



Board Meeting (Minutes)

Date & Time:	Thursday 28 th November 2024 at 7:00PM
Location:	Terrigal Bowling Club, 4 Wilson Road, Terrigal NSW 2260
Attendees:	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 6:56PM and welcomed those in attendance.

Item 2 – Apologies

There was no apologies given and all Directors were in attendance. No members present.

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 28th September 2024 at Ourmbah RSL were circulated and distributed to all Directors via email sent by Alex Mountain on Friday 29th September 2024.

Motion:	“The Minutes of the previous Board Meeting to be accepted”				
Moved By:	Alex Mountain	Seconded By:	David Levesque	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. John O'Brien Lighthouse. Coffee Machine Raffle Prize @ \$399.00
- b. Brisbania Public School. Attendance at RoboCup Brisbane @ \$5,011.66
- c. Soldiers Beach SLSC. First Aid equipment @ \$4,905.00
- d. Mary Macs. Washing Machines @ \$8,225.00
- e. Central Coast Surf Life Saving. Remainder of payment @ \$15,673.20
- f. The Smith Family. Christmas Gift Cards (10) @ \$1,000.00
- g. Central Coast Kids in Need. Wyong Race Day @ \$5,000.00





ii) 2025 Meeting Dates

- a. Ourimbah RSL did not review their agreement of using a room for our Board Meetings.

iii) Clothing

- a. Polo shifts have been ordered and paid for as requested.
b. Shirts with new fabric design to be confirmed by Simon.
c. Jackets designs to be confirmed by Simon.
d. Umbrellas to be confirmed by Simon.

iv) Replacement of iPads

- a. Alex to discuss replacement of iPads with laptops, accessories and costs.
b. Refer to Laptop Suggestion paper (dated 26th September 2024).
c. Purchase 6 laptops (with accessories) – Alex Mountain to purchase over Christmas
d. 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 23).

vi) Closed Term Deposit

- a. Closed 8th September 2024.

vii) Smith Family Presentation

- a. Media release completed.

viii) ASIC (Non-Current Directors)

- a. Names have been removed.

Motion:	"That the minute actions be accepted"				
Moved By:	Leigh Pollard	Seconded By:	Andrew Kfoury	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) SLSCC (Raising of the Flags) Saturday 28th September 2024

- a. Attendees were Leigh Pollard, Alex Mountain, Simon Pierce, Ben Falconer and Jim Noble.
b. Media release required.



ii) Chris O'Brien Lighthouse Fund Raiser Saturday 5th October 2024

- a. Attendee was Leigh Pollard.
- b. Lee has released a media publication for Simon to publish.

iii) Central Coast Bulldogs Presentation Saturday 19th October 2024

- a. Attendees were Leigh Pollard, Alex Mountain, Ben Falconer, David Levesque and Graeme Ingall.
- b. Media release required.

iv) Central Coast Kids in Need Race Day Saturday 9th November 2024

- a. Attendees were Leigh Pollard, Ben Falconer, Jim Noble and Chris Mathews.
- b. A cheque was presented by Jim Noble to CCKIN.
- c. Media release required.

v) Term Deposit opened at Newcastle Permanent Monday 4th November 2024

- a. Attendees were Chris Matthews and Graeme Ingall.
- b. Signatories for Term Deposit are Chris Matthews, Graeme Ingall, Alex Mountain, Jim Noble and Simon Pierce.

vi) Brisbania Public School

- a. Media release has been posted by Simon Pierce.

vii) 2023 Annual Report

- a. Report has been added to ACNC website.

Motion:	"That any actions taken between the previous Board Meeting / Minutes be accepted"				
Moved By:	Alex Mountain	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. None highlighted.

Motion:	"The all correspondence be accepted"				
Moved By:	Graeme Ingall	Seconded By:	Alex Mountain	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 September – 11th November 2024

Appendix B - Expense Account: 650-000 9881 82800 (Newcastle Permanent)

Date:	Chq No.:	To Whom:	Amount: \$
30.09.24	<u>Oska</u>	G. Ingall – Director's Expenses	212.80
30.09.24	<u>Oska</u>	D. Levesque – Director's Expenses	188.40
30.09.24	<u>Oska</u>	C. Matthews – Director's Expenses	373.20
30.09.24	<u>Oska</u>	B. Falconer – Director's Expenses	103.20
30.09.24	<u>Oska</u>	L. Pollard – Director's Expenses	52.80
15.10.24	<u>Oska</u>	APM Graphics – Labels	167.20
07.11.24	<u>Oska</u>	Good Gear – apparel	696.25

Appendix C - Charity Account: 650-000 9861 17706 (Newcastle Permanent)

Date:	Method:	To Whom:	Amount: \$
02.09.24	<u>Oska</u>	CCSLs – Part payment of sponsorship	40,000.00
22.09.24	<u>Oska</u>	John O'Brien Lighthouse – raffle - coffee machine	399.00
24.09.24	Chq	Brisbania P. School – RoboCup	5,011.66
09.10.24	<u>Oska</u>	Soldier's Beach SLSC – First Aid Equipment	4,905.00
15.10.24	<u>Oska</u>	Mary Macs – 2 Washing Machines	8,225.00
15.10.24	<u>Oska</u>	CCSLs – remainder of sponsorship	15,673.20
30.10.24	<u>Oska</u>	Smith Family – 10 x \$100 Xmas Gift Cards	1,000.00
31.10.24	<u>Oska</u>	CCKIN – Born to Live programme	5,000.00
04.11.24	B. Trans	T.D. - 566 937 409	50,000.00

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: \$
02.09.24	<u>Oska</u>	Woy Woy Poultry – sausages	247.50
10.09.24	<u>Oska</u>	G. Ingall – Onions	11.25
10.09.24	<u>Oska</u>	S. Hart – Bread / Sausages	28.80
10.09.24	<u>Oska</u>	B. Falconer – Soft Drinks	29.00
10.09.24	<u>Oska</u>	B. Falconer – Soft Drinks	54.10
23.09.24	<u>Oska</u>	???? – Soft Drinks	18.00
04.10.24	<u>Oska</u>	S. Hart – Bread / Sauce	12.50
07.10.24	<u>Oska</u>	S. Hart – Bread / Sauce	12.50
07.10.24	<u>Oska</u>	B. Falconer – Soft Drinks	52.20
07.10.24	<u>Oska</u>	Lodge WTL – South	60.00
07.10.24	<u>Oska</u>	S. Hart – Bread / Sausages / Sauce	74.84
15.10.24	<u>Oska</u>	Woy Woy Poultry – sausages	247.50
04.11.24	<u>Oska</u>	B. Falconer – Soft Drinks	93.90
04.11.24	<u>Oska</u>	S. Hart – Onions	50.00



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

Account	BSB	Account	Balance Date	Amount (\$)
Expense	650-000	9881 82800	11 th November 2024	\$4,590.37
Charity	650-000	9861 17706	11 th November 2024	\$50,255.52
Term Deposit	650-000	566 937 409	11 th November 2024	\$50,000.00
Holding	082-356	30-167-5247	11 th November 2024	\$970.53
Tap & Go	082-356	30-144-0974	11 th November 2024	\$737.75

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	\$249.60
Chris Matthews	\$310.23
Graeme Ingall	\$339.20
Alex Mountain	\$162.00
Ben Falconer	\$180.00
Andrew Kfoury	-
David Levesque	\$103.20
Simon Pierce	\$141.00

- 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. Chris O'Brien Lighthouse

Contact Lin Griffiths (0422 419 699).
Leigh attended the fund raiser.

b. Soldiers Beach SLS Club

Contact Simon Falconer.
Presentation to be arranged.
Media release (incl. photos) required.

c. Mary Macs Woy Woy

Presentation to be arranged.
Media release (incl. photos) required.

d. HOTS (Coast & Country Primary Care) Aaron Cannon – Jim Noble

Presentation to be arranged.
Media release (incl. photos) required.

e. The Bay Viking Rugby Club (Elinor Faulkner) – Jim Noble

Presentation to be arranged.
Media release (incl. photos) required.

f. Toukley Neighbourhood Centre (Christmas Hampers) – David Levesque

Presentation to be arranged.
Media release (incl. photos) required.

Recommendations. The following actions to be approved;

- Leigh to calculate and finalise applications that require confirmation of costs apply.
- Jim and Graeme discussed Children's Christmas Party. Gosford Masonic Centre and Karagi Court to split costs for Saturday 7th December at Narara Miniature Trains.
- Brisbane Public School and reference to Lodge Saratoga. \$100 per child (\$200 in total). Discussion for further agreement and confirmation.
- Hearing Aid Centre to be discussed based on further information from the organisation.
- Central Coast Bulldogs (\$5,810), Soldiers Beach (\$8,398) and Toukley Neighbourhood Centre (\$3,336.91) to be approved to be paid / all in favour.

Moved By:

Graeme Ingall

Seconded By:

Chris Matthews

Carried:

Yes / No

ii) Publicity Committee (Simon Pierce)

- a. Simon provided updates with regards to social media, website and media releases.





Item 10 – General Business

iii) Membership Committee (David Levesque)

- a. Current membership is 40 (as at 31st August 2024) who are all financial.

iv) New Members

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

- Jake Bright (The Central Coast Lodge)
- Jake Ballzan (The Central Coast Lodge)
- Cameron Churchill (The Central Coast Lodge)
- Guillermo Pastana Gonzales (The Central Coast Lodge)
- Jeff Whitehead (Wyong Tuggerah Lakes)

Moved By:	Alex Mountain	Seconded By:	Andrew Kfoury	Carried:	Yes / No
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v) Donation to Lodges

- a. Refer to Appendix G in the Business Meeting agenda (page 21).

vi) Directors Positions

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

vii) Board Meetings for 2025

- a. Potential venues to be discussed.
b. All in agreeance that Terrigal Bowls Club to be used as meeting location.
c. All in agreeance that the Gosford Masonic Centre to be used as location for AGM.

viii) Lodge Saratoga – Brisbania Public School

- a. In 2010 Lodge Saratoga presented Brisbania Public School with a shield to be presented to 2 children in Year 5 (male and female). The criteria was involvement with the community and the school and this award has continued since. Lodge Saratoga has since relinquished their Charter.
- b. Suggestion that Freemasons on the Central Coast assume this role and present a cheque of \$100.00 to the 2 children at the School Presentation Day (typically held in early December).

ix) AOGB

- a. Correction of recent clothing order to be confirmed and followed up as Directors were missing what they ordered i.e. polo shirts with missing pockets and incorrect quantities.





Item 11 – Board Meeting Closed

The President (Jim Noble) declared the meeting closed 9:00PM and thanked those in attendance.

Item 11 – Next Board Meeting

The next Board Meeting will be at 7:00PM on the 19th February 2025 held at Terrigal Bowling Club. Dinner will be booked for 6:00PM for those wishing to dine before the meeting.



Date	Standing Action(s) Required	Responsible
1 st Jan 2025	SIM-Cards (Decided not to proceed with renewing 28/11/2024)	Treasurer
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)	Secretary
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.freemasonscc.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.freemasonscc.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)	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 th 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