



Board Meeting Minutes

Date & Time:	6:59PM on Thursday 28 th September 2023
Location:	Ourimbah RSL, 20 Pacific Highway, Ourimbah NSW 2258

Item 1 – Welcome

Vice President Jim Noble welcomed all Directors and thanked them for their time. The Board extended a warm welcome to the newest Directors of the Board (Ben Falconer and Leigh Pollard) and presented both new Directors with Masonic ties.

Item 2 – Apologies

All Directors were in attendance, no apologies noted.

Motion:	“That those apologies (if applicable) be accepted”				
Moved By:	Graeme Ingall	Seconded:	Chris Matthews	Carried:	Yes / No

Item 3 – Conflicts of Interest

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

- No conflicts of interest were communicated.

Item 4 – Minutes of Previous Board Meeting

Minutes of previous Board Meeting (Thursday 10th August 2023) held at Ourimbah RSL were distributed via email to all Directors on Friday 11th August 2023.

Motion:	“That the minutes of the previous Board Meeting be accepted”				
Moved By:	Alex Mountain	Seconded:	David Levesque	Carried:	Yes / No

Item 5 – Matters Arising from Previous Board Meeting / Previous Minutes

The following items have arisen from previous Board Meetings / Previous Minutes and are yet to be confirmed;

- i. Treasurers Duties. Job description to outline Treasurers duties (Chris Matthews).**
Action: Not yet actioned, these will follow shortly. Carried over until next Board Meeting.
- ii. Secretary’s Duties. Job description to outline Secretary’s duties (Graeme Ingall).**
Action: Not yet actioned, these will follow shortly. Carried over until next Board Meeting.
- iii. Meeting Dates to Simon Pierce. Simon has developed a schedule but Graeme needs to hold a discussion with Simon. Graeme has obtained CCSLS photos for Annual Report (Graeme Ingall).**
Action: Carried over until next Board Meeting.



iv. Approved Donation Payments;

- a) The Entrance Pre-School (Playground Equipment) = \$5,607.15
- b) Manno Men's Shed (Metal Cutting Band Saw) = \$1,599.00

Action: Approved and actioned. Boad met with Pre-School. Money delivered to Manno Men's Shed. Requires presentation (action).

Item 6 – Matters finalised (or) occurred since last Board Meeting

The following matters have been finalised (or) have occurred since the last Board Meeting held;

- i. **Cheque, Name Badges and Business Cards.** Available at Board Meeting for those who have not yet received said items. Thank you to Simon for organising. Orders to be made for new Directors plus shirts, ties and jacket. (Simon Pierce).

Action: Name Badges and Business Cards to be organised for new Directors (action). Jackets to be organised by Directors purchased via Lowes.

- ii. **iPads.** All Directors have received their iPads (except Geoff Bown). When approved by the Board, Leigh Pollard and Ben Falconer to receive their iPads. (Graeme Ingall)

Action: Graeme has delivered iPads to all. Requires to organise for new Directors.

iii. CCSLS (Thursday 7th September) with Jon Harkness (Graeme Ingall)

Action: Jim Noble, Geoff Bown, David Levesque and Graeme Ingall attended a meeting with Jon Harkness and discussed The Rookies, Raising of the Flags and the anticipated events for the remainder of this year and for 2024.

iv. Presentation (Wednesday 20th September) to The Entrance Pre-School (Jim Noble)

Action: Jim Noble, David Levesque, Chris Matthews, Tyler Williams and Grame Ingall attended. Write up / photos? Jim to do write up and photos and send to Simon for publicity.

v. Central Coast Kids in Need (CCKIN) Race Day (Saturday 11th November 2023) at Wyong Turf Club (Chris Matthews).

Action: Confirmation for 1 Sponsored Race. \$1,500.00 has been paid. Chris and Sue Matthews to host and space available for 8 persons to attend. Names of attendees? Chris, Sue, Geoff, Alex, Leigh, Annie, Ben, Natalie. More names to follow via Chris.



Item 7 – Correspondence

Correspondence received and outgoing as stated in the Board Meeting Agenda.

Motion:	"That all correspondence be accepted"				
Moved By:	Graeme Ingall	Seconded:	Simon Pierce	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 August to 22nd September 2023;

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

<u>Date:</u>	<u>Chg No.:</u>	<u>To Whom:</u>	<u>Amount: \$</u>
30.07.23	Oska	39-144-0974 for 30-167-5247	100.00
08.08.23	Oska	APM Graphics – B. Cards, Badges	718.25
11.08.23	Oska	S. Pierce – Director’s expenses	71.42
11.08.23	Oska	D. Levesque - Director’s expenses	37.04
11.08.23	Oska	G. Ingall – Director’s expenses	161.60
11.08.23	Oska	C. Matthews – Director’s expenses	777.28
11.08.23	Oska	C. Matthews – Board Meeting	97.00
11.08.23	Oska	D. Levesque – Board Meeting	71.00
11.08.23	Oska	S. Pierce = Board Meeting	105.00
11.08.23	Oska	A. Mountain – Board Meeting	54.00
11.08.23	Oska	J. Noble – Board Meeting	72.00
11.08.23	Oska	G. Ingall – Board Meeting	54.00
17.08.23	Oska	C. Matthews – Mobile Phone	327.00

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

<u>Date:</u>	<u>Method:</u>	<u>To Whom:</u>	<u>Amount: \$</u>
08.08.23	Oska	Expenses A/c	3,000.00
17.08.23	Oska	The Entrance Pre-School – Playground Equip.	5,607.15
17.08.23	Oska	Manno Men’s Shed – Band Saw	1,599.00
15.09.23	Oska	CCKIN - Race Day	1,500.00
22.09.23	Oska	CC SLS - Vests	48,760.00

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

<u>Date</u>	<u>Method:</u>	<u>To Whom:</u>	<u>Amount: \$</u>
31.07.23	Oska	30-167-5247	100.00
03.08.23	Oska	D. Young – TCCL Installation	60.00
15.09.23	Oska	L. Wyong T. Lakes – South	60.00

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

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ii. Confirmation of Bank Accounts and Investments;

Account Type	BSB	Account	Balance Date (As At)	Balance Amount (\$)
Expense Account	650-000	9881 82800	22 nd September 2023	\$2,468.21
Charity Account	650-000	9861 17706	22 nd September 2023	\$64,332.16
Holding Account	082-356	3016 75247	22 nd September 2023	\$100.00
Tap & Go Account	082-356	3014 40974	22 nd September 2023	\$1,423.13

iii. Directors Expenses.

- a) All Directors must have their expenses approved by the Board before payment can be made by the Treasurer. All expenses (expense sheet and receipts) must be received by the Treasurer before Board Meeting.

Director	Expense Amount Owed (\$)
Jim Noble	\$20.40
Chris Matthews	\$713.20
Graeme Ingall	\$331.89
Geoff Brown	\$393.60
David Levesque	\$142.80
Alex Mountain	\$42.00
Simon Pierce	\$151.60
Ben Falconer	Nil
Leigh Pollard	Nil

iv. Finance Committee Meeting with Shaun O'Farrell on 16th August 2023 (Chris Matthews).

Action: Chris debriefed the Board with regards to the term deposits for the future of Karagi Court based on interest rates and term deposit length.

Motion:	"That the Treasurer's Report be received and adopted including ratification of payments made, and approved of payments to Directors and members if any"				
Moved By:	Chris Matthews	Seconded:	Alex Mountain	Carried:	Yes / No

Item 9 – Reports from Committees

The following reports were made by various Committees;

i. Charity Committee – Updates (Jim Noble)

a) HOTS Coast & Country Primary Care (Aaron Cannon).

Action: Organise presentation date (inc. photos and write up for website). Date TBC (mid-afternoon)

b) The Bay Viking Rugby Club (Elinor Faulkner).

Action: Organise presentation date (inc. photos and write up for website). Next season for presentation.



c) Gosford Cenotaph RSL (Patsy Edwards).

Action: Further renovations are taking place. Patsy is aware and awaiting completion. Patsy has just come out of hospital following hip replacement. Awaiting completion of the renovations.

d) CCLHD Carers Cottage (Tia Covi).

Action: Contact was made with Tia who replied with Thursday 17th October or Tuesday 24th October 2023 at 12:30pm

Date: Thursday 17th October at 12:30AM. Names to be sent to Graeme to confirm with CCLHD.

e) Camp Quality

Action: Organise presentation date (inc. photos and write up for website). Jim briefed the Board with regards what Camp Quality does in the community. Donated \$6,000 worth of vouchers for food and fuel. An update was provided in terms of going forward for families for the Central Coast only.

Suggestion was made that Camp Quality get in touch with Central Coast Kids In Need to offer the service to families and children on the Coast. The Board agreed with this suggestion. Jim to organise a reply.

f) CCSLS Rasing the Flags

Action: Saturday 23rd September at 9:00AM. David Levesque took pictures and will format. Geoff Bown will follow up with a write up of the event for website.

g) Brisbania Public School (Annette Parrey)

Action: Organise presentation date (inc. photos and write up for website). Currently on School Holidays. Graeme to follow up after School Holidays.

h) The Mannos Men's Shed

Action: Organise presentation date (inc. photos and write up for website) address is 43 Warwick Street, Mannering Park. Graeme has followed up with Denis Dean and will organise a meeting for a presentation.

ii. Charity Committee – Applications

a) The Bikes Hand Inc. located at 2 Archer Close, Kanwal have applied asking for the following;

Action: The Board considered the application and reviewed the request. It was decided at this occasion that we would not proceed with the application as the application did not fall in line with our constitution.

iii. Publicity / PR Committee – Updates (Simon Pierce)



- a. Nothing major to report. Suggestion that future events to be advertised in advance via social media. Barefoot bowls has had 260+ views from posted on social media in 24 hours. Majority of the community view Facebook and could be used as a good tool to promote events in the future.
- b. Suggestion to look into a Instagram and X account to push out far wide. From doing one post will go to all social media platform.
- c. Website Domain is due for renewal. Organise via Shannade.

iii. Membership Committee – Updates (David Levesque)

- a. Current Membership. 42
- b. Current members (unfiantial). M Sharpe
- c. Update membership to show Ben Falconer and Leigh Pollard as Directors.

Item 10 – General Business

i. New Members

- a. “That ‘Invitation to Join’ be forwarded to the following persons;
 - Graeme Ingall suggested Atilla Pastza as a member.
 - Alex Mountain suggested Lance Rodgers but this will be confirmed based on discussions with Lance.
 - Tyler Williams was also suggested to be invited as a new member.

ii. Donation to the Lodges

- a. Previously, Karagi Court would forward to each Lodge information on how they could donate to an organisation based on the Central Coast LGA for the purchase of equipment. In doing so, the Lodge would complete an application form to be reviewed by the Charity Committee, then review as required.


Questions;

- Do we recommence?
- Donation amount?
- How do we do this?
- Rules and regulations?

iii. Any other General Business

- a. Freemasons on the Central Coast Lightweight Jacket
 - Lightweight Jacket presented to the Board with the idea of branding and uniformity at events. Graeme moved to gain specifications and costs for next meeting.

PO Box 6232, West Gosford NSW 2250
info@FreemasonsCC.org | www.FreemasonsCC.org

 @freemasonsCC.org



KARAGI COURT
LIMITED

Item 11 – Meeting Closed

President / Chairman closed the meeting at 9:00PM.

Item 12 – Next Board Meeting

The next Board Meeting will be on Thursday 7th December 2023 held at Ourimbah RSL, 20 Pacific Highway, Ourimbah NSW 2258 at 7:00PM.

The Board would like to extend a warm welcome to Directors, Members and Visitors.



Annex A – Item Inventory		
Item	Location	Quantity
Plaques – Freemasons on the Central Coast	Storage	6
Plaques – Jim Kibble		5
Plaques – Morning Star		5
Plaques – Saratoga		5
Plaques – Toukley		4
Plaques – Wyong Tuggerah Lakes		5
Plaques – The Central Coast Lodge		5
Karagi Court PO BOX Key	Jim Noble	1
Karagi Court Storage Key	Jim Noble	1



Annex B – Actions Required			
Director	Minute Ref	Action(s)	Due By
Chris Matthews	Item 5.i	Treasurers Duties	Next Board Meeting
Graeme Ingall	Item 5.ii	Secretary Duties	Next Board Meeting
Graeme Ingall	Item 5 iii	Meeting Dates (2024) to Simon Pierce	Next Board Meeting
All	Item 5 iiiii	Presentation Date for Manno Men Shed	Next Board Meeting
Simon Pierce	Item 6 i	Business Cards and Name Tags for new Directors	Next Board Meeting
Graeme Ingall	Item 6 ii	Organise iPads for new Directors	Next Board Meeting
Jim Noble	Item 6 iv	Write media release for The Entrance Pre-School	Next Board Meeting
David Levesque	Item 6 iv	Media images for The Entrance Pre-School	Next Board Meeting
All	Item 6 v	Names to Chris Matthews for CCKIN Race Day	ASAP
Jim Noble	Item 9 i A	Organise date and time for presentation	Next Board Meeting
Jim Noble	Item 9 i B	Organise date and time for presentation	Next Board Meeting
Graeme Ingall	Item 9 i C	Organise date and time for presentation	Next Board Meeting
All	Item 9 i D	Names to Graeme Ingall for presentation	ASAP
Jim Noble	Item 9 i E	Follow up with Camp Quality to ensure that funds are going to families on the Central Coast. Suggest that Camp Quality contact CCKIN to share food and fuel vouchers for families on the Central Coast	Next Board Meeting
Geoff Bown	Item 9 i F	Write media release for CCSLS Raising the Flags	Next Board Meeting
David Levesque	Item 9 i F	Media images for CCSLS Raising the Flags	Next Board Meeting
Graeme Ingall	Item 9 i G	Organise date and time for presentation	Next Board Meeting
Graeme Ingall	Item 9 i H	Organise date and time for presentation (Denis Dean)	Next Board Meeting
Simon Pierce	Item 9 ii B	Identify to link social media platforms into one	Next Board Meeting
Simon Pierce	Item 9 ii C	Domain renewal for FotCC	Next Board Meeting
David Levesque	Item 9 iii A - C	Update Membership Records and Directors. Follow up on unfinancial members	Next Board Meeting
David Levesque	Item 10 i A	Update Membership Records and Directors. Follow up on unfinancial members	Next Board Meeting
Graeme Ingall Alex Mountain	Item 10 i A	Follow up with Atilla Pastza and Lance Rodgers to invite as new members of Karagi Court	Next Board Meeting
All	Item 10 ii A	Review and discuss topic at the next Board Meeting and agree strategy going forward	Next Board Meeting
Jim Noble	Item 10 iii A	Obtain prices and quotes from Good Gear with regards to specification / sizes of Lightweight Jacket	Next Board Meeting
Alex Mountain	N/A	Send Leigh and Ben image of FotCC Sports Jacket from Lowes	Next Board Meeting

Signed;

Jim Noble
 Vice President
 Karagi Court Limited
 Dated: Thursday 7th December 2023