



### Board Meeting (Minutes)

|                         |                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Date &amp; Time:</b> | Thursday 24 <sup>th</sup> July 2025 at 7:00PM                                                                                                                                                                                                                                                                                                                                                   |
| <b>Location:</b>        | Gosford Masonic Centre (GMC), 86-88 Mann St, Gosford NSW 2250                                                                                                                                                                                                                                                                                                                                   |
| <b>Attendees:</b>       | Directors: Leigh Pollard, Chris Matthews, Graeme Ingall, Alex Mountain, Simon Pierce, David Levesque, Ben Falconer and Andrew Kfoury.<br><br>Members: David Walker, Guy Thornycroft, Brendan Flynn, Gary Young, Derek Crawford, David Leadbeater and Craig Nash.<br><br>Guests: Kim Duressa and Kate Badden-Dutch (Berkley Vale Neighbourhood Centre) and Greg Morris (Gosford RSL Sub-Branch). |

#### Item 1 – Welcome

The Vice President (Leigh Pollard) declared the meeting open at 7:04PM and welcomed those in attendance.

Members of Berkley Vale Neighbourhood Centre (Kim Duressa & Kate Badden-Dutch) delivered a presentation and thanked us for our support and assistance.

Greg Morris (Gosford RSL Sub-Branch) gave a presentation and see how Gosford RSL can assist with the Neighbourhood Centres for computers and hardware. Gave insights of how the organisation develops in the community.

#### Item 2 – Apologies

The President, Jim Noble and Soldiers Beach Surf Life Saving Club was an apology.

|           |                                                       |              |                |          |          |
|-----------|-------------------------------------------------------|--------------|----------------|----------|----------|
| Motion:   | "That those apologies (if applicable) to be accepted" |              |                |          |          |
| Moved By: | Alex Mountain                                         | Seconded By: | David Levesque | Carried: | Yes / No |

#### Item 3 – Conflict(s) of Interest

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

Alex Mountain raised conflict of interest for the TCCL Bunnings Sausage Sizzle and donation of \$500.00 from Karagi Court to assist with expenses. This is to be discussed at the meeting.

Leigh Pollard declare that the support of financial assistance is not a conflict of interest.



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

The Minutes of the previous Board Meeting held on Thursday 23<sup>rd</sup> May 2025 at Terrigal Bowling Club were circulated and distributed to all Directors via email sent by Alex Mountain on Friday 23<sup>rd</sup> May 2025

|           |                                                            |              |              |          |          |
|-----------|------------------------------------------------------------|--------------|--------------|----------|----------|
| Motion:   | “The Minutes of the previous Board Meeting to be accepted” |              |              |          |          |
| Moved By: | Alex Mountain                                              | Seconded By: | Simon Peirce | Carried: | Yes / No |

#### Item 5 – Matters arising from previous Board Meeting / Minutes

The following items have arisen from the previous Board Meeting or Minutes are yet to be confirmed;

##### i) Payments made

- Transfer from Charity to Expense Account for Brisbania Public School (2 x Gift Cards @ \$211.80). Completed by Treasurer.
- Central Coast Kids In Need – Wyong Race Day Deposit @ \$200.00. Completed by Treasurer for 2 x Tables (20 people). Treasurer to confirm if it covers 2 races.
- Berkley Vale Neighbourhood Centre for Water Pump and Freezer @ \$2,691.18. Completed by Treasurer.
- Gosford RSL Sub-Branch for 2 x Laptops and Printer @ \$4,255.20. Completed by Treasurer.

##### ii) Clothing

- Jackets – Simon presented 3 x corporate jacket designs. Simon to get quotation from Good Gear for further consideration. RJ401M design in navy dusk was a favourite at \$209 incl. GST
- Umbrellas – Simon presented different types of umbrella styles for consideration. \$33 - \$40 cost range at 50 PCS MOQ (minimum order quantity). Printing on 2 panels makes it more cost effective. More ordered means a cheaper unit price.
- Proposed by Graeme Ingall and seconded by Andrew Kfoury to order 100 PCS at \$33.50 excl. GST each.

##### iii) Replacement of iPads

- Alex to discuss replacement of iPads with laptops, accessories and costs.
- Shannade to confirm if the central SharePoint can work and if she can host.
- Moved over until next Meeting.

##### iv) Redraft of Proposition

- See Appendix G in the Business Meeting agenda (page 24). Proposal sent to Directors and suggestions made.
- Application form to be generated for dispersal and approval process.

##### v) Invitations to Join

- Brendan Flynn and Guy Thornycroft (TCCL) both have replied and submitted paperwork and funds. Guy Thornycroft was proposed and approved to be a Member by the Board.



**vi) Media Releases to Simon**

- a. No media releases.

**vii) Directors Positions**

- a. The Secretary's and Treasurer's roles have been received. Still awaiting Charity Chairman's job description and Membership Officers description.

**viii) Bunnings (West Gosford) BBQ – Alex Mountain**

- a. Saturday 9<sup>th</sup> August 2025. Assistance welcomed by all.  
b. Discussion reference fundings and donations. Invoice forwarded to Treasurer and Secretary.

|           |                                       |              |                |          |          |
|-----------|---------------------------------------|--------------|----------------|----------|----------|
| Motion:   | "That the minute actions be accepted" |              |                |          |          |
| Moved By: | Simon Pierce                          | Seconded By: | Andrew Kafoury | Carried: | Yes / No |

**Item 6 – Matters finalised or occurred since last Board Meeting / Minutes**

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

**i) Radio Five-O-Plus (3 Year Subscription) – Simon Pierce**

- a. Avenue for advertising.  
b. Treasurer has paid for subscription.

**ii) ACNC AIS Statement – Graeme Ingall**

- a. AIS Statement has been forwarded and received by ACNC.

**iii) CCSLS Awards of Excellence (Saturday 7<sup>th</sup> June 2025) Mingara – Ben Falconer**

- a. Attendees were Ben Falconer (speaker), Alex Mountain, Chris Matthews and David Levesque. Ben did a superb role at speaking and presenting the awards for Freemason Rookie of the year and Freemasons Youth Athlete of the Year.

|           |                                                                                   |              |               |          |          |
|-----------|-----------------------------------------------------------------------------------|--------------|---------------|----------|----------|
| Motion:   | "That any actions taken between the previous Board Meeting / Minutes be accepted" |              |               |          |          |
| Moved By: | Ben Falconer                                                                      | Seconded By: | Alex Mountain | Carried: | Yes / No |

**Item 7 – Correspondence**

The correspondence received (inbound and outbound) as declared in the Board Meeting Agenda.

**i) Action(s) to be discussed at Board Meeting (if applicable)**

- a. Items highlighted reference to applications and to email correspondence issues.

|           |                                      |              |                |          |          |
|-----------|--------------------------------------|--------------|----------------|----------|----------|
| Motion:   | "The all correspondence be accepted" |              |                |          |          |
| Moved By: | Graeme Ingall                        | Seconded By: | 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 1<sup>st</sup> May to 1<sup>st</sup> July 2025;

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

| Date:    | Chq No.: | To Whom:                                | Amount: \$ |
|----------|----------|-----------------------------------------|------------|
| 23.05.25 | Oska     | L. Pollard – Director's Expenses        | 90.00      |
| 23.05.25 | Oska     | B. Falconer – Director's Expenses       | 214.80     |
| 23.05.25 | Oska     | D. Levesque – Director's Expenses       | 108.00     |
| 23.05.25 | Oska     | S. Pierce – Director's Expenses         | 36.00      |
| 23.05.25 | Oska     | C. Matthews – Director's Expenses       | 216.00     |
| 23.05.25 | Oska     | G. Ingall – Director's Expenses         | 142.40     |
| 26.05.25 | Oska     | B. Falconer – Board Meeting             | 69.00      |
| 26.05.25 | Oska     | A. Mountain – Board Meeting             | 83.00      |
| 26.05.25 | Oska     | D. Levesque – Board Meeting             | 83.00      |
| 26.05.25 | Oska     | S. Pierce – Board Meeting               | 90.00      |
| 26.05.25 | Oska     | C. Matthews – Board Meeting             | 35.00      |
| 26.05.25 | Oska     | G. Ingall – Board Meeting               | 83.00      |
| 26.05.25 | Oska     | L. Pollard – Board Meeting              | 59.00      |
| 02.06.25 | Oska     | Radio Five-O-Plus – 3 year subscription | 40.00      |

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

| Date:    | Method: | To Whom:                             | Amount: \$ |
|----------|---------|--------------------------------------|------------|
| 23.05.25 | Oska    | CCKIN – Wyong Race Day               | 200.00     |
| 26.05.25 | Oska    | Trans. To Ex. A/C – Gift Cards       | 211.80     |
| 24.06.25 | Oska    | Good Guys – B. Vale N. C. – Freezer  | 983.00     |
| 25.06.25 | Oska    | S&K Industries – Water Pump          | 1,708.18   |
| 01.07.25 | Oska    | Gos. S. Branch – 2 Laptops & Printer | 4,255.20   |

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

|          |       |                             |              |
|----------|-------|-----------------------------|--------------|
| 18.05.25 | 3.95% | Matures – 18 September 2025 | \$ 51,268.84 |
|----------|-------|-----------------------------|--------------|

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

|          |  |  |           |
|----------|--|--|-----------|
| 07.07.25 |  |  | \$ 100.53 |
|----------|--|--|-----------|

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

| Date     | Method: | To Whom:                    | Amount: \$ |
|----------|---------|-----------------------------|------------|
| 21.05.25 | D.D.    | Woy Woy Poultry – Sausages  | 199.50     |
| 09.06.25 | D.D.    | S. Hart – Bread             | 42.40      |
| 09.06.25 | D.D.    | B. Falconer – Drinks        | 55.00      |
| 25.06.25 | D.D.    | Woy Woy Poultry – Sausages  | 199.50     |
| 05.07.25 | D.D.    | S. Hart – Bread             | 59.83      |
| 05.07.25 | D.D.    | S. Hart – Bread             | 33.60      |
| 05.07.25 | D.D.    | B. Falconer – Drinks        | 106.85     |
| 07.07.25 | D.D.    | D21 M. Assoc- Raffle @ TCCL | 156.00     |





## ii) Confirmation of Bank Accounts and Investments

| Account      | BSB     | Account     | Balance Date              | Amount (\$) |
|--------------|---------|-------------|---------------------------|-------------|
| Expense      | 650-000 | 9881 82800  | 7 <sup>th</sup> July 2025 | \$3,971.14  |
| Charity      | 650-000 | 9861 17706  | 7 <sup>th</sup> July 2025 | \$72,217.42 |
| Term Deposit | 650-000 | 566 937 409 | 7 <sup>th</sup> July 2025 | \$51,268.84 |
| Holding      | 082-356 | 30-167-5247 | 7 <sup>th</sup> July 2025 | \$100.53    |
| Tap & Go     | 082-356 | 30-144-0974 | 7 <sup>th</sup> July 2025 | \$829.68    |

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

## iii) Directors / Members Expenses

- All expenses (expense sheet and receipts) must be received by the Treasurer before Board Meeting.
- Expenses confirmed at Board Meeting

| Director / Member | Amount (\$) |
|-------------------|-------------|
| Jim Noble         | -           |
| Leigh Pollard     | -           |
| Chris Matthews    | \$442.06    |
| Graeme Ingall     | \$65.60     |
| Alex Mountain     | \$60.00     |
| Ben Falconer      | \$132.00    |
| Andrew Kfoury     | -           |
| David Levesque    | \$128.40    |
| Simon Pierce      | -           |

- Treasurer to pay expenses as above.

|           |                                                                                                                                                   |              |               |          |          |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------|--------------|---------------|----------|----------|
| Motion:   | "The Treasurer's Report be received and adopted including ratification of payments made and approval of payments to Directors and Members if any" |              |               |          |          |
| Moved By: | Chris Matthews                                                                                                                                    | Seconded By: | Alex Mountain | Carried: | Yes / No |



## Item 9 – Committee Reports

### i) Charity Committee (Leigh Pollard)

#### a. Shirley Shuttle (Graeme Ingall)

- At the AGM it was proposed that Freemasons on the Central Coast donate \$7,500.00 for the purchase of fuel for their vehicles.
- Motion was proposed that Freemasons on the Central Coast donate \$7,500.00 for the purchase of fuel for their vehicles on the condition that the FotCC banner to be displayed on a vehicle. Moved by Graeme Ingall and seconded by Leigh Pollard.
- No response received to date.

#### b. Mary Macs, Woy Woy (Sally)

- Application received for dryers.
- Board Decision: Email application has been sent and awaiting reply

#### c. Coast & Country Primary Care (Aaron Cannon)

- Outfitting a 2<sup>nd</sup> Van and need to brand both Vans.
- Motion was proposed that Freemasons on the Central Coast donate \$12,000.00 to assist with outfitting of vehicles based on a 2 year agreement. Moved by Graeme Ingall and seconded by Geoff Bown. No longer valid.

#### d. Invitation to HOTS Ball (28<sup>th</sup> February 2026)

- Charity Ball Event on Saturday 28<sup>th</sup> February 2026 at the Voco Hotel in Gosford. Dinner for 7pm and silent auction at 9pm. Formal attire. Gourmet 3-course dinner and drinks, live entertainment and dancing.
- Tickets are \$200.00 (each) or a table of 10 for \$2,000.00
- Proposed by Ben Falconer to proceed with purchasing 2 tables of 10 people open to Directors and Members. Total cost of \$4,000.00 moved by Andrew Kafoury and seconded by Alex Mountain.

#### e. Narara Valley Community Centre (Leigh Pollard)

- Request made on 18<sup>th</sup> August 2024 for Smart TV.
- Board Decision: Leigh had a meeting last week. Application outstanding.
- Leigh has done further research in terms of product and warranties. Narara Valley Community Centre agreed with suggestion and are getting a professional installer to install the TV.
- Total price \$6,840.91 excl. GST
- Moved by Graeme Ingall, seconded by Alex Mountain and approved. Carried.



**f. Central Coast Kids in Need (CCKIN) Race Day, Wyong (Chris Matthews)**

- Proposed date of Saturday 21<sup>st</sup> February 2026
- Board Decision: Board approved to go ahead with sponsoring 2 races and tables.

**g. Berkley Vale Neighbourhood Centre (Leigh Pollard)**

- Ms Wilkins has invited the Board to attend afternoon tea on Wednesday afternoon (date TBC). Graeme to organise a date.

**h. Feed the Need Friday 5<sup>th</sup> September 2025 (Leigh Pollard)**

Proposed to purchase 2 x tables of 8 at \$55.00 each. Moved by Leigh Pollard seconded by Simon Pierce. Carried.

Recommendations. The following actions to be approved;

- No new applications received.

|           |               |              |               |          |          |
|-----------|---------------|--------------|---------------|----------|----------|
| Moved By: | Leigh Pollard | Seconded By: | Graeme Ingall | Carried: | Yes / No |
|-----------|---------------|--------------|---------------|----------|----------|

**ii) Publicity Committee (Simon Pierce)**

- a. Simon provided updates with regards to social media, website and media releases.
- b. Information on website that Lodge Saratoga has been deleted
- c. Information on website that 'About Us' Lodge Saratoga is still present
- d. Latest news of Home Page 2022 – 2024

**iii) Membership Committee (David Levesque)**

- a. Current membership is 44 (as of 13<sup>th</sup> July 2025).
- b. Unfinancial members are S Butler, J Cooper, M Grande and D Holding (4).
- c. David Levesque to follow up with Tyler Williams for payment.



## Item 10 – General Business

### i) Membership Officer

- a. David Levesque is the current Membership Officer.
- b. Involves keeping membership list up to date (including collecting subscriptions, contact details and forwarding 'Invitations to Join' to approved persons.
- c. Motion: "That David Levesque be appointed as the Membership Officer"
- d. Moved: Leigh Pollard. Carried: Yes

### ii) Travel and Meal Allowances for Directors

- a. Currently each Director is remunerated \$35.00 to purchase a meal before the Board Meeting. This amount is only paid if the Director participate in a meal. Where a Director / Member attends a function they can claim \$1.20 per kilometre travelled in allowances.
- b. Motion: "That the Dinner remuneration remains at \$35.00 per Director who purchase a dinner before attending the Board Meeting".
- c. Motion: "That the travel re-imbursement per member remains at \$1.20 cents per kilometre but may be adjusted at a future meeting due to increases in the cost of fuel."
- d. Moved: Ben Falconer. Carried: Yes

### iii) New Members

Motion: That 'Invitation to Join' be forwarded to the following persons;

|           |                |              |              |          |          |
|-----------|----------------|--------------|--------------|----------|----------|
| Moved By: | Andrew Kafoury | Seconded By: | Ben Falconer | Carried: | Yes / No |
|-----------|----------------|--------------|--------------|----------|----------|

### iv) Donation to Lodges

- a. Refer to Appendix G in the Business Meeting agenda (page 23).

### v) Directors Positions

- a. Discussion regarding positions and roles.
- b. Refer to Appendix G in the Business Meeting agenda (page 24).

### vi) Insurance (Chris Matthews)

- a. Communicated by Bunnings that our Certificate of Currency is about to expire. It was paid on 7<sup>th</sup> March 2025 for Directors Insurance (\$1,042.45) and on the 14<sup>th</sup> March 2025 Travel Insurance (\$360.00).

### vii) AOB

- a. Tripple 000 Cup Day – Andrew Kafoury to find out further information.
- b. Moved by Graeme Ingall and seconded by Chris Matthews that KCL support expenses up to \$1,000.00. Carried.

PO Box 6232, West Gosford NSW 2250  
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 @freemasonsCC.org



KARAGI COURT  
LIMITED

#### **Item 11 – Board Meeting Closed**

The Vice President (Leigh Pollard) declared the meeting closed 9:45PM and thanked those in attendance.

#### **Item 11 – Next Board Meeting**

The next Board Meeting will be at 7:00PM on Thursday 25<sup>th</sup> September 2025 held at Terrigal Bowling Club.



| Date                      | Standing Action(s) Required                               | Responsible           |
|---------------------------|-----------------------------------------------------------|-----------------------|
| 15 <sup>th</sup> Jan 2025 | Storage                                                   | Secretary             |
| 24 <sup>th</sup> Jan 2026 | Renew Trading Name – Freemasons on the Central Coast      | Adrian Thompson       |
| 1 <sup>st</sup> Feb 2025  | Renewal of Stamp Duty Exemption – Office of State Revenue | Treasurer             |
| 1 <sup>st</sup> Apr 2025  | Insurance. Directors, Car & Public Liability              | Treasurer             |
| 1 <sup>st</sup> Apr 2025  | Post Office Box Renewal                                   | Secretary             |
| 1 <sup>st</sup> Apr 2025  | Radio 5-O Subscription (\$ 55.00)                         | Treasurer             |
| AGM                       | Update ACNC (Add or Remove Responsible Persons)           | Secretary             |
| AGM                       | Update ASIC (Add or Remove Directors)                     | Adrian Thompson       |
| 1 <sup>st</sup> Jun 2025  | Organize dates for 2025 Board Meetings (Venue TBC)        | Secretary             |
| 31 <sup>st</sup> Aug 2025 | SMO is currently Simon Pierce and must be renewed by date | Secretary & Treasurer |

| Date         | Action(s) Required                                                                                       | Responsible |
|--------------|----------------------------------------------------------------------------------------------------------|-------------|
| 30 May 2025  | Renew <a href="http://www.freemasonscscc.au">www.freemasonscscc.au</a>                                   | S. Williams |
| 30 May 2025  | Renew <a href="http://www.freemasonsonthecentralcoast.au">www.freemasonsonthecentralcoast.au</a>         | S. Williams |
| 28 Jul 2025  | Renew <a href="http://www.karagicourt.org.au">www.karagicourt.org.au</a>                                 | S. Williams |
| 24 Sept 2025 | Renew <a href="http://www.freemasonsonthecentralcoast.com.au">www.freemasonsonthecentralcoast.com.au</a> | S. Williams |
| 4 Dec 2025   | Renew <a href="http://www.freemasonscscc.org">www.freemasonscscc.org</a>                                 | S. Williams |
| 24 Nov 2025  | SSL Certificate                                                                                          | S. Williams |
| 23 Nov 2025  | Emails                                                                                                   |             |
| 24 Nov 2025  | WordPress Hosting (Economy)                                                                              | Web Master  |
| 1 Nov 2024   | Dropbox                                                                                                  | Web Master  |

| Date        | Action(s) Required                                                                                                    | Responsible |
|-------------|-----------------------------------------------------------------------------------------------------------------------|-------------|
| 30 May 2024 | 2 Sets of Keys for Post Office Box and Storage Shed. Chris Matthews and Graeme Ingall (Geoff Bown misplaced his keys) | All         |

| Item Inventory                                      |               |          |
|-----------------------------------------------------|---------------|----------|
| Item                                                | Location      | Quantity |
| Plaques (Freemasons on the Central Coast)           | Leigh Pollard | 1        |
| Plaques (Lodge Toukley)                             |               | 4        |
| Plaques (Lodge Wyong Tuggerah Lakes)                |               | 5        |
| Plaques (The Central Coast Lodge)                   |               | 5        |
| Total Plaques (as at 28 <sup>th</sup> Febuary 2025) |               | 15       |

Signed,

Minutes Prepared By;

*Leigh Pollard*

*Alex John Mountain*

(Original Signed)

(Original Signed)

Leigh Pollard (in the absence of President)  
Vice-President & Director  
Karagi Court

Alex Mountain  
Assistant Secretary & Director  
Karagi Court