



### Board Meeting (Minutes)

<b>Date &amp; Time:</b>	Thursday 27 <sup>th</sup> February 2025 at 7:00PM
<b>Location:</b>	Terrigal Bowling Club, 4 Wilson Road, Terrigal NSW 2260
<b>Attendees:</b>	Jim Noble, Chris Matthews, Graeme Ingall, Alex Mountain, Simon Pierce, David Levesque, Ben Falconer, Leigh Pollard and Andrew Kfoury.

#### Item 1 – Welcome

The President (Jim Noble) declared the meeting open at 7:09PM and welcomed those in attendance.

#### Item 2 – Apologies

All Directors were present. No apologies given.

Motion:	“That those apologies (if applicable) to be accepted”				
Moved By:	Alex Mountain	Seconded By:	Graeme Ingall	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?

No conflicts of interest were brought to the Boards attention.

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

The Minutes of the previous Board Meeting held on Thursday 28<sup>th</sup> November 2024 at Terrigal Bowling Club were circulated and distributed to all Directors via email sent by Alex Mountain on Friday 29<sup>th</sup>.

Motion:	“The Minutes of the previous Board Meeting to be accepted”				
Moved By:	Alex Mountain	Seconded By:	Simon Pierce	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

- a. Soldiers Beach Surf Life Saving Club. 1<sup>st</sup> Aid Equipment @ \$13,298.00
- b. Central Coast Bulldogs. Team Apparel / Uniforms @ \$6,000.00
- c. Toukley Neighbourhood Centre. Garden Equipment @ \$3,336.91
- d. Brisbania Public School. Community Awareness Scholarship @ \$211.80





**ii) 2025 Meeting Dates**

- a. Ourimbah RSL did not review their agreement of using a room for our Board Meetings.
- b. Letter with proposed 2025 dates submitted to Terrigal Bowling Club. Done
- c. Letter with proposed 2025 AGM date forwarded to Gosford Masonic Centre Thursday 3<sup>rd</sup> April

**iii) Clothing**

- a. Graeme's polo shirts require ordering. Simon to finalise with Good Gear.
- b. Shifts (new fabric design) discussion. Simon to finalise with Good Gear.
- c. Jackets (new design) discussion. Simon to finalise with Good Gear.
- d. Umbrellas (design) discussion. Moved and accepted to proceed with grey and blue design.

**iv) Replacement of iPads**

- a. Alex to discuss replacement of iPads with laptops, accessories and costs.
- b. Refer to Laptop Suggestion paper (dated 26<sup>th</sup> September 2024).
- c. Purchase 6 laptops (with accessories) – Alex Mountain to purchase
- d. Alex to discuss with Shanade hosting Cloud offline for documents etc.
- e. Existing iPads to be donated to the Smith Family (after being wiped clean of information)

**v) Redraft of Proposition**

- a. See Appendix G in the Business Meeting agenda (page 27). Graeme to amend criteria.

**vi) Invitations to Join**

- a. Jake Bright, Jake Ballzan, Cameron Churchill, Guillermo Pastana Gonzales (TCCL) and Jeff Whitehead (WTL). Invitations are required to be sent to the above ASAP.

**vii) Media Releases to Simon**

- a. Central Coast Kids in Need Race Day 2024 (Chris Matthews) and Mary Macs Washing Machines (Graeme Ingall).

**viii) Media Releases Required**

- a. Raising the Flags (Simon), Chris O'Brien Lighthouse (Leigh), Central Coast Bulldogs Presentation (Graeme), Soldiers Beach Surf Life Saving Club (Ben) and Rookies Carnival (Graeme).

**ix) Directors Positions**

- a. To be forwarded to the Secretary for the February Meeting 2025.

Motion:	"That the minute actions be accepted"				
Moved By:	Graeme Ingall	Seconded By:	Chris Matthews	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) Rookies Carnival (Umina Beach Surf Life Saving Club) Friday 24<sup>th</sup> January 2025**
  - a. Graeme to send Simon media release.
- ii) Meeting with Michael Hyslop (Surf Life Saving) 4<sup>th</sup> December 2024**
  - a. Chris Matthews and Graeme Ingall met with Michael Hyslop to discuss multiple topics.
  - b. Not pleased with size and quality of the FotCC logo on the pink rashies. Seems to be getting smaller with each production run.
  - c. Rookies Carnival logos getting smaller meaning not getting the value of investment of \$55,000.00
  - d. Michael revealed that Newcastle Permanent threatened to withdraw their contribution if they didn't get the front of the vest and their contract was to be discussed at the EOFY 24/25.
- iii) Central Coast Surf Life Saving Awards of Excellence (Mingara)**
  - a. Saturday 7<sup>th</sup> June 2025

Motion:	"That any actions taken between the previous Board Meeting / Minutes be accepted"				
Moved By:	Ben Falconer	Seconded By:	Jim Noble	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. None highlighted.

Motion:	"The all correspondence be accepted"				
Moved By:	David Levesque	Seconded By:	Andrew Kfoury	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 12<sup>th</sup> November 2024 to 30<sup>th</sup> January 2025

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

Date:	Chq No.:	To Whom:	Amount: \$
29.11.24	Oska	B. Falconer – Board Meeting	93.00
29.11.24	Oska	A. Kfoury – Board Meeting	47.00
29.11.24	Oska	A. Mountain – Board Meeting	83.00
29.11.24	Oska	D. Levesque – Board Meeting	69.00
29.11.24	Oska	S. Pierce – Board Meeting	90.00
29.11.24	Oska	C. Matthews – Board Meeting	121.00
29.11.24	Oska	J. Noble – Board Meeting	57.00
29.1.24	Oska	G. Ingall – Board Meeting	83.00
29.11.24	Oska	L. Pollard – Board Meeting	59.00
29.11.24	Oska	L. Pollard – Director's Expenses	249.60
29.11.24	Oska	G. Ingall – Director's Expenses	339.20
29.11.24	Oska	D. Levesque – Director's Expenses	103.20
29.11.24	Oska	B. Falconer – Director's Expenses	180.00
29.11.24	Oska	C. Matthews – Director's Expenses	310.23
04.12.24	Oska	G. Ingall – Gift Cards – Brisbania PS	211.80

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

Date:	Method:	To Whom:	Amount: \$
04.11.24	Oska	Transfer to Expense Account	4,000.00
06.12.24	Oska	Soldiers Beach SLC – 1 <sup>st</sup> Aid Equipment	8,398.00
11.12.24	Oska	CC Bulldogs – Team Apparel	6,000.00
11.12.24	Oska	Toukley Neigh'hood Centre – Gardening Equip.	3,336.91

#### 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)

Date	Method:	To Whom:	Amount: \$
11.12.24	Oska	Woy Woy Poultry – sausages	228.00
20.12.24	Oska	L. Wyong T. Lakes – South	120.00
06.01.25	Oska	S. Hart – Bread, Drinks, sauces	122.95
21.01.25	Oska	Woy Woy Poultry – sausages	228.00
31.01.25	Oska	S. Hart – bread	7.55
31.01.25	Oska	C. Matthews – Drinks	34.50
31.01.25	Oska	G. Ingall – Frozen onions	48.00



ii) **Confirmation of Bank Accounts and Investments**

Account	BSB	Account	Balance Date	Amount (\$)
Expense	650-000	9881 82800	30 <sup>th</sup> January 2025	\$3,191.14
Charity	650-000	9861 17706	30 <sup>th</sup> January 2025	\$5,536.00
Term Deposit	650-000	566 937 409	30 <sup>th</sup> January 2025	\$50,000.00
Holding	082-356	30-167-5247	30 <sup>th</sup> January 2025	\$970.53
Tap & Go	082-356	30-144-0974	30 <sup>th</sup> January 2025	\$1,225.04

**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	\$50.40
Chris Matthews	\$525.62
Graeme Ingall	\$573.82
Alex Mountain	-
Ben Falconer	\$270.00
Andrew Kfoury	-
David Levesque	\$97.20
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:	David Levesque	Carried:	Yes / No



## Item 9 – Committee Reports

### i) Charity Committee (Leigh Pollard)

#### a. Chris O'Brien Lighthouse (Leigh Pollard)

See 5 (vii). Completed requires uploading to social media.

#### b. Soldiers Beach SLS Club (Leigh Pollard)

See 5 (vii). Completed requires uploading to social media.

#### c. Mary Macs Woy Woy (Graeme Ingall)

Presentation to be arranged. Completed requires uploading to social media.

Media release (incl. photos) forwarded to Simon.

#### d. Toukley Neighbourhood Centre (David Levesque)

See 5 (vii). David requires to follow up on presentation and write up for social media.

#### e. Shirley Shuttle

See Appendix I (page 34) on Agenda for further information. Presentation date TBC.

#### f. Mary Macs Woy Woy (Leigh Pollard)

Previous request included driers. Sean no longer works at Centrecare.

Recommendations. The following actions to be approved;

- No new applications received.

Moved By:	Leigh Pollard	Seconded By:	Chris Mattews	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.

### iii) Membership Committee (David Levesque)

a. Current membership is 40 (as of 31<sup>st</sup> January 2025) who are all financial.





## Item 10 – General Business

### i) Directors Declaration

At the EOFY (1<sup>st</sup> January to 31<sup>st</sup> December 2023) all Directors must signify that they themselves nor family or any company that they may be directly involved 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	Yes / No	Director	Yes / No
Jim Noble	No	Leigh Pollard	No
Chris Matthews	No	Graeme Ingall	No
Ben Falconer	No	Andrew Kfoury	No
David Levesque	No	Alex Mountain	No
Simon Pierce	No		

Moved By:	Chris Matthews	Seconded By:	Graeme Ingall	Carried:	Yes / No
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### ii) 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:

- 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
- 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	Yes / No	Director	Yes / No
Jim Noble	Yes	David Levesque	Yes
Chris Matthews	Yes	Graeme Ingall	No

### iii) Signatories for the Review: Responsible Person Declaration

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

Moved By:	Chris Matthews	Seconded By:	Graeme Ingall	Carried:	Yes / No
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**iv) New Members**

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

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Moved By:	Seconded By:	Carried:	Yes / No
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**v) 2025 Annual General Meeting (AGM)**

- Reports from President, Treasurer and Charity Chairperson
- Financials given to Adrian on 31<sup>st</sup> January – Done
- Returning Officer required – Gary Young (Moved Alex Mountain Seconded by David Levesque)
- Guest Speakers (names to be submitted) Paul Parfumi (Central Coast Bulldogs), Simon Falconer (SLSC Soldiers Beach) and Sue Brotton (Toukley Neighbourhood Centre)
- Addressed envelopes from the Membership Officer required – Done
- 10 x 2025 Annual Reports to be produced – To be done
- Print notice of AGM together with subscription notice. Applications to be Director and Proxy
- Meal pre-AGM Directors will pay for their own meal and meals provided for Returning Officer and Guest Speakers. Bow Thai Restaurant booked for 6pm for 15 (Alex confirmed)
- Supper to be confirmed post-AGM – decided not to have supper after AGM. Dinner only
- All correspondence must be mailed and available on website before Wednesday 12<sup>th</sup> March 2025
- Graeme to present the 2025 Annual Report to the Board before distribution

**vi) Donation to Lodges**

- Refer to Appendix G in the Business Meeting agenda (page 27).

**vii) Directors Positions**

- Discussion regarding positions and roles.
- Job descriptions to be with Graeme by February 2025.

**viii) NSW Stamp Duty Exemption (Chris Matthews)**

- Ceases on 1<sup>st</sup> February 2025
- Storage to be paid

**ix) NAB Holding Account (Chris Matthews)**

- District 21 Masonic Associated in process of opening a Society Account with Newcastle Permanent. When opened transfer \$870.00 from the NAB Holding Account to D21MA.



**x) AOB**

- a. Jim Noble to supply Leigh Pollard with update of plaques and hand them over
- b. Freemasons on the Central Coast letter head to be submitted for Bunnings BBQ (Alex Mountain to submit) report back with findings or reply from Bunnings

**Item 11 – Board Meeting Closed**

The President (Jim Noble) declared the meeting closed 8:50PM and thanked those in attendance.

**Item 11 – Next Board Meeting**

The next Board Meeting will be at 7:00PM on Thursday 3<sup>rd</sup> April 2025 held at Gosford Masonic Centre. This will be our Annual General Meeting (AGM).



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)	Storage	6
Plaques (Lodge Saratoga)		5
Plaques (Lodge Toukley)		4
Plaques (Lodge Wyong Tuggerah Lakes)		5
Plaques (The Central Coast Lodge)		5
Total Plaques (as at 28 <sup>th</sup> November 2023)		25

Signed,

*James Arthur Noble*

(Original Signed)

James Noble  
President & Director  
Karagi Court

Minutes Prepared By;

*Alex John Mountain*

(Original Signed)

Alex Mountain  
Assistant Secretary & Director  
Karagi Court