



Board Meeting (Minutes)

Date & Time:	Thursday 24 th July 2025 at 7:00PM
Location:	Gosford Masonic Centre (GMC), 86-88 Mann St, Gosford NSW 2250
Attendees:	Directors: Leigh Pollard, Chris Matthews, Graeme Ingall, Alex Mountain, Simon Pierce, David Levesque, Ben Falconer and Andrew Kfoury. Members: David Walker, Guy Thornycroft, Brendan Flynn, Gary Young, Derek Crawford, David Leadbeater and Craig Nash. 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 23rd May 2025 at Terrigal Bowling Club were circulated and distributed to all Directors via email sent by Alex Mountain on Friday 23rd 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 9th 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 7th 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 1st May to 1st 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
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Appendix E - Holding Account: 082-356 30-167-5247 (NAB)

07.07.25			\$ 100.53
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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 th July 2025	\$3,971.14
Charity	650-000	9861 17706	7 th July 2025	\$72,217.42
Term Deposit	650-000	566 937 409	7 th July 2025	\$51,268.84
Holding	082-356	30-167-5247	7 th July 2025	\$100.53
Tap & Go	082-356	30-144-0974	7 th 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 2nd 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 (28th February 2026)

- Charity Ball Event on Saturday 28th 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 18th 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 21st 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 5th 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
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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 13th 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
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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 7th March 2025 for Directors Insurance (\$1,042.45) and on the 14th 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.

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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 25th September 2025 held at Terrigal Bowling Club.



Date	Standing Action(s) Required	Responsible
15 th Jan 2025	Storage	Secretary
24 th Jan 2026	Renew Trading Name – Freemasons on the Central Coast	Adrian Thompson
1 st Feb 2025	Renewal of Stamp Duty Exemption – Office of State Revenue	Treasurer
1 st Apr 2025	Insurance. Directors, Car & Public Liability	Treasurer
1 st Apr 2025	Post Office Box Renewal	Secretary
1 st 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 st Jun 2025	Organize dates for 2025 Board Meetings (Venue TBC)	Secretary
31 st Aug 2025	SMO is currently Simon Pierce and must be renewed by date	Secretary & Treasurer

Date	Action(s) Required	Responsible
30 May 2025	Renew www.freemasonscscc.au	S. Williams
30 May 2025	Renew www.freemasonsonthecentralcoast.au	S. Williams
28 Jul 2025	Renew www.karagicourt.org.au	S. Williams
24 Sept 2025	Renew www.freemasonsonthecentralcoast.com.au	S. Williams
4 Dec 2025	Renew www.freemasonscscc.org	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 th 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