



### Board Meeting Minutes

<b>Date &amp; Time:</b>	Thursday 29 <sup>th</sup> February 2024 7:03PM
<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 Jim Noble declared the meeting open and welcomed all Directors.

#### Item 2 – Apologies

Leigh Pollard was an apology.

Motion:	"That those apologies (if applicable) be accepted"				
Moved By:	Jim Noble	Seconded:	Alex Mountain	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

The Minutes of the previous Board Meeting held on Thursday 25<sup>th</sup> January 2024 held at Ourimbah RSL have been distributed to all Directors via email on Monday 29<sup>th</sup> January 2024.

No communication has been received to modify or adjust the minutes circulated.

Motion:	"That the minutes of the previous Board Meeting be accepted"				
Moved By:	Alex Mountain	Seconded:	Simon Pierce	Carried	Yes / No

#### Item 5 – Matters Arising from the 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: Job description has been circulated for comments and suggestions via email.

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

Action: Job description has been circulated for comments and suggestions via email.

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

The following items have been completed;





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

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

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

The Mailing List stands at 42 financial members.

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) Toukley Neighbourhood Centre - \$1,876.00

**vi. Director Resignation**

- a) Geoff Bown has submitted his resignation as a Director of Karagi Court.

Motion:	"That the minute actions taken to be accepted"			
Moved By:	Graeme Ingall	Seconded:	Chris Matthew	Carried
				Yes / No



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

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

- i. **iPads (Grame Ingall).** Leigh Pollard and Ben Falconer iPads are currently with Shanae Williams for updating which will be ready by 15<sup>th</sup> February 2024.

Action: Ben Falconers iPad has now been issued. Leigh Pollards iPad is yet to be issued.

- ii. **Meeting CCSLS – Michael Hyslop 14<sup>th</sup> December 2023 (Grame Ingall).** Attendees were Geoff Bown, Chris Matthews and Grame Ingall.

Action: Discussions centred on meeting the new CEO and to discuss future activities, Rookie Carnival and Vests.

- iii. **CCSLS Rookie Carnival – Ocean Beach 12<sup>th</sup> January 2024 (Grame Ingall).** Attendees Chris Matthews and Grame Ingall.

Action: Introductions made to competitors with Graeme delivering a short speech. 1<sup>st</sup> Place awarded to Umina with a BBQ afterwards.

- iv. **Shirley Shuttle – Mingara 4<sup>th</sup> February 2024 (Grame Ingall).** Attendees Chris Matthews and Grame Ingall.

Action: Funding has been approved for the next 18 months, however unknown thereafter.

Motion:	"That the minute actions taken to be accepted"				
Moved By:	Graeme Ingall	Seconded:	Ben Falconer	Carried	Yes / No

## Item 7 – Correspondence

The correspondence received and outgoing as stated in the Board Meeting Agenda.

Geoff Bown has handed in his resignation as a Director of Karagi Court. The Board has accepted his resignation and wish Geoff all the best for the future and thanked for his dedication and efforts.

Motion:	"That all correspondence be accepted"				
Moved By:	Simon Pierce	Seconded:	David Levesque	Carried	Yes / No



## 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 16<sup>th</sup> January 2024 to 7<sup>th</sup> February 2024;

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

Date:	Chq No.:	To Whom:	Amount: \$
22.01.24	<del>Oska</del>	J. Noble – Dec. Board Meeting	72.00
26.01.24	<del>Oska</del>	D. Levesque – Director's Expenses	100.90
26.01.24	<del>Oska</del>	B. Falconer – Director's Expenses	51.61
26.01.24	<del>Oska</del>	C. Matthews – Director's Expenses	392.80
26.01.24	<del>Oska</del>	B. Falconer – Board Meeting	63.00
26.01.24	<del>Oska</del>	C. Matthews – Board Meeting	97.00
26.01.24	<del>Oska</del>	D. Levesque – Board Meeting	71.00
26.01.24	<del>Oska</del>	S. Pierce – Board Meeting	126.00
26.01.24	<del>Oska</del>	A. Mountain – Board Meeting	54.00
26.01.24	<del>Oska</del>	J. Noble – Board Meeting	72.00
26.01.24	<del>Oska</del>	G. Ingall – Board Meeting	54.00
04.02.24	B. Pay	National Storage, West Gosford	189.00
05.02.24	<del>Oska</del>	C. Matthews – SIM Cards	1,350.00

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

Date:	Method:	To Whom:	Amount: \$
05.02.24	<del>Oska</del>	Trans. To Expenses A/c	7,000.00

#### 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: \$

### ii. Confirmation of Bank Accounts and Investments;

Account Type	BSB	Account #	Balance Date	Balance Amount (\$)
Expense Account	650-000	9881 82800	7 <sup>th</sup> February 2024	\$7,248.45
Charity Account	650-000	9861 17706	29 <sup>th</sup> February 2024	\$44,676.01
Term Deposit	650-000	560 509 008	7 <sup>th</sup> February 2024	\$50,000.00
Holding Account	082-356	30 167 5247	7 <sup>th</sup> February 2024	\$1,794.00
Tap & Go Account	082-356	30 144 0974	29 <sup>th</sup> February 2024	\$2,416.92







### 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	Amount (\$)
Jim Noble	\$94.64
Chris Matthews	\$593.80
Graeme Ingall	\$505.16
Geoff Bown	-
David Levesque	\$112.10
Alex Mountain	-
Simon Pierce	-
Ben Falconer	\$133.20
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:

Ben Falconer

Carried

Yes / No

### Item 9 – Committee Reports

#### i. Charity Committee (James Noble)

##### a. HOTS (Coast & Country Primary Care) – Aaron Connon

Action: Organise a presentation date, write up and provide pictures for media report.

##### b. The Bay Viking Rugby Club – Elinor Faulkner

Action: Organise a presentation date, write up and provide pictures for media report.

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

Action: Awaiting reply from Patsy reference presentation date.

##### d. Brisbania Public School (Graeme Ingall)

Action: Finish write up and provide pictures for media report.

##### e. The Manno Mens Shed – Mannering Park (Graeme Ingall)

Action: Organise a presentation date, write up and provide pictures for media report.



**f. Carer's Cottage (Graeme Ingall)**

Action: Payment made, waiting for AED to arrive. Organise a presentation date, write up and provide pictures for media report.

**g. Gosford Hosptail Childrens Ward – Graeme Ingall**

Action: Payment made, waiting for Hi Lo Baby Bath to arrive. Organise a presentation date, write up and provide pictures for media report.

**h. CCKIN Race Day (9<sup>th</sup> November 2024) – Chris Matthews**

Action: Waiting on invoice for payment. Chris Matthews to chase up with Loraine.

**i. Toukley Neighbourhood Centre – David Levesque**

Action: Payment made. Organise a presentation date, write up and provide pictures for media report. Awaiting delivery for items. David Levesque to follow up. Simon Pierce to send logo.

**ii. Applications;**

- a. Central Coast Bulldogs of 24 Regent Street, Buff Point (Contact Paul Pafumi) for a total of \$6,633.00 (inc. GST) for Jerseys, Polo Shirts, Shorts and Training Shirts. Application and forms all completed.

Action: It was moved and seconded that the application to proceed.

**iii. Media Committee (Simon Pierce)**

- a. Social Media  
b. Website  
c. Publicity

Action(s): Send mailchimp out to all members to notify of AGM.

**iv. Membership Committee (David Levesque)**

- a. Current membership of 44  
b. Invitations to join sent to Attila Paszta and James Knowles

Action(s): Keep membership directory updated.

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





## Item 10 – General Business

### i. New Members

- a. That 'invitation to join' be forwarded to the following person(s);

- Pasquale Madurie

Action(s): Send a invitation to join form to the above.

### ii. Donation to the Lodges

- a. Some years ago, we would forward to each Lodge information on how they could donate to an organisation based in Central Coast LGA for the purchase of equipment. In doing so, the Lodge would complete an application form, the Charity Committee would then approve, if appropriate.

Do we re-commence? Yes, however, there will be conditions. Karagi Court will happily pay for items to assist the Lodge in their fundraising i.e. purchasing food for a BBQ.

Donation size? Donation size will be dependant on the cost of costs of fundraiser. Limit of \$5,000 applies.

How do we do this? Graeme Ingall to produce a document to outline terms and conditions on how to apply and also an application form.

Any rules? Payment via receipts only. Active participation is mandatory in raising funds from Lodges to qualify i.e. physical efforts to provide a service.

### iii. FotCC Jackets

- a. Reminder for all Directors to get in contact with Martyn from Good Gear (5/54 York Street, East Gosford) to be sized up for FotCC Jackets.

Action(s): All Directors to organise sizing.

### iv. Any further General Business

- Motion of Gary Young being a Returning Officer for AGM
- Tia Covey and Tyler Williams are to be guests at the AGM
- Closing date of Director applications is 22<sup>nd</sup> March 2024
- No nominations at the AGM

Motion:

"That the minute actions taken to be accepted"

Moved By:

Graeme Ingall

Seconded:

Simon Pierce


Carried

Yes / No

## Item 11 – Meeting Closed

The Vice President Jim Noble closed the meeting at 8:30PM

PO Box 6232, West Gosford NSW 2250  
info@FreemasonsCC.org | www.FreemasonsCC.org

 @freemasonsCC.org



KARAGI COURT  
LIMITED

### Item 12 – Next Board Meeting

Our next Meeting will be our AGM on Thursday 11<sup>th</sup> April 2024 held at Ourimbah RSL, 20 Pacific Highway, Ourimbah NSW 2258 at 7:00PM. All Directors and Members welcomed. Dinner will be booked at 6:00PM for Director at own expense. Dress will be smart business (jackets, ties, shirts, trousers and shoes).

Our next Board Meeting will be our AGM on Thursday 23<sup>rd</sup> May 2024 held at Ourimbah RSL, 20 Pacific Highway, Ourimbah NSW 2258 at 7:00PM. Dinner will be booked at 6:00PM for those wishing to dine before the Meeting.

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Promoting Freemasonry on the Central Coast through community action, charitable relief and the advancement of education.


Karagi Court Limited (ABN: 92 002 044 500) trading as Freemasons on the Central Coast.



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

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Director	Action(s)	Due By
David Levesque	Update Membership Database. Follow up on unfinancial Directors and Members	Next Board Meeting
Chris Matthews	Make payment for Director expenses	Next Board Meeting
Jim Noble	HOTS Coast & Country Primary Care. Organise and time for presentation. Organise media report	Next Board Meeting
Jim Noble	The Bay Viking Rugby Club. Organise and time for presentation. Organise media report	Next Board Meeting
Graeme Ingall	Gosford Cenotaph RSL. Organise and time for presentation. Organise media report	Next Board Meeting
Graeme Ingall	Brisbania Public School. Organise media report for Simon	Next Board Meeting
Graeme Ingall	Manno Menshed. Organise and time for presentation. Organise media report	Next Board Meeting
Graeme Ingall	Carers Cottage. Organise and time for presentation. Organise media report	Next Board Meeting
Graeme Ingall	Gosford Hospital Childrens Ward. Organise and time for presentation. Organise media report	Next Board Meeting
Chris Matthews	CCKIN Race Day. Await invoice and action when it arrives	Next Board Meeting
All Directors	Review for discussion topic of donating funds to Lodges	Next Board Meeting
All Directors	Organise to be sized up at Good Gear for FotCC Jackets	Saturday 2 <sup>nd</sup> March 2024
Geoff Bown	Identify where the location of the PO Box Key and Storage Key is and hand over to Jim Noble	Next Board Meeting
Graeme Ingall	Draft document to discuss at next Board Meeting for donation to Lodges (and how it will work)	Next Board Meeting
David Levesque	Send new invitations to join	Next Board Meeting

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