



### Board Meeting Minutes

<b>Date &amp; Time:</b>	7:01PM on Thursday 25 <sup>th</sup> January 2024
<b>Location:</b>	Ourimbah RSL, 20 Pacific Highway, Ourimbah NSW 2258
<b>Attendees:</b>	Jim Noble, Graeme Ingall, Chris Matthews, Alex Mountain, David Levesque, Simon Pierce and Ben Falconer.

#### Item 1 – Welcome

The Vice President opened the meeting and expressed the Boards gratitude for Michael Hyslop CEO CC SLS for his presentation. The Vice President wished everyone a Happy New Year.

#### Item 2 – Apologies

Apologies given by Geoff Bown and Leigh Pollard.

Motion:	“That those apologies (if applicable) be accepted”				
Moved By:	Chris Matthews	Seconded:	Simon Pierce	Carried:	Yes / No

#### Item 3 – Conflicts of Interest

On any matters contained in the agenda, are there any person(s) who has, or, perceived conflict of interest?

- No conflicts of interest were communicated or brought to the attention of the Board.

#### Item 4 – Minutes of Previous Board Meeting

Minutes of previous Board Meeting (Thursday 7<sup>th</sup> December 2023) held at Ourimbah RSL were distributed via email to all Directors on Friday 8<sup>th</sup> December 2023.

Motion:	“That the minutes of the previous Board Meeting be accepted”				
Moved By:	Alex Mountain	Seconded:	Ben Falconer	Carried:	Yes / No

#### Item 5 – Matters Arising from Previous Board Meeting / Previous Minutes

The following items have arisen from previous Board Meetings / Previous Minutes and are yet to be confirmed;

i. **Treasurers Duties. Job description to outline Treasurers duties (Chris Matthews).**

Action: Outstanding, will be available for next Board Meeting.

ii. **Secretary’s Duties. Job description to outline Secretary’s duties (Graeme Ingall).**

Action: Outstanding, will be available for next Board Meeting.

iii. **2023 Annual Report (Graeme Ingall).**

The following items have been completed;



- a) Mailing. Notice of AGM, Forms, Subscriptions, Proxy, Director's nominations.

The following items are required ASAP in preparation for the report;

- a) Newsletter
- b) Photos
- c) Reports from Vice President
- d) Reports from Treasurer
- e) Reports from Charity Chairman

The following item has been actioned;

- a) Financials. Been sent to Adrian 15<sup>th</sup> January 2024.

The Mailing List stands at 42 financial members. However, confirmation of Campbell Page home address is required.

Simon Pierce has been informed of actions to be taken via email.

**iv. Actions Required for completion of 2023 Annual Report**

- a) Annual General Meeting (Thursday 11<sup>th</sup> April 2024)
- b) Draft Annual Report (inc. Photos) required by 28<sup>th</sup> February 2024
- c) Emailing / Mailing – Notice of AGM completed by 14<sup>th</sup> March 2024
- d) Emailing / Mailing – Annual Report completed by 14<sup>th</sup> March 2024
- e) Emailing / Mailing – Nominations of Directors completed by 14<sup>th</sup> March 2024
- f) Emailing / Mailing – Renew Subscription completed by 14<sup>th</sup> March 2024

**v. Approved Donation Payments;**

- a) CCLHD (Carer's Cottage) for AED total of \$3,167.00
- b) CCLHD (Children's Ward) for Hi Lo Baby Bath total of \$3,205.00
- c) The Smith Family (10 Students) total of \$1,000.00

Motion:	"That the minute actions taken to be accepted"				
Moved By:	Simon Pierce	Seconded:	Alex Mountain	Carried:	Yes / No





## Item 6 – Matters finalised (or) occurred since last Board Meeting

The following matters have been finalised (or) have occurred since the last Board Meeting held;

- i. **iPads (Graeme Ingall).** Leigh Pollard and Ben Falconer iPads are currently with Shanae Williams for updating which will hopefully be issued at the next Board Meeting.  
  
Action: Follow up with Shanae Williams.
- ii. **ASIC (Update of Directors) – Adrian Thompson (Graeme Ingall).** Completed. Need to reconfirm motion under General Business.  
  
Action: No action(s) required.
- iii. **ACNC Update (Graeme Ingall).** Had to re-enter information as Board Secretary (not the Responsible Persons Names). Completed.  
  
Action: No action(s) required.
- iv. **Meeting CC SLS (Michael Hyslop) 14<sup>th</sup> December 2023.** Attendees Geoff Bown, Chris Matthews and Graeme Ingall.  
  
Action: Discussions centred on meeting the new CEO with future activities, Rookie Carnival and Vests.
- v. **Rookie Carnival CC SLS (Ocean Beach) 12<sup>th</sup> January 2024.** Attendees Chris Matthews and Graeme Ingall.  
  
Action: Introductions made to the competitors with Graeme Ingall presenting a short speech. 1<sup>st</sup> Place awarded to Umina and BBQ afterwards.

Motion:	"That the minute actions taken to be accepted"				
Moved By:	David Levesque	Seconded:	Chris Matthews	Carried:	Yes / <del>No</del>

## Item 7 – Correspondence

Correspondence received and outgoing as stated in the Board Meeting Agenda.

Motion:	"That all correspondence be accepted"				
Moved By:	Alex Mountain	Seconded:	Graeme Ingall	Carried:	Yes / <del>No</del>



## Item 8 – Treasurers Report

The Treasurer handed all Directors a hard copy of Karagi Court Accounts during the Board Meeting.

### i. The following ratification of payments were made from 3<sup>rd</sup> December 2023 to 15<sup>th</sup> January 2024;

#### Appendix A - Expense Account: 650-000 9881 82800 (Newcastle Permanent)

Date:	Chq No.:	To Whom:	Amount: \$
08.12.23	Oska	G. Bown – Director's Expenses	249.00
08.12.23	Oska	L. Pollard – Director's Expenses	273.15
08.12.23	Oska	G. Ingall – Director's Expenses	199.40
08.12.23	Oska	D. Levesque – Director's Expenses	121.70
08.12.23	Oska	C. Matthews – Director's Expenses	544.40
08.12.23	Oska	APM Graphics – Crazy Domain	315.26
08.12.23	Oska	L. Pollard – Board Meeting	65.00
08.12.23	Oska	B. Falconer – Board Meeting	63.00
08.12.23	Oska	C. Matthews – Board Meeting	97.00
08.12.23	Oska	D. Levesque – Board Meeting	71.00
08.12.23	Oska	S. Pierce – Board Meeting	126.00
08.12.23	Oska	A. Mountain – Board Meeting	54.00
08.12.23	Oska	G. Ingall – Board Meeting	54.00
08.12.23	Oska	G. Bown – Board Meeting	108.00
15.12.23	Oska	B. Falconer – Director's Expenses	464.15

#### Appendix B - Charity Account: 650-000 9861 17706 (Newcastle Permanent)

Date:	Method:	To Whom:	Amount: \$
08.10.23	Oska	Expense A/C	3,000.00
15.12.23	Oska	CCLHD – Carer's Cottage	3,167.00
15.12.23	Oska	CCLHD – Children's Ward	3,205.00
15.12.23	Oska	Smith Family – 10 students x \$ 100 – Xmas	1,000.00
08.01.24	W. Form	TD -560 509 008	50,000.00

#### Appendix C – Term Deposit: 650-000 560 509 008 (NP)

08.01.24		Matures – 22 April 2024	50,000.00
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#### Appendix D - Holding Account: 082-356 30-167-5247 (NAB)

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#### Appendix E - Tap & Go Account: 082-356 30-144-0974 (NAB)

Date	Method:	To Whom:	Amount: \$
18.12.23	Oska	30-167-5247 – Smith Family	1,179.00
28.12.23	Oska	D. Young – Catering	335.67





## ii. Confirmation of Bank Accounts and Investments;

Account Type	BSB	Account	Balance Date (As At)	Balance Amount (\$)
Expense Account	650-000	9881 82800	15 <sup>th</sup> January 2024	\$2,869.75
Charity Account	650-000	9861 17706	15 <sup>th</sup> January 2024	\$53,502.48
Term Deposit	6500-000	560 509 008	8 <sup>th</sup> January 2024	\$50,000.00
Holding Account	082-356	3016 75247	15 <sup>th</sup> January 2024	\$1,794.00
Tap & Go Account	082-356	3014 40974	15 <sup>th</sup> January 2024	\$2,049.64

## iii. Directors Expenses

- a) All Directors must have their expenses approved by the Board before payment can be made by the Treasurer. All expenses (expense sheet and receipts) must be received by the Treasurer before Board Meeting.

Director	Expense Amount Owed (\$)
Jim Noble	-
Chris Matthews	\$392.80
Graeme Ingall	-
Geoff Brown	-
David Levesque	\$100.90
Alex Mountain	-
Simon Pierce	-
Ben Falconer	\$51.60
Leigh Pollard	-

Motion: "That the Treasurer's Report be received and adopted including ratification of payments made, and approved of payments to Directors and members if any"

Moved By: Chris Matthews    Seconded: Simon Pierce    Carried: Yes / No

## Item 9 – Reports from Committees

The following reports were made by various Committees;

### i. Charity Committee – Updates (Jim Noble)

#### a) HOTS Coast & Country Primary Care (Aaron Cannon) – Jim Noble.

Action: Organise presentation date (inc. photos and write up for website). No updates to report.

#### b) The Bay Viking Rugby Club (Elinor Faulkner) – Jim Noble.

Action: Organise presentation date (inc. photos and write up for website). No updates to report.

#### c) Gosford Cenotaph RSL (Patsy Edwards) – Graeme Ingall.

Action: Proposal of Wednesday (2PM) 14<sup>th</sup> February 2024. Wait for confirmation from Patsy on date.





**d) Brisbania Public School (Annette Parrey) – Graeme Ingall.**

Action: Complete Media Release.

**e) The Mannos Men's Shed – Graeme Ingall**

Action: Organise presentation date (inc. photos and write up for website) address is 43 Warwick Street, Mannering Park. Graeme has followed up with Denis Dean and will organise a meeting for a presentation.

**f) CCLHD Carer's Cottage – Graeme Ingall**

Action: Payment has been made, awaiting arrival of AED and organise presentation.

**g) CCLHD Childrens Ward – Graeme Ingall**

Action: Payment has been made, awaiting arrival of Hi Lo Baby Bath and organise presentation.

**h) Central Coast Kids In Need Race Day (Saturday 9<sup>th</sup> November 2024) – Chris Matthews**

Action: Confirmation with Lorraine Churchill.

**i) The Smith Family (Children's Christmas Gift Cards)**

Action: Payment forwarded of \$1,000.00 for 10 Students at \$100.00 each.

**ii. Charity Committee – Applications**

- a) **Toukley Neighbourhood Centre.** Located at Unit 2, 46 Victoria Avenue, Toukley have applied requesting for 2 x Aspire 5 Laptops at a total cost of \$1,876.00 (excl. GST)

Action: David Levesque reported it would be used to display in the reception and recreation room. Moved to purchase Laptops by Graeme Ingall and seconded by Chris Matthews.

- b) **Shirley Shuttle (Fuel Card).** Shirley Shuttle has requested assistance in funding for fuel for their vehicles. There will be a meeting at Minga on Sunday 4<sup>th</sup> February 2024 to discuss.

**iii. Publicity / PR Committee – Updates (Simon Pierce)**

- a. Various press releases were shown to be uploaded to Social Media and website.

**iii. Membership Committee – Updates (David Levesque)**

- a. Current Membership stands at 42
- b. Invitations to join sent to Attila Paszta and Tyler Williams. Lance Rodgers has decided not to join at this time. David to forward letter to James Knowles for membership.





## Item 10 – General Business

### i. Directors Declaration.

- a. At the end of financial year (1st January to 31st December 2023) all Directors must signify that they themselves nor their family or any company that they may be directly involved with, have not received any benefit from this company other than expenses for which they are entitled to claim for.
- b. Recommendation: 'In accordance with Subdivision 60.15 of the Australian Charities and Not-for-profits Commission Act 2012, no Director has received any benefit by way of dividend, bonus or other such advantage other than expenses due from the carrying out of their duties.'
- c. Each Director is to be asked individually and their answer is to be recorded in the Minutes.

Director	Yes / No	Director	Yes / No
Geoff Bown	No	Ben Falconer	No
Graeme Ingall	No	David Levesque	No
Chris Matthews	No	Alex Mountain	No
James Noble	No	Simon Pierce	No
Leigh Pollard	No		

Moved By:	Chris Matthews	Seconded By:	Graeme Ingall	Carried:	Yes / No
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### ii. Responsible Persons' (Directors) Declaration as per Section 60.15 of the Australian Charities and Not-For-Profits Commission Regulation 2023.

- a. The responsible persons declare that in the responsible persons' opinion that;
- There are ~~[are not]~~ reasonable grounds to believe that the registered entity is able to pay all of its debts, as and when they become due and payable; and
  - The financial statements and notes satisfy ~~[do not satisfy]~~ the requirements of the Australian Charities and Not-for-profits Commission Act 2012.
- b. Signed in accordance with subsection 60.15(2) of the Australian Charities and Not-For-Profit Commission Regulation 2023.

Director	Yes / No	Director	Yes / No
Geoff Bown	Yes	Ben Falconer	Yes
Graeme Ingall	Yes	David Levesque	Yes
Chris Matthews	Yes	Alex Mountain	Yes
James Noble	Yes	Simon Pierce	Yes
Leigh Pollard	Yes		





### iii. Signatories for the Review: Responsible Persons Declaration

- a. Recommendation: *'That Chris Matthews (Treasurer), Graeme Ingall (Secretary) and David Levesque (Director) be the signatories in the Responsible Persons Declaration.'*

Moved By:	Chris Matthews	Seconded By:	Graeme Ingall	Carried:	Yes / <del>No</del>
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### iv. Confirmation of Motion (Updated Application to ASIC Report) – Graeme Ingall:

- a. Refer to Appendix F on page 25 of Board Meeting Agenda.

Moved By:	Graeme Ingall	Seconded By:	Chris Matthews	Carried:	Yes / <del>No</del>
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### v. New Members

- a. "That 'Invitation to Join' be forwarded to the following persons;
- Alex Mountain moved that James Knowles be invited to join.
  - Notifications for new Director/s. Nominations to Secretary.

### vi. Donation to the Lodges

- a. Previously, Karagi Court would forward to each Lodge information on how they could donate to an organisation based on the Central Coast LGA for the purchase of equipment. In doing so, the Lodge would complete an application form to be reviewed by the Charity Committee, then review as required.

#### Questions;

- Do we recommence? Potentially, but with clauses
- Donation amount? Amount decided on the application of funding
- How do we do this? Put a proposal during Lodge Meeting. Board Member cannot approve their own Lodges application being non-bias and reviewed at Board Meetings for discussion
- Rules and regulations? Lodges must submit applications for Board review before decision is made

#### Recommendations;

- Process of individual Lodges applying to FotCC via application for additional support for their own raised charity project / fundraiser.
- FotCC to purchase physical goods i.e. food and donate funds to cover these types of expenses.
- Lodges to apply via Grand Lodge i.e. Masonic Care and to then apply to FotCC to match donation.
- Other suggestions to be discussed at the next Board Meeting.





## **vii. Any other General Business**

### **a. Freemasons on the Central Coast Lightweight Jacket**

- All Directors to go to Good Gear at East Gosford (after the 5<sup>th</sup> February 2024) and meet with Martyn Griffiths to select sizes for Jackets.

### **b. Polo and Shirts for Leigh Pollard and Ben Falconer**

- Meet with Martyn Griffiths to select sizes for Polos and Shirts.

## **Item 11 – Meeting Closed**

President / Chairman closed the meeting at 9:00PM.

## **Item 12 – Next Board Meeting**

The next Board Meeting will be on Thursday 29<sup>th</sup> February 2024 held at Ourimbah RSL, 20 Pacific Highway, Ourimbah NSW 2258 at 7:00PM.





Annex A – Item Inventory		
Item	Location	Quantity
Plaques – Freemasons on the Central Coast	Storage	6
Plaques – Jim Kibble		5
Plaques – Morning Star		5
Plaques – Saratoga		5
Plaques – Toukley		4
Plaques – Wyong Tuggerah Lakes		5
Plaques – The Central Coast Lodge		5
Plaques (Total) as at 28 <sup>th</sup> November 2023		37
Karagi Court PO BOX Key	Geoff Bown	1
Karagi Court Storage Key	Jim Noble	1





Director	Action(s)	Due By
Chris Matthews	Provide Job Description of Treasurers Duties	Next Board Meeting
Graeme Ingall	Provide Job Description of Secretary Duties	Next Board Meeting
David Levesque	Update Membership Database. Find Campbell Page home address and update for AGM.	Next Board Meeting
All	Create and submit AGM Reports required before deadline	Next Board Meeting
Graeme Ingall	Follow up on Leigh and Ben iPads configured and issued from Shanae Williams	Next Board Meeting
Jim Noble	HOTS Coast & County Primary – Care Organise date and time for presentation	Next Board Meeting
Jim Noble	The Bay Viking Rugby Club – Organise date and time for presentation (next season)	Next Board Meeting
Graeme Ingall	Gosford Cenotaph RSL – Organise date and time for presentation	Next Board Meeting
Graeme Ingall	Create and upload Brisbania Public School media release	Next Board Meeting
Graeme Ingall	Organise date and time for presentation Manno Menshed via Denis Dean. Prepare and submit media report and pictures	Next Board Meeting
Graeme Ingall	Organise date and time for CCLHD Carer's Cottage (AED)	Next Board Meeting
Graeme Ingall	Organise date and time for CCLHD Childrens Ward (Hi Lo Baby Bath)	Next Board Meeting
David Levesque	Visit Toukley Neighbourhood Centre and report back	Next Board Meeting
Chris Matthews	Organise CCKIN Race Day 2024 identify if additional tables are available to purchase. Confirm with Lorraine Churchill	Next Board Meeting
David Levesque	Update Membership Records and Directors. Follow up on unfinancial members and new members	Next Board Meeting
Alex Mountain	Produce newsletters ready for AGM	Next Board Meeting
All	Review and discuss topic at the next Board Meeting and agree strategy going forward for donating funds to Lodges	Next Board Meeting
All	Organise visit to Good Gear West Gosford to size Lightweight Jacket	Next Board Meeting
Ben Falconer Leigh Pollard	Organise visit to Good Gear West Gosford for polo shirt and shirt sizes	Next Board Meeting
Geoff Bown	Identify location of PO BOX Key and hand over to Jim	Next Board Meeting

Signed;

Jim Noble  
Vice President  
Karagi Court Limited  
Dated: Thursday 25<sup>th</sup> January 2024

