretary to add our smoking policy to club rules
2. Secretary to ensure all members are aware of the change

4. **Replacement DVR (CCTV).** Peter Self advised the board that the new DVR had been installed and tested, and paid for.
5. **Lino issues.** The Secretary admitted he had not written the letter to Carpet Choice. Kathy undertook to contact the company directly and see what can be arranged.

ACTION: Kathy to contact Carpet Choice Midway Point.

6. **Sanitary bins contract.** Peter Self advised the board that he has arranged for the removal of the bin from the men's toilet but there are still two in the ladies' toilet. The board decided to stop the contract until the new toilet facilities were completed with the Phase 2 building works.

ACTION: Shirley/Peter to explain/arrange things with the provider.

7. **Non-working heat pump.** Shirley left word that David Saggett could not inspect the heat pump. Peter Self said Phillip Barker thought it was a sensor issue. David undertook to investigate further.

ACTION: David to arrange for an inspection and report.

8. The following items remain on the Secretary's 'to do' list:
  - Review Facebook presence
  - Investigate name change requirements (ABN)
  - Compile list of honour board updates

## **Actions for the new board**

9. **Amend/Ratify Club Rules.** The Secretary explained the changes to rule 2 (club hire) and rule 14 (bereavements). Marion moved, and Kathy seconded, that the rules be accepted as presented.

CARRIED

10. **Club Hire Invoice.** The Secretary presented a 'Club Hire invoice' for consideration. It mirrored the charged laid down in the Club Rules and included a cell for GST. After some discussion, he moved that we accept this for use from now on. June seconded the motion.

CARRIED

## **Treasurer's report**

11. Peter Askey-Doran noted the loss of \$3,000 but advised the board that this was not accurate but as good as we can get at the moment due to the need to make GST adjustments.

12. **GST.** Peter advised the board that the Tax Office have confirmed our GST registration effective 1 May 2017. We now have to apply GST to all our transactions and submit activity statements from that date.

ACTION: Bookkeeper to manage this requirement and keep Treasurer informed

13. **Coffee machine.** Peter advised the board that the coffee machine vendor will sell the machine to us for the original price plus \$500 (representing half the installation costs). This means we would pay \$8,629 less what we've already paid, leaving \$6,182 to pay. The current hire-purchase arrangement would see us paying \$11,780 after four years. Peter also noted Kathy's assistance in investigating the legal aspects of the existing contract which materially helped with his negotiations. John moved, and Marion seconded, that we authorise Peter proceed with this plan.

CARRIED

ACTION: Bookkeeper to arrange for outright purchase of coffee machine.

14. **Banking arrangements.** Peter also provided the board with updates on loan/account discussions with Westpac and Bendigo Bank, which were ongoing. He is trying to negotiate a \$25,000 overdraft facility to help with our building refurbishment payments. The cost will be \$245,000 (including GST) and our total assets are \$234,000. The overdraft will cover the shortfall plus provide a contingency fund. Paul moved, and Marion seconded, that Peter and David continue negotiations.

CARRIED

15. Peter recommended we invest \$250 (the fee charged by Dougie's Office Equipment) in a two-hour training session for 2-3 staff in the STAR point of sale system. The board agreed and asked Peter to arrange matters. Kathy, Paul and John said they would be willing to undertake the training if a more suitable person was not nominated.

*SECRETARY'S NOTE: Brighton has expressed an interest in attending the training and sharing costs. They believe Claremont might also be interested.*

16. **Auditor's Report.** Peter advised the board that the auditor was willing to redo the accounts after the application of GST and the resulting reallocation of assets/costs. The Secretary noted that this would require a Special General Meeting so that members were aware of the changes and why they occurred.

ACTION: Call a Special General Meeting once accounts are re-audited.

17. After providing his report, Peter excused himself from the meeting. Paul moved, and Kathy seconded, that we accept Peter's report.

CARRIED

## **Business arising from the Treasurer's report**

18. As above.

## **Correspondence**

19. Paul moved, and David seconded, that correspondence (as listed in the attachment) be accepted.

CARRIED

## **Business arising from Correspondence**

20. The Secretary noted that the BTS invoice for a transfer fee for Neil Winthrop's move from Cremorne to Sorell was cancelled as Neil included the fee with his clearance form.
21. **MPIO – Policies.** Kathy advised the board that there were some policies that needed to be written, and some that needed to be reviewed, following her completion of the online training. Kathy also recommended introducing the new policies at a Special General Meeting so that all members were aware of our shared obligations. Policies included:
  - Child Protection Policy
  - Harassment/Discrimination Policy
  - Complaint Officer procedures

ACTION: Call a Special General Meeting once the policies were developed.

22. **MPIO – Fair/Safe Culture.** Kathy asked for the board's approval to post the Fair/Safe Culture fact sheet on the notice board and the board agreed.

ACTION: Kathy/Paul to draft policies for consideration by the board

## **Reports**

23. **BTS delegates.** Nothing to report.
24. **House and Bar.** Peter Self advised the board that Kathy would be doing the cash reconciliation during his absence. Also, Stuart Harris might be returning to the club and may be willing to help share the load.

ACTION: David/Peter to approach Stuart.

25. **Greens and Gardens.** David advised the board that Darrell Hope sprayed the green for mould on 16 July.

26. **Building Works.** David tables a letter that Chris Smith wrote to the Sorell Council. They have waived the \$2,000 fee for building/plumbing approval. David asked that we acknowledge this generous action. The building permit was expected next week. The Plumbing permit has already been received.

ACTION: Secretary to send a letter of appreciation to the Council

27. **Grants.** We currently have no-one looking after grants. The board agreed that we should ask for volunteers from the members.

ACTION: Secretary to put out the call.

28. **Sponsorship.** David advised the board that he had negotiated two signs from the local funeral business and the invoice had been sent out. They also want to use the club to hold a high tea in October. Discussion ensued about the hire costs for sponsors. It was agreed that they would be given the same deal as Social Bowlers (\$10/hour) as recognition of their support of the club (and to encourage other businesses to sponsor us).

ACTION: Secretary to update the club rules and website accordingly.

29. **Match committees.** Marion suggested we cancel the \$1,000 Triples that we usually hold in September. Paul admitted he had not included this event in the Handbook given the building works would be underway at that time.

ACTION: Match Committee to consider holding this event at a later date

30. **Selection committees.** We currently have 21 names for Saturday pennant and 11 names for Midweek pennant. Marion advised the board that, since Leona had left to go to Howrah, Shirley will be selecting for Division 1 Thursday pennant.

31. **Social committee.** A casserole dinner will be held on Thursday 2 August.

32. **Work Place Safety.** Nothing to report.

33. **Membership.** David moved, and John seconded, that we accept the application for membership (full, first year) from Graeme Martin.

CARRIED

ACTION: Secretary to advice Mr Martin.

## General business

34. Paul suggested we should invite MPs to a “get to know us” event, and separately, invite other clubs/associations to a “get to know us” event. The board agreed that this was a good idea but put the matter on hold until building works were completed.

35. **Bookkeeper's account.** Kathy tabled an invoice from Peter Askey-Doran for the month of June 2018 (\$1,065). Kathy advised the board that Peter would be easing out as she learned more and would only act when requested by the board. He was definitely needed, however, to see the transition to GST through to completion. Kathy moved, and Paul seconded, that we approve payment of Peter's invoice.

CARRIED

ACTION: Treasurer to pay the account.

36. **Photographs of past presidents.** Marion advised the board that Michael Seabourne has "officially" requested that the photos of past presidents be put up on the skirting boards above the windows. David said he'd spoken to Michael and he was working with Darrell Hope to condense them into a frame similar to that showing the past lady presidents. David said Michael was happy with that.

ACTION: David/Darrell to manage this process

37. **Community Membership fee.** Marion (and Peter) moved that we introduce a \$10 membership for 'Community members'. After some discussion, it was agreed to reduce the social membership fee to \$10 (from \$34) and members who have already paid should be refunded \$24. Seconded Peter Self.

CARRIED

ACTION: Secretary to update website/noticeboard

*SECRETARY'S NOTE: The following members have already paid \$34 and should therefore be refunded \$24:*

- *Graham Innis*
- *Linda George-Lang*

ACTION: Treasurer to refund the above three members.

38. **Community Membership.** Kathy suggested we should issue community members with a membership card and we should ensure they do not use the green. The board agreed. Peter reminded the board that visitors could only sign the visitors book three times otherwise we would be breaching our liquor licence.
39. **Sponsors/Old photos on the TV.** David indicated he would like to see sponsor advertising and old photos displayed on the TV above the bar. Paul said he could create a repeating slideshow if provided with the necessary material (ads and photos).
40. **Hiring temporary toilets.** Gwen asked about the cost of hiring temporary toilets during the building works. David/Peter have spoken to two companies and the overall cost was similar with both. David did not have the details to hand. But undertook to pursue this matter further.

41. **Patronage.** Gwen asked that the Secretary write to Rebecca White MP and Rene Hidding MP to ask if they'd like to continue as patrons of the club. The board agreed.

ACTION: Secretary to write to both MPs

42. **Rebecca White cheque.** Gwen reminded the board that the cheque for \$50 from Rebecca White, donated for the club champion's trophy, should be paid to Shane Munster.

ACTION: Treasurer to liaise with bookkeeper on how to proceed.

### **Next meeting**

43. The next meeting will be held on Wednesday 15 August at 4.30pm. Shirley and John provided their apologies in advance.

### **Closure**

44. The President closed the meeting at 6.30pm.

Paul Matthews  
Secretary

1 August 2018

David Long  
President

\_\_\_ August 2018

### **Attachment**

List of correspondence in and out

## Correspondence

### Inwards

- Members
  - Gwen Scott – Death notice for Len Kline
  - Ross Kelly - Amendment to Club Rule No 14
  - Kathy Matthews - Member Protection Information Officer Training
  - Chris Smith – Next stage plans from the designer
- General
  - Phillip Barker - Invoice 7131 (Replace DVR - \$979)
  - TasNetworks – Application for connection
  - TasPlan – QuickSuper application submitted
  - TasPlan – QuickSuper application (Client ID: TA15650)
  - Phillip Barker – Security monitoring (Inv 7149 - \$130) + Statement
  - Bendigo Bank – Proposal for your everyday banking needs
- Flyers
  - Sorell – Diggers Day- July 2018
- Government
  - Actively in Touch Newsletter - June 2018
  - Healthy Tasmania Community Innovations Grants - Round 2 Pre-announcement
  - Grant Alert - 2 July 2018
- Bowls Tasmania South
  - Use of non-accredited coaches
  - BTS Board Meeting – 18 Jun 2018 minutes
  - BTS Draft Rosters 2018-19
  - BTS Invoice 00490577 – Transfer Fee (Neil Winthrop)

### Outwards

Sent by Bev Kelleher

- Letter to Heaths Tyres Sorell

Sent by Peter Askey-Doran

- Email to Simon Creely (Coffee machine)

Send by the Secretary

- To selectors – Use of non-accredited coaches
- To the Board
  - Meeting with the builder
  - Grant opportunities
- To BTS
  - Transfer Fee (Neil Winthrop) – Paid in cash with the clearance
  - Request to petition SRT re MPIO workshop in the South