



# MINUTES



## GENERAL COMMITTEE MEETING

6.30pm Tuesday 27 August 2019

1. **ATTENDANCE** – Bill MacLeod (Commodore), Darren Chatfield, David Bovell, Justin Congdon, Mike Della Posta, General Manager, Paul Hodgson, Dave Andrews, Peter Wilkinson, Bill Harding and Walter Reeves

**Meeting Opened at 18.30 in the Board Room**

2. **APOLOGIES** – Peter Stanley, Richie Boykett and Dominic Papaluca – Robert Boykett resigned

3. **CONFIRMATION OF AGENDA**

Bill MacLeod asked if there were additional items for this Agenda. The answer was no.

4. **MINUTES FROM PREVIOUS MEETING**

Note 5.1 of Minutes - David to assess the impact to members of Sailing Australia fees being recouped and passed on to participating members. **Action: General Manager to follow up.**

<b>Resolution</b>	<b>That the Minutes of the previous meeting held on 23 July 2019 be accepted</b>	
	<b>Moved:</b> Dave Andrews	<b>Seconded:</b> Walter Reeves
	<b>Motion Carried</b>	

- 4.1 **Members Survey Summary Report**

Bill MacLeod moved to accept the report and have it distributed to Members. Dave Andrews questioned if we need to go to members with a longer more detailed report as this Committee was to decide on the survey report review. The report was discussed at length. Darren Chatfield stated that the "Clubroom Facilities" paragraph was incorrect as the House Committee had previously decided not to put up sails as there was too much wind. He said that the report needed to be more loosely worded. General discussion ensued regarding the costing and detail of capital works that will be in the budget and that any capital works in excess of \$10k need AGM approval and need detailed costing.

Darren Chatfield asked for the sentence under Clubhouse Facilities of the report "the most urgent...lawn area" be removed as the House Committee had decided not to put up the shade sails.

<b>Motion</b>	<b>That the Report – Members Opinion Survey be accepted with the removal of the sentence starting "The most urgent..." as above</b>	
	<b>Moved:</b> Bill MacLeod	<b>Seconded:</b> Darren Chatfield
	<b>Motion Carried</b>	

Discussion between David Bovell, Darren Chatfield and Bill MacLeod regarding the vision statement paragraph but it was pointed out that the paragraph includes the wording "General Committee will review the options to present the Vision Statement..."

5. **PROGRESS AND APPROVALS ARISING FROM ACTION STATEMENT**

5.9 Dinghies on the Foreshore -General Manager confirmed that the Council is coming down to discuss. General Manager to make a follow up call.

11.2 Wi-fi cabling – ongoing.

1.2 Disciplinary Actions Car park – ongoing.

1.4 Safety Rescue Devices –In the testing phase

3.1 General Manager spoke to Kim Hanson re coming in for a meeting. David Bovell stated that as he continues to incur debt the boat should be moved onto a mooring. Justin Congdon warned that once the Club moves the boat it could be seen to be resuming all responsibility of the vessel. General discussion re moving of boats when members do not pay account. Paul Hodgson stated that we would need to prove that we were acting in good faith. Darren Chatfield said that it was an area that needed tidying up moving forward. Ongoing

Greg Simpson – General Manager gave a brief history of the attempts to contact Mr Simpson. Discussion regarding having boats signed over to Club in lieu of debt or waiving debt if boats were removed immediately. Justin Congdon stated that Sail Committee may be happy to take one of the sail boats.

Check

<b>Motion</b>	<b>That Greg Simpson be contacted and given the option to remove his boats and have the debt waived. 14 days to respond 30 days to remove boats.</b>	
	<b>Moved:</b> David Bovell	<b>Seconded:</b> Peter Wilkinson
	<b>Motion Carried</b>	

3.6 Galvanic Isolators – Ongoing. General discussion regarding how much time to give member to comply and electrolysis. David Bovell suggested that it should be an addendum to the 3 yearly VSID compliance. General Manager discussed the policies of other Clubs. Justin Congdon stated that it was a mandatory requirement in commercial marinas and should be added to the B.A.G. David Bovell mentioned the need to get the information out to the Members with a time limit. This item was first brought up in March last year.

3.9 Numbers of Jetties –there has been a logical numbering system submitted from the Jetty Committee. Darren Chatfield advised that this needs to be finalized and a proposal to come to the General Committee - Ongoing

4.5 Mooring Inspections – Pens and Moorings decided all 18 mooring should be serviced bi-annually. Bill Harding enquired if DOT required annual inspections. Peter Wilkinson said the cost of any replacement work needed to be reported at time of assessment before the work was undertaken by the contractor. Darren Chatfield said that contractors made an allowance on previous quotes/budgets for this. Budget \$500 per mooring.

**ACTION: Bill MacLeod - Mooring be inspected and surveyed as per requirements. Seconded Peter Wilkinson**

5.6 Floating Docks - Ongoing

6.1 Removed – Closed

7.2 Gate on G Jetty – Ongoing

7.3 Circular Resolutions –

<b>Motion</b>	<b>To adopt the protocol presented by Alex Salvaris</b>	
	<b>Moved:</b> Bill MacLeod	<b>Seconded:</b> Bill Harding
	<b>Motion Carried</b>	

7.4 Lloyd Anderson – Ongoing

7.5 Flag Pole – Being made by Boson

7.6 Takeaway pricing – General Manager explained the takeaway alcohol pricing policy and the error that had occurred with a staff member charging retail price per stubbie for a carton. Staff should now know the policy and that vouchers cannot be used for takeaway alcohol. Wine was the exception as it was sold for takeaway at the retail price. Regalia was also discussed as it can be purchased with vouchers. Justin Congdon wanted his objection to takeaway wine being paid for with vouchers to be noted. Closed.

**6. SUB-COMMITTEE RECOMMENDATIONS FOR ACTION OR APPROVAL**

**6.1 House Recommendations**

6.1.1 2019/20 Budget – Dave Andrews spoke on the budget to be presented to the AGM. He noted that as competition is strong for boating accommodation on the river and incentives offered to new members will impact cash flow and revenue until “holiday” period is over. House activity is budgeted to break even (service to members). There will be ongoing Cost management with an expected surplus for the year to be \$241,400 (\$246,232 2019). Cashflow will be between \$500-\$550k (\$500k 2019) with a decision to spend on capital expenditure or loan repayment.

Capex payments: \$100k further to be paid on A Jetty. \$150k earmarked for Capex - \$80K for bathrooms, \$20k for windbreaks, \$30k for carpets, \$20k to renovate upstairs bar. \$250k loan repayment if that is the decision. This amount may change if more boats come in with allocation over next couple of months. Discussion regarding details of \$150k capex approval from AGM. Bill Harding stated that General Committee needs to approve. David Bovell stated that Dave Andrews needs to present \$80k for toilets and then earmark the other capex. Discussion regarding quotes for AJetty which came in after budget was approved. General Manager clarified that detailed quotes were not required for AGM approval. Darren Chatfield suggested that approval be sought for \$80k with the balance of the capex earmarked to go to the half yearly meeting for approval. Dave Andrews said it should be put – “you told us you wanted it now approval is needed”. General Manager clarified that getting approval doesn’t mean that the Club is committed proceeding. Does Dave Andrews present budget as it is wording it properly for the AGM? Discussion about motion to AGM for \$80k for bathroom renovations to include sketches and cost details.

**ACTION – Dave Andrews Budget be accepted with modifications. Darren Chatfield to present \$80 for downstairs bathrooms with details.**

Justin Congdon queried loan repayments and Dave Andrews explained the interest offset with any monies in our bank account. Justin Congdon discussed HJetty monies and vacancies and the recurring rental of \$850k per annum and allocation monies. Discussion regarding income prior to HJetty and expenditure over the last few years. Darren Chatfield stated that last year’s budget had been ambitious with this year’s budget being more conservative. Bill MacLeod suggested that depreciation amounts should be being put away and not spent.

6.1.2 Refund Pen fees George Samuel – 5 months

6.1.3 Refund Pen fees Bruce Thomas – 4 months

<b>Motion</b>	<b>Pen Fees above be refunded</b>	
	<b>Moved:</b> Bill MacLeod	<b>Seconded:</b> Paul Hodgson
	<b>Motion Carried</b>	

6.1.4 Application for Funding Through Stronger Communities – General Manager to complete  
**Action: Application approved Bill MacLeod, seconded Darren Chatfield**

**6.2 Power Recommendations**

6.2.1 Dealt with in actions

**6.3 Sail Recommendation**

6.3.1 Discover Sailing day Sunday 6<sup>th</sup> October – 11:00 to 15:00hrs - Food and drink available. Should also include power boating – Paul Hodgson

**6.4 Dinghy Recommendations**

6.4.1 No recommendations

**6.5 Jetty Works recommendations**

6.5.1 No recommendations

**6.6 Constitution Review Committee recommendations**

6.6.1 No recommendations

**6.7 Participation Working Group**

6.7.1 No recommendations

## 7. MEMBERSHIP

### 7.1 Membership Report

The membership report was discussed noting 9 new senior members and that one senior member Jason Houghton had to reschedule interview.

### 7.2 Membership Count August 2019

<b>Motion</b>	<b>That the Membership Report August 2019 be accepted</b>	
	<b>Moved: Bill MacLeod</b>	<b>Seconded: Mike Della Posta</b>
	<b>Carried</b>	

## 8. CORRESPONDENCE

Colin Cook – correspondence to be acknowledges

Kate xxx PLC – accepted Honorary Membership

## 9. QUESTIONS OF SUB-COMMITTEE REPORTS

### 9.1 House Committee

#### 9.1.1 Treasurers Report

Dave Andrew reported deficit in July Food and Beverage of 1.3K and noted that income needed to break even needed to exceed \$60k for the month. Marine income was lower with negative \$4.4k allocation due to reversal from previous month. August should see a significant improvement. Other income/expense was better with lower administration costs. Discussion re a small repayment half yearly against \$1m loan. Bill Harding mentioned that it would be interesting to see food and beverage figures for 2017.

#### 9.1.2 General Manager's Report

A question was asked regarding Sarah Nottle's return to work plan. General Manager said that Sarah had Doctors and Physio appointments Thursday this week and that QBE were implementing a return to work plan.

David Bovell questioned what functions were coming up and General Manager responded that anticipated income was \$97 - \$145k. David Bovell said if there were good months coming up it should be put into this report. Discussion regarding the level of detail that should be put into General Manager's report. General Manager to send Functions Report to Committee Member. David Bovell would like to see this report as Committee members may see anomalies i.e. clashes with Club Functions and David Chatfield mentioned that it would help with Committee attendance at in house functions. General Manager to work with Darren Chatfield to further improve this report.

#### 9.1.3 Debtors Report

Justin Congdon question when new members were billed. General Manager explained procedure to which Justin Congdon asked why members with boats weren't billed a temporary rate until ratified by General Committee and why allocation fee wasn't billed and paid in advance. General discussion regarding billing, pen allocation and approval by Pens and Moorings Committee. General Manager explained temporary arrangements. David Bovell mentioned outstanding allocation fees and General Manager explained difficulty regarding billing and membership approvals. Justin Congdon stated RPYC had probationary membership until committee approval to which Bill MacLeod stated that our constitution had no capacity for probationary membership.

Discussion regarding seeing the same members on the outstanding debtors list. Steve Harrison should be paying next month.

Justin Congdon asked about payments to computer consultants and why they were so high. He mentioned a bill to recover a lost excel spreadsheet and ongoing email problems. Bill MacLeod explained that all the computers in the Office were using

different versions of software and that computers were essentially domestic versions. Peter Wilkinson suggested upgrading software and computers as needed.

**Action: General Manager to get quotes to upgrade computers and software**

David Bovell suggested talking to Josh Smith and enquired why we didn't have server to slave setup.

## 9.2 Power Committee

Paul Hodgson advised that all movements after A Jetty upgrade had been completed. David Bovell asked at what stage members that had been upgraded from cat 4 to cat 5 would be charged the higher rental fees. It was suggested Pens and Moorings should advise. Paul Hodgson said that the office has been given the details and that a notification letter could be sent out. General Manager to follow up, members should only number 4 or 5. David Bovell then asked about the increase in allocation fee and if that was payable. Pens and Moorings to advise. General Manager questioned why if the club has decided to change the pen but the member's boat hasn't changed size why the member should be required to pay increase rental/allocation.

General Manager also questioned boat length to category and asked for clarification. David Bovell discussed temporary deals, existing members and sweetheart deals to get new members into pens.

**ACTION: That category changes go back to Power Meeting for discussion and action.**

## 9.3 Sail Committee

## 9.4 Dinghy Committee

## 9.5 Jetty Works

## 9.6 Constitution Review Committee

## 9.7 Participation Working Group.

## 9.8

<b>Motion</b>	<b>That the reports be accepted</b>	
	<b>Moved: Darren Chatfield</b>	<b>Seconded: Bill Harding</b>
	<b>Carried</b>	

## 10. GENERAL BUSINESS

**10.1** Bill MacLeod brought up that the General Manager can only claim \$50 per annum tax deduction for the use of his person phone for business. The question was asked whether the phone could be salary sacrificed. Justin Congdon stated that the Club should own the General Managers phone. No decision.

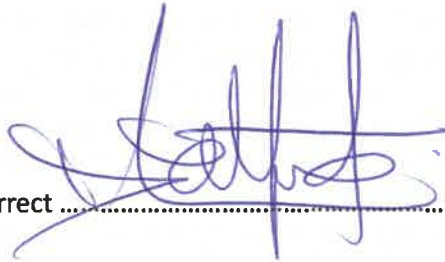
David Bovell stated that the Power function was very good. Justin Congdon said that the snapper meal approximately two weeks ago was awful and discussion regarding the fish quality from the suppliers. Justin Congdon mentioned that the lamb shank was magnificent.

### General Manager and Minute Taker left meeting at 20:55

**10.2** Darren Chatfield tabled a recommendation, from the House Committee, that the General Manager be granted a \$5,000 salary increase. Justin Congdon objected to the increase on the basis that there had been no growth in food and beverage and a loss in food and beverage operations against a \$40K budgeted surplus and he believed that there should be a pay freeze until the situation reversed.

<b>Motion</b>	<b>That the General Manager be granted a \$5,000 salary increase with effect 1 September 2019</b>	
	<b>Moved: Darren Chatfield</b>	<b>Seconded: PETER WILKINSON.</b>
	<b>Carried. Justin Congdon against</b>	

**Meeting concluded 21:05.**



Signed as true and correct ..... Date: 24/8/19 .....

