

BGCC:Committee meeting: Minutes

Date: Monday 6 November 2017

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), , Christine O'Brien, John Harmer
Apologies: Jacque Gutterson

2) Minutes of the last meeting:

Decision: Oct Minutes Approved Proposed: PA Seconded: JL
--

3) President's report – as per Blazing Paddles

- Advised that Dom Hiles had resigned as the training and safety officer
- Acknowledged points raised by Dom in scoping out the role of the training and safety officer

4) Treasurer's report

- Finances as per emailed Treasurer's report
- Taking up of lease will involve additional expenditure of \$4k with \$1.5k in stamp duty
- Roughly \$10k in building account after expected expenditure
- Discussion of Bob and Scotty's proposal for shed extension – whether to finish stage 1 and 2 and then undertake stage 3. Additional work not planned for includes a tap at the end of the shed and additional power points and lighting
- Ask Bob for an updated costing to be done for stages 1 and 2 and then update the cost of stage 3.
- Around \$16k already allocated to these additional works.

Decision: Building team to focus on stage 1 and 2 and boat captain to scope out plans for racks as required for revenue estimates Approved Proposed: KS Seconded: JL
--

- Some money to be allocated to guttering/pipe of about \$2k these amounts are already included in expected expenditure
- Progress payment due 4 November but roof is not completed
- This is 2nd last payment – only one payment of \$9k to be made afterwards.

Decision: Seek written advice from architect to confirm roof is not finished and advise Ruiz that payment will be withheld until roof completion. Dispute resolution clause to be examined. Approved Proposed: JL Seconded: RM
--

5) Correspondence

a) Correspondence in;

- Eurobodalla Shire Council letter re Public Risk certificate of currency
- Lease (for execution)

Decision: KS to re-send certificate of currency. Approved
Proposed: RM Seconded: JL

b) Correspondence out;

- Email to Eurobodalla Shire Council letter re Public Risk certificate of currency (sent 16 November 2017)

6) Safety and training officer

- Discussion about renaming the position – take out ‘training’?
- Central issue that safety should be a committee responsibility as a whole
- Thanks to Dom for this efforts in identifying issues in the position.

Decision: Suggestions for matters to be included in the role description for the training and safety officer position to be provided by committee members to RM and discussed at the next meeting. Approved
Proposed: PA Seconded: KS

7) Lease arrangements

- Letter received from ACT Government.
- Lease is a concessional arrangement but requires some additional responsibilities for us (eg: maintenance)
- Need to change and update insurance arrangements

Decision: Anne to talk to GIO and also other insurereers/brokers be approached..
Approved
Proposed: JL Seconded: KS

8) Boat storage policy for new extension

- Discussion about how additional racks will be allocated – will some members be able to rack a 2nd boat?
- Possibility that for a short period some members may rack a 2nd boat while spaces are unused
- Seek a general EOI for members wishing to rack a boat
- Wait list has about 25 boats. Possibility that around 40 will be available.

Decision: Allocation of new racks is still under consideration as more information is required about numbers that will be available. Approved
Proposed: KS Seconded: RM

- New locks are required for the additional doors.
- Approx. 10 former members have left without returning their keys.
- New padlocks will cost around \$100 with keys \$30.

Decision: Retain existing keys and purchase an additional 4-5 locks. Also purchase an additional 25 keys. Approved
 Proposed: KS Seconded: RM

9) Rubber siding on pontoon

- Work all completed
- Thanks to Scotty.

10) Pnsw agm

- Gary Rake to attend

11) Canoe polo pontoons

- Required for portage in February race
- Approval for pontoon to be located in position is in place
- Broad agreement that it should remain in the water although this will limit life
- Need to expend approx. \$150 in paint for maintenance.
- Moving costs approx. \$360 one way.
- Should also install rubber edging on these pontoons rather than carpet.

Decision: All 4 pontoons to be maintained whilst out of the water, expenses of approx. \$150 required for paint. Also similar rubber edging to be installed and two pontoons not kept in water to be transported back to the river for the summer. Approved
 Proposed: RM Seconded: SH

12) Events

24 hour on 9/10 December. 2 entries so far

- Event management plan in place. Relevant approvals received
- Need additional assistance to remove debris, measure course etc
- Tinny from TACT, Greg? Willing to be a driver
- Glow sticks required on canoe polo goals
- No need to invite coffee vendor
- Ask TAMS to arrange to mow before the event
- Email to helpers to be sent out

Canoe polo invitational

- Successful event
- Have kept entry fees low but have covered all costs with a small surplus.

Hawksbury

- Beautiful night for a paddle
- 5 club members attended – 1 non-finisher
- Land crewing fine but may consider not having a club land crew in the future if numbers are small.

13) Convener reports

- Boat captain – summary of building and racking already discussed
- Marathon – organising February race. Maybe girl guides or run BBQ? Need assistance to run the event
- Whitewater – as per Blazing Paddles.
- Canoe polo – as per blazing paddles

14) Other business

- Arrange a key for Michael.
- Russell to start using facebook site to advertise events etc
- The possible purchase of two boats which were on offer to the club. Both offers were declined
 - John Lockie offered the club his Mirage 580, for \$500. While this was considered a generous offer, it's purchase was not considered part of the club's Boat Fleet Plan.
 - The other boat was a plastic (i.e., robust) Vajda K1, at \$1200 (or so). While the boat was sort of suitable, it weighed 18 kg, so was too heavy to be suitable for the club.
- Request to advertise in Blazing Paddles. Since the request was from a new member, the committee felt that it would be appropriate to wait to see whether the new members would be active club members before considering the request further, since that was the purpose of the club;
 - It was unclear how the arrangements in the ad worked, and some committee members were concerned that having the ad might be interpreted as endorsement, when there was no information on the site (at all) about matters such as insurance or liability etc for users or craft etc.
 - A further comment made in the committee, was unlikely that club members would be interested in advertising availability of craft since most were costly and not robust boats, and thus not suitable for lending to unknown people through such an arrangement

15) Meeting closed 7:25

16) Next meeting 4 December 2017

Attachments – Treasurer's report

September 2017 Treasurer's Report

Expenditure: Operating Account

Cheque number	issued	presented	\$\$	to		Purpose
1872	30/11/2016		50.00	Richard Barnes	PA/	24 hour refund
1872	27/04/2017	7/09/2017	200.00	carley Goodwin	PA/IL	Representation grant Canoe Polo
1877	27/04/2017		200.00	Jachta Buckman	PA/IL	Representation grant Canoe Polo
1893	7/08/2017		387.85		Gu Fundraising	Fundraising by Bob Collins
1894	7/08/2017	14/08/2017	1,228.25		GIO Insurance	Shed contents Insurance
1895	26/08/2017	30/08/2017	1,500.00	0.00	transfer to debit card account	transfer to debit card account
1896	4/09/2017	4/09/2017	1,200.00	0.00	transfer to debit card account	transfer to debit card account
1897	5/09/2017	7/09/2017	1,200.00	0.00	transfer to debit card account	transfer to debit card account
1898	1/10/2017	5/10/2017	1,600.00	0.00	transfer to debit card account	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	Issued	Presented	Amount	Purpose	
Invoices					
S-2016/17	12/02/2017	21/02/2017	\$6,600.00	ACT government operational grant	acquttal due for WW grant
S-2016/17	12/02/2017	21/02/2017	\$128,150.00	2017 Capital assistance grant (ACT Gov)	acquttal due in 2018

Invoices presented September total \$0.00

Opening bal. 31/8/2017	30,356.58
closing Bal 30/09/2017	29,623.70
reconciliation	29,623.70

Term Deposit	Interest	balance
30/06/2017	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
6	26/07/2017	reversited	\$2,100.00	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	\$38,806.00	Rub 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	26/09/2017	\$1,326.50	building materials / scott Hunter	PA/JL	
10	26/09/2017	27/09/2017	\$58,212.00	Rub Payment # 4	PA/JL	Authorised by Bob Collins.
11	26/09/2017	28/09/2017	\$7,700.00	Metalflo - Plumbing	PA/JL	Authorised by Bob Collins.

cheques issued September \$67,238.50
 Total expenditure September \$107,977.46

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 \$385,770.43
 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	\$s	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 mixing cheque
JL		7/09/2017	1,204.24	YMCA pool hire - Canoe Polo July Payment INV #04241
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 \$1,500 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