

President:
Geoff Bown

KARAGI COURT LIMITED
ABN 92 002 044 500

Secretary:
Graeme Ingall

Please check Page 7 for actions to be taken.

Minutes

**Minutes of the Board Meeting held at the Ourimbah RSL Club
Thursday 24 November 2022 commencing at 7:05 pm.**

Present: Geoff Bown (President); James Noble (Vice President); Graeme Ingall; Chris Matthews; David Levesque; & Alex Mountain.

1. Welcome.

Geoff welcomed and thanked the directors for their attendance.

2. Apologies:

Motion: 'That an apology from Simon Pierce be accepted.'

Moved: James Noble **2nd:** David Levesque **Carried.**

3. Conflict of Interest:

Nil declared.

4. Minutes of the Board Meeting – Thursday 24 November 2022:

Motion: 'That the minutes of the Board Meeting held at the Ourimbah RSL on Thursday 24 November be accepted.' (Circulated by email 19.01.2023 to your iPads and PCs)

Moved: Alex Mountain **2nd:** Chris Matthews **Carried.**

5. Matters arising from those Minutes – 24.11.2022.

i. Brad Pemberton – Chris Matthews & Graeme Ingall:

Further to 29.06.2022, where an email was forwarded to Mr David Moeller, another email was forwarded and Justine Pickard has requested that David completed the matter. Currently, David is away on a sales trip. Continue follow up. **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.**

ii. iPads:

All iPads have now been returned with chargers and 2 cables.

iii. Responsible Person & DIN Update – Graeme Ingall:

Completed – all directors have supplied their DIN number which has been forwarded to auditor.

iv. Dates for CC Clinical School & Research Institute:

Dates forwarded October 5, 19 & 26 at 5:30 pm.

6. Matters finalised or occurred since last Board Meeting – 9 September – 24 November 2022.

Only contains matters that have been commented upon; for other events see agenda.

- i. **24 September – Terrigal Surf Club**, Raising the Flags – 9:00 am:
S. Pierce; D. Levesque; A. Mountain; J. Noble; C. Matthews; G. Ingall.
See website.
- i. **1 October – Budgewoi Soccer Club**, Central Coast Bulldogs Presentation – 2:00 pm:
C. Matthews; A. Mountain; D. Levesque; G. Ingall, J. Noble. See website.
- ii. **16 October – Ourimbah RSL** - Presentation to CCKIN – 5:30 – 6:00 – Dinner:
All directors – See website.
- iii. **18 October – Mary Macs, Woy Woy** – Presentation – 9:30:
S. Pierce; G. Bown; D. Levesque; G. Ingall. See website.
- iv. **19 October - CC Clinical School & Research Institute**
G. Bown; J. Noble & G&M Ingall.
- v. **19 October – Anglicare, Warnervale:**
Presentation of gardening equipment.
- vi. **21 October – Mingara Club**, Shirley Bus Shuttle – 10:00 am
G. Bown; D. Crawford; D. Crawford; G. Ingall.
- vii. **23 October – Sponsors Day at Terrigal SLS Club:**
- D. Levesque; G. Bown; C. Matthews; A. Mountain; G. Ingall.
- viii. **5 November - CKIN Race Day – Chris Matthews:**
Very successful day with some \$ 22,000 raised. See website.
- ix. **16 November - 2022 Caring for the Coast Awards – Lauren Rollason:**
Geoff Bown and David Levesque advised that they attended.

Motion: *‘Those actions taken from 22 September – 24 November, 2022 be adopted.’*

Moved: Chris Matthews **2nd:** Alex Mountain **Carried.**

7. Correspondence – 05 September – 07 November 2022.

Additional Correspondence:

2 invoices from agencies re payment of Trading Name – Declined.

Motion: *‘That the inwards and outwards correspondence contained in agenda be accepted.’*

Moved: Graeme Ingall **2nd:** A. Mountain **Carried.**

8. Treasurer’s Report – (from the agenda).

Date:	Director:	Amount (\$):
25.11.2022	G. Ingall	652.90
25.11.2022	C. Matthews	734.20
25.11.2022	G. Bown	641.00

25.11.2022	D. Levesque	368.00
25.11.2022	J. Noble	130.00
25.11.2022	A. Mountain	100.00

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

Moved: Chris Matthews **2nd:** James Noble **Carried.**

9. **Committee Reports -**

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

Motion: *‘That the Charity Committee’s Report be accepted and the following actions listed above are to be taken –*

i. **CCKIN Race Day**

On 08.11.2022, an email was received from Lorraine Churchhill thanking Freemasons on the Central Coast for their involvement with the Race Day and inviting to again participate next year on Saturday 4 November 2023. Discussion was held and it was agreed –

Motion: *‘That the invitation to participate be accepted and if available, we sponsor two races. In addition, Directors and their partners and then members be invited to attend.’*

Moved: Chris Matthews **2nd:** Alex Mountain **Carried.**

ii. **Further CCKIN support:**

Discussion was centred on further support for CCKIN during 2023. After much discussion, the following was agreed –

Motion: *‘The above would be the extent of our support during 2023.’*

Moved: Alex Mountain **2nd:** Chris Matthews **Carried.**

iii. **Application – Directory of Community Services Central Coast – Joe Scicluna:**

180.00	Printer:	No.:	Cost - \$:
Stickers:	APM Graphics		
Gloss		2,000	4,691.28
		4,000	9,373.54
Budget		2,000	2,700.50
		4,000	4,973.10
Booklets:	Lake Printers	1,000	6,710.00
		2,000	8,690.00
		3,000	10,670.00
		4,000	12,650.00
		5,000	14,300.00
Booklets:	Gosford Printers		
Saddle stitched		1,000	4,140.00
		2,000	5,940.00
		3,000	7,750.00
		4,000	9,420.00

		5,000	11,180.00
Wirobind		1,000	5,650.00
		2,000	8,780.00
		3,000	11,700.00
		4,000	14,520.00
		5,000	17,100.00
APM Graphics			
Plain Cover		3,000	6,721.00
		4,000	7,688.07
		5,000	8,762.03
CMYK		3,000	7,139.00
		4,000	8,492.00

Motion: *‘That KCL purchase 2,000 gloss stickers at \$ 4,691.28 from APM Graphics Management. Conditions – stickers had to have a QR code, Rotary may add their logo if purchase the same type & number from APM Graphics.’*

Moved: Chris Matthews **2nd:** Graeme Ingall **Carried.**

iv. Camp Breakaway – Chris Matthews:

Presentation to be arranged.

v. Coast and Country Primary Care – Jim Noble:

Jim to invite CEO to our February Board meeting to provide information of their service.

vi. Shirley Shuttle, Barb Galvin – Geoff Bown:

Website presentation has been completed – Graeme Ingall.

vii. Anglicare, Warnervale – Chris Matthews:

Chris has forwarded an application form to Lillian; Anglicare would like to obtain some garden furniture.

viii. The Smith Family – Chris Matthews:

Motion: *‘That five hundred dollars (\$500.00) be forwarded to The Smith Family to provide a \$ 50.00 Christmas present to each student.’*

Moved: James Noble **2nd:** Alex Mountain **Carried.**

Moved: James Noble **2nd:** David Levesque **Carried.**

B. Website Report – Simon Pierce:

Simon was unable to attend but advised since return home, he has to do some catch up work.

C. Membership – David Levesque:

To be up-dated and invitations sent - Mark Bradbury and Tyler Williams. R. Benchoem, D. Leggett, T. Morrison, R. Payne & L. Pollard remain unfinancial.

10. General Business

i. Annual General Meeting:

Graeme

- reminded the Board that the date of the AGM – Thursday 6 April 2023 at 7:00 pm;
- reports from President, Treasurer, Charity Chairman by 9 February;
- Financial data to Adrian Thompson – Chris Matthews;
- updated membership list dated 01.01.2023 from Membership Officer;
- Guest speakers – Barb Galvin – Shirley Shuttle & a later suggestion from Graeme & approved by President – Darryl Stanford, Paul Pafumi & Craig Nash – CC Bulldogs;
- Contact Denis Dean as Returning Officer;
- supper to be arranged at next Board Meeting; &
- Graeme to prepare – 2022 Annual Report, & Proxy, Subscription, Directors Nomination forms & Notice of AGM.

ii. T-Shirts – Graeme Ingall:

Graeme to place for 7 T-Shirts with pockets on with logo and 2 shirts – Alex Mountain & David Levesque. T-shirt logo colour to be discussed with Martyn.

iii. Discussion Papers – Technology – Graeme Ingall:

Conclusions –

- Email addresses for Lodge secretaries & DGIW to checked;
- Lodge James Kibble be removed.

iv. Pull up Poster – Simon Pierce:

Simon, in his absence) was nominated to design a poster similar to the one in the agenda p.8 with possible costs.

v. Square & associated equipment – Graeme Ingall:

Graeme to -

- arrange a bank account with CBA Tuggerah Shopping Centre;
- obtain a quote for Square, laptop computer and dongle from Officeworks;
- to contact Tyro to obtain information.

vi. Plaques – Geoff Bown:

Update number of plaques for the next meeting.

vii. Newsletter and Calendar – Alex Mountain & Simon Pierce:

Board thanked Alex for the production of the newsletter and recommended that the newsletter be forwarded by Mail Chimp to members.

viii. Client Service Agreement – Chris Matthews:

New agreement to signed with a slight increase in fees - \$ 550.00.

Motion: *'That Chris Matthews and Graeme Ingall sign the 2 agreements.'*

Moved: Chris Matthews **2nd:** David Levesque **Carried.**

11. Next Board Meeting – Thursday 9 February 2023 at Ourimbah RSL.

12. There was no further business, the meeting closed at 9:25 pm.

Geoff Bown – President

Date: 24th November 2022.

Date	Board Action/s to be taken – 2022 / 2023
1 Jan 2024	SIM Cards – Chris & Sue Matthews
15 Jan 2023	Storage
24 Jan 2026	Renew Trading Name – Freemasons on the Central Coast – Adrian Thompson
1 Feb 2023	Renewal of Stamp Duty Exemption – Office of State Revenue – Chris Matthews
1 Apr 2023	Insurance – directors, car & Public Liability
1 Apr 2023	Post Office Box Renewal
1 Jun 2023	Organize dates for 2023 Board Meetings – Ourimbah RSL
28 Jul 2022	Renew - www.karagicourt.org.au –
24 Sep 2022	Renew - www.freemasonsonthecentralcoast.com.au
4 Dec 2022	Renew – www.freemasonsc.org
1 Jun 2023	Renew - www.freemasonsonthecentralcoast.au
1 Jun 2023	Renew - www.freemasonsc.org
4 Dec 2022	SSL Certificate
26 May 2022	Keys – post office box and storage shed - Chris Matthews, Geoff Bown, Graeme Ingall

Director:	Minute No.:	Action to be taken:
G. Ingall	5 i	Continue follow up.
G. Ingall	9 A i	Contact CCKIN for sponsorship at Race Day.
G. Ingall	9 A iii	Contact Joe Scicluna and Simon Pierce re stickers
J. Noble	9 A v	Invite Coast & Country Primary Care to be guest speaker in Feb.
C. Matthews	9 A viii	Deposit \$ 500 with Smith Family (10 students)
D. Levesque	9 C	Update Membership List & forward 'Invitation to Join' (2)
G. Bown	10 i	President's Report
J. Noble	10 i	Charity Chairman's Report
C. Matthews	10 i	Treasurer's Report
D. Levesque	10 i	Membership List
C. Matthews	10 i	Financials to Adrian Thompson
C. Matthews		Pay National Storage
G. Ingall	10 I	Contact Denis Dean, Returning Officer for AGM
G. Ingall	10 i	Prepare Annual Report & associated paperwork.
G. Ingall	10 ii	Order T-shirts & shirts
G. Ingall/S. Pierce	10 iii	Update email addresses of secretaries & DGIW
S. Pierce	10 iv	Design / probable costs of Pull-up Poster
G. Ingall	10 v	Get quote for square, laptop & dongle
G. Ingall	10 v	Arrange CBA account
G. Bown	10 vi	Update no. of plaques
A. Mountain/S. Pierce	10 vii	Newsletter & mail via Mail Chimp
G. Ingall/C. Matthews	10 viii	Sign & forward Service Agreements to Fortunity