



### Board Meeting (Minutes)

<b>Date &amp; Time:</b>	Thursday 22 <sup>nd</sup> May 2025 at 7:00PM
<b>Location:</b>	Terrigal Bowling Club, 4 Wilson Road, Terrigal NSW 2260
<b>Attendees:</b>	Leigh Pollard, Chris Matthews, Graeme Ingall, Alex Mountain, Simon Pierce, David Levesque, Ben Falconer and Andrew Kfoury.

#### Item 1 – Welcome

The Vice President (Leigh Pollard) declared the meeting open at 6:56PM and welcomed those in attendance.

#### Item 2 – Apologies

The President, Jim Noble was an apology. Andrew Kfoury joined via Zoom.

<b>Motion:</b>	“That those apologies (if applicable) to be accepted”				
<b>Moved By:</b>	Alex Mountain	<b>Seconded By:</b>	Ben Falconer	<b>Carried:</b>	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 27<sup>th</sup> February 2024 at Terrigal Bowling Club were circulated and distributed to all Directors via email sent by Alex Mountain on Wednesday 5<sup>th</sup> March 2025

<b>Motion:</b>	“The Minutes of the previous Board Meeting to be accepted”				
<b>Moved By:</b>	Alex Mountain	<b>Seconded By:</b>	Graeme Ingall	<b>Carried:</b>	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 (corrections)**

- a. Soldiers Beach Surf Life Saving Club. 1<sup>st</sup> Aid & Gym Equipment @ \$13,298.00
- b. Shirley Shuttle. Fuel @ \$7,500.00





**ii) Clothing**

- a. Graeme's polo shirt and Graeme and Chris' short sleeve shirts have been ordered and received by recipients.
- b. Shifts (new fabric design) discussion. Simon to finalise with Good Gear. Jackets incoming.
- c. Jackets (new design) discussion. Simon to finalise with Good Gear. Designs to be decided.
- d. Umbrellas (design) discussion. Moved and accepted to proceed with grey and blue design.

**iii) 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).

**iv) Redraft of Proposition**

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

**v) Invitations to Join**

- a. Jake Ballzan, Cameron Churchill, Guillermo Pastana Gonzales (TCCL) and Jeff Whitehead (WTL). Invitations have been accepted by the individuals. Jake Ballzan has signed off.

**vi) Media Releases to Simon**

- a. Shirley Shuttle; Chris O'Brien Lighthouse; CCSLS Raising of the Flags and Soldiers Beach SLC.

**vii) Media Releases Required**

- a. Central Coast Bulldogs Presentation (19<sup>th</sup> October 2024) and Rookies Carnival (24<sup>th</sup> January 2025). 2 in total.

**viii) Directors Positions**

- a. The Secretary and Treasurers roles have been received. Still waiting on the Charity Chairman role to be sent for review.

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

- a. Saturday 9<sup>th</sup> August 2025. More information to follow.
- b. Discussion reference fundings and donations.



**x) NSW Stamp Duty – Chris Matthews**

- a. Exemption until February 2026.

**xi) CCSLS Awards of Excellence (Saturday 7<sup>th</sup> June 2025) Mingara Club**

- a. Ben Falconer (Presenter), Alex Mountain, Chris Matthews and David Levesque. Michael Hyslop informed that Ben will be speaking on behalf of FotCC.

Motion:	"That the minute actions be accepted"				
Moved By:	Alex Mountain	Seconded By:	Simon Pierce	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) Presentation of Shirley Shuttle at Gosford RSL (Graeme Ingall)**

- a. Attendees were Ben Falconer, Simon Pierce, David Levesque and Graeme Ingall.

**ii) Meeting with Fortuity (Adrian Thompson – Auditor) & Shaun O’Farrell (Financial Advisor)**

- a. There was much discussion reference American Elections and decisions made by USA with regards to stock market, dollar value, upcoming Australian Elections, TD interest and dividends to be received. Decisions were made as follows;
- b. Invest TDs from 6 months to 12 months (and more) if possible.
- c. Change some managed funds to provide better return.
- d. 60/40 to radio to remain the same.

**iii) ASIC, AcNc & AnNc AIS Statement – Graeme Ingall**

- a. No change in Directors no requirement to update.
- b. Auditor has been informed of the election at AGM.
- c. Auditor has been informed of request form AcNc for an AIS Statement.

Motion:	"That any actions taken between the previous Board Meeting / Minutes be accepted"				
Moved By:	Simon Pierce	Seconded By:	Ben Falconer	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:	David Levesque	Seconded By:	Chris Matthews	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 31<sup>st</sup> January 2025 to 30<sup>th</sup> April 2025;

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

Date:	Chq No.:	To Whom:	Amount: \$
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

Date:	Chq No.:	To Whom:	Amount: \$
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)

Date:	Method:	To Whom:	Amount: \$
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)**

Date	Method:	To Whom:	Amount: \$
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
Date	Method:	To Whom:	Amount: \$
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**

Account	BSB	Account	Balance Date	Amount (\$)
Expense	650-000	9881 82800	6 <sup>th</sup> May 2025	\$1,094.39
Charity	650-000	9861 17706	6 <sup>th</sup> May 2025	\$87,188.93
Term Deposit	650-000	566 937 409	6 <sup>th</sup> May 2025	\$51,268.84
Holding	082-356	30-167-5247	6 <sup>th</sup> May 2025	\$100.53
Tap & Go	082-356	30-144-0974	6 <sup>th</sup> May 2025	\$2,827.94

**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	\$90.00
Chris Matthews	\$216.00
Graeme Ingall	\$142.40
Alex Mountain	-
Ben Falconer	\$214.80
Andrew Kfoury	-
David Levesque	\$108.00
Simon Pierce	\$36.00



c. 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. Gosford RSL Sub Branch (Greg Morris)

- Application received for 2 Ausus Viivobook Laptops, 1 Epson Printer with a donation request of \$4,211.82
- Board Decision: Application approved. Graeme to send Leigh information.

#### b. Berkley Vale Neighbourhood Centre (Angela Wilkins)

- Application received for a vertical freezer. Donation request of \$1,199.00
- Application for water pump for their garden. Donation request of \$1,879.00
- Board Decision: Applications approved. Leigh to tidy up before payment.

#### c. 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.

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

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

#### e. 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.

#### f. 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.



**g. 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.

Recommendations. The following actions to be approved;

- No new applications received.

Moved By:	Leigh Pollard	Seconded By:	Chris Matthews	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. Ian Griffith and David Leabeater receiving emails from info@
- c. Reference to incoming correspondence (4<sup>th</sup> April 2025).
- d. Simon to follow up issues with email addresses.

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

- a. Current membership is 43 (as of 6<sup>th</sup> May 2025).
- b. Unfanatical members are S Butler, J Cooper, M Grande, D Holding and T Williams.
- c. Board Decision: Remove D Holding from membership

**Item 10 – General Business**

**i) Election of Directors held at the AGM Thursday 3<sup>rd</sup> April 2025**

The following Directors were elected unopposed;

Director	Position	Director	Position
Jim Noble	President	Leigh Pollard	Vice President
Chris Matthews	Treasurer	Graeme Ingall	Secretary
Ben Falconer	Director	Andrew Kfoury	Director
David Levesque	Membership Officer	Alex Mountain	Director
Simon Pierce	Director		

**ii) Signatories on Newcastle Permanent Cheque Accounts (as of 25<sup>th</sup> May 2025)**

- a. BSB # 650-00 Club Account (Expenses) Account # 9881 82800 and Business Cash Management Account (Charity) Account # 9861 17706
- b. The current signatories are Chris Matthews, Graeme Ingall, Alex Mountain, James Noble and Simon Pierce (5) as at 21<sup>st</sup> May 2025.
- c. The current digital signatories are Chris Matthews, James Noble, Alex Mountain and Graeme Ingall (2) as at 21<sup>st</sup> May 2025.



- d. Recommendation that the signatories on all Newcastle Permanent Bank Accounts remain the same, being Chris Matthews, James Noble, Graeme Ingall, Alex Mountain and Simon Pierce with any two of the above to sign.
- e. Recommendation that Chris Matthews, Graeme Ingall, Alex Mountain and Jim Noble be permitted to make EFT payments.

Moved By:	Alex Mountain	Seconded By:	Chris Matthews	Carried:	Yes / <del>No</del>
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**iii) Signatories on NAB Accounts (as of 21<sup>st</sup> May 2025)**

- a. BSB # 082-356 Community Fee Saver Account (Tap & Go) Account # 3014 40974 and Business Cash Management Account (Storage) Account # 3016 75247 (EFT only)
- b. Current signatories are David Levesque, Simon Pierce, Chris Matthews and Graeme Ingall
- c. Current SMO (Senior Managing Official) is Simon Pierce (by 1<sup>st</sup> August for each year)
- d. Recommendation that signatories and SMO as above remain the same

Moved By:	Simon Pierce	Seconded By:	Ben Falconer	Carried:	Yes / <del>No</del>
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**iv) Composition of Finance Committee (as of 21<sup>st</sup> May 2025)**

- a. Chris Matthews, Jim Noble, David Levesque and Graeme Ingall are members of the Finance Committee. As members of the Finance Committee all signatories on the WRAP (Macquarie Bank) account which are held at Fortunity.
- b. Recommendation that the Directors named above to be confirmed as the Finance Committee.

Moved By:	Chris Matthews	Seconded By:	Alex Mountain	Carried:	Yes / <del>No</del>
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- c. Recommendation that the Directors named above to be confirmed as signatories on the WRAP Account (Macquarie Bank) held at Forunity.

Moved By:	Chris Matthews	Seconded By:	Graeme Ingall	Carried:	Yes / <del>No</del>
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**v) Composition of Charity Committee (as of 21<sup>st</sup> May 2025)**

- a. Currently the Committee composes of Leigh Pollard (Chairman) with assistance of Alex Mountain, Ben Falconer, Chris Matthews and Graeme Ingall. The President is ex-officio.
- b. Recommendation that those Directors as above remain the same.

Moved By:	Leigh Pollard	Seconded By:	Alex Mountain	Carried:	Yes / <del>No</del>
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**vi) 2026 Board Meeting Dates (Suggested)**

Thursday 26 <sup>th</sup> February 2026	Business	Terrigal Bowling Club
Thursday 23 <sup>rd</sup> April 2026	AGM	Gosford Masonic Centre
Thursday 28 <sup>th</sup> May 2026	Business	Terrigal Bowling Club
Thursday 23 <sup>rd</sup> July 2026		
Thursday 24 <sup>th</sup> September 2026		
Thursday 26 <sup>th</sup> November 2026		





**iv) New Members**

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

- Brendan Flynn (TCCL)

Moved By:	Alex Mountain	Seconded By:	Ben Falconer	Carried:	Yes / No
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**v) Donation to Lodges**

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

**vi) Directors Positions**

- Discussion regarding positions and roles.

**vii) CCKIN Wyong Race Day (Chris Matthews)**

- Is it happening? Yes, Saturday 21<sup>st</sup> February 2026 with more information to follow.

**viii) July Board Meeting (Location TBC)**

- Be conducted at Gosford Masonic Centre.
- Alex Mountain to book Bow Thai Restaurant for X people. Confirmation of numbers needed.
- Invite FotCC members via Mailchimp

**ix) AOB**

- None brought up

**Item 11 – Board Meeting Closed**

The Vice President (Leigh Pollard) declared the meeting closed 8:57PM and thanked those in attendance.

**Item 11 – Next Board Meeting**

The next Board Meeting will be at 7:00PM on Thursday 24<sup>th</sup> July 2025 held at Gosford Masonic Centre / 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)	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,

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