

KARAGI COURT LIMITED
ABN 92 002 044 500

BOARD MEETINGS

2023

Meeting

Thursday 9 February 2023 @ 7:00 pm

Meeting Dates – 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	=	6	
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	(28.11.2022)

Notice of Board Meeting

To be held at Ourimbah RSL
on Thursday 9 February 2023 at 7:00 pm.
Dinner at 6:00 – Ourimbah RSL Restaurant - Booked.

Agenda

1. **Welcome:**

Guest – Kathy Beverly, CEO Coast & Country Primary Care.

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 24 November at Ourimbah RSL:**

Motion: *‘The Minutes of the Board Meeting held at Ourimbah RSL on Thursday 24 November be accepted.’* (Circulated by email 19.01.2023 to your iPads & PCs)

Addition:

It was agreed that when the money was refunded, Chris & Graeme to discuss with Brad – type of wheelchair. It was moved and seconded that up to \$ 200 could be added to the purchase of a suitable wheelchair.

Carried.

Moved: _____ **2nd:** _____

Carried: Yes / No

5. **Matters arising from Minutes – 24.11.2022:**

Business Arising:

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

As of 29.12.2022, \$ 5,494 has been returned to the Charity Account by Invacare. Chris is making contact with Brad re type of wheelchair.

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.

AGENDA – Thursday 9 February 2023 – Ourimbah RSL.

- 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 – Sponsor’s Day, IRB - \$ 15,000.00 – Chris Matthews:**
- vi. **5 November – CCKIN Wyong Race Day – Chris Matthews:**
Report on website.
- 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:**
- v. **Following has been paid:** Vodafone SIM Cards; Trading Name; National Storage.
- vi. **NSW Stamp Duty Exemption:** Approved.

7. Correspondence – 12 November - 26 January 2023:

Inwards:

- 14.11.22 – G. Bown – CCKIN Race Day.
- 14.11.22 – A. Mountain – Central Coast Business Review – did not require charity input.
- 14.11.22 – C. Matthews – Attendance and presentation of \$ 6,000 to Smith Family – Toukley View Club.
- 18.11.22 – S. Pierce – Media release -The Entrance Neighbourhood Centre.
- 18.11.22 – C. Matthews – Client Service Agreement from Fortunity.
- 21.11.22 – G. Bown – Media information of Charity Race Day.
- 21.11.22 – S. Pierce – Update on Charity Race Day.
- 22.11.22 – S. Pierce – Thanks – total funds donated to CCKIN.
- 22.11.22 – M. Webb – Updated Client Service Agreement (Fortunity) from 18.11.2022.
- 22.11.22 – M. Wakefield – Raising money with Comedy.
- 23.11.22 – J. Scicluna – Application for assistance – Directory of Community Services.
- 24.11.22 – D. Levesque – Request for donation for Skin Cancer – Strip Off for Skin Cancer.
- 25.11.22 – L. Churchill – CCKIN 2023 Race Day – Confirm 1 race; waiting list for 2nd race.
- 26.11.22 – C. Matthews – Approve \$ 500 payment to Smith Family (Xmas Presents) & apology for non-attendance to CC Bulldogs.
- 28.11.22 – S. Pierce – no pocket on T-shirt.
- 28.11.22 – G. Bown – Update on issues including plaques.
- 29.11.22 – D. Levesque – Photo of presentation at long Jetty Over 50’s Camera Club.
- 01.12.22 – L. Rollason – Thanks for our support & attendance at ‘2022 Caring for the Coast Awards’.
- 02.12.22 – G. Bown – Requesting that we consider the value of supporting ‘2023 Caring for the Coast Awards’.

AGENDA – Thursday 9 February 2023 – Ourimbah RSL.

- 05.12.22 – A. Thompson – Disregard mail received re Trading Name.
- 05.12.22 – C. Matthews – copy of above.
- 06.12.22 – E. Miller – Thanks for Christmas presents (10 students).
- 08.12.22 – Macquarie Bank – advice re transacting online.
- 09.12.22 – Good Gear – Confirmation of T-shirt & shirt order.
- 10.12.22 – L. Young – Photos from presentation at Toukley View Club.
- 12.12.22 – A. Parrey – Application for computers from Brisbania P School.
- 12.12.22 – A. Parrey – Photos for application above.
- 13.12.22 – APM Graphics – Christmas greetings.
- 13.12.22 – D. Levesque – Photos from Long Jetty Camera Club.
- 14.12.22 – G. Bown – Confirmation of Order.
- 16.12.22 – Fortunity – ensuring DIN update.
- 16.12.22 – E. Miller – Confirmation of delivery of \$ 50 to students.
- 16.12.22 – Postmaster – Messages not delivered to S. Hart; S. Sullivan; C. Matthews & J. Noble because domain was overdue.
- 17.12.22 – G. Bown – President's Report for Annual Report.
- 21.12.22 – G. Bown – Have discussion re purchase of BBQ trailer.
- 21.12.22 – C. Matthews re discussion above.
- 21.12.22 – G. Bown – Further discussion to the above.
- 21.12.22 – Fortunity – Closure of office – Christmas & New Year.
- 21.12.22 – S. Pierce – CCKIN & Bulldogs media release.
- 21.12.22 – G. Bown – Advise release.
- 22.12.22 – G. Bown – Picture of the Qld BBQ trailer.
- 22.12.22 – S. Pierce – Advise me of price agreed for Directory of Community Stickers.
- 22.12.22 – Fortunity – Confirmation of transfer of money to Charity account.
- 22.12.22 – S. Pierce – Please advise names in photos.
- 22.12.22 – C. Matthews – Advising Simon names in photo.
- 22.12.22 – S. Pierce & D. Levesque – Further discussion re BBQ trailer.
- 02.01.23 – G. Bown – Resignation effective from AGM.
- 02.01.23 – C. Matthews – Thanked Geoff for his service and best for future.
- 02.01.23 – B. Galvin – Thanks for presentation at Mingara Club – Shirley Shuttle.
- 09.01.23 – ASIC – Reply to request to be added to data base to obtain information re Trading Name.
- 09.01.23 – C. Nash – Able to attend AGM as guest speaker.
- 09.01.23 – ASIC – Granted access to data base.
- 11.01.23 – National Storage – Advising rent increase.
- 11.01.23 – C. Matthews – Treasurer's Report for Annual Report.
- 13.01.23 – A. Parrey – Confirming that I had received application for Brisbania P. School.
- 13.01.23 – A. Parrey – Thanking me for my reply.
- 14.01.23 – P. Pafumi – Application from CC Bulldogs, & acceptance as a guest speaker at AGM.
- 16.01.23 – D. Levesque – Updated Membership List.
- 16.01.22 – A. Thompson – Link for Trading Name.
- 16.01.23 – A. Thompson – Advise that payment for 3 Yr Trading Name has been received.
- 16.01.23 – S. Pierce – Thanks for copy of quote – J. Scicluna.
- 17.01.23 – J. Noble – Charity Chairman's Report.
- 17.01.23 – E. Miller – List of students.
- 19.01.23 – S. Pierce – Media release for Long Jetty Over 50's Camera Club.
- 19.01.23 – B. Galvin – Higher resolution of Shirley Shuttle presentation.
- 19.01.23 – J. Noble – Kathy Beverly will be quest speaker at February Board Meeting.
- 20.01.23 – J. Scicluna – Invitation to launch of directory.
- 21.01.23 – S. Pierce – District 21 calendar.
- 23.01.23 – National Storage – Invoice for storage 2023.

AGENDA – Thursday 9 February 2023 – Ourimbah RSL.

- 23.01.23 – B. Galvin – hold-up with application for Shirley Shuttle.
- 23.01.23 – C. Matthews – State of the Nation.
- 23.01.23 – Postmaster – Email delivery problems – info@freemasonsc.org
- 25.01.23 – APM Graphics – Invoice for Directory stickers.
- 26.01.23 – G. Bown – Receipt of Board Minutes

Outwards:

- 12.11.22 – Directors – Rough Agenda 24 November 2022.
- 12.11.22 – D. Stanford – Acceptance of invitation.
- 12.11.22 – C. Matthews – CCKIN Race day – how many races?
- 21.11.22 – Directors – Agenda 24 November & Minutes 22 September.
- 21.11.22 – S. Pierce – Total donation to CCKIN.
- 22.11.22 – J. Noble – Kathy from Coast & Country Primary Care – making contact.
- 25.11.22 – L. Churchill – Telephone confirmation of sponsorship 2023 Race Day – 1 race; 2nd race waiting list.
- 25.11.22 – C. Matthews – Request bank transfer \$ 500 to Smith Family.
- 26.11.22 – Directors – Confirmation of t-shirt order and shirt order.
- 26.11.22 – Directors – Confirming order requirement for T-shirts & shirts.
- 26.11.22 – E. Miller – Confirming transfer \$ 500 to 10 students as Christmas presents.
- 28.11.22 – M. Griffith – Simon Pierce no pocket on T-shirt.
- 29.11.22 – S. Pierce – Confirmation of request – T-shirt.
- 01.12.22 – Directors – Email from L. Rollason – re ‘2022 Caring for the Coast Awards’.
- 02.12.22 – J. Scicluna – Advising receipt of application.
- 11.12.22 – A. Parrey – Forwarding Application form.
- 12.12.22 – J. Noble – Application form from Brisbania P. School – A. Parrey.
- 12.12.22 – J. Noble – Photos for Application form above.
- 13.12.22 – Directors – Confirmation of T-shirt & shirt order.
- 13.12.22 – Directors – re Trading Name.
- 14.12.22 – D. Levesque – Copy of Constitution.
- 15.12.22 – D. Crawford – Forward Application form – Carer’s Cottage, Gosford Hospital.
- 20.12.22 – T. Covi – application form – Health.
- 05.01.23 – B. Galvin – Application form; invitation to be our guest speaker at AGM.
- 05.01.23 – D. Levesque – Membership List – January 2023.
- 09.01.23 – J. Pickard & D. Moeller – Thanks for refund - \$ 5,495.00
- 09.01.23 – C. Nash, D. Stanford. P. Pafumi – Invitation to be guest speakers at AGM.
- 09.01.23 – C. Matthews – Invoice for Trading Name - \$ 92 for 3 years.
- 11.01.23 – C. Matthews – Letter advising monthly fees from National Storage.
- 11.01.23 – C. Matthews – Advising total donations for 2022.
- 11.01.22 – S. Pierce – Picture of Shirley Shuttle.
- 13.01.23 – J. Noble – Request Charity Report for Annual Rep[ort].
- 14.01.22 – J. Noble – Application from CC Bulldogs.
- 15.01.23 – S. Pierce – Approved quote for Directory.
- 16.01.23 – D. Levesque – Forwarded ‘Invitation to Join’
- 17.01.23 – A. Thompson – Thanks for Trading Name update.
- 19.01.23 – Directors – Minutes 24 November 2023.
- 19.01.23 – S. Pierce – Check log Jetty Ober 50’s Camera Club media release.
- 19.01.23 – B. Galvin – Photo Shirley Shuttle.
- 19.01.23 – S. Pierce – Photo above.
- 19.01.23 – J. Noble – Thanks for Charity Report.
- 20.01.23 – S. Pierce & S. Williams – Return of mail – info@freemasonsc.org – domain not paid.

AGENDA – Thursday 9 February 2023 – Ourimbah RSL.

21.01.23 – S. Pierce – Electronic Calendar.

27.01.23 – S. Pierce – Forward Notice of AGM, Proxy, Director's Nomination & Subscription forms.

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. 10); Appendix B [Charity A/c] – (p. 15)** for Treasurer's Report dated – 27 January 2023.

i. Ratification of payments made from 12 November 2022 – 27 January 2023.

Expense Account:

Date:	Chq No.:	To Whom:	Amount: \$
25.11.22	Oska	J. Noble – Director's Expenses	130.00
25.11.22	Oska	A. Mountain – Director's Expenses	100.00
25.11.22	Oska	G. Ingall – Director's Expenses	652.90
25.11.22	Oska	D. Levesque – Director's Expenses	368.00
25.11.22	Oska	G. Bown – Director's Expenses	641.00
25.11.22	Oska	C. Matthews – Director's Expenses	734.20
22.12.22	Oska	G&J Kearne – T-shirts	563.15
11.01.23	Oska	ASIC - Trading Name	92.00
11.01.23	Oska	C. Matthews – Vodafone SIM Cards	1,350.00
25.01.23	Oska	National Storage – Unit 237	1,824.00

Charity Account:

Date:	Chq No.:	To Whom:	Amount: \$
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
11.01.23	Oska	Smith FGfamily Christmas Presents	500.00

ii. Confirmation of bank accounts and investments.

07.11.2022 – Expense Account – 650-000 9881 82800 – Balance = \$ 5,084.77

07.11.2022 – Charity Account – 650-000 9861 17706 – Balance = \$ 140,479.06

**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:

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

AGENDA – Thursday 9 February 2023 – Ourimbah RSL.

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) BBQ Trailer – Geoff Bown:

Emails have been forwarded discussing this project. See emails – 21.12.22, etc.

(iv) Coast & Country Primary Care – Jim Noble:

(v) Directory of Community Services:

Production has been completed and invoice forwarded to Chris for payment - \$ 4,691.28.

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

Confirmation for one RACE; on waiting list for 2nd RACE. See email dated 25.11.22.

(vii) Applications:

1. Brisbania Public School, Saratoga – Annette Parrey.

30 Laptops \$ 25,048.00 GST not payable
Must be purchased through DOE supplier.

2. Central Coast Bulldogs – Paul Pafumi:

Jerseys, socks, shorts & Polo shirts \$ 4,928.00
Supplier – Sinalli, Seven Hills.

3. Shirley Shuttle – Barb Galvin:

Vehicle - Mitsubishi Outlander \$ 21,236.44
Supplier – Booth Motor Group, Gosford

4. Gosford Hospital Carer’s Retreat – Tia Covi:

Massage Chairs \$ 2,500 - \$ 4,500.00
Supplier – Tia is awaiting confirmation from CCLHD Work Health and Safety Consultant.

viii. Invitation to the presentation of Directory of Community Services:

Date:	Thursday 23 February	Venue:	Mingara Club
Time:	9:30 am	RSVP:	Graeme Ingall by 9 February, 2023.

iv. Invitation to SOKS Presentation:

Date:	Monday 6 March	Venue:	The Dylo, Pacific Hwy, Doyalson.
--------------	----------------	---------------	----------------------------------

AGENDA – Thursday 9 February 2023 – Ourimbah RSL.

Time: 6:00 pm **Cost:** \$ 45.00 per ticket
RSVP: 26 February 2023 - <http://fix.yt/soks-benefactors-dinner-2023>

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. **2022 Annual Report – Graeme Ingall:**

- Received – President’s, Treasurer’s, Charity Chairman’s Reports and Membership List;
- **Awaiting** Auditor’s Report & Confirmation of Capital Investment Report;
- **Add** pictures;
- Forwarded Notice of AGM, Proxy, Nomination for Director & Subscription Forms to Simon;
- Forwarded to Simon Membership List – January 2023;
- Confirmed with Denis Dean as Returning Officer for AGM.

ii. **Discussion Paper – Left-overs from Discussion AND**

Moving Forward – ‘Volunteer Fatigue’ & Work Roles within the Board e.g. secretary, treasurer.

Good morning everyone

As we approach a new year, there will no doubt be the usual demands placed on FCC not only through requests but through the demands placed on directors, particularly the Secretary and Treasurer.

This brings me to two issues:

Firstly the demands and Secretary and Treasurer are increasing due to day to day management of

AGENDA – Thursday 9 February 2023 – Ourimbah RSL.

meeting minutes and agendas as well as regulatory compliance etc.

If my memory is correct, I note that Graeme and Chris have indicated they do not wish to continue in their roles beyond the 2023 term. If that is still the case, we already pay for the management of our IT function and, given previous observations of Steve Sullivan regarding time involved etc, should we consider engaging someone (on an hourly rate) to manage the secretarial and treasury functions with the assistance of a Board member?

Secondly, as you may well be aware I am actively involved with the RFS and some other organisations in a volunteer capacity. I recently had some discussions regarding the increased demands placed on volunteers. I became aware of a condition called 'Volunteer Fatigue.' This could equally apply to Board members as well as Freemasons and may well account for the current deterioration in the level of enthusiasm. I don't know if the article provides a solution but the mere identification of issues may go some way to looking at a possible solution. The alternate is to 'do nothing' and allow the situation to continue on a downward slide.



Cheers

Geoff Bown

iii. 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?

iv. Square and associated equipment:

Recommendation –

- a) Arrange bank account with CBA, Tuggerah. **TO OPEN ACCOUNT, ALL DIRECTORS OF A COMPANY NEED TO BE IDENTIFIED & THEN AGAIN, SIGNATORIES.**
- b) Signatures to operate account both cheque and digital.
- c) Quote for Laptop, square & dongle = \$ 653.00. You buy a locked dongle with Telstra recommended because it has the best network.

AGENDA – Thursday 9 February 2023 – Ourimbah RSL.

- d) Which provider do we use – Telstra, etc.
- e) Tyro – Alex Mountain & Chris Matthews

v. Newsletter and FOCC Calendar – Simon Pierce:

vi. New Members:

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

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

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

vii. Any further General Business.

- 11. Meeting closed at _____ pm.
- 12. Annual General Meeting – Thursday 6 April 2023 – Ourimbah RSL – at 7:00 pm.
- 13. Next Board Meeting – Thursday 25 May 2023 – Ourimbah RSL – at 7:00 pm.

Graeme Ingall
Secretary / Director
27 January 2023.

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>\$</u>		<u>\$</u>	<u>\$</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	Secretary's 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		Trans from Charity A/c				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	Trans from Charity A/c				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	
25	KCL		Trans from Charity A/c				3,000.00	6,515.02	
25	J. Noble	Oska	Directors Expenses		130.00			6,385.02	

KARAGI COURT LTD			EXPENSE ACCOUNT			NEWCASTLE PERMANENT BANK			
2022	To	Chq	For	Code	Cheque	Pres	Deposits	BANK	Audit
					\$		\$	\$	
	November (Cont.)							6,385.02	
25	A. Mountain	Oska	Directors Expenses		100.00			6,285.02	
25	G. Ingall	Oska	Directors Expenses		652.90			5,632.12	
25	D. Levesque	Oska	Directors Expenses		368.00			5,264.12	
25	G. Bown	Oska	Directors Expenses		641.00			4,623.12	
25	C. Matthews	Oska	Directors Expenses		734.20			3,888.92	
26	The Smith Family	Oska	10 Xmas presents		500.00			3,388.92	
	December							3,388.92	
1	M. Aguanta		Subs 2022				5.00	3,393.92	
22	G&J Kearne	Oska	Good Gear – T-shirts, &c		563.15			2,830.77	
	January 2023							2,830.77	
11	Smith Family	Oska	10 Christmas Gifts		500.00			2,330.77	
11	ASIC	Oska	Trading Name		92.00			2,238.77	
11	C. Matthews	Oska	Vodafone SIM Cards		1,350.00			1,888.77	
11	KCL		Trans from Charity A/c				5,000.00	6,888.77	
20	L. Pollard	Cash	Subs 2022-25				20.00	6,908.77	
25	National Storage	Oska	Storage Unit 237		1,824.00			5,084.77	

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 – Franking credits		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		

KARAGI COURT LTD				CHARITY ACCOUNT		NEWCASTLE PERMANENT BANK			
		Chq	For	Amount	Deposits	Bank	Interest	Donations	Expenses
2022				\$	\$	\$	\$		\$
October						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		
November						90,339.90			
24					13,365.00	103,704.90			
25	KCL	Oska	Trans. to Expense A/c	3,000.00		100,704.90			3,000.00
30	KCL		Interest	45.79		100,750.69	45.79		
December						100,750.69			
22	KCL		Income – Franking credits		39,658.59	140,409.28	39,658.59		
29	Invacare		Refund – Brad Pemberton		5,495.00	145,904.28			
31	KCL		Interest		74.78	145,979.06	74.78		
January 2023						145,979.06			
11	Expenses A/c	Oska	Smith Family	500.00		145,479.06		500.00	
11	KCL	Oska	Trans to Expense A/c	5,000.00		140,479.06			5,000.00

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