



Board Meeting Minutes

Date & Time:	7:50PM on Thursday 7 th December 2023
Location:	Ourimbah RSL, 20 Pacific Highway, Ourimbah NSW 2258
Attendees:	Jim Noble, Graeme Ingall, Geoff Bown, Alex Mountain, Chris Matthews, David Levesque, Simon Pierce, Ben Falconer and Leigh Pollard.

Item 1 – Welcome

Vice President Jim Noble welcomed all Directors and thanked them for their time. The Board thanked a representative of the Laughter Foundation / Clown Doctors for their time and presentation.

Item 2 – Apologies

All Directors were in attendance, no apologies noted.

Motion:	“That those apologies (if applicable) be accepted”				
Moved By:	Jim Noble	Seconded:	Graeme Ingall	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.

Item 4 – Minutes of Previous Board Meeting

Minutes of previous Board Meeting (Thursday 28th September 2023) held at Ourimbah RSL were distributed via email to all Directors on Friday 29th September 2023.

Motion:	“That the minutes of the previous Board Meeting be accepted”				
Moved By:	Alex Mountain	Seconded:	Chris Matthews	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;

- Treasurers Duties. Job description to outline Treasurers duties (Chris Matthews).**
Action: Outstanding, will be available for next Board Meeting.
- Secretary’s Duties. Job description to outline Secretary’s duties (Graeme Ingall).**
Action: Outstanding, will be available for next Board Meeting.
- Meeting Dates to Simon Pierce. Simon has developed a schedule but Graeme needs to hold a discussion with Simon. Graeme has obtained CCSLS photos for Annual Report (Graeme Ingall).**
Action: Action plan in place to meet the dates as per item iv.





iv. Actions Required for completion of 2023 Annual Report

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

v. Approved Donation Payments;

Action: None. No action required.

vi. Board Positions on Membership (Update);

Action: Membership data base to be updated (David Levesque to action).

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).** Geoff Bown, Leigh Pollard and Ben Falconer to be issued with iPads during this Board Meeting.

Action: iPad issued to Geoff Bown. Ben and Leigh to have their iPads configured before issuing.
- ii. **Central Coast Kids in Need (CCKIN) Race Day – Saturday 11th November 2023 (Chris Matthews).** Confirmation that monies have been paid for 1 x Race and \$1,500.00 donation.

Action: Money has been paid to CCKIN via Treasurer. No further action required.
- iii. **Carer's Cottage – Tuesday 17th October 2023 (Graeme Ingall).** Attendees Ben Falconer, David Levesque, Leigh Pollard, Chris Matthews and Graeme Ingall.

Action: Social Media post has been uploaded to Facebook with pictures.
- iv. **Central Coast Bulldogs Presentation – Saturday 28th October 2023 (Alex Mountain).** Attendees Geoff Bown, Ben Falconer, David Levesque and Alex Mountain.

Action: Media Release requires to be published. Simon Pierce to action.



v. **Updated AcNc (Responsible Persons) for New Directors (Graeme Ingall).**

Action: Updated 29th November 2023. No further actions required.

vi. **Update Fortunity of New Directors (Graeme Ingall).**

Action: Email forwarded on 1st December 2023. No further actions required.

Item 7 – Correspondence

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

Items discussed at Board Meeting (highlighted from Agenda);

i. **Application received from Toukley Neighbourhood Centre via Joe Scicluna.**

Action: Refer to Item 9 – Charity Committee ii. Applications reference b.

ii. **Central Coast Kids In Need (CCKIN) Thank You Letter (Race Day Saturday 11th November 2023)**

Action: Board received this with thanks.

iii. **Application received from Carers Cottage (AED) from T Covi**

Action: Refer to Item 9 – Charity Committee ii. Applications reference a.

iv. **Central Coast Kids In Need (CCKIN) Advertising next Race Day (9th November 2024)**

Action: Board to pay for sponsor race. Moved by Alex Mountain, Seconded by Chris Matthews.

v. **Application received from Gosford Hospital from T Tukavkin**

Action: Refer to Item 9 – Charity Committee ii. Applications reference c.

Motion:	"That all correspondence be accepted"				
Moved By:	Graeme Ingall	Seconded:	Alex Mountain	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 22nd September to 3rd December 2023;

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

Date:	Chq No.:	To Whom:	Amount: \$
29.09.23	J. Noble	Director's Expenses	20.40
29.09.23	A. Mountain	Director's Expenses	42.00
29.09.23	G. Ingall	Director's Expenses	331.89
29.09.23	G. Bown	Director's Expenses	393.60
29.09.23	C. Matthews	Director's Expenses	713.20
29.09.23	S. Pierce	Director's Expenses	151.60
29.09.23	C. Matthews	Board Meeting	97.00
29.09.23	D. Levesque	Board Meeting	71.00
29.09.23	S. Pierce	Board Meeting	126.00
29.09.23	A. Mountain	Board Meeting	54.00
29.09.23	J. Noble	Board Meeting	72.00
29.09.23	G. Ingall	Board Meeting	54.00
29.09.23	G. Bown	Board Meeting	108.00
29.09.23	L. Pollard	Board Meeting	65.00
29.09.23	B. Falconer	Board Meeting	63.00
01.10.23	D. Levesque	Director's Expenses	142.80
29.10.23	APM Graphics	Badges & Business cards	235.91

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

Date:	Method:	To Whom:	Amount: \$
23.09.23	D.D.	CC SLS – Vests	4,876.00
29.09.23	D.D.	Expense A/c	3,000.00

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

Date	Method:	To Whom:	Amount: \$
21.09.23	D.D.	L. Wyong TL – Banquet	100.00
06.10.23	D.D.	Donation – Miniature trains, Narara	835.49
09.10.23	D.D.	D. Young - BBQ	100.00
12.10.23	D.D.	30-167-5247 – Smith Family	515.00
27.10.23	D.D.	L. Wyong TL – South	15.00
30.10.23	D.D.	L. Saratoga – South	45.00

Holding Account: 082-356 30-167-5247 (NAB)

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ii. Confirmation of Bank Accounts and Investments;

Account Type	BSB	Account	Balance Date (As At)	Balance Amount (\$)
Expense Account	650-000	9881 82800	3 rd December 2023	\$2,726.81
Charity Account	650-000	9861 17706	3 rd December 2023	\$97,623.67
Holding Account	082-356	3016 75247	3 rd December 2023	\$100.00
Tap & Go Account	082-356	3014 40974	3 rd December 2023	\$2,100.97

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	\$0.00
Chris Matthews	\$554.40
Graeme Ingall	\$199.40
Geoff Brown	\$0.00
David Levesque	\$121.70
Alex Mountain	\$96.00 (Treasurer to check this)
Simon Pierce	\$315.26
Ben Falconer	\$464.15
Leigh Pollard	\$211.95

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: David Levesque 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: Patsy is aware and awaiting completion. No updates to report.



d) CCLHD Carers Cottage (Tia Covi) – Graeme Ingall.

Action: Presentation held on Thursday 17th October at 12:30AM. Requires Media release for Simon Pierce.

e) Camp Quality – Jim Noble.

Action: Organise presentation date (inc. photos and write up for website). Jim briefed the Board with regards what Camp Quality does in the community. Donated \$6,000 worth of vouchers for food and fuel. An update was provided in terms of going forward for families for the Central Coast only.

Suggestion was made that Camp Quality get in touch with Central Coast Kids In Need to offer the service to families and children on the Coast. The Board agreed with this suggestion. Jim to organise a reply and proceed.

f) CCSLS Rasing the Flags – David Levesque.

Action: Saturday 23rd September at 9:00AM. David Levesque took pictures and will format. Geoff Bown will follow up with a write up of the event for website. David to follow up with pictures for Simon Pierce.

g) Brisbania Public School (Annette Parrey) – Graeme Ingall.

Action: Presentation organised for Thursday 7th December 2023. Write up and pictures to follow for Simon Pierce for media release.

h) The Mannos Men's Shed

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.

ii. Charity Committee – Applications

a) Carers Cottage. Located at 91 Holden Street, Gosford have applied requesting for the following;

- 1 x AED (Defibrillator) at a total cost of \$3,167.00 (excl. GST)
- Application paperwork completed.

Action: Board has approved this application, proceed with purchasing and organising presentation.

b) Toukley Neighbourhood Centre. Located at Unit 2, 46 Victoria Avenue, Toukley have applied requesting for the following;

- 2 x Aspire 5 Laptops at a total cost of \$1,876.00 (excl. GST)
- Application paperwork completed.

Action: David Levesque to attend and discuss further. To be discussed at next Board Meeting.





c) **Gosford Hospital (Childrens Ward).** Located at Holden Street, Gosford have applied requesting for the following;

- Hi-Lo Baby Bath at a total cost of \$3,205.00
- Application paperwork completed.

Action: Board has approved this application, proceed with purchasing and organising presentation.

d) **Central Coast Kids In Need (CCKIN) Charity Race Day.** Proposed Charity Race Day of Saturday 9th November 2024. Board is to discuss;

- Do we wish to purchase a named Race?

Action: Yes, Board has approved this, proceed with purchasing named race. Chris Matthews to get in touch with CCKIN to organise details.

e) **Central Coast Kids In Need (CCKIN) Charity Race Day Donation.** During the 2023 Race Day the Gee Family made a donation of \$20,000.00 and Gosford Master Builders donated \$1,000.00. Board is to discuss;

- Do we wish to donate as Freemasons on the Central Coast?
- If so, how much?

Action: Board agreed to purchase table for the Race Day. No cash donations.

f) **Smith Family (Childrens Christmas Gift Card).** In previous years FotCC have donated \$500.00 (\$50 gift voucher for each child) x 10. Board is to discuss;

- Do we wish to continue this for Christmas 2023?

Action: Board has approved this application, proceed with purchasing and organising presentation. Board agreed to raise the amount to \$100.00 Gift Voucher per child. Total of \$1,000.00

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. 42

b. Current members (unfiantial). M Sharpe

c. Invitations to join – Attila Paszta, Lance Rodgers and Tyler Williams?



Item 10 – General Business

i. New Members

- a. “That ‘Invitation to Join’ be forwarded to the following persons;
- No new members identified. Lance Rodgers to be invited in the new year as he’s just become a father.
 - Notifications for new Director/s. Nominations to Secretary.

ii. 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

iii. Any other General Business

- a. Freemasons on the Central Coast Lightweight Jacket
- Rough cost of \$50.00 per jacket embroiled with FotCC logo. Organise sizes.
- b. Polo and Shirts for Leigh Pollard and Ben Falconer
- Organise to visit Good Gear West Gosford to size up. Confirmation of sizes to Secretary.

Item 11 – Meeting Closed

President / Chairman closed the meeting at 9:07PM.

Item 12 – Next Board Meeting

The next Board Meeting will be on Thursday 18th January 2024 held at Ourimbah RSL, 20 Pacific Highway, Ourimbah NSW 2258 at 7:00PM.

The Board would like to extend a warm welcome to Directors, Members and Visitors. Wishing you, families and loved ones a very Merry Christmas and a Happy New Year.



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 th 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 before AGM deadline	Next Board Meeting
All	Create and submit AGM Reports required before deadline	Next Board Meeting
Graeme Ingall	Have Leigh and Ben iPads configured and issued	Next Board Meeting
Simon Pierce	Create and upload Central Coast Bulldogs media release	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
Jim Noble	Reply to Camp Quality following letter provided to distribute vouchers	Next Board Meeting
David Levesque	Media images for CCSLS Raising the Flags	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
Charity Committee	Proceed with payment for Carers Cottage payment for AED. Organise presentation, prepare media report and pictures	Next Board Meeting
David Levesque	Visit Toukley Neighbourhood Centre and report back	Next Board Meeting
Charity Committee	Proceed with payment for Gosford Hospital payment for AED. Organise presentation, prepare media report and pictures	Next Board Meeting
Chris Matthews	Organise CCKIN Race Day 2024 identify if additional tables are available to purchase	Next Board Meeting
Charity Committee	Purchase vouchers for Smith Family of \$100 per child	Next Board Meeting
David Levesque	Update Membership Records and Directors. Follow up on unfinancial members and new members	Next Board Meeting
Graeme Ingall	Names of nominations of new members and directors before ASAP in preparation of AGM deadline	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 7th December 2023

