

BGCC:Committee meeting: Minutes

Date: Monday 15 January 2018

Where: BGCC Clubhouse 6pm

1) Attendance

Present: Russell Murphy (Pres), Kai Swoboda (Sec), Jane Lake (Treas), Christine O'Brien, Patricia Ashton, Helen Tongway, Craig Elliot
Apologies: Jacque Gutterson, Scott Hunter (Boat Captain).

2) Minutes of the last meetings:

Decision: Minutes of the November 2017 meeting be accepted

Proposed: CO Seconded JL

Decision: Minutes of the December 2017 meeting be accepted

Proposed: RM Seconded JL

3) President's report – as per Blazing Paddles

4) Treasurer's report

- Summary of accounts and transactions as presented by JL (see attachment)
- Some uncertainty about short term expenditure requirements
- Will review building account next month to determine whether more funds are required.

5) Correspondence

- Nil

6) Shed update

- Additional storage spaces - 33 people currently on waiting list, 40 new places, 13 paid for, 10 new places for club boats
- Intention is to keep club boats and personal boats separate
- Discussion about the use of internal cameras to provide a disincentive for members to use other people's personal boats
- Shed cleanup scheduled for Anzac Day long weekend
- Members wanting a 2nd boat spot should only be able to access these temporarily, until there is a wait list for member's wanting their 1st spot again.
- \$1500 has been collected for new boat spots and keys
- Discussion about need for some signage for people to do a check that they are not locking anyone else in the shed. Need to ask the build team about a possible location.

7) Marathon Series Race and Burley Griffin Bash planning

- Event approvals – NCA not yet approved but this should be a formality
- Two safety boats – Need to get someone to support Tom. Ice Dragons offered to provide a boat for both days (Jason?)
- Possibility of inviting a coffee van – inquiries to be made

- Russell L confirmed as start official? Tony, Patricia, Barry and Christine as timers?
- Gary to trial new timing system at time trial
- Paddle NSW to have all timing equipment for race
- Other arrangements – 2 portaloos, need to mark off carparking, Kevin to coordinate BBQ
- Email to be sent asking for more volunteers
- Course map to be displayed – create a new one if required
- Need to encourage club paddlers to race, particularly for Bash on Sunday
- Look at obtaining marine carpet for the pontoons
- Need to remove river obstacles and place bouys (Craig)

8) Key requests within 3 month waiting period

- 3 paddlers have put in a request to avoid the standard 3 month waiting period between joining the club and the allocation of a key to enable them to train more regularly.
- Committee determined that the 3-month period was an important element in protecting club assets and that given this request is made occasionally (and not agreed to) that it was not appropriate to waive the 3-month waiting period.
- An alternative of the members concerned being put in touch with regular users or be provide assistance with coordinating with other Members (who came at a particular time on a regular basis) was suggested.

Decision: The 3-month waiting period is an important element in protecting club assets and should not be waived in relation to this request. Approved
 Proposed: RM Seconded: KS

9) Events wrap

- Craig provided a report on the all schools slalom and downriver held on the Goulburn River at Eildon.

10) Membership report

- 270 members
- Usually end up with about 300 members by the end of June
- Signed up about a dozen over the weekend, although only 2 attended taste of paddling
- Discussed some promotion/advertising of taste of paddling for next courses.

11) Other business

- Emails to info address have been bouncing – this has been rectified
- Note additional expenditure above estimated amount on paint and materials for pontoon maintenance by Kai, totalling \$621.65
- Note \$770 spent on rubber for the pontoons

12) Keys

- Keys allocated to 5 members who had paid and waited 3 months after joining

13) Meeting closed 6.50pm

14) Next meeting – 5 February 2018 @ clubhouse.

Attachments – Treasurer's report

12/15/18 JL 15/1/18.

December 2017 Treasurer's Report

Expenditure: Operating Account

Cheque number	issued	presented	\$\$	to	Purpose	
1832	30/11/16		50.00	Richard Barnes	24 hour refund	PA/
1877	27/4/17		200.00	Jacinta Buckman	Representation grant Canoe Polo	Pa/JL
1893	7/8/17		387.85	Gu Fundraising	Fundraising by Bob Collins	PA/JL
1901	6/11/17		4,000.00		ACT govt Env and sustainable dev directorate - lease	lease fee for 2018 - 19
1902	19/12/17	21/12/17	1,400.00		top up for debit card	transfer to debit card account
outstanding cheques			\$4,637.85			
expenditure in December			\$0.00			
Other (see above)			\$1,400.00	transfer to debit card transfer to Building Account		

December Income

December 2017 Income

Operating Account

item	\$\$
Ezidebit	484.74
Register Now	\$479.66
Canoe Polo (pool)	\$0.00
Invoices	\$0.00 see below
Cash	\$0.00
Canoe Polo invitational	\$0.00 (deposit into debit card account)

total \$964.40

Invoices Issued Presented Amount Purpose

8-2016/17	12/02/2017	21/02/2017	\$6,600.00	ACT government operational grant	acquittal completed for WW, CP still due
9-2016/17	12/02/2017	21/02/2017	\$128,150.00	2017 Capital assistance grant (ACT Gov)	acquittal due in 2018
1-2017/18	27/11/17	30/11/17	\$975.00	Elite Energy triathlon	

Invoices presented December total

\$0.00

Opening bal. 30/11/2017

33,355.75

closing Bal 31/12/2017

32,920.15

reconciliation

32,920.15

Term Deposit interest balance

30/8/17 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
6	16/7/17	4/8/17	\$660.00	tree removal- Specialised Arbor Ltd	PA/JL	authorised by Bob Collins.
7	30/08/2017	1/9/17	\$1,930.98	Shane Lund - materials	PA/JL	Authorised by Bob Collins.
8	30/08/2017	1/9/17	\$38,808.00	Ruiz Payment # 3	PA/JL	Authorised by Bob Collins.
fee	30/08/2017	30/8/17	\$15.00	stop cheque fee cheque # 5	PA/JL	Authorised by Bob Collins.
Transfer	30/08/2017	30/8/17		transfer from Term deposit (closed)	PA/JL	\$77,220.43 deposit to account
9	20/09/2017	28/9/17	\$1,326.50	building materials / scott Hunter	PA/JL	
10	26/09/2017	27/9/17	\$58,212.00	Ruiz payment #4	Ruiz Payment # 4	Authorised by Bob Collins.
11	26/09/2017	28/9/17	\$7,700.00	stage iii	Mastaflo - Plumbing	authorised by Bob Collins
12	6/11/2017	15/11/17	\$2,970.00	Stage iii	mastaflo - Plumbing	authorised by Bob Collins
13	6/11/2017	17/11/17	\$3,470.70	stage III	Shane Lund - materials / labour	authorised by Bob Collins
14	25/11/2017	27/11/17	\$38,808.00	Ruiz Payment #5	RUIZ contract	authorised by Bob Collins
15	6/11/2017	16/11/17	\$379.50	Advanced Structural Design	building drawings	Authorised by Bob Collins
16	10/12/2017	12/12/17	\$11,997.00	Ruiz final payment including variation 2		Authorised by Bob Collins.
17	19/12/2017	20/12/17	\$1,376.44	shane lund stage 1 materials		Authorised by Bob Collins.
18	19/12/2017	22/12/17	\$419.88	damesa - safety door handles		Authorised by Bob Collins.
19	19/12/2017	20/12/17	\$5,456.00	mastaflo - electrical works stage 1&2		Authorised by Bob Collins.
20	19/12/2017	22/12/17	\$550.00	canberra locksmiths - new locks for shed		Authorised by Bob Collins.
21	14/1/18		\$628.34	shane Lund - materials stage 1		Authorised by Bob Collins.
Total expenditure December			\$19,799.32			

Opening balance 30/11/2017	\$32,164.75
closing balance 31/12/17	\$12,365.43
reconciliation	

\$12,365.43

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

which card	date	Presented	\$s	to / for
JL	11/10/17		491.00	Canoe polo - coach airfare costs as per email from LG
JL	11/10/17		130.00	Canoe polo Paddle Australia CP levy
JL	23/10/17		1,038.14	YMCA pool hire - Canoe Polo September Payment
JL	10/11/17		260.00	membership refund: anson - see email from Heen
JL	27/11/17		700.00	Australian Canoeing: Canberra Invitational canoe Polo comp levy
JL	27/11/17		\$330.00	Coaching costs: see Louise Yabsley / Sebastian Marczac email
JL/PA	20/12/17			Top up of \$1,400 from operating account
JL	14/1/18		50	refund of key deposit to Mark O'Neill - see HT email
JL	14/1/18		400	Scott MacWilliam - refund of costs re cleaning up around shed

outstanding: YMCA bill for CP training = ~\$1,400

Total Exp December \$0.00

20/12/17 20/12/17 1,400.00 top up from operating account

Credit to debit card account in December 1,400.00

opening Balance 30/11/17	\$592.74
closing Balance 31/12/17	1992.74
reconciliation	

\$1,992.74

