

KARAGI COURT LIMITED
ABN 92 002 044 500

BOARD MEETINGS

2020

Meeting
Thursday 24th November 2022 @ 7:00 pm

Meeting Dates – 2023

Thursday 9 February 2023
Thursday 6 April 2023 - AGM
Thursday 25 May 2023
Thursday 27 July 2023
Thursday 28 September 2023
Thursday 23 November 2023

Dinner – 6:00 pm

Please Note:

Plaques in storage are –

Freemasons on the Central Coast	=	8
Lodge James Kibble	=	5
Lodge Morning Star	=	5
Lodge Saratoga	=	5
Lodge Toukley	=	4
Lodge Wyong-Tuggerah Lakes	=	5
The Central Coast Lodge	=	5
TOTAL	37	(26.03.2022)

Notice of Board Meeting

To be held at Ourimbah RSL
on Thursday 24 November 2022 at 7:00 pm.
Dinner at 6:00 – Ourimbah RSL Restaurant - Booked.

Agenda

1. **Welcome:**

2. **Apologies:**

Motion: *‘That apologies of*

be accepted.’

Moved: _____

2nd: _____

Carried: Yes / No

3. **Conflict of Interest:**

On the matters contained in the agenda, is there any person who has or a perceived conflict of interest?

4. **Minutes of Board Meeting – Thursday 22 September at Ourimbah RSL:**

Motion: *‘The Minutes of the Board Meeting held at Ourimbah RSL on Thursday 22 September be accepted.’* (Circulated by email 30.09.2022 to your iPads & PCs)

Moved: _____

2nd: _____

Carried: Yes / No

5. **Matters arising from Minutes – 22.09.2022:**

Business Arising:

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

Have followed by phone and email to Justine Pickard. David is away on a sales trip to Victoria and will be returning on Friday 4. David has contacted Brad.

ii. **iPad update – Shanae Williams & Graeme Ingall:**

Have been returned to all directors including a double charger with 2 USB cables.

iii. **Responsible Person Update:**

All directors have informed me of their DIN numbers which have been forwarded to Adrian Thompson , auditor; confirmed by email 04.10.2022.

iv. **‘Invitation to Join’ and follow-up on non-payment by members – David Levesque:**

6. Matters finalised or occurred since last Board Meeting – 9 September – 1 November 2022:

- i. **16 October – CCKIN – Geoff Bown:**
Report on website.
- ii. **19 October - Anglican Care, Warnervale – Chris Matthews:**
- iii. **19 October - Visit to CC Clinic School & Research Institute – Geoff Bown:**
- v. **23 October – Terrigal SLS Club – IRB - \$ 15,000.00 – Chris Matthews:**
- vi. **5 November – CCKIN Wyong Race Day – Chris Matthews:**
- vii. **8 November – Long Jetty Over 50's Camera Club – David Levesque:**
Report on website.
- viii. **8 November – The Entrance Neighbourhood Centre – Graeme Ingall:**
Report on website.
- iv. **16 November – 2022 Caring for the Coast Awards – G. Bown / D. Levesque:**

7. Correspondence – 05 September – 07 November 2022:

Inwards:

06.09.22 – L. Rollason Gala Dinner invitation– Caring for the Coast Awards 2022.
08.09.22 – G. Bown – Unable to attend Raising of the Flags.
08.09.22 – C. Matthews – Quarterly transfer of Income from investments.
09.09.22 – G. Bown – received Minutes.
09.09.22 – S. Pierce – Advising the same as above.
09.09.22 – A. Mountain – Advising the same as above & offering to be minute taker.
09.09.22 – C. Matthews – Advising directors of presentation day to CC Bulldogs – 01.10.22.
10.09.22 – D. Levesque – Accepting Gala Dinner invitation.
10.09.22 – A. Mountain – Unable to attend Gala Dinner.
11.09.22 – G. Bown – Unable to attend 'Raising of Flags'.
12.09.22 – J. Noble – Unable to attend Gala Dinner.
13.09.22 – Fortunity – Confirmation of T.D. deposit.
13.09.22 – G. Bown – Able to attend Gala Dinner.
13.09.22 – S. Pierce – Unable to attend Gala Dinner.
13.09.22 – C. Lindsay – Suggested dates for inspection of CC Clinical School & Research Institute.
13.09.22 – G. Bown – Suggested discussion – Discussion paper on technology.
16.09.22 – J. Scicluna – Coast & Country Primary Care.
20.09.22 – S. Evans – Camp Breakaway Ball – 07.10.2022 @ Mingara Club.
20.09.22 – B. Garvin – Invitation to Shirley Bus presentation at Mingara – 21.10.2022.
20.09.22 – S. Evans – Adrenaline Rush @ Warnervale Airport.
20.09.22 – S. Pierce – Sean McKinnon – 'What is happening?'
20.09.22 – A. Thompson – Insurance relating to home being the Place of Business. Not affected as KCL doesn't make sales.
21.09.22 – S. Pierce – Unable to attend CC Clinical School.
22.09.22 – S. Pierce – Unable to attend Camp Breakaway.
23.09.22 – G. Bown – Suggested possible financial assistance for Adrenaline Rush.
23.09.22 – J. Noble – Suggested possible financial assistance per above.

AGENDA – Thursday 24 November 2022 – Ourimbah RSL.

23.09.22 – A. Mountain – Shirts sizes.
23.09.22 – A. Mountain – Agrees with J. Noble & G. Bown.
23.09.22 – C. Lindsay – Inspection date 19.10.22.
23.09.22 – C. Lindsay – Confirming names of attendees.
23.09.22 – Macquarie – Tax report available.
23.09.22 – B. Hibberd – Terrigal SLS Club – programme for Sponsor's day – 23 October 2022.
23.09.22 – B. Garvin – Reply re attendees.
23.09.22 – N. Goodwin – Confirmation of persons attending.
27.09.22 – G. Bown – Will be attending Budgewoi Soccer Club.
27.09.22 – A. Mountain – Unable to attend.
27.09.22 – L. Rollason – Confirmation of the 2 attendees.
27.09.22 – D. Levesque – Attending Budgewoi Soccer Club.
28.09.22 – J. Noble – Attending Budgewoi Soccer Club.
29.09.22 – G. Bown – Asking for suggestions re presentation of \$ 5,000 to CCKIN.
29.09.22 – A. Mountain – Suggested a weekend.
29.09.22 – J. Noble – Not available late October till November.
29.09.22 – G. Bown – Suggested date 15 or 16 October.
29.09.22 – A. Mountain – Either date.
29.09.22 – J. Noble – Can only do Sunday.
29.09.22 – G. Bown – Does Sunday suit everybody? Time and venue?
29.09.22 – J. Noble – Suggested Ourimbah RSL.
29.09.22 – S. Pierce – I'll try and make it.
29.09.22 – G. Bown – Ourimbah RSL for 10:00 am with morning tea.
29.09.22 – J. Noble – I'll be there.
29.09.22 – Fortunity – Tax breaks for training of staff.
29.09.22 – G. Bown – Lorraine & Rhonda CCKIN will be in Sydney. Time – 3:00 – 4:00 pm.
29.09.22 – J. Noble – Okay.
29.09.22 – A. Mountain – Okay.
29.09.22 – C. Matthews – Agree with purchase of Square and bank account – CBA.
29.09.22 – C. Matthews – Agree with Ourimbah RSL.
30.09.22 – G. Bown – Agree with purchase of Square.
30.09.22 – J. Noble – Agree with purchase of Square.
30.09.22 – G. Bown – Received a telephone call from Graeme, the cost for a dinner at 6:00 pm will be the same as afternoon tea presentation. He suggested dinner at 6:00 pm seeing as we have agreed to afternoon tea at 5:30.
30.09.22 – D. Levesque – Sounds good.
30.09.22 – D. Levesque – Squares excellent providing we differentiate between the moneys.
02.10.22 – G. Bown – Report re presentation to CC Bulldogs. Photos from Graeme to be sent.
02.10.22 – G. Bown – re Action Plan from Minutes.
02.10.22 – G. Bown – request for numbers for dinner on 16 October.
02.10.22 – A. Mountain – Attending.
02.10.22 – J. Noble – Attending.
04.10.22 – A. Thompson – Confirming receiving all DIN numbers.
04.10.22 – C. Hill – Invitation to attend Q & A.
04.10.22 – C. Matthews – Invitation to Anglicare Friendship Group - 19.10.22 @ 10:00 am.
05.10.22 – G. Bown – Request for more information.
06.10.22 – S. Pierce – Mary Macs washers 7 dryers installed. Presentation date?
08.10.22 – A. Mountain – Press release for 'Raising of Flags'.
08.10.22 – S. Pierce – Awaiting photos from CC SLS.
09.10.22 – C. Matthews – Agreed with press release.
09.10.22 – S. Pierce – Graeme, can you check press release please.

AGENDA – Thursday 24 November 2022 – Ourimbah RSL.

11.10.22 – G. Bown – Booked table for 6:00 pm at Ourimbah RSL for CCKIN.
12.10.22 – S. Pierce – What is happening re Mary Macs presentation/
12.10.22 – L. Rollason – An updated Logo please.
12.10.22 – A. Mountain – Unable to attend Mary Macs presentation.
12.10.22 – J. Noble – Unable to attend Mary Macs.
12.10.22 – G. Bown – Able to attend Mary Macs.
12.10.22 – S. Pierce – Logo to L. Rollason, CCLHD.
12.10.22 – D. Levesque – Able to attend Mary Macs.
14.10.22 – A. Mountain – Unable to attend CC Clinical School & Research Institute on 18.10.22.
17.10.22 – L. Churchill – CCKIN has received funds.
18.10.22 – S. Pierce – Information from Mary Macs for presentation media release.
18.10.22 – N. Goodwin – Confirmation of tour.
19.10.22 – G. Bown – Draft media release for CCKIN presentation.
20.10.22 – G. Bown – Amended press release.
20.10.22 – C. Lindsay – Thank you.
21.10.22 – S. Pierce – Graeme , can you update information re CC SLS.
22.10.22 – G. Bown – Photo taken – Shirley Transport promotion.
22.10.22 – B. Galvin – Shirley Transport presentation at Mingara Club.
24.10.22 – S. Pierce – Assistance please.
24.10.22 – J. Noble – Email address update.
24.10.22 – A. Mountain – Newsletter.
24.10.22 – C. Matthews – Praise for newsletter.
24.10.22 – S. Pierce – Photographer for CC SLS & check press release.
25.10.22 – J. Noble – Same mobile number.
25.10.22 – G. Bown – Newsletter looks good.
25.10.22 – S. Pierce – Newsletter good for emailing (Mail Chimp) and a calendar for FOCC.
25.10.22 – D. Levesque – Presentation to Long Jetty Over 50's Camera Club – 08.11.2022 @ 10.15 am.
26.10.22 – S. Pierce – Unable to attend diary updates but will collect T-shirt colour samples.
26.10.22 – G. Bown – Discussion topic for next Board Meeting – Technology.
26.10.22 – G. Bown – Away from 31.10.22 to 13.11.2022.
27.10.22 – J. Noble – Information re Long Jetty Over 50's Camera Club.
27.10.22 – J. Noble – Information re The Entrance Neighbourhood Centre.
28.10.22 – B. Hibberd – Thanks for attending Terrigal SLC & Professor Julie Redfern was the presenter.
02.11.22 – J. Pickard – Re Brad Pemberton.
04.11.22 – J. Pickard – Re Brad Pemberton.
04.11.22 – S. Pierce – CC SLS press release & check May Macs press release.
04.11.22 – C. Matthews – likes both press releases.
05.11.22 – C. Matthews – Toukley View Club (The Smith family) meeting Friday 9 December.
08.11.22 – P. Pafumi – invitation to CC Bulldogs presentation – Saturday 26 October @ 11.00 am.
09.11.22 – C. Matthews – Race day = \$ 22,500. Do we bay a race for 04.11.2023.
09.11.22 – Macquarie – protection from scams.
10.11.22 – S. Brotton – Thanks for photos – LJ Camera Club.
11.11.22 – D. Levesque – Size of TV screen.

Outwards:

09.09.22 – Directors – Minutes of 28 July.
10.09.22 – C. Matthews – Availability to attend CC Bulldogs presentation.
10.09.22 – Directors – Names of 2 directors or director & wife to attend Gala Dinner – CCLHD.
10.09.22 – Directors – Agenda re 22.09.22 & 'Invitation to Join' to David.
19.09.22 – Directors – Housekeeping & Dinner booked.

AGENDA – Thursday 24 November 2022 – Ourimbah RSL.

- 19.10.22 – G. Bown – Additional information re CCKIN press release.
- 19.10.22 – C. Matthews – Approved CCKIN press release.
- 20.09.22 – Directors – Dates for tour of CC Clinical School & Research Institute.
- 22.09.22 – Directors – Camp Breakaway - Adrenaline Rush @ Warnervale Airport.
- 23.09.22 – Directors & B. Hibberd – Attendees at Sponsor's Day.
- 23.09.22 – B. Galvin – Attendees at Shirley Bus presentation – 21 October.
- 23.09.22 – Directors – Diary Dates for September, October & November.
- 23.09.22 – L. Rollason – Attendees at Gala Dinner – David Levesque & G. Bown.
- 27.09.22 – Directors – Reminder for CC Bulldogs presentation – 1 October @ 2:00 pm.
- 29.09.22 – Directors – Purchase of Square, open a bank account.
- 30.09.22 – Directors – New account for Square will not be a money storage account.
- 30.09.22 – Directors – Confirmation of Gala Dinner re G. Bown & D. Levesque.
- 30.09.22 – Directors – Confirmation of CC Clinical School & Research Institute – 19.10.22.
- 30.09.22 – Directors – Minutes of Board meeting 22 September.
- 05.10.22 – Directors – Invitation to Q & A.
- 05.10.22 – Directors – C. Matthews & G. Ingall are unable to attend.
- 06.10.22 – Directors – Updated Diary dates.
- 06.09.22 – L. Rollason (phone) – Confirmed Silver Sponsorship.
- 09.09.22 – Directors – Minutes of Board Meeting 28 July.
- 10.09.22 – Directors – Invitation to gala dinner – Silver Sponsorship.
- 12.10.22 – Directors – Presentation to Mary Macs – 18.10.22 @ 9:30 am.
- 18.10.22 – Directors – Access information to CC Clinical School & Research Institute.
- 25.10.22 – Directors – Updated diary dates.
- 05.11.22 – Directors – Release Mary Macs.
- 12.11.22 – Directors – Delay with agenda – rough outline.

Motion: *'That the inwards and outwards correspondence be accepted.'*

Moved: _____ **2nd:** _____

Carried: Yes / No

8. Treasurer's Report: - Chris Matthews – See Appendix A [Expense A/c] – (p. 9); Appendix B [Charity A/c] – (p. 12) for Treasurer's Report dated – 9 September 2022.

i. Ratification of payments made from 08 September – 12 November 2022.

Expense Account:

<u>Date:</u>	<u>Chq No.:</u>	<u>To Whom:</u>	<u>Amount: \$</u>
23.09.22	Oska	C. Matthews – Directors Expenses	91.00
23.09.22	Oska	A. Mountain – Directors Expenses	50.00
23.09.22	Oska	S. Pierce – Directors Expenses	90.00
23.09.22	Oska	G. Bown – Directors Expenses	71.00
23.09.22	Oska	D. Levesque – Directors Expenses	99.00
23.09.22	Oska	J. Noble – Directors Expenses	65.00
23.09.22	Oska	G. Ingall – Directors Expenses & Chargers & cables for iPads (9)	834.76

Charity Account:

<u>Date:</u>	<u>Chq No.:</u>	<u>To Whom:</u>	<u>Amount: \$</u>
28.09.22	Oska	Central Coast LHD – Caring for our Coast 2022	2,200.00
17.10.22	Oska	Central Coast Kids In Need	5,000.00

ii. Confirmation of bank accounts and investments.

07.11.2022 – Expense Account – 650–000 9881 82800 – Balance = \$ 3,515.02

07.11.2022 – Charity Account – 650–000 9861 17706 – Balance = \$ 90,339.90

**ALL DIRECTORS MUST HAVE THEIR EXPENSES APPROVED BY THE BOARD
BEFORE PAYMENT CAN BE MADE BY THE TREASURER.**

iii. **Director's Expenses: All expenses – expense sheet and receipts – must be received by the Treasurer before the Meeting.**

Director's:

<u>Name:</u>	<u>Amount: (\$)</u>
G. Bown	
J. Noble	
C. Matthews	
G. Ingall	
D. Levesque	
A. Mountain	
S. Pierce	

Motion: *'That the Treasurer's Report be received and adopted including ratification of payment made, and approval of payments to Directors and members, if any.'*

Moved: _____ **2nd:** _____

Carried: Yes / No

9. Reports from Committees:

A. **Charity Committee – James Noble:**

(i) **Bay Gallery & Arts Studios Co-op, Ettalong – Geoff Bown:**

Follow up with Helen Mortimer.

(ii) **Camp Breakaway – Chris Matthews:**

Presentation to be arranged.

(iii) **Coast & Country Primary Care – Jim Noble:**

(iv) **Shirley Transport – Geoff Bown:**

(v) **Health Services Pamphlet:**

(vi) **Terrigal SLS Club – IRB Category 2:**

(vii) **Participation in CCKIN Race Day – Saturday 4 November 2023:**

(viii) _____

Motion: *"That the Charity Committee's Report be accepted and the following actions are to be taken*

i. _____

- ii. _____
- iii. _____
- iv. _____
- v. _____
- vi. _____
- vii. _____

Moved: _____ **2nd:** _____
Carried: Yes / No

B. Website / Facebook / Publicity – Simon Pierce:

a. Simon Pierce:

C. Membership – David Levesque:

10. General Business:

i. Discussion Paper – 2 - ‘The Board’

ii. This is a pull-up poster produced by Lions which was on show at the Shirley Bus information.



1. Do we organise a poster like this for ourselves to advertise 'Freemasons on the Central Coast'.
2. The purpose of the invitation was to gain funds to purchase another transport vehicle. Are we interested?

AGENDA – Thursday 24 November 2022 – Ourimbah RSL.

iii. **2022 Annual Report:** To be assembled **BY 9 February for AGM Thursday 6 April 2023.**

- a) Membership List must be up-to-date for correspondence to be forwarded.
- b) Reports – President, Treasurer & Charity.
- c) Financial Statement to be received from Adrian Thompson (auditor) asap.
- d) Graeme to discuss with Simon layout – December 2022.

iv. **Square and associated equipment:**

Recommendation –

- a) Arrange bank account with CBA, Tuggerah.
- b) Signatures to operate account both cheque and digital.
- c) Purchase Square.
- d) Inform all of its operation.
- e) Do we purchase a laptop with SIM.
- f) Which provider do we use – Telstra, etc.

v. **Update numbers of plaques – Geoff Bown:**

vi. **Newsletter and FOCC Calendar:**

vii. **The Smith Family sponsored students – Christmas Gift Card – Chris Matthews:**

viii. **Client Service Agreement – Chris Matthews:**

See **Appendix D** – Fee Disclosure Statement – Page 27

See **Appendix E** – Ongoing Client Statement – Page 28 - 33

ix. **New Members:**

Motion: *“That ‘Invitation to Join’ be forwarded to the following persons (5) -*

- a. _____ b. _____
- c. _____ d. _____
- e. _____

Moved: _____ **2nd:** _____

Carried: Yes / No

x. **Any further General Business.**

11. Meeting closed at _____ pm.

12. Next Board Meeting – Thursday 24 November 2022 – Ourimbah RSL – at 7:00 pm.

Graeme Ingall
Secretary / Director
10 September 2022.

Appendix A – Expense Account: 650 – 000 9881 82800

KARAGI COURT LTD			EXPENSE ACCOUNT			NEWCASTLE PERMANENT BANK			
2022	To	Chq	For	Code	Cheque	Pres	Deposits	BANK	Audit
					\$		\$	\$	
January								3,873.52	
13	S. Matthews	Oska	SIM Cards 2022		1,350.00			2,523.52	
13	C. Matthews		Subs				5.00	2,528.52	
25	KCL	Oska	National Storage		1,584.00			944.52	
25	KCL Expense	Oska	Trans from Charity A/c				5,000.00	5,944.52	
February								5,944.52	
11	S. Butler		Subs 2022 - 26				20.00	5,964.52	
18	G. Bown		Subs 2022				5.00	5,969.52	
18	J. Noble		Subs 2022				5.00	5,974.52	
18	S. Pierce		Subs 2022				5.00	5,979.52	
18	D. Levesque		Subs 2022				5.00	5,984.52	
18	PIB Insurance		Insurance Premium		2,732.35			3,252.17	
18	D. Levesque	Oska	Directors Expenses		88.00			3,164.17	
18	D. Leggett	Oska	Directors Expenses		71.00			3,093.17	
18	S. Sullivan	Oska	Directors Expenses		25.00			3,068.17	
18	G. Bown	Oska	Directors Expenses		259.40			2,808.77	
18	J. Noble	Oska	Directors Expenses		56.00			2,752.77	
18	S. Pierce	Oska	Directors Expenses		80.00			2,672.77	
18	C. Matthews	Oska	Directors Expenses		322.00			2,350.07	
18	G. Ingall	Oska	Directors Expenses		92.70			2,257.37	
March								2,257.37	
2	APM Graphics	Oska	Business Cards		74.27			2,183.10	

KARAGI COURT LTD			EXPENSE ACCOUNT			NEWCASTLE PERMANENT BANK			
2022	To	Chq	For	Code	Cheque	Pres	Deposits	BANK	Audit
					\$		\$	\$	
March (cont.)								2,183.10	
8	APM Graphics	Oska	Drop Box		209.22			1,973.88	
22	J. Carey		Subs 2022				5.00	1,978.88	
23	N. Higgs		Subs 2022				5.00	1,983.88	
23	D. Williams		Subs 2022				5.00	1,988.88	
26	KCL Expense		Trans from Charity A/c				5,000.00	6,988.88	
26	D. Levesque	Oska	Directors Expenses		60.00			6,928.88	
26	J. Noble	Oska	Directors Expenses		56.00			6,872.88	
26	S. Sullivan	Oska	Directors Expenses		25.00			6,847.88	
26	G. Bown	Oska	Directors Expenses		90.00			6,757.88	
26	G. Ingall	Oska	Directors Expenses		42.00			6,715.88	
26	C. Matthews	Oska	Directors Expenses		469.00			6,246.88	
28	A. Mountain		Joining & Subs 2022				10.00	6,256.88	
30	N. Higgs		Subs 2022 - 2023				10.00	6,266.88	
30	D. Crawford		Subs 2022				5.00	6,271.88	
30	S. Woods		Joining & Subs 2022				10.00	6,281.88	
April								6,281.88	
6	J. Edgington		Subs 2022				5.00	6,286.88	
6	A. Kfoury		Subs 2022				5.00	6,291.88	
7	D. Leabeater		Subs 2022				5.00	6,296.88	
11	J. Cooper		Subs 2021 - 2022				10.00	6,306.88	
11	J. Scicluna		Subs 2023				5.00	6,311.88	
19	M. Sharpe		Subs 2022				5.00	6,316.88	
19	S. Hart		Subs 2022 -2025				20.00	6,336.88	
19	J. Westbrook		Subs 2022				5.00	6,341.88	
19	R. Whitehead		Subs 2025 - 2029				20.00	6,361.88	
19	I Mumford		Subs 2022				5.00	6,366.88	

<u>KARAGI COURT LTD</u>			<u>EXPENSE ACCOUNT</u>			<u>NEWCASTLE PERMANENT BANK</u>			
<u>2022</u>	<u>To</u>	<u>Chq</u>	<u>For</u>	<u>Code</u>	<u>Cheque</u>	<u>Pres</u>	<u>Deposits</u>	<u>BANK</u>	<u>Audit</u>
					\$		\$	\$	
<u>April (Cont.)</u>								6,366.88	
19	Fortunity	Oska	AcNc & Audit fees		4,290.00			2,076.88	
<u>May</u>								2,076.88	
4	Ourimbah RSL	Oska	Sundries for AGM		120.00			1,956.88	
6	D. Dean		Dues 2022				5.00	1,961.88	
7	APM Graphics	Oska	Printing		67.30			1,894.38	
7	S. Sullivan	Oska	Secretarys Expenses		357.42			1,537.16	
16	R. McCormack		Dues 2022				5.00	1,542.16	
16	J. Santos		Dues 2022 - 2031				50.00	1,592.16	
26	KCL						3,000.00	4,592.16	
26	C. Page		Dues 2022 - 2025				20.00	4,612.16	
27	G. Ingall	Oska	Directors Expenses		491.78			4,120.38	
27	C. Matthews	Oska	Directors Expenses		435.20			3,685.18	
27	G. Ingall	Oska	Directors Expenses		47.00			3,638.18	
27	G. Bown	Oska	Directors Expenses		324.00			3,314.18	
27	D. Levesque	Oska	Directors Expenses		99.00			3,215.18	
27	J. Noble	Oska	Directors Expenses		90.00			3,125.18	
27	S. Pierce	Oska	Directors Expenses		85.00			3,040.18	
27	C. Matthews	Oska	Directors Expenses		106.00			2,934.18	
29	R. Arnott		Dues 2022				5.00	2,939.18	
<u>June</u>								2,939.18	
<u>July</u>								2939.18	
28	BeeCee Web Services		iPads		780.00			2,159.18	

KARAGI COURT LTD		EXPENSE ACCOUNT			NEWCASTLE PERMANENT BANK				
2022	To	Chq	For	Code	Cheque	Pres	Deposits	BANK	Audit
					\$		\$	\$	
August								2,159.18	
1	G. Ingall	Oska	Directors Expenses		52.00			2,107.18	
1	J. Noble	Oska	Directors Expenses		65.00			2,042.18	
1	D. Levesque	Oska	Directors Expenses		98.00			1,944.18	
1	Lodge Toukley	Oska	Mistake		50.00			1,898.18	
1	G. Bown	Oska	Directors Expenses		630.00			1,264.18	
1	C. Matthews	Oska	Directors Expenses		318.40			945.78	
6	KCL	Oska					4,000.00	4,945.78	
6	A. Mountain	Oska	Directors Expenses		50.00			4,895.78	
7	Lodge Toukley		Refund				50.00	4,945.78	
15	A. Mountain	Oska	Directors Expenses		135.00			4,810.78	
September								4,810.78	
23	D. Holding		Dues 2022				5.00	4,815.78	
23	C. Matthews	Oska	Directors Expenses		91.00			4,724.78	
23	A. Mountain	Oska	Directors Expenses		50.00			4,674.78	
23	S. Pierce	Oska	Directors Expenses		90.00			4,584.78	
23	G. Bown	Oska	Directors Expenses		71.00			4,513.78	
23	D. Levesque	Oska	Directors Expenses		99.00			4,414.78	
23	J. Noble	Oska	Directors Expenses		65.00			4,349.78	
23	G. Ingall	Oska	Directors Expenses		834.76			3,515.02	
October								3,515.02	
November								3,515.02	

<u>KARAGI COURT LTD</u>			<u>EXPENSE ACCOUNT</u>			<u>NEWCASTLE PERMANENT BANK</u>			
<u>2022</u>	<u>To</u>	<u>Chq</u>	<u>For</u>	<u>Code</u>	<u>Cheque</u>	<u>Pres</u>	<u>Deposits</u>	<u>BANK</u>	<u>Audit</u>
					\$		\$	\$	

Appendix B – Charity Account: 650 – 000 9861 17706

KARAGI COURT LTD				CHARITY ACCOUNT		NEWCASTLE PERMANENT BANK			
		Chq	For	Amount	Deposits	Bank	Interest	Donations	Expenses
2022				\$	\$	\$	\$		\$
January						72,915.14			
25	KCL	Oska	Trans to Expense A/c	5,000.00		67,915.14			5,000.00
31	KCL		Interest		0.61	67,915.75	0.61		
February						67,915.75			
28	KCL		Interest		0.52	67,916.27	0.52		
March						67,916.27			
2	KCL		Interest - TD		1,059.59	68,975.86	1,059.59		
25	KCL		Interest - TD		805.82	69,781.68	805.82		
26	KCL	Oska	Trans to Expense A/c	5,000.00		64,781.68			5,000.00
31	KCL		Interest		0.58	64,782.26	0.58		
April						64,782.26			
30	KCL		Interest		0.53	64,782.79	0.53		
May						64,782.79			
13	KCL		¼ Income transfer		12,100.33	76,883.12	12,100.33		
26	KCL	Oska	Trans to Expense A/c	3,000.00		73,883.12			3,000.00
31	KCL		Interest		0.61	73,883.73	0.61		
June						73,883.73			
7	ATO		Franking Credits		40,250.67	114,134.40			
30	KCL		Interest		0.87	114,135.27	0.87		

KARAGI COURT LTD				CHARITY ACCOUNT		NEWCASTLE PERMANENT BANK			
		Chq	For	Amount	Deposits	Bank	Interest	Donations	Expenses
2022				\$	\$	\$	\$		\$
July						114,135.27			
31	KCL		Interest		0.97	114,136.24	0.97		
August						114,136.24			
6	KCL	Oska	Trans. to Expense A/c	4,000.00		110,136.24			4,000.00
8	Camp Breakaway	Oska	Bed	1,891.18		108,245.06		1,891.18	
10	CC Bulldogs	Oska	Apparel	5,205.00		103,040.06		5,205.00	
10	Camp Breakaway	Oska	Trivia Night	400.00		102,640.06		400.00	
15	The Entrance Neighbourhood Centre	Oska	Computer Equipment	1,620.91		101,091.15		1,6620.91	
29	CC LifeSaving	Oska	Sponsorship	46,000		55,019.15		46,000.00	
31	Mary Macs	Oska	Laundry Equipment	2,234.55		52,784.60		2,234.55	
31	CC LifeSaving	Oska	Sponsorship	4,600.00		48,184.60		4,600.00	
31	KCL		Interest		15.79	48,200.39	15.79		
September						48,200.39			
1	Long Jetty Over 50's Club	Oska	Camera Equipment	3,997.00		44,203.39		3,997.00	
2	KCL		Interest - TD		1,246.58	45,449.97	1,246.58		
8	KCL		Income transfer		51,088.74	96,538.71	51,088.74		
26	KCL		Income transfer		940.07	97,478.78	940.07		
28	CCLHD	Oska	Health Awards	2,200.00		95,278.78		2,200.00	
30	KCL		Interest	20.84		95,299.62	20.84		

<u>KARAGI COURT LTD</u>				<u>CHARITY ACCOUNT</u>		<u>NEWCASTLE PERMANENT BANK</u>			
		<u>Chq</u>	<u>For</u>	<u>Amount</u>	<u>Deposits</u>	<u>Bank</u>	<u>Interest</u>	<u>Donations</u>	<u>Expenses</u>
<u>2022</u>				\$	\$	\$	\$		\$
<u>October</u>						95,299.62			
17	CCKIN	Oska	Disability Assistance	5,000.00		90,299.62		5,000.00	
31	KCL		Interest	40.28		90,339.90	40.28		
<u>November</u>						90,339.90			

Appendix C :

Directors and members of Karagi Court Limited (KCL) known as Freemasons on the Central Coast (FCC).

This document needs to be read in conjunction with KCL constitution and guidelines to Directors to be taken in conjunction with the specific responsibilities of a not-for-profit (NFP) board.

These responsibilities include but are not limited to:

- Driving the strategic direction of the organisation,
- Working with the President to enable the organisation to achieve its objectives,
- Implementing, maintaining and (as necessary) refining a system of good Governance that is appropriate to the organisation,
- Regularly reviewing and monitoring the performance of the organisation, as appropriate to the organisation,
- Having an appropriate succession plan for the appointment of Directors and Officers,
- Defining and measuring the organisations effectiveness,
- Consider the negative impact on the structure of the board, and
- Identifying funding dependencies and constraints.

Principle Activities:

- To support charitable organisations on the Central Coast.

Short - term objectives:

- Provide relief to necessitous persons within the Central Coast,
- Provide relief to aged persons within the Central Coast,
- Provide relief and sickness and disabilities of persons within the Central Coast Community,
- Assist in the advancement of education within the Central Coast Community, and
- Any other purpose to the Central Coast Community.

Long - term objective:

- Maintain a capital base and to use the earnings from the invested capital to support the charitable organisations on the Central Coast.

While FCC can be proud of the contribution that it makes to Central Coast charities, I believe the organisation operates in a 'bubble' where agenda items and correspondence are routinely addressed at board meetings.

Don't understand this paragraph. Maybe I'm not reading it correctly. Should correspondence and agenda items not be addressed at board meetings?

I believe FCC is suffering from a problem with image. This image could be greatly improved by encouraging greater diversity in Board membership, particularly encouraging a younger demographic with talent, experience, expertise and new ideas and a greater connection to the community.

We need to identify the image problem before we can improve it, otherwise changing board members

won't solve the problem, it could add further problems. I agree we do need a greater connection to the community but this should be via the members, not just the Board.

While the FCC Board has the best of positive intentions, the board structure is too focussed on Freemasonry. As a consequence of anti-discrimination laws, the constitution of the board can not specify that Board members must be Freemasons. When considering the structure of 'Boards' in the corporate sector, very few would draw on employees of the organisation. Boards should include members of the business community who have experience in driving the agenda of the organisation to achieve its strategic objectives.

I can find no evidence that would see us running foul of the Anti Discrimination laws in NSW due to the fact that we are all Freemasons. The fact that we are all volunteers keeps us even further away from this, as stated in Justice Connect's National Volunteer Guide (Part 4), September 2021.

"The definition of 'employment' under the Anti-Discrimination Act 1977 (NSW) (NSW Anti-Discrimination Act) doesn't include volunteers, and volunteers are unlikely to be covered by most provisions of the NSW Anti-Discrimination Act."

Regarding Membership: "Section 57 of the Anti-Discrimination Act says that voluntary bodies (other than registered clubs, building or friendly societies, credit unions and some cooperative housing societies) can discriminate in relation to their admission to membership and the provision of benefits, facilities or services to members."

Freemasonry is the 'backbone' of the organisation. I believe we all want to do our best for the community and, as a consequence, promote Freemasonry on the Central Coast. I would think that a non-mason would feel a little isolated on the board and without a belief in our core Masonic principles may not have the trust of the members. Would a non-mason want a voluntary position on the board of an organisation like ours? I'd be a little worried about a hidden agenda. Surely, they would be better off joining a non masonic community organisation (Rotary, Lions, etc). We are uniquely masonic and having non-masonic Directors or Members would cause confusion and also stop us being a masonic charity, and for no gain that I can see.

What agenda do we need to drive and strategic objectives do we need to achieve? We are a charity. We need to keep making good returns on our investments so that we keep making money. Then we need to identify necessitous members of the community to aid financially and in so doing, promote Freemasonry. Isn't that the plan?

I see FotCC being a way for masons of our district who have the time and want to do more in the community to step up and use their energy and enthusiasm to help the community knowing they are backed by us.

In the case of FCC there is a need to review the makeup of the Board to include representatives from the boarder Central Coast Community (including the possible inclusion of women) which could help to better achieve its objectives.

I don't agree with this, as explained above.

While attracting membership to Freemasonry is not necessarily an objective of FCC, the community appreciates the contribution of FCC to local charities. Nonetheless it would be a secondary byproduct of its charitable activities to attract young men to Freemasonry.

1. The Constitution

Details of the Constitution are provided to Board members.

- (a) Does the constitution require changes?

COMMENTS

- i. Given the upcoming ACN changes I suspect the constitution requires relevant review by a certified legal representative
Where possible plain english should replace legal jargon.
Appears to be silent on company closure.
Needs to be provided in hard and soft copy to all company directors when being on-boarded.
- ii. Any changes to the constitution would/should be to address a specific issue and if so, are there any currently front of mind amongst the current directors & membership? What changes are required to allow community members outside of the craft ? If changed to allow external members, what protocols are then required to screen them.
- iii. I think that as these questions are being asked, a change would depend on the outcome of this discussion paper.
- iv. TBA
- v. The Constitution. Could be refined, reworded and consolidated. ie Membership, very verbal. Another instance Proxies 13.4 and 13.9 are the same.

2. The Board

- (a) When Directors are nominated and appointed, what expertise do they bring to the table?
- (b) How can members contribute to the objectives of FCC?

COMMENTS

- i. (a) Director's nomination forms have a section added that permits candidates to insert previous expertise.
Director's nomination forms have a section added that permits AcNc certification to be recorded.
- (b) All members to be on the invite list for all KCL meetings.
Meeting agenda and minutes to be sent to all members.
- ii. Given the traditional make-up of the board comes from within the craft locally, as per the constitution, expertise is limited to their professional skill sets and life experience. Current members of the board are currently nearing the end of their working life or retired, (exception is Simon and David) as youngest directors Challenge is how to encourage younger members to participate more regularly as well as looking to nominate themselves when director positions become vacant. (Issue here relates to time and preparedness to commit.) Do we actively encourage members to join us when delivering donations to recipients (1 or 2 each time).
- iii. They are Masons and wish to help and contribute to the community and as such promote freemasonry in the district. This is the objective.
- iv. TBA
- v. The Board. Nominations for a Director should include his background and what he is able to offer and his expertise.
I would support greater diversity of Board Membership in need,
1. Increasing Board Members.

2. All Board members limited to say 3 or 4 year term but be re eligible for re-election, say half every second year.

The Board may be too focused on Freemasonry however we are a Freemasonry organisation and the Board in accepting or offering membership should be looking at, or for, those Brethren who are able to give of their expertise and time to the organisation on an ongoing nature.

New proposed members should be given an introduction leaflet, including the objectives of FCC before joining and asked to agree to them.

I am not in favour of C.C. community generally being invited to be members, but acknowledge there may be occasions when we could use certain members of the community who have special expertise in being asked to join a committee or offer an opinion on such subject for the Board to consider.

2. Objectives

- (a) Charity - how we identify which local charities deserve funding consideration.
- (b) How do we attract potential candidates through the activities of FCC? (noting this is not a principle function of FCC).

COMMENTS

- i. (a) **Review Board Policy and Procedure: Charitable donations document to ensure that policy is up to date and meeting current general accepted community standards.**
Are all board directors conversant with the current content? Is there a need for that to be at the forefront of a director's responsibilities?

(b) **Regular D21 updates at gatherings of lodge meetings.**
Individual air play at individual lodge meetings.
Introduce and stage KCL open day in conjunction with Ourimbah RSL with appropriate media coverage. Leverage of CCKIN for ideas in this space.

- ii. FOCC currently has a core group of charities institutions that receive regular support. Do we think about who we would like to support going forward, as previously discussed is continued sponsorship dependant on our perception of the value gleaned from that funding.
Attraction of new members through our activities requires perhaps a change of perception amongst the community – (How to get away from the Dads army view)

- iii. **A.They ask for help or we (members of FotCC) become aware of someone and suggest that they ask for help.**
B. We attract potential candidates by being good at our main objective and by being open and enthusiastic when talking about Freemasonry. We don't recruit.

iv. TBA

- v. **Members asked to nominate deserving beneficiaries/ charities.**
I don't believe FCC can directly contribute to potential candidates other than through publicity of our donations etc. (The District Association/DGIW/Lodges function).

3. Sponsorship

Businesses provide sponsorship for commercial reasons and to influence potential customers with their brand. There are also tax benefits that come with sponsorship.

- (a) What do we as FCC expect from our sponsorship apart from brand recognition?

(b) How do we go about our sponsorship activities and encouraging mutual brand recognition?

COMMENTS

- i. (a) Prompt acknowledgement and response by recipients of funding. ie purchases are completed ASAP after KCL approval.
(b) Adverts and or commentary announcing KCL donations in recipients usual form of media exposure. Newsletters and other forms of media coverage.
Recipients acknowledge KCL donations/assistance.
 - ii. Freemasonry has never expected anything from our charitable actions. •
 - iii. We are not a commercial business and we do not have customers. We donate to worthy organisations and they, in turn, acknowledge our generosity by publicising FotCC and Freemasons in general, according to the agreement. I'm sure if we had more contact with our recipients, they would be happy to allow us to join in with activities and have a presence at events. We have to remember that although they will thank us and let us be around to show how fantastic Freemasons are, their priority is to get publicity and charity for themselves, not us. We are supporting the community on behalf of Freemasons. I believe that if every person in our community see's us consistently supporting worthwhile organisation's in our community we will have good men who admire our principals knocking down the door to join Freemasonry. Surely that would be our aim. Our brand is Freemasonry.
 - iv. TBA
 - v. When FCC is presenting donations, members should be out in force and when we are attending a function run a stall with Freemasonry publications.
While acknowledging the wonderful work done by SLSA and the valuable exposure we on the CC receive from the Square and Compasses on the rashees, there are other organisations which could benefit us like Scouting who have very similar objects to Freemasonry.
I am not convinced that we, as did Grand Lodge back in 1990's realise any membership applicants from the SLSA.
4. **Communication**
- (a) How do we Keep members informed about what FCC are doing?
 - (b) How do we update District Lodges on our activities?
 - (c) How do we improve networking within the community?
 - (d) How do we better manage Publicity/Media releases?

COMMENTS

- i. (a) Create a group mail box of all members email addresses and provide all relevant material to that mailbox. Probably the action of the secretary. Have an opt in/opt out receipt of email.
- (b) Approach and obtain buy in from all D21 members. Set up a discreet D21 mailbox and provide all relevant material to that mail box. Probably the action of the secretary. Have an opt in/opt out receipt of email.
Regular presentation segment say 10 minutes on the D21 agendas/meetings.
- (c) KCL open day in conjunction with Ourimbah RSL. Sought the advice of CCKIN.
Have a media expert consult and provide advice in this space. Use of someone like Shawn Fewings would be an ideal opportunity to gain the expertise of current media expert and manager,
- (d) This could be part of the charter of the expert consultant used in the dot point above.

- ii. **Regular news letters** Updates to all district lodges at their meetings by a board member
Promotion of ourselves to other community-based groups (Lions , Rotary, Apex).
- iii. **We should utilise Mailchimp to keep members advised, and encourage them to regularly visit the website.**
 - (b) How do we update District Lodges on our activities?
We should have a member from each Lodge, can they be a spokesman at lodge meetings? Also, encourage them to use the website.
 - (c) How do we improve networking within the community?
We need to get out into the community more.
 - (d) How do we better manage Publicity/Media releases?
I need info straight after the event so it is current.

iv. TBA

- v. **Better communication to Members and Lodges is required on what is going on and where.**
Copies of Board minutes should be circulated to members. Members invited to Board meetings if only as observers, or with limited comments.

5. Technology

- (a) Is our website design effective and easy to navigate?
- (b) How do we improve website ace
- (c) Any other suggestions to improve our website?
- (d) How can we use social media to maximise our exposure and create interest in Freemasonry

COMMENTS

- I. (a) Latest version is a significant improvement from both a look and feel and a navigation aspect.
- (b) Current look and feel I believe suits the organisational and activities for a charity-based institution.
All policy and application documents should be accessible from this site.
- (c) Consult with web expert to ascertain any advantage in all SSL being renewed on the same date.
All relevant links to be published on an A4 document and form part of the Directors on boarding pack.
- (d) Have the relevant media expert consult and provide ideas in this space. Use of someone like Shawn Fewings would be an ideal opportunity to gain the expertise of current media expert and manager.

- ii. **KISS principle to navigate website is imperative Re social media. I am a luddite when it comes to this.**

- iii. **Every member should be posting when an event is on and we need to share posts from the people we help, they will then share back.**

iv. TBA

- v. **Technology is not my forte.**

6. Regulatory Compliance

- (a) What is the impact on the increasing responsibilities of regulatory compliance?
- (b) How does this impact on Director's liabilities and insurance?

COMMENTS

- i. (a) Perhaps a board presentation by a Fortunity expert.
Clubs NSW do have written material that is available from Service NSW. Happy as secretary to gain copies for distribution to wider board. All members should perhaps be provided with the same material and option to join Fortunity presentation.
- (b) The Board should revisit this matter regularly and understand full impact. Perhaps part of the scope of the Fortunity presentation.

ii. Possibly fair to say that say that any continued increase in the above will deter potential members/directors from seeking/taking office. Red Tape is slowing strangling volunteer organisations.

iii. Nil

iv. TBA

v. Nil

7. Future Direction

Younger Freemasons on the Northern Beaches have introduced a meet and greet at a local cafe where Freemasonry can be introduced in a more casual environment.

- (a) Can we identify opportunities to meet with potential candidate in an informal setting. Is this more of the function of the District?
- (b) Can FCC contribute to this activity and provide the informal forum to meet in this type of setting?
- (c) What about military personnel both serving and former members who are in need of something to keep them occupied?

COMMENTS

- i. (a) Utilise the Ourimbah RSL facilities more often as a meeting point. Build that relationship bigger and better than it currently is. They have a membership base that is fully conversant with KCL activities. Perhaps flow on and gains could be acquired from that relationship.
Arrange a KCL bowls day at Ourimbah RSL. Perhaps sponsor an event or provide a trophy.
- (b) I agree there is obvious confusion with KCL and FCC. Unless one is a mason with some D21 experience, one does not understand the difference and the links. So I guess it is crucial when undertaking any initiative, it is clear who is driving and promoting the initiative. Is it Freemasonry or is it KCL?
Again, I think time with a media expert/consultant with the appropriate understanding could provide very good tips/advice in this space.
- (c) Any sponsorship that KCL endorse e.g. CCKIN Race Day, the provision of tickets to Ourimbah RSL Diggers is an excellent concept in giving back. This could be applied to all sponsorship activities that KCL endorses.

ii. Possibly falls outside our brief, role for the District and the DGIW ? Ex military were large sources of new members post WW2, how we can replicate that in the current environment, some recent initiates in the district are ex-military, challenge is to keep them interested, mental health issues as a result of service can impact on this.

iii. I'm sure we can help the district but it's not really our function. Maybe if the district organised something we could make it a bit of a fundraiser for one of our recipients, invite them along to talk about how we've helped, etc. I see our role as a way to educate potential masons on the extended 'charity' side of Central Coast Freemasonry.

iv. TBA

v. Nil

8. Anything Else

- (a) What are we doing well?
- (b) Can we improve on what we are doing?
- (c) Have we forgotten anything?
- (d) Are there any other issues to address?

COMMENTS

- i. (a) All current undertakings are being completed on time and that needs to continue.
- (b) Yes, this review is excellent. Should elicit ideas which as a collective should be agreed or dispelled to continue.
- (c) Nil
 - Onboarding of any director. Full and proper handover of all directors must be within a fortnight of accepting a board position. It is to be relevant to the position being occupied. For example, approximately 7 weeks into my role as secretary I was made aware of the existence of a KCL post box. Still to this day, I have not received any keys to that mailbox nor know of its actual location.
 - A review of computer support. I received a laptop at the time of my current incumbency; I received a laptop that was uncharged and minus a charging cord. This is clearly not professional enough for an organisation like KCL.
 - A review of director's mail box set up - the current unique arrangements has lent itself to the non-receipt of directors papers - this must be avoided.
 - A review of meeting agendas and minutes. These current formats and layouts are very lengthy.
 - Directors remuneration. The current remuneration/reimbursement model is what it is and, in my view, requires further discussion.
 - My role as secretary was like all directors significantly impacted by COVID rules and non-meetings. This meant reduced issuing of agendas and meeting minutes. I would estimate that tasks associated with usual meetings would be 10 - 12 hours in creation and reworking.
 - I would estimate that mail box work is around 2 hours per week.
 - I would estimate that telephone conversations are around 2 hours per week.
 - I would estimate each regular meeting at 4 hours per gathering.
 - Quickly I would estimate 16 hours associated with regular meeting. 208 hours with BAU activities to equal 234 hours (ie approx 30 days FT work) and this does not include site visits for presentations or external meetings, the high volume requirement for an annual report nor the regular meetings that did not occur due to COVID. In this space as a rule of thumb for this exclusions say add another period and it is clear that considerable hours are being exhausted. Would one consider doing 5 fortnight's work without remuneration? I believe the board needs to look at this in some form - perhaps introduce a points system that can unilaterally applied across all roles within the board and relevant scales, or reward being introduced. I know that the large commitment time wise is the primary reason for me not seeking re-election as secretary at the April 2022 AGM.

ii. Nil

iii. These were noted before your discussion letter came but most of my notes are relevant:

My aims going forward include:

- Keep the website current and include the D21 calendar. By publicising this to all D21 masons I'm hoping it will become the go-to place when they want to know what's going on in the district. There will be no printed diary this year so it would be a great central resource and would get more people to the website. It will also inform them when we are doing something and they may decide to come along. If this is okay with the Board and the District Association, I'd like to get all the diary details for 2022 from all the secretaries. It is their interest to keep me informed. I administer the google calendar at the moment anyway.
- EDM (Mailchimp) all members as often as necessary to keep them informed so they feel more a part of the organisation, join in with events and presentations and this will help out the Board members
- Where possible a spokesman at all Lodge meetings to advertise FotCC events

iv. TBA

v. Nil

Fee Disclosure Statement

Issue Date: 18 November 2022
Client Names: Karagi Court Limited
Address: 9 Tudawali Crescent KARIONG NSW 2250

This Fee Disclosure Statement (FDS) sets out important information about the ongoing fee arrangement you have in place with Fortunity Advice.

Section 1 – Looking Back

The section covers the services we provided over the 12 month period from 1 October 2021 to 30 September 2022.

Agreed Services	Provided
Management of your investment portfolio Ongoing management of your investments in accordance with our in-house investment philosophy and your asset allocation	Yes
Investment performance reporting Providing performance reporting and commentary on the investments you hold	Yes

Total fees we received between 01 October 2021 – 30 September 2022:

Amount

Karagi Court Limited \$11,000

Any quoted fees relate to the services and fees as per our ongoing fee arrangement and does not include fees paid to other parties (eg, wrap platforms and fund managers) or premiums you pay on personal risk insurance.

Section 2 – Looking Forward

A new Ongoing Service Agreement dated 01 October 2022 has been issued which outlines the relevant services that will be provided over the coming 12 months, and the relevant fees for those services.

Appendix E :

Ongoing Client Agreement

Financial Planning Services

Commencement Date: 1 October 2022
Client Name: Karagi Court Ltd
Client Address: 9 Tudawali Crescent KARIONG NSW 2250

This document details the ongoing financial planning services that Fortunity Advice will provide to you.

Those Covered by this Agreement

This agreement covers the following individuals and entities:

- Karagi Court Limited

Our Services

Fortunity Advice is pleased to provide you with ongoing financial planning services. Our hope is that these services will assist you in all aspects of your financial life and help you to achieve your financial goals.

Ongoing financial advice is critical to the success of any financial plan. Regularly monitoring your financial and investment strategies will ensure that they remain appropriate for you and continue to give you the best chance of reaching your goals.

Our advice is provided during our regular review meetings and as required on an ad-hoc basis between these meetings. We generally meet twice per year, however you may choose to meet more or less frequently than this, although we believe that once per year should be the minimum.

The specific services covered under this agreement are detailed in the table on the following page.

We will provide advice in the following areas:

Areas of Advice:

Management of your investment portfolio:

Ongoing management of your investments in accordance with our in-house investment philosophy and your asset allocation.

Investment performance reporting:

Providing performance reporting and commentary on the investments you hold

From time to time, you may request additional services pursuant to this Agreement. In many cases we will be able to accommodate additional support as part of our standard fee. However in some cases, there may be a need to charge an additional fee. If this is the case, we will always agree the fee with you in advance. Some of the additional services that are available are described below:

Additional Services:

Cash flow management:

Strategies to improve cash flow management to maximise your wealth accumulation opportunities

Projections and modelling:

Financial projections that illustrate the impact of strategies that you might employ to meet your financial goals

Additional Support:

Your financial plan is based on your current personal circumstances and financial situation. We will meet for the regular annual review of your plan, however there may be significant changes to your circumstances or financial situation which occur before then. There may also be significant changes in legislation which we should consider sooner rather than later.

You should always contact us to let us know of any significant changes in your circumstances. We can consider these changes and determine whether they should be addressed immediately or whether they can wait until your next review.

Administration Support:

As required, we will provide you with administrative assistance in all aspects of your financial plan. This may include dealing with product providers and other professionals such as lawyers and accountants. When required, we will implement any necessary investment recommendations you have authorised.

Our Fees:

The fee for this engagement will be as follows:

Client:	Paid from:	Calculation	Annual Amount
Karagi Court Ltd	Macquarie Wrap	Flat fee	\$11,550

The above fee will be collected directly from your Macquarie Wrap Cash Account on a monthly basis and will be indexed annually (with your consent).

Where fees are being deducted from an investment, the product provider may also require your consent to deduct the fees and pass them on to us.

Next Steps:

The services provided by Fortunity Advice are subject to the terms and conditions detailed in the attached document. Prior to the engagement of our services, we require your acknowledgement to confirm that you would like to proceed with this agreement. As such, if you are happy to proceed with this agreement, please follow either of the below options:

Option 1: Reply to the email containing this attachment to confirm you would like to proceed. Please ensure that you read the client acknowledgement section in the email before replying.

Option 2: Print this letter, sign below and return to us. Please ensure that you have read the client acknowledgement section below prior to signing.

By signing below, you are agreeing to the following:

- You have received a Financial Services Guide (FSG);
- You have read and understood the ongoing service agreement;
- To the best of your knowledge, the information set out in the attached agreement is correct; and
- You would like to renew your ongoing service agreement as outlined.

Signature

Date:

Signature

Date:

Where the client is a trust, the individual trustee/s of the trust or the directors of the corporate trustee of the trust are signing in that capacity. Where the client is a company, the directors are signing in that capacity.

Terms and Conditions

Financial Planning Services

All of our client engagements are subject to the following terms and conditions.

Professional Standards:

The best financial advice provides you with knowledge, confidence and results. It is professional, trusted support.

We are committed to meeting the highest professional standards. We hold our own Australian Financial Services licence and all of our financial advisers are registered with the Australian Securities & Investment Commission (ASIC) and the Tax Practitioners Board (TPB). We meet the standards of the Financial Planning Association (FPA) and the Financial Adviser Standards & Ethics Authority (FASEA).

These standards require us to act honestly and with integrity at all times, provide financial advice which is in your best interests and to prioritise your interests ahead of ours.

Fortunity Advice was established in 2017 by Craig Ayling and Shaun O'Farrell. Prior to this, Craig and Shaun were representatives of other financial services licensees. We are privately owned with no ownership or licensing ties to product providers. We act for our clients and largely operate on a fee for service basis. Our income comes from the fees paid by our clients for our advice services. The exception is on personal risk insurance products where we receive commissions. We do not receive payments for the referrals that we provide to external businesses. This provides you with the confidence that we will act in your interests.

Client Confidentiality:

We recognise the importance of protecting the confidentiality of your personal information. We comply with the Australian Privacy Act at all times. We also require our service providers which hold your personal information to comply with the Australian Privacy Act at all times.

Our Privacy Policy sets out how we collect, hold, use and disclose your personal information. It is available on our website or you can request it from us at any time.

If you engage our services, you consent to us:

- Collecting and retaining your tax file number (TFN) on our files so that we can assist you to complete account opening forms and other forms where your TFN may be required. You are always able to request that we no longer hold your TFN. For security purposes, we will also remove your TFN from our files if we no longer need to hold it.
- Sharing your information with related and external businesses that support us in providing services to you. This may include Fortunity's accounting division if you also engage their services.
- Storing your information on external servers and data storage facilities, some of which may be based outside Australia. This includes the use of Microsoft 365.
- Disclosing your information where required by Australian law or regulations.

We are legally required to retain all documents and supporting working papers for seven years after we cease to provide services to you.

Complaint Resolution

- We endeavour to provide you with the best advice and service at all times. If you are not satisfied with our services, then we encourage you to contact us. You can call us or put your complaint in writing to our office.
- If you are not satisfied with our response, then you can refer it to the Australian Financial Complaints Authority. You can contact AFCA on 1800 931 678 or via their website www.afca.org.au. AFCA provides a fair and independent complaint resolution service which is provided to you free of charge.
- We hold professional indemnity insurance for the financial advice services that we provide.

Our Advice

- We do not guarantee the performance of any investment. You should understand that all investments apart from cash can lose significant value in a short period of time.
- Our advice will be based on the laws relating to tax and superannuation at the time of the advice. You should understand that laws can and do change often and consideration of these changes is a benefit of continuing to engage our services.

Working with Other Professionals

- You may require a lawyer to assist you with estate planning or an accountant to assist you with more complex tax planning and to prepare income tax returns.
- We will work with the other professionals that you have engaged, or we can refer you to professionals that we trust.
- We will always be clear about who is responsible for the advice to you. We will always seek your consent before sharing information with other professionals.

Your Instructions

- We will only act under your instruction. We will not act with discretion on any matter.
- You may instruct us over the phone, via email and in writing. In most cases, we may require you to put your instruction in an email or in writing.
- You have advised us in writing that we may act on instruction from either of you in relation to any jointly held account and for the services we provide to you. Any instruction you provide to us will be binding on the other person.
- We will however require both of you to sign initial and ongoing engagement documents.
- You have advised us in writing that we may share information on all matters with your spouse/partner or any duly appointed person.

Your Responsibilities

- Our advice will be tailored to your financial situation. We rely on you to provide us with complete and accurate information. Please ensure you promptly inform us of any significant changes in your financial situation.

- We will provide you with disclosure documents which explain our advice and the financial products which we recommend. It is your responsibility to read and understand these documents. If you have any concerns or questions, you can always ask us.

Variations to this agreement

- The parties to this agreement may from time to time request to add, cancel, substitute or vary any or all of the outlined services, fees or terms of this agreement. Any variations to this agreement must be agreed to by both parties. Consent to any requested variations can be provided electronically and will be recorded as an addendum to this agreement.

Ceasing Your Engagement

- We provide services on an ongoing engagement basis. Our engagement will continue until terminated by either party.
- You can cease your engagement with us at any time.