

Court Limited

ABN 92 002 044 500

# **BOARD MEETINGS**

## **2025**

**Meeting**  
**Thursday 22 May 2025 @ 7:00 pm**  
**Dinner – 6:00 pm**

*Dinner and Board Meeting has been confirmed with  
Terrigal Bowling Club*

Thursday 24 July 2025  
Thursday 25 September 2025  
Thursday 27 November 2025

**Please Note:**

**Plaques (with Leigh Pollard) are –**

<b>Freemasons on the Central Coast</b>	<b>=</b>	<b>1</b>	
<b>Lodge Toukley</b>	<b>=</b>	<b>4</b>	
<b>Lodge Wyong-Tuggerah Lakes</b>	<b>=</b>	<b>5</b>	
<b>The Central Coast Lodge</b>	<b>=</b>	<b>5</b>	
<b>TOTAL</b>		<b>15</b>	<b>(28.02.2025)</b>

**Notice of Board Meeting**

To be held at Terrigal Bowling Club  
on Thursday 22 May 2025 at 7:00 pm.  
Dinner at 6:00 – Terrigal Bowling Club - Booked.

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**Agenda**

1. **Welcome:**

2. **Apologies:**

**Recommendation:**     *'Those apologies from Jim Noble, \_\_\_\_\_  
\_\_\_\_\_ be accepted.'*

**Moved:** \_\_\_\_\_ **2<sup>nd</sup>:** \_\_\_\_\_

**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 27 February 2025 at Terrigal Bowling Club:**

**Recommendation:**     *'The Minutes of the Board Meeting held at Terrigal Bowling Club on Thursday 27 February 2025 (Revised) be accepted.'* (Circulated by email 05.03.2025 to your PCs by A. Mountain)

**Moved:** \_\_\_\_\_ **2<sup>nd</sup>:** \_\_\_\_\_

**Carried:**     Yes / No

5. **Matters arising from Minutes – 27 February 2025:**

i. **Payments made - Correction:**

<b>06.11.24</b>	Soldier's Beach SL Club – 1 <sup>st</sup> Aid Equipment - \$ 8,393.00
<b>09.10.24</b>	Soldier's Beach SL Club – Gym Equipment - \$ 4,905.00
	<b><u>TOTAL</u></b> - \$ 13,298.00

**12.04.25**     Shirley Shuttle Inc – Fuel - \$ 7,500.00  
Media Release has been forwarded to Simon.

ii. **Clothing – Simon Pierce:**

- 2 Shirts (Chris Matthews & Simon Pierce) & 1 polo Sirt (Graeme Ingall) have been delivered to recipients.
- Jackets – Simon will present designs.

**AGENDA – Thursday 22 May 2025 – Terrigal Bowling Club.**

- Umbrellas – Simon to present designs with possible costs

**iii. Replacement of iPads – Alex Mountain:**

Alex to purchase 6 Laptops with necessary accessories.

**iv. Redraft of Proposition – Jim Noble:**

See **Appendix G** – page 24.

**v. Invitations to Join – David Levesque:**

Jake Bright; Cameron Churchill; Guillermo Pastana Gonzales (The Central Coast Lodge) and Jeff Whitehead (Wyong Tuggerah Lakes) have accepted the invitation.

Jake Ballzan is yet to respond.

**vi. Media releases forwarded to Simon:**

Shirley Shuttle; Chris O’Brien Lighthouse; Raising of the Flags; Soldier’s beach SLC.

**vii. Media releases:**

No media releases have forwarded for the following – Central Coast Bulldogs Presentation ( 19 October); Rookies Carnival ( 24 January - Graeme) – **TOTAL = 2**

**viii. Director’s Positions:**

The Secretary’s and Treasurer’s roles has been received; still awaiting Charity Chairman’s position.

**ix. BBQ at Bunnings, West Gosford – Alex Mountain:**

**Date** – Saturday 9 August 2026

**x. NSW Stamp Duty – Chris Matthews:**

Exemption until February 2026.

**xi. CC SLS Awards of Excellence – Saturday 7 June 2025 at Mingara Club:**

**Attendees** – Ben Falconer (presenter), Alex Mountain, Chris Matthews & David Levesque. Michael Hyslop has been informed, with Ben making the presentation.

**Recommendation:** *‘That the Minute actions taken be accepted.’*

**Moved:** \_\_\_\_\_ **2<sup>nd</sup>:** \_\_\_\_\_

**Carried:** Yes / No

**6. Matters finalised or occurred since last Board Meeting – 31 January – 22 April 2025:**

**i. 12.04.25 - Presentation by Shirley Shuttle at Gosford RSL – Graeme Ingall:**

Attendees – Ben Falconer, Simon Pierce, David Levesque & Graeme Ingall.

**AGENDA – Thursday 22 May 2025 – Terrigal Bowling Club.**

**ii. 05.03.25 = Meeting at Fortunity with Adrian Thompson (Auditor) & Shaun O’Farrell (Financial Advisor)**

There was much discussion re American elections, decisions made by the USA President, current effects upon the Stock market, falling AUS dollar, upcoming AUS elections, TDs interest, & dividends to be received. Decision was to =

- invest TDs from 6 months to 12 months & plus if available
- to change some managed funds to provide a better return, and
- the 60/40 ratio to remain the same.

**iii. ASIC and AcNc – Graeme Ingall:**

As there has been no change in Directors, no update required.  
Auditor has been informed of the election.

**iv. AcNc AIS Statement – Graeme Ingall:**

29.03.25 - Auditor has been informed of request from AcNC for an AIS Statement.

**Recommendation:**     *‘That any actions taken between Board Meetings be accepted.’*

**Moved:** \_\_\_\_\_ **2<sup>nd</sup>:** \_\_\_\_\_

**Carried:**    Yes / No

**7. Correspondence – 31 January – 3 May 2025:**

**Inwards:**

29.01.25	S. Pierce	Vale – Simon’s father
31.01.25	S. Pierce	Media – Wyong Race Day
01.02.25	S. Pierce	Media – check donation
02.02.25	J. Noble	Check of agenda
03.02.25	Nat. Storage	Account overdue
03.02.25	J. Noble	President’s Report (draft)
04.02.25	Nat. Storage	Invoice for 12 months
04.02.25	B. Galvin	Launch of Vehicles (advise)
04.02.25	B. Galvin	Photos of new vehicle -YPN-53S
11.02.25	GMC	Approval to use GMC for AGM – 03.04.25
12.02.25	C. Matthews	Meeting with Fortunity – 05.03.25
13.02.25	C. Matthews	Time of Meeting – 1:00 – 2:30 pm
18.02.25	L. Pollard	Charity Report
18.02.25	S. Pierce	Simon’s return
26.02.25	M. Hyslop	CC SLS – Awards of Excellence – 07.06.25
26.02.25	S. Pierce	Letter for AGM
26.02.25	A. Mountain	Jake Bright’s membership details
28.02.25	J. Noble	List of plaques available
26.02.25	S. Pierce	Final – Letters to members for AGM
28.02.25	C. Matthews	Treasurer’s report
28.02.25	C. Matthews	Authorise payments
28.02.25	A. Mountain	Board Minutes – 27.02.25

## AGENDA – Thursday 22 May 2025 – Terrigal Bowling Club.

28.02.25	A. Mountain	Dinner reservation at Bow Thai for AGM
01.03.25	A. Mountain	Guillermo Enrique Pestana Gonzalez address
02.03.25	L. Pollard	New contact for Mary Macs - dryers
03.03.25	B. Galvin	Assistance with BBQ
03.03.25	S. Pierce	Notice of AGM, etc to members
04.03.25	S. Pierce	2024 Annual report available – please check
04.03.25	D. Levesque	Able to assist with BBQ
04.03.25	A. Mountain	May be able to assist with BBQ – baby due?
04.03.25	S. Pierce	Able to attend presentation
05.03.25	Directors	Anybody available to assist with S.S. BBQ
05.03.25	A. Mountain	Revised Board Minutes
06.03.25	A. Mountain	Accepted at Bunnings BBQ – date to follow
06.03.25	Members	Any member available to assist with Shirley Shuttle BBQ
06.03.25	S. Pierce	Test – FotCC
06.03.25	A. Mountain	Request for copy of Insurance – Public Liability
07.03.24	C. Nash	Volunteer for Shirley Shuttle BBQ
07.03.25	D. Walker	Volunteer for Shirley Shuttle BBQ
07.03.25	D. Crawford	Volunteer of Shirley Shuttle BBQ
07.03.25	A. Thompson	Thanks & copies of 2024 Annual Financial Statement and Income Allocation Letter
08.03.25	B. Galvin	Invitation – Shirley Shuttle Presentation – 12.04.25
10.03.25	S. Pierce	2024 Annual Report for checking
11.03.25	Directors	Insurance – coverage
11.03.24	A. Mountain	Correction for A. Report
11.03.25	P. Pafumi	Sponsor’s Support Day – 05.02.25
11.03.25	Directors	Sponsor’s Support Day
11.03.25	B. Falconer	Able to attend
11.03.25	S. Pierce	In England
12.03.25	B. Galvin	Thanks for names for Bunnings BBQ
12.03.25	S. Pierce	2024 Annual Report (Final)
12.03.25	S. Pierce	Insurance
12.03.25	A. Kfoury	Able to attend Shirley Shuttle Presentation
13.03.25	J. Noble	Apologies for AGM
13.03.25	S. Pierce	Clothes paid – somebody collect
14.03.25	K. Mitchell	Trading name added to 2 accounts
17.03.25	Fortunity	Portfolio Review
19.03.25	Fortunity	Heartland Investment - \$ 233,355.00
20.03.25	Fortunity	Update of contacts for Australian Money Market
21.03.25	J. Scicluna	Request for Application Form
22.03.25	J. Scicluna	Received application form
23.03.24	L. Pollard	Will contact Carolyn on my return from WA
25.03.25	AcNc	Time to forward AIS statement
25.03.25	A. Wilkins	Application - Berkeley Vale Neighbourhood Centre
26.03.25	Fortunity	Reminder to complete form – 20.03.25
27.03.25	C. Matthews	Confirmation re CCKIN Race Day - Saturday 21 February 2026
29.03.25	B. Galvin	Request to make presentation on 12.04.25 – Gosford RSL
31.03.25	Simon, Leigh, Graeme, Ben	Support CCKIN Race Day

## AGENDA – Thursday 22 May 2025 – Terrigal Bowling Club.

01.04.25	B. Falconer	Will be attending Bulldogs Day – 05.04.26
02.04.25	C. Matthews	Has advised Lorraine Churchill of our support
02.04.25	C. Matthews	State of the Nation
03.04.25	D. Walker	Request for a printed 2024 Annual Report
03.04.25	A. Mountain	Jake Bright will be joining us this evening
03.04.25	Fortunity	Invoice for audit - \$ 5,610.00
03.04.25	Fortunity	Investments – Macquarie Wrap, NAB & ANZ TDs
03.04.25	C. Churchill	Completed application form to join
03.04.25	A. Cannon	Application
04.04.25	G. Morris	Application from Gosford RSL Sub Branch
04.04.25	D. Walker	Thanks for being returning Officer and company, with pictures of the evening
04.04.25	A. Mountain	Has received emails - except Gosford RSL Sub Branch
04.04.25	B. Falconer	Has <b>NOT</b> received these emails
04.04.25	A. Kfoury	Has <b>NOT</b> received these emails
04.04.25	C. Matthews	Has received emails - except Gosford RSL Sub Branch
04.04.25	G. Ingall	Has <b>NOT</b> received these emails
07.04.25	J. Noble	Has received emails – except Gosford RSL Sub Branch
07.04.25	A. Parrey	Invitation for Election BBQ – 03.05.25
08.04.25	A. Kfoury	Request for further information
08.04.25	B. Falconer	Trains
08.04.25	L. Pollard	Trains
08.04.25	S. Pierce	Unavailable
08.04.25	A. Kfoury	Unavailable
08.04.25	A. Mountain	Trains
08.04.25	Fortunity	Record of Advice – Shaun O’Farrell
10.04.25	A. Parrey	Thanks for the quick response
11.04.25	A. Kfoury	Unable to attend
16.04.25	Fortunity	AMM confirmation (AMM= Australian Money Market) \$ 250,000
22.04.25	Fortunity	Record of Advice - reminder
22.04.25	Fortunity	Received proceed
23.04.25	B. Galvin	Receipt - \$ 7,500.00 & Letter of Thanks
24.04.25	M. Hyslop	Letter of thanks for our support
28.04.25	S. Pierce	Clarification of Shirley Shuttle media release
29.04.25	Fortunity	Confirmation of AMM TD - Auswide bank - \$ 250,000
03.05.25	L. Pollard	Invitation – Soldier’s Beach SLC – Presentation
03.05.25	B. Falconer	Able to attend
03.05.25	A. Mountain	Unable to attend

### **Mail:**

**Smith Family:** General correspondence – re. Birthdays.

**NAB:** Monthly statements – to C. Matthews.

**Macquarie Wrap:** Statements

**AMM (Australian Money Market):** Letters confirming TD deposits.

## AGENDA – Thursday 22 May 2025 – Terrigal Bowling Club.

### Outwards:

31.01.25	S. Pierce	Clarification of media release
01.02.25	J. Noble	Draft agenda
02.02.25	S. Pierce	Mary Macs – media release
03.02.25	Directors	Agenda - February
04.02.25	Directors	Launch of Vehicles (advise)
04.02.25	B. Galvin	Date please
04.02.25	C. Matthews	Invoice – National Storage
26.02.25	Directors	Advice of date for CC SLS – Awards of Excellence
26.02.25	S. Pierce	Draft – 2024 Annual report with corrections
28.02.25	D. Levesque	Cam Churchill’s address
01.03.25	A. Thompson	Election of KCL Directors
03.03.25	Directors	Assist with BBQ
04.03.25	Directors	Shirley Shuttle – date on hold
04.03.25	Finance Com.	Reminder of Meeting with Fortunity
05.03.25	S. Pierce	Request Mailchimp to all members tr Shirley Shuttle BBQ
05.03.25	T. Morrison	Any brethren interested in helping with Shirley Shuttle BBQ
06.03.25	S. Pierce	Interested member to assist with BBQ
06.03.25	S. Pierce	Not receiving FotCC emails
06.03.25	C. Matthews	Please obtain Certificate of Currency from insurance broker
06.03.25	A, Mountain	Correction to KCL Minutes
07.03.25	C. Matthews	Request for payment for postage & printing of Notice for AGM
08.03.25	Directors	Invitation Shirley Shuttle – 12.04.25
08.03.25	S. Pierce	Financials for 2024 Annual Report
09.03.25	D. Levesque	Able to attend – 12.04.25
09.03.25	Directors	Several payees unknown
10.03.25	S. Pierce	Able to attend – 12.04.25
10.03.25	S. Pierce	Corrections to 2024 Annual Report
11.03.25	Directors	Annual Report and Insurance enquiries
11.03.25	B. Galvin	Volunteers for SS BBQ at Bunnings
11.03.25	Directors	Invitation – CC Bulldogs Sponsor’s Day – 05.04.25
14.03.25	S. Pierce	Payments completed to Good Gear – pick up
14.03.25	K. Mitchell	Confirmation of information re our trading name to NP
21.03.25	J. Scicluna	Request for application form
21.03.25	L. Pollard	Applications forms sent & received
27.03.25	P. Pafumi	Unfortunately. L. Wyong TL meeting
29.03.25	C. Matthews	Support for CCKIN Race Day
29.03.25	A. Thompson	Request for AIS Statement to be forwarded to AcNc
01.04.25	P. Pafumi	Sizes
01.04.25	B. Falconer	P. Pafumi has some articles to give to you
01.04.25	C. Matthews	CCKIN Race Day
03.04.25	Directors	Reminder of Dinner and AGM this evening
03.04.25	C. Matthews	Fortunity Invoice audit payment
04.04.25	Directors	Possible problems with FotCC emails - Berkeley Vale Neighbourhood Centre, Coast & Country Primary Health Care (Aaron Cannon) & Gosford RSL sub-branch

**AGENDA – Thursday 22 May 2025 – Terrigal Bowling Club.**

04.04.25	G. Morris	Received application
07.04.25	Directors	Availability of Election BBQ – Brisbania PS
08.04.25	Directors	Further information for Election BBQ
08.04.25	Directors	Invitation – Shirley Shuttle presentation 112.04.25
10.04.25	A. Parrey	Thank-you for offer but a commitment with the Narara trains
17.04.25	C. Matthews	Shirley Shuttle Inc - \$ 7,500.00 Chq
22.04.25	Fortunity	Record of Advice – proceed
30.04.25	M. Hyslop	Attendees at Awards of Excellence – Mingara Club
02.05.25	Directors	Request Presentation to Directors by CC SLC
02.05.25	Directors	Thank you from Shirley Shuttle + receipt

**Mail:** Nil

**Recommendation:** *‘That the correspondence from 31 January to 2 May 2025 be accepted.’*

**Moved:** \_\_\_\_\_ **2<sup>nd</sup>:** \_\_\_\_\_  
**Carried:** Yes / No

**8. Treasurer’s Report – Chris Matthews:**

**Appendix B [Expense A/c] – (p. 17);**                      **Appendix C [Charity A/c] – (p. 20);**  
**Appendix D – NP Term Deposit – (p. 20);**              **Appendix E - NAB Holding Account – (p. 21);**  
**Appendix F – NAB Tap & Go Account – (p. 22)**

**i. Ratification of payments made from 31 January to 30 April 2025:**

**Appendix B - Expense Account: 650–0009881 82800 (Newcastle Permanent)**

<b>Date:</b>	<b>Chq No.:</b>	<b>To Whom:</b>	<b>Amount: \$</b>
05.02.25	Oska	National Storage	2,496.00
28.02.25	Oska	L. Pollard – Director’s Expenses	50.40
28.02.25	Oska	C. Matthews – Director’s Expenses	524.62
28.02.25	Oska	D. Levesque – Director’s Expenses	97.20
28.02.25	Oska	G. Ingall – Director’s Expenses	573.82
28.02.25	Oska	B. Falconer – Director’s Expenses	270.00
28.02.25	Oska	L. Pollard – Board Meeting	59.00
28.02.25	Oska	G. Ingall – Board Meeting	83.00
28.02.25	Oska	B. Falconer – Board Meeting	69.00
28.02.25	Oska	A. Kfoury – Board Meeting	36.00
28.02.25	Oska	D. Levesque – Board Meeting	83.00
28.02.25	Oska	A. Mountain – Board Meeting	83.00
28.02.25	Oska	S. Pierce – Board Meeting	90.00
28.02.25	Oska	C. Matthews – Board Meeting	35.00
28.02.25	Oska	J. Noble – Board Meeting	70.00
07.03.25	Oska	S. Pierce – Drop Box subscription	18467
07.03.25	Oska	G. Ingall – Printing Notice & Postage	251.25

AGENDA - Thursday 22 May 2025 - Terrigal Bowling Club.

<u>Date:</u>	<u>Chq No.:</u>	<u>To Whom:</u>	<u>Amount: \$</u>
07.03.25	Oska	DEFT – Director’s Insurance	1,042.45
14.03.25	Oska	G&J Kearne – Shirts	154.94
14.03.25	Oska	DEFT – Travel Insurance	360.00
04.04.25	Oska	B. Falconer – Director’s Expenses	61.20
04.04.25	Oska	D. Levesque – Director’s Expenses	103.00
04.04.25	Oska	D. Levesque – AGM	48.00
04.04.25	Oska	L. Pollard – AGM	24.00
04.04.25	Oska	B. Falconer – AGM	86.00
04.04.25	Oska	A. Mountain – AGM	12.00
04.04.25	Oska	G. Ingall – AGM	12.00
04.04.25	Oska	G. Ingall – Print 2024 Annual Report	195.50
04.04.25	Oska	C. Matthews – Director’s Expenses	314.40
04.04.25	Oska	C. Matthews – Guest’s meals & entrees	137.20
14.04.25	Oska	Fortunity – Audit Fees	5,610.00

**Appendix C - Charity Account: 650-0009861 17706 (Newcastle Permanent)**

<u>Date:</u>	<u>Method:</u>	<u>To Whom:</u>	<u>Amount: \$</u>
05.02.25	Oska	Transfer to Expense Account	5,000.00
04.04.25	Oska	Transfer to Expense Account	6,000.00
12.04.25	Chq	Shirley Shuttle – Fuel costs	7,500.00

**Appendix D – Term Deposit: 650-000 560 509 008 (NP)**

04.11.24		4.75%	Matures – 18 May 2025	\$ 50,000.00
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**Appendix E - Holding Account: 082-356 30-167-5247 (NAB)**

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

<u>Date</u>	<u>Method:</u>	<u>To Whom:</u>	<u>Amount: \$</u>
03.02.25	Oska	S. Hart – Bread	48.55
03.02.25	Oska	B. Falconer - Drinks	54.60
20.02.25	Oska	W.W. Poultry – Sausages	228.00
27.02.25	Oska	Monitor – use of Square	180.00
07.03.25	Oska	S. Pierce – Bread	29.45
07.03.25	Oska	B. Falconer – Drinks	36.00
10.03.25	Oska	D 21 MA – Smith Family from NAB	870.00
14.03.25	Oska	?? - Groceries	27.00
20.03.25	Oska	D 21 MA – Smith Family High Tea	185.12
05.05.25	Oska	S. Hart – Sausages Bread	110.05

AGENDA – Thursday 22 May 2025 – Terrigal Bowling Club.

<u>Date</u>	<u>Method:</u>	<u>To Whom:</u>	<u>Amount: \$</u>
05.05.25	Oska	S. Hart – Bread	28.50
05.05.25	Oska	B. Falconer – Drinks	89.65

ii. **Confirmation of bank accounts and investments.**

06.05.2025 – Expense Account – 650-000 **9881 82800** – Balance = \$ 1,089.39  
 06.05.2025 – Charity Account – 650-000 **9861 17706** – Balance = \$ 47,188.93  
 06.05.2025 – Term Deposit – 650-000 **566 937 409;** Balance = \$ 50,000.00  
**Matures = 18.05.25**  
 06.05.2025 – Holding Account – 082-356 30-167-5247 Balance = \$ 100.53  
 06 05.2025 – Tap & Go Account – 082-356 30-144-0974 Balance = \$ 2,827.94

**ALL DIRECTORS MUST HAVE THEIR EXPENSES APPROVED BY THE BOARD BEFORE PAYMENT CAN BE MADE BY THE TREASURER.**

iii. On 4 December, Graeme Ingall was re-imbursed \$ 211.80 from the Expense Account for the purchase of Vouchers for Brisbane Public School (2 students X \$ 100.00). The Expenses Account needs to be re-imbursed from the Charity Account.

iv. **Radio 5 – 0 - + - Subscription – C. Matthews:**

Are we going to continue with the subscription?

v. **Director’s Expenses: All expenses – expense sheet and receipts – must be received by the Treasurer before the Meeting.**

**Director’s:**

<u>Name:</u>	<u>Amount: (\$)</u>
J. Noble	
L. Pollard	
C. Matthews	
G. Ingall	
B. Falconer	
A. Kfoury	
D. Levesque	
A. Mountain	
S. Pierce	

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

**Moved:** \_\_\_\_\_ **2<sup>nd</sup>:** \_\_\_\_\_  
**Carried:** Yes / No

9. **Reports from Committees:**

**A. Charity Committee – Leigh Pollard:**

**a. Gosford RSL Sub Branch – Greg Morris.**

<u>Equipment:</u>	<u>Cost ea. (\$):</u>	<u>TOTAL (\$):</u>	<u>Donation Request (\$)</u>
2 Asus Viivobook Laptops	2,097.00	<b>4,194.00</b>	
1 Epson Printer		<b>439.00</b>	
GST -		<b>421.18</b>	
		<b>\$ 4,633.00</b>	<b>\$ 4,211.82</b>

Greg Morris - 0419 229 626

[gmorris493@gmail.com](mailto:gmorris493@gmail.com)

Quotes – Yes

Disclaimer Form - Yes

**b. Berkeley Vale Neighbourhood Centre – Angela Wilkins:**

<u>Equipment:</u>	<u>Cost ea. (\$):</u>	<u>TOTAL (\$):</u>	<u>Donation Request (\$)</u>
1 Westinghouse Vertical 388 L Freezer	1,199.00	<b>1,199.00</b>	<b>\$ 1,199.00</b>
GST – unable to pay			
			<b>\$ 1,199.00</b>

Angela Wilkins – 02 4388 5801

[angela.wilkins@bvnc.org.au](mailto:angela.wilkins@bvnc.org.au)

Quotes – Yes

Disclaimer Form – Yes

**c. Shirley Shuttle - Graeme Ingall:**

At the conclusion of the AGM, it was proposed

**Recommendation: ‘That Freemasons on the Central Coast donate \$ 7,500.00 for the purchase of fuel for their donated vehicle.’**

**Moved:** Graeme Ingall

**2<sup>nd</sup>:** Leigh Pollard

**Carried** *This needs to be confirmed.*

**Recommendation: ‘That Graeme Ingall approach Ms Barb Galvin in view of donating a further \$ 7,500.00 for fuel costs providing Freemasons on the Central Coast banner be displayed on a vehicle.’** The banner is the same as that is currently displayed.

**Moved:** Graeme Ingall

**2<sup>nd</sup>:** Leigh Pollard

**Carried.** **This needs to be confirmed.**

Graeme approached Barb Galvin and John Hunter (Treasurer) with this idea and it would be discussed at their next Board Meeting.

**d. Mary Macs, Woy Woy – Sally:**

Dryers



ii. **Signatories on Newcastle Permanent Cheque Accounts –** As of 25 May 2023.

**BSB: 650-000**

- **Club Account (Expenses A/c) - 9881 82800 (Expense A/c) and**
- **Business Cash Management Account (Charity A/c) - 9861 17706 (Charity A/c):**

- The current signatories of cheques on those accounts are – Chris Matthews, Graeme Ingall, Alex Mountain, James Noble and Simon Pierce (5) – 21.05.2025.
- The current digital signatories are Chris Matthews, James Noble, Alex Mountain and Graeme Ingall (2) – 21.05.2025.

**Recommendation:** *‘That the signatories on all Newcastle Permanent Bank accounts – Club Account (Expense Account) - 9881 82800 and Business Cash Management Account (Charity Account) - 9861 17706 –*

- *remain the same - Chris Matthews, James Noble, Graeme Ingall, Alex Mountain, and Simon Pierce with any two of the above to sign;*
- *Only Chris Matthew, Graeme Ingall, Alex Mountain & Jim Noble \_\_\_\_\_  
\_\_\_\_\_ be permitted to make EFT payment/s.’*

**Moved:** \_\_\_\_\_ **2<sup>nd</sup>:** \_\_\_\_\_

**Carried:** Yes / No

iii. **Signatories on NAB accounts –** As of 21 May 2025.

**BSB 082-356**

- **Community Fee Saver Account (Tap & Go A/c) - 30-144-0974 and**
- **Business Cash Management Account (Storage A/c) - 30-167-5247 (Electronic transfer only):**

- Current signatures - David Levesque, Simon Pierce, Chris Matthews & Graeme Ingall
- Current SMO (Senior Managing Official) – Simon Pierce

**Recommendation:** *‘That the signatures and SMO on the above accounts remain the same.’*

**Moved:** \_\_\_\_\_ **2<sup>nd</sup>:** \_\_\_\_\_

**Carried:** Yes / No

iv. **Composition of Finance Committee:** As of 21 May 2025.

- Chris Matthews, Jim Noble, David Levesque, and Graeme Ingall are members of the Finance Committee. As members of the Finance Committee, all are signatories on the WRAP (Macquarie Bank) account – held at Fortunity.

**Recommendation:** *‘That the following directors Chris Matthews, James Noble, Graeme Ingall and David Levesque be confirmed as the Finance Committee.’*

**Moved:** \_\_\_\_\_ **2<sup>nd</sup>:** \_\_\_\_\_

**Carried:** Yes / No

**Recommendation:** *'That the following directors Chris Matthews, James Noble, Graeme Ingall and David Levesque be confirmed as signatories on the WRAP Account (Macquarie Wrap).'*

**Moved:** \_\_\_\_\_ **2<sup>nd</sup>:** \_\_\_\_\_  
**Carried:** Yes / No

v. **Composition of Charity Committee:** As of 21 May 2025.

- Currently, Leigh Pollard is the Chairman of the Charity Committee, with assistance from Alex Mountain, Ben Falconer, Chris Matthews, and Graeme Ingall. The president is ex-officio.

**Recommendation:** *'That \_\_\_\_\_ be appointed as Chairperson of the Charity Committee with the following directors to assist - \_\_\_\_\_*  
\_\_\_\_\_  
\_\_\_\_\_'

**Moved:** \_\_\_\_\_ **2<sup>nd</sup>:** \_\_\_\_\_  
**Carried:** Yes / No

vi. **2026 Board Meeting Dates:** (Suggested Dates)

Thursday <b>26 February</b>	Thursday <b>23 April – AGM</b>	Thursday <b>28 May</b>
Thursday <b>23 July</b>	Thursday <b>24 September</b>	Thursday <b>26 November</b>

- If approved, forward letter - to Terrigal Bowling Club and
- to GMC for AGM

vii. **New Members:**

**Motion:** *"That 'Invitation to Join' be forwarded to the following persons (5) -*

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_

**Moved:** \_\_\_\_\_ **2<sup>nd</sup>:** \_\_\_\_\_  
**Carried:** Yes / No

viii. **Donations to the Lodges:**  
See – **Appendix G – (p. 27)**

**AGENDA – Thursday 22 May 2025 – Terrigal Bowling Club.**

**ix. Discussion regarding positions held by Directors – Secretary / Treasurer:**  
See **Appendix H (p. 28)**

**x. CCKIN Wyong Race Day - Chris Matthews:**  
Is it happening?

**xi. July Board Meeting:**  
- Be conducted in the Gosford Masonic Centre;  
- Invite the following –

**xii. Any further General Business:**

**11. Meeting closed at                      pm.**

**12. Next Board Meeting – Thursday 24 July at Gosford Masonic Centre /Terrigal Bowling Club at  
7:00 pm.  
Dinner at 6:00 pm.**

**Graeme Ingall  
Secretary / Director  
25 May 2026**

**Appendix A – Date Reminders to the Board – 2024 – 2025;**

**Please Note: BEFORE DATES BELOW.**

<b>By this Date:</b>	<b>Board Action/s to be taken – 2024 / 2025</b>
<b>15 Jan 2026</b>	<b>Storage - Secretary</b>
<b>24 Jan 2026</b>	<b>Renew Trading Name – Freemasons on the Central Coast – Adrian Thompson</b>
<b>1 Feb 2026</b>	<b>Renewal of Stamp Duty Exemption – Office of State Revenue – Treasurer</b>
<b>1 Apr 2026</b>	<b>Insurance – directors, car &amp; Public Liability – Treasurer</b>
<b>1 Apr 2026</b>	<b>Post Office Box Renewal - Secretary</b>
<b>1 April 2025</b>	<b>Radio 5-O+ Subscription - \$ 55.00 - Treasurer</b>
<b>AGM</b>	<b>Update ACNC – add / remove ‘responsible Person’ as required - Secretary</b>
<b>AGM</b>	<b>Update ASIC – add / remove directors – A. Thompson</b>
<b>1 Jun 2025</b>	<b>Organize dates for 2024 Board Meetings – – Secretary</b>
<b>31 Aug 2025</b>	<b>SMO currently Simon Pierce – must be renewed by that date with NAB – Secretary &amp; Treasurer</b>
<b>30 May 2025</b>	<b>Renew - <a href="http://www.freemasonscscc.au">www.freemasonscscc.au</a> – S. Williams</b>
<b>30 May 2025</b>	<b>Renew - <a href="http://www.freemasonsonthecentralcoast.au">www.freemasonsonthecentralcoast.au</a> – S. Williams</b>
<b>28 July 2025</b>	<b>Renew - <a href="http://www.karagicourt.org.au">www.karagicourt.org.au</a> – S. Williams</b>
<b>24 Sept 2025</b>	<b>Renew - <a href="http://www.freemasonsonthecentralcoast.com.au">www.freemasonsonthecentralcoast.com.au</a> – S. Williams</b>
<b>04 Dec 2025</b>	<b>Renew – <a href="http://www.freemasonscscc.org">www.freemasonscscc.org</a> – S. Williams</b>
<b>24 Nov 2025</b>	<b>SSL Certificate – S. Williams</b>
<b>23 Nov 2025</b>	<b>Emails</b>
<b>30 May 2025</b>	<b>WordPress Hosting – Economy – Web master</b>
<b>1 Mar 2026</b>	<b>Dropbox – Web Master</b>
<b>30 May 2024</b>	<b>2 sets of Keys – post office box and storage shed - Chris Matthews, Graeme Ingal (Geoff Bown misplaced his keys)</b>

Appendix B – Expense Account: 650 – 000 9881 82800

<u>KARAGI COURT LTD</u>		<u>EXPENSE ACCOUNT</u>			<u>NEWCASTLE PERMANENT BANK</u>				
<u>2025</u>	<u>To</u>	<u>Chg</u>	<u>For</u>	<u>Code</u>	<u>Cheque</u>	<u>Pres</u>	<u>Deposits</u>	<u>BANK</u>	<u>Audit</u>
					\$		\$	\$	
<b>January 2025</b>									\$ 3,191.14
<b>February 2025</b>									\$ 3,191.14
5	Transfer		Charity account				5,000.00	8,191.14	
5	National Storage	Oska	Storage		2,496.00			5,695.14	
28	L. Pollard	Oska	Director's Expenses		50.40			5,644.74	
28	C. Matthews	Oska	Director's Expenses		524.62			5,120.12	
28	D. Levesque	Oska	Director's Expenses		97.20			5,022.92	
28	G. Ingall	Oska	Director's Expenses		573.82			4,449.10	
28	B. Falconer	Oska	Director's Expenses		270.00			4,179.10	
28	L. Pollard	Oska	Board Meeting		59.00			4,120.10	
28	G. Ingall	Oska	Board Meeting		83.00			4,037.10	
28	B. Falconer	Oska	Board Meeting		69.00			3,968.10	
28	A. Kfoury	Oska	Board Meeting		36.00			3,932.10	
28	D. Levesque	Oska	Board Meeting		83.00			3,849.10	
28	A. Mountain	Oska	Board Meeting		83.00			3,766.10	
28	S. Pierce	Oska	Board Meeting		90.00			3,676.10	
28	C. Matthews	Oska	Board Meeting		35.00			3,641.10	
28	J. Noble	Oska	Board Meeting		70.00			3,571.10	
<b>March 2025</b>									\$ 3,571.10
6	J. Bright	D.D.	Join & Subscription				10.00	3,581.10	
7	S. Pierce	Oska	Dropbox Subscription		184.67			3,396.43	
7	G. Ingall	Oska	Printing & Postage of AGM		251.25			3,148.18	

<b>KARAGI COURT LTD</b>		<b>EXPENSE ACCOUNT</b>			<b>NEWCASTLE PERMANENT BANK</b>				
<b>2025</b>	<b>To</b>	<b>Chq</b>	<b>For</b>	<b>Code</b>	<b>Cheque</b>	<b>Pres</b>	<b>Deposits</b>	<b>BANK</b>	<b>Audit</b>
					<b>₹</b>		<b>₹</b>	<b>₹</b>	
<b>March 2025 (Cont)</b>								<b>\$ 3,148.18</b>	
7	DEFT	BPay	Director's Insurance		1,042.45			2,102.73	
8	D. Crawford	D.D.	Subs				5.00	2,107.73	
9	G. Gonzalez	D.D.	Join & Subscription				10.00	2,117.73	
11	J. Whitehead	D.D.	Join & Subscription				10.00	2,127.73	
14	D. Leabeater	Cash	Subs				5.00	2,132.73	
14	J. Eddington	D.D.	Subs				5.00	2,137.73	
14	G&J Kearne	Oska	S/S Shirt & Polo Shirt		154.94			1,982.79	
14	DEFT	BPay	Travel Insurance		360.00			1,622.79	
15	R. Arnott	D.D.	Subs				5.00	1,627.79	
21	D. Williams	D.D.	Subs				5.00	1,632.79	
24	M. Aguanta	D.D.	Subs				5.00	1,637.79	
27	A. Kfoury	D.D.	Subs				5.00	1,642.79	
27	P. Kelly	Cash	Subs				20.00	1,662.79	
27	R. Collins	Cash	Subs				10.00	1,672.79	
30	C. Churchill	D.D.	Join & Subs				10.00	1,682.79	
<b>April 2025</b>								<b>\$ 1,682.79</b>	
3	S. Woods	Cash	Subs				5.00	1,687.79	
4	Transfer	Oska	Charity Account				6,000.00	7,687.79	
4	B. Falconer	Oska	Director's Expenses		61.20			7,626.59	
4	D. Levesque	Oska	Director's Expenses		103.00			7,523.59	
4	D. Levesque	Oska	Director's Mileage		48.00			7,475.59	
4	L. Pollard	Oska	Director's Mileage		24.00			7,451.59	
4	B. Falconer	Oska	Director's Mileage		86.00			7,365.59	
4	A. Mountain	Oska	Director's Mileage		12.00			7,353.59	
4	G. Ingall	Oska	Director's Mileage		12.00			7,341.59	
4	G. Ingall	Oska	Print 2024 Annual Report		195.50			7,146.09	
4	C. Matthews	Oska	Director's Expenses		314.40			6,831.69	

<b>KARAGI COURT LTD</b>		<b>EXPENSE ACCOUNT</b>				<b>NEWCASTLE PERMANENT BANK</b>			
<b>2025</b>	<b>To</b>	<b>Chq</b>	<b>For</b>	<b>Code</b>	<b>Cheque</b>	<b>Pres</b>	<b>Deposits</b>	<b>BANK</b>	<b>Audit</b>
					<b>\$</b>		<b>\$</b>	<b>\$</b>	
<b>April 2025 (Cont)</b>									
4.	C. Matthews	Oska	Guest Meals, rice , drinks		137.30			<b>\$ 6,831.69</b>	
7	L. Nelson	Cash	Subs				5.00	6,694.39	
14	Fortunity	Oska	Audit Fees		5,610.00			6,699.39	
<b>May 2025</b>									<b>\$ 1,089.39</b>

**Appendix C – Charity Account: 650 – 000 9861 17706**

<b>KARAGI COURT LTD</b>				<b>CHARITY ACCOUNT</b>		<b>NEWCASTLE PERMANENT BANK</b>			
		<b>Chq</b>	<b>For</b>	<b>Amount</b>	<b>Deposits</b>	<b>Bank</b>	<b>Interest</b>	<b>Donations</b>	<b>Expenses</b>
<b>2025</b>				<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>		<b>\$</b>
<b>January 2025</b>						<b>\$ 65,536.00</b>			
31	Interest				50.09	65,586.09	50.09		
<b>February 2025</b>						<b>\$ 65,586.09</b>			
5	Transfer		Expense Account	5,000.00		60,586.09			5,000.00
28	Interest				40.25	60,626.34	40.25		
<b>March 2025</b>						<b>\$ 60,626.34</b>			
31	Interest				33.47	60,659.81			
<b>April 2025</b>						<b>\$ 60,659.81</b>			
4	Transfer		Expense Account	6,000.00		54,659.81			
12	Shirley Shuttle		Fuel Costs	7,500.00		47,159.81		7,500.00	
30	Interest				29.12	47,188.93			
<b>May 2025</b>						<b>\$ 47,188.93</b>			

**Appendix D – Term Deposit: 650-000 560 509 008 (NP)**

04.11.24		4.75%	Matures – 18 May 2025	\$ 50,000.00
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<b>KARAGI COURT LTD</b>				<b>HOLDING ACCOUNT</b>		<b>NAB, TUGGERAH</b>			
		<b>Chq</b>	<b>For</b>	<b>Amount</b>	<b>Deposits</b>	<b>Bank</b>	<b>Interest</b>	<b>Donations</b>	<b>Expenses</b>
<b>2025</b>				\$	\$	\$	\$		\$
<b>January 2025</b>						\$ 970.53			
<b>February 2025</b>						\$ 970.53			
<b>March 2025</b>						\$ 970.53			
10	Transfer	D.D.	Transfer - 30-144-0974	870.00		100.53			
<b>April 2025</b>						\$ 100.53			
<b>May 2025</b>						\$ 100.53			

<b>KARAGI COURT LTD</b>				<b>TAP &amp; GO ACCOUNT</b>		<b>NAB, TUGGERAH</b>			
		<u>Chq</u>	<u>For</u>	<u>Amount</u>	<u>Deposits</u>	<u>Bank</u>	<u>Interest</u>	<u>Donations</u>	<u>Expenses</u>
<b>2025</b>				<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>		<b>\$</b>
<b>January 2025</b>						<b>1,090.42</b>			
6	Sale – S.S.	SQU	Narara Trains		209.62	1,300.04			
6	Sale – S.S.	Cash	Narara Trains		291.00	1,591.04			
6	S. Hart	D.D	Sausages, drinks, etc	122.95		1,468.09			
13	Sale – S.S.	Chq	D 21 Childre Xmas Party		105.00	1,573.09			
21	W.W. Poultry	D.D.	Sausages	228.00		1,345.09			
31	S. Hart	D.D.	Bread	7.55		1,337.54			
31	C. Matthews	D.D.	Drinks	34.50		1,303.05			
31	G. Ingall	D.D.	Frozen Onions	48.00		1,255.04			
<b>February 2025</b>						<b>1,255.04</b>			
3	Sale – S.S.	SQU	Narara Trains		135.08	1,390.12			
3	S. Hart	D.D	Sausages, Bread	48.55		1,341.57			
3	B. Falconer	D.D	Drinks	54.60		1,286.97			
3	Sale – S.S.	Cash	Narara Trains		326.10	1,613.07			
17	Donation	Cash			20.00	1,633.07			
20	W.W. Poultry	D.D.	Sausages	228.00		1,405.07			
24	Monitor	SQU	Refectory		180.12	1,585.19			
27	Transfer	D.D.	Monitor	180.00		1,405.19	1,405.19		
<b>March 2025</b>						<b>\$ 1,405.19</b>			
3	Sale – S.S.	SQU			248.10	1,653.29			
3	Sale – S.S.	Cash			370.00	2,023.29			
7	S. Pierce	D.D.	Sausages, Bread	29.45		1,993.84			
7	B. Falconer	D.D.	Drinks	36.00		1,957.84			
10	Smith Family	D.D.	Transfer from 30-167-5247		870.00	2,827.84			
10	Smith Family	SQU	High Tea		185.12	3,012.96			
10	Smith Family	D.D.	Transfer to D 21 MA	870.00		2,142.96			

<b>KARAGI COURT LTD</b>				<b>TAP &amp; GO ACCOUNT</b>		<b>NAB, TUGGERAH</b>			
		<b>Chq</b>	<b>For</b>	<b>Amount</b>	<b>Deposits</b>	<b>Bank</b>	<b>Interest</b>	<b>Donations</b>	<b>Expenses</b>
<b>2025</b>				<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>		<b>\$</b>
<b>March 2025 (Cont)</b>						<b>\$ 2,142.96</b>			
14		D.D.	Groceries	27.00		2,115.96			
20	Smith Family		Transfer to D 21 MA	185.12		1,930.84			
<b>April 2025</b>						<b>\$ 1,930.84</b>			
7	CC Brass Band	Cash	Sausages		195.00	2,125.84			
<b>May 2025</b>						<b>\$ 2,125.84</b>			
5	Sale – S.S	SQU			541.30	2,667.14			
5	Sale – S.S.	Cash			389.00	3,056.14			
5	S. Hart	D.D.	Bread, Sausages	110.05		2,946.09			
5	S. Hart	D.D.	Bread	28.50		2,917.59			
5	B. Falconer	D.D.	Drinks	89.65		2,827.94			

## **Appendix G: Proposition for funding assistance:**

**Aim:** FOCC to assist District 21 and /or the Lodges reduce their costs incurred when raising funds for charitable purposes and to ensure that all conditions are met for additional funding through Masonicare.

### **Guidelines:**

1. Following an application being completed and submitted to FOCC, **it may assist**, providing the application meets the rules as outlined below.
2. Total value for each individual fundraising event will be five hundred (\$ 500.00) irrespective of how many activities take place.
3. Only applies to application/s commencing from date of enactment of proposal.
4. To obtain a refund of any costs associated with the fund-raising activity, a receipt/receipts must be produced.
5. Refunds will made at the conclusion of the event. E.g. Receipts tally \$ 300.00 for a dinner, only \$ 200.00 remains for the following receipts which will be paid at the conclusion of that event. If the event is cancelled, no receipts will be covered.
6. Any organisation for which the funds are raised, must be based within the Central Coast LGA and provide services to clients within the LGA.
7. Funds provided cannot be used to purchase raffle prizes or prizes for an auction.

Jim Noble  
President  
16.07.2024

## Appendix H:

### Secretarial Roles.

#### 1. **ASIC** – Password Required

- Trading Name to be updated every 2 years – January 2026
- Ensure that every Director has a Director Identification Number (DIN) – MUST BE OBTAIN BEFORE APPOINTED AS A DIRECTOR.
- All new Director to complete Director's Personal Information – must be completed within 21 days giving the secretary 9 days to lodge with Auditor and update AcNc responsible persons register
- Via **auditor** - update directors add / delete / addresses after AGM with 28 days. **Fine applies**

#### 2. **AcNc** – Password Required

The following -

- Responsible Names to be added / deleted
- Addresses must be always correct (within 30 days)
- Add Annual Report when adopted.

#### 3. **Agenda** - available to Directors 21 days before Board Meeting.

- 1<sup>st</sup> Meeting of the year – all directors must be asked individually – have they gained benefit by way of a commission, bonus, etc. (look at an agenda from January / February) from the previous year.
- From above, all Directors to be asked if they believe KCL can pay their accounts when due.
- With the above 2 points, select 2 or 3 directors from the Finance Committee to sign the auditor's report.

#### 4. **Minutes** – must be available to Directors within 28 days of Board Meeting

- At the end of minutes – Required actions and necessary Director Actions to be taken – SIM cards, payment of storage, state exemption from Stamp duty, etc.

#### 5. **Correspondence:**

- All correspondence (inwards / outwards) ranging from emails to mail, or received invoices
- Often, **YOU** are the main contact person – agenda, arranging functions & informing directors of all events and their attendance
- Arrange dates for attendance of presentations and meetings

#### 6. **Signatures on Bank Accounts / Term Deposits:**

- Banks accounts at Newcastle Permanent (2) and NAB (2)
- Treasurer & secretary plus 2 directors
- It is easier to visit the respective banks with an extract of minutes including who is being added, who is being deleted, access to which accounts, viewing rights and electronic approvals. The members proposed must be identified by the banks in person. Each bank has different identification procedures – obtain forms and the secretary completes **OR** all nominated directors including those who remain visit the bank together

#### 7. **Finance committee:**

- Includes treasurer & secretary plus 1 or 2 members.
- Must be minuted and extract produced for below.
- Via Fortunity (Shaun), open and be verified for signatory on WRAP account (Macquarie)  
Check with Shaun if no valid Australian passport
- Password will be forwarded, etc.

#### 8. **Annual Report & associated printed matter:**

- All members **MUST** receive an Annual Report – available on website **OR by mail**. **Each member has the right to receive a hard copy of A. R. if requested.**
- **Membership Officer** is to ensure that **all** members are included & the email addresses and residential address are current.  
Particularly, ensure deceased members have been removed  
A5 envelopes have to be addressed to each member (with sender's address)

- Discuss with Directors who will be standing at AGM; number of vacant director positions
- Commence preparation in January
  - Obtain the file;
  - Update
    - Notice of Annual General Meeting;
    - With the following forms - **Subscription, Director's Nomination, & Proxy** PLUS a letter of how to enter **Members Section of website** – the members forget.
    - Newsletter, where possible
    - Arrange printing of documents
    - Must be posted to all members
    - Willingness to remain the solicitor
    - Willingness to remain auditor
    - Arrange a Returning Officer – ensure person is not standing for the Board.
- Prepare Annual Report
  - List of Donations & total amount donated;
  - Copy Notice of Annual General Meeting
  - Prepare agenda
  - Minutes of previous Annual General Meeting
  - Advise President, Treasurer & Charity Chairman for a written report. Set a deadline
  - Update
    - director's attendance at Board Meeting;
    - Membership list & Life Members
- Add photos, proof spelling, set headings, check font and font size, update List of Contents, check alignment of sentences
- Give to Simon for production
  - Simon will add to website
  - Print copies for President, V. President, Secretary, Treasurer, Solicitor, Auditor plus 4 more (for people who request a hard copy)

- Notice of AGM must be forwarded **21 days CLEAR Working days PLUS 2 days** (to mail & to receive) **PLUS days** if there is a public holiday e.g. Easter (Friday & Monday), ANZAC Day (1 day unless further days are added) e.g. **AGM – 11 April – Must be posted by 7 March** - 21 days plus 2 days for postage & Good Friday & Easter Monday)

9. **Agendas:**

**January / February**

- Motions required –

**xiii. Director’s Declaration:**

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.

**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.’*

(Each Director is to be asked individually and their answer is to be recorded in the Minutes)

Director’s Name:	Yes / No	Director’s Name:	Yes / No

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

**Carried:** Yes / No

**xiv. Responsible Persons’ (Directors) Declaration – per section 60.15 of the Australian Charities and Not-for-profits Commission Regulation 2013**

The responsible persons declare that in the responsible persons’ opinion:

- a) 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

b) the financial statements and notes satisfy [do not satisfy] the requirements of the Australian Charities and Not-for-profits Commission Act 2012.

Signed in accordance with subsection 60.15(2) of the Australian Charities and Not-for-profit Commission Regulation 2013.

Director's Name:	Yes / No	Director's Name:	Yes / No

**xv. Signatories for the Review: Responsible Persons Declaration**

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

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

**Carried:** Yes / No

**1<sup>st</sup> Board Meeting after AGM**

- i. Change of Signatories – see above # 7
- ii. Appointment / election Charity Chairman, Membership Officer, Webmaster, Finance Committee (4)
- iii. Finance Committee must be able access Macquarie WRAP account – identification needed to be given to Shane O’Farrell and WRAP contacts the person. To remove oneself from a WRAP account, you must submit a resignation / fail to seek re-election to Board at AGM then confirmed by the Board. Letters – resignation, and acceptance by Board must be produced.

**10. Lastly –**

- You and the President are responsible to ensure that the Constitution is adhered to
- You are responsible to ensure all accounts to be are paid are approved by the Board. Can be done by circular motion I.e. forwarded by email and APPROVED by ALL

directors. If a director abstains or declines, the payment must be placed before the Board.

General expenses e.g. Director's Insurance, storage costs, auditor's fees, etc. can be paid without Board approval, as they are normal running expenses.

- Sometimes you need to follow up with the person responsible
- You are the conduit between the **Board and the LAW** (AcNc - Responsible Persons update including contact details, AIS statement to AcNc), ASIC – (Registration of Directors & removal PLUS Trading Name re-registration)
- Ensure that the public perception is maintained

#### **Treasurers Duties:**

The duty of the Treasurer is to ensure that the Company ( Freemasons on the Central Coast) plans to earn sufficient income from Term Deposits and Stocks and shares so that we are able:-

1. Pay our own costs and to see that all Directors and Members are not out of pocket for monies individually spent.
2. Pay for any professional advice and consultants.
3. Make donations to Charities, Organisations or needy persons on the Central Coast.
4. Build the Capital each, and every year.

At the same time ensuring the security of monies already held by the Company.

He should be an integral part of the Finance Committee and hold meetings along with other members of the Committee with Fortunity Wealth Investments.

He should also ensure that according to the constitution that the Company donates 70% of all profits made to the charities or needy persons as recommended by the Charity Committee and endorsed by the Full Board of Directors

Ensure that 20% of all profits is directed to the principal investment and that the remaining 10% is used for expenses incurred by the directors and sundry items.

Keep spread sheets using the IF formula for both Charity and Expense Accounts and prepare them for the Company Auditor by the 2<sup>nd</sup> week in January. The spreadsheet shall contain:-

- a) The income and receipts of all monies
- b) A summary of expenses
- c) A detailed list of all sundries
- d) A statement of all accounts that have been paid
- e) A statement that all donations have been accounted for
- f) Ensure all NAB Accounts are kept up to date

Ensure that The Duties Exemption is kept up to date, also ensure that the Business Insurance and Public Liability is renewed every February.