

BGCC:Committee meeting: Minutes

Date: Monday 9th October

Where: Wetspot 6pm

1) Attendance

Present: : Russell Murphy (Pres), Patricia Ashton (VP), Kai Swoboda (Sec), Jane Lake (Treas), Helen Tongway (Membership), Scott Hunter (Boat Captain), Dom Hides, Shane Lund, Jacque Gutterson, Christine O'Brien, Jo Nelson (SUP)
Apologies:

2) Minutes of the last meeting:

Decision: Sept Minutes Approved Proposed: HT Seconded: JL

3) President's report – as per Blazing Paddles

- Plus welcome to the new committee members and welcome back to those returning

4) Treasurer's report

- Finalised accounts (cash not accrual) used for ACT Government operational grant application?
- Mark Raymond will do GST return for ATO, tax to be paid of around \$9k?
- Need to complete acquittal of administration, whitewater and canoe polo grants
- Jane to talk to Helen about acquittal of operational grant
- Treasurer's report attached.

5) Correspondence

a) Correspondence in;

- Active online hub for women and girls – Louise Yabsley going to launch

b) Correspondence out;

- Various applications for 24 hour event

6) Financial Procedures

- Leave debit card use with Patricia and Jane
- Kai to be a signatory for cheques and Robyn removed
- Inform bank of changes in committee – Jane to send letter to bank
- Request for \$200 float to be established for time trial BBQs.

Decision: \$200 float to be established for time trial BBQs Approved Proposed: KS Seconded: HT
--

7) Safety

- Dom questioned position description for the safety officer to clarify whether this was around the safety of club members (pontoon hazards, utilisation of facilities) or safety of events (safety management plan/risk assessments etc)

- Dom highlighted several issues to be addressed including electricity supply in the kitchen, pontoon rubber and BBQ hygiene.
- Measures to address these issues were required (safety data sheets for chemicals, replenish cleaning stocks)
- During discussions, the role was determined to be more along the lines of safety of club members rather than events, the safety of which was the responsibility of the committee as a whole

- | |
|---|
| <ul style="list-style-type: none"> • Decision: Dom to write up a position description for the role of safety officer based on a focus on the safety of club members Approved • Proposed: KS Seconded: PA |
|---|

- | |
|--|
| <ul style="list-style-type: none"> • Decision: Scotty to follow up on pontoon repairs including cost of installing new rubber on the sides Approved • Proposed: KS Seconded: PA |
|--|

8) 2018 Sport and Recreation Grant

- HT and Bob to progress application
- Normally \$6,000 but will try for \$7,500 given now we have additional expenses under lease

9) Event

- Marathon – times sent to Craig for time trial who sets time cut offs for handicap
- Canoe Polo invitational – all on track. Event approval should be received shortly. Smaller turnout expected
- 24 hour – flyers to advertise to be distributed at other races, event will run 9.30 to 9.30. all paddlers to have whistles. KS and PA to send risk management plans used for other events to Dom.

10) Shed extension

- Discussion about whether to include one or two ladies showers. The cost implication of the 2nd shower was considered minor (\$1500?) with the decision also having implications where the hot water system was placed
- This amount was already included in the broader budget

- | |
|---|
| <ul style="list-style-type: none"> • Decision: Incorporate a 2nd female shower into the design, including an additional front wall. This will involve additional costs of around \$2,000 Approved • Proposed: JL Seconded: RM |
|---|

11) Convener reports

- Marathon – time trial on Wednesday. Two winners each night, fastest lap and combined
- Whitewater – as per Blazing Paddles. Discussed need for BGCC members to gain accreditation as instructors. Contact Paddle NSW to discuss requirements
- SUP – as per Blazing Paddles. Inflatable SUPs still in container.
- Membership – 213 member, some with keys that still have yet to pay
- Boat Captain – not yet able to obtain current list of boats. 3 people waiting having applied for rack

- | |
|--|
| <ul style="list-style-type: none">• Decision: Send out list of those currently on wait list as it stands Approved• Proposed: KS Seconded: PA |
|--|

12) Other business

- Privacy – Need to address trial membership forms with personal information being left in accessible places. PA noted current arrangements for trial membership registration forms. Place instructions on the form folder that they must be placed in the box when finished.
- Take down list of club members from current edition of Blazing Paddles
- Website – Russell to talk to Kieran re BGCC facebook

13) Meeting closed 7:25

14) Next meeting 6 November 2017

Attachments – Treasurer's report

September 2017 Treasurer's Report

Expenditure: Operating Account

Cheque number	issued	presented	\$\$	to		Purpose
1832	30/11/2016		50.00	Richard Barnes	PA/	24 hour refund
1872	27/04/2017	7/09/2017	200.00	carley Goodwin	PA/JL	Representation grant Canoe Polo
1877	27/04/2017		200.00	Jacinta Buckman		Representation grant Canoe Polo
1893	7/08/2017		387.85		PA/JL	Fundraising by Bob Collins
1894	7/08/2017	14/08/2017	1,228.25		PA/JL	Shed contents insurance
1895	26/08/2017	30/08/2017	1,500.00	0.00		transfer to debit card account
1896	4/09/2017	4/09/2017	1,100.00	0.00		transfer to debit card account
1897	5/09/2017	7/09/2017	1,200.00	0.00		transfer to debit card account
1898	1/10/2017	5/10/2017	1,600.00	0.00		transfer to debit card account

Cheques issued in September

\$2,300.00

expenditure in August

\$200.00

Other (see above)

\$2,300.00

transfer to debit card

\$0.00

transfer to Building Account

September income

Item	\$\$	
Ezidebit	\$765.79	
Register Now	\$819.33	TOP 183.67; rest membership upgrades
Canoe Polo	\$100.00	pool hire
Invoices	\$0.00	
Cash	\$80.00	membership
Total	\$1,765.12	

Other

Invoices	Issued	Presented	Amount	Purpose
8-2016/17	12/02/2017	21/02/2017	\$6,600.00	ACT government operational grant
9-2016/17	12/02/2017	21/02/2017	\$128,150.00	2017 Capital assistance grant (ACT Gov)

acquitall due for WW grant

acquitall due in 2018

invoices presented September total

\$0.00

Opening bal. 31/8/2017

30,358.58

closing Bal 30/09/2017

29,623.70

reconciliation

29,623.70

Term Deposit

30/08/2017	Interest	balance
	29.60	77,220.43

Account closed

0.00

\$77,220.43 transferred to building account

Building Account

cheque number	date issued	date presented	amount	Purpose	signed by	Comments
1	1/05/2017	3/05/2017	\$19,404.00	Invoice 13-126/1	PA/JL	Authorised by Bob Collins. SGM approval
2	12/05/2017	22/05/2017	\$165.00	Hardco Stump Grinding	PA/JL	
3	14/06/2017	16/06/2017	\$250.00	Bruce Fisher, draftsman costs	PA/JL	Bruce Fisher, draftsman costs for building
Deposit	14/06/2017	14/06/2017	\$30,000.00	Transfer from Operating Account	PA/JL	Approved by June Committee meeting
4	23/06/2017	28/06/2017	\$29,106.00	Invoice 13-126/2	PA/JL	Authorised by Bob Collins. SGM approval
5	16/07/2017	cancelled	\$1,100.00	Certified Building Solutions	PA/JL	cheque cancelled and paid through Debit card
6	16/07/2017	4/08/2017	\$660.00	tree removal- Specialised Arbor Ltd	PA/JL	authorised by Bob Collins.
7	30/08/2017	1/09/2017	\$1,930.98	Shane Lund - materials	PA/JL	Authorised by Bob Collins.
8	30/08/2017	1/09/2017	\$38,808.00	Ruiz Payment # 3	PA/JL	Authorised by Bob Collins.
fee	30/08/2017	30/08/2017	\$15.00	stop cheque fee cheque # 5	PA/JL	
Transfer	30/08/2017	30/08/2017		transfer from Term deposit (closed)	PA/JL	\$77,220.43 deposit to account
9	20/09/2017	28/09/2017	\$1,326.50	building materials / scott Hunter	PA/JL	
10	26/09/2017	27/09/2017	\$58,212.00	Ruiz Payment # 4	PA/JL	Authorised by Bob Collins.
11	26/09/2017	28/09/2017	\$7,700.00	Mastaflo - Plumbing	PA/JL	Authorised by Bob Collins.

cheques issued September

\$67,238.50

Total expenditure September

\$107,977.48

Transfer

30/08/2017

30/08/2017

\$77,220.43

transfer from Term deposit (closed)

PA/JL

\$77,220.43 deposit to account

Opening balance 30/8/2017

\$185,770.43

closing balance 31/9/2017

\$77,792.95

reconciliation

\$77,792.95

Debit Card Account

only operated by Patricia Ashton (V President) and Jane Lake (Treasurer)

which card	date	Presented	\$\$	to / for
PA		2/09/2017	26.70	top of drinks fridge at club house - Patricia Ashton
JL		2/09/2017	1,100.00	Payment of Certified Building Solutions bill following missing cheque
JL		7/09/2017	1,204.24	YMCA pool hire - Canoe Polo July Payment INV #34241
PA		14/09/2017	35.94	Patricia - supplies for the BBQ
JL		20/09/2017	1,000.00	to Robin Robertson for boat purchase as approved by Committee
JL		20/09/2017	50.00	Key deposit refund to Robin Robertson as per email
JL		26/09/2017	539.23	Canoe Polo - coach airfare costs as per email from LG
PA		2/10/2017	32.60	PATRICIA - supplies for the BBQ
PA		6/10/2017	27.84	Patricia - materials.....

* Jane owed \$200 for float for BBQ given to Patricia

Total Exp September

\$3,956.11

JL/PA

30/08/2017

\$1,500.00

Top up of \$1500 from operating account.....

JL/PA

4/09/2017

1,100.00

top up of \$1,100

JL/PA

7/09/2017

1,200.00

Top up of \$1,200

JL/PA

5/10/2017

1,600.00

Top up of \$1,600 from operating account

Credit to debit card account in September

2,300.00

opening Balance

31/08/2017

\$1,995.18

closing Balance

30/09/2017

339.07

reconciliation

\$339.07