

## **BGCC:Committee meeting: Minutes**

Date: Monday 5 February 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, Jacque Gutterson, Scott Hunter (Boat Captain), Shane Lund.

Apologies:

### 2) Minutes of the last meetings:

Decision: Minutes of the January 2018 meeting be accepted Proposed: CO Seconded JL
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### 3) President's report – as per Blazing Paddles

### 4) Treasurer's report

- Summary of accounts and transactions as presented by JL (see attachment)
- GST remains outstanding
- Stronger income through Register Now & Ezidebit
- Additional GST on lease \$400
- Close to canoe polo grant acquittal
- Building account summary – spent \$224k so far, Ruiz all paid, \$10k remaining in building account
- Shane – not outstanding invoices to be paid
- Need to obtain more information from Bob to the committee for a 3 month plan for building work and associated cashflow.
- JL to work on doing acquittal for stage I and II, possibility to ask for delay but will need plan from on further work.
- Grant money all spent.
- Shane to present invoice of labour on racking (Stage I and II).

### 5) Correspondence

- Nil

### 6) Shed update

- Still some reorganisation work to do, more than expected SUPs
- Fire certificate all done. ARA invoice not yet received. Will also cover stage III. Waiting for 2 signs. Certifier needs copy of certificate but signs need to be done before this.
- 20 more keys @\$600 purchased. Keep at Wetspot as the most convenient place to issue. Approx 143 keys issued and about 130 active.
- Trees may remain an issue.
- Stage III works should happen quickly
- Need additional storage for star pickets

- Possibility of building a level, with ladder access on top of racking for longer term storage.
- Sign in sheets attached to back of doors.
- Need tap out front.

Decision: Receive quote and undertake work of approx. \$1000 to fix a tap out the front of the shed.

Proposed: KS Seconded JL

- Not many free racks left (approx. 20)
- Move v10 into shed
- Inflatable SUPS back in shed but 1 missing.
- Discussion about what to do with K4.

Decision: Send email to members seeking new owner. Dispose of craft if no new owner found.

Proposed: RM Seconded KS

- Need for signs or bollards outside doors. Also option of painting lines onto ground. First step to place 'no parking' signs on doors.

Decision: Purchase 3 'no parking' signs on new doors. Cost approx. \$60 per sign.

Proposed: JL Seconded KS

#### 7) Webscorer

- Have been trialling with positive feedback and results. Reduces reliance on volunteers
- Cost approx. \$1000. Recurring cost \$70 per year +\$1 per entry if charging an entry fee
- Need for tablets to operate.
- Craig to put in proposal which may be approved by email

#### 8) Bash debrief

- Excellent weekend approx 160 paddlers
- No results yet for club point scores
- Approx. 40 paddlers for bash
- Reimbursement for rescue boats

- Greg fuel bill (paid)
- Waiting for Tom to submit bill
- Seak kayak in the middle of the course may be useful
- Approx \$2300 profit inc BBQ

9) Core Delta - \$1000 donation from community lottery.

- Thanks to Jacque.
- Need to put this in the next newsletter

10) Convenor reports

- Marathon – starting to think about winter activities without formal time keeping. Regular casual session each week then race every month with time keeping. Needs further discussion. Also discussion about making the Sunday morning time trial earlier. Undertake facebook poll on time changes and put in newsletter to obtain feedback
- Canoe polo, Whitewater, SU, Nelligen – nil to report
- Membership – 285 members currently
- Boat captain – question re booking club boats for races. Scott to buy book to record bookings. Suggest that bookee is to label boat to let people know that boat is unavailable at the booked time.

11) Other business

- Discussion re timing of 24 hour. Suggestion to change to November between Hawksbury and Murray. For further discussion.

12) Meeting closed 7.30pm

13) Next meeting – 5 March 2018 @ clubhouse.

Attachments – Treasurer's report

*Keen*

January 2018 Treasurer's Report

Expenditure: Operating Account

Cheque number	issued	presented	SS	to	Purpose	Pa/IL
1877	27/4/17		200.00	Jacinta Buckman	Representation grant Canoe Polo	
1893	7/8/17		387.85	Gu Fundraising	PA/IL	Fundraising by Bob Collins
1901	6/11/17	29/1/18	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
1903	15/1/18	2/2/18	1,500.00		top up for debit card	transfer to debit card account
1904	15/1/18	17/1/18	500.00		top up for debit card	transfer to debit card account
1905	15/1/18	16/1/18	621.65	Kai Swoboda		pontoon maintenance and transport
1906	15/1/18	16/1/18	679.80	Kai Swoboda		Canoe polo - refund of expenditure on equipment re ACT grant)
1907	19/1/18	29/1/18	400.00		ACT govt Env and sustainable dev directorate - lease	GST on Lease

outstanding cheques \$587.85  
 expenditure in January \$6,201.45

Other (see above) \$500.00 transfer to debit card  
 transfer to Building Account

January Income

January 2018 Income Operating Account

Item	SS
Ezidebit	1,820.84
Register Now	\$3,643.71
Canoe Polo (pool)	\$0.00
Invoices	\$482.00 see below
Cash	\$1,281.80
<b>total</b>	<b>\$7,228.35</b>

cash

14/1/18	\$80.00	P Straffon membership
15/1/18	\$50.00	Edwards Membership
16/1/18	\$679.80	Kai Swoboda Canoe Polo entry fees
16/1/18	\$180.00	K Vaughan ?
17/1/18	\$192.00	cash deposit JL/ HT
19/1/18	\$100.00	Michael Dale - fees (Membership upgrades?)

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	
2-2017/2018		25/1/18	\$302.00	Tri	
3-2017/2018		30/1/18	\$180.00	Tri	

Invoices presented January total \$482.00

Opening bal. 31/12/2017 32,920.15  
 closing Bal 31/1/2018 33,947.05

reconciliation 33,947.05

Term Deposit interest balance  
 30/8/17 29.60 77,220.43

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 I 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
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20/12/17	20/12/17	1,400.00	top up from operating account
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Credit to debit card account in December	1,400.00
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opening Balance 30/11/17	\$592.74
closing Balance 31/12/17	1992.74
reconciliation	

\$1,992.74

**Building Account**

cheque num	date issued	date presented	amount	GST	Purpose	signed by
1	1/05/2017	3/5/17	\$19,404.00	\$1,764.00	Invoice 13-126/1	PA/JL
2	12/05/2017	22/5/17	\$165.00	\$15.00	Hardco Stump Grinding	PA/JL
3	14/06/2017	16/6/17	\$250.00		Bruce Fisher, draftsman costs	PA/JL
4	23/06/2017	28/6/17	\$29,106.00	\$2,646.00	Invoice 13-126/2	PA/JL
5	16/07/2017	cancelled			<del>Certified Building Solutions</del>	<del>PA/JL</del>
6	16/07/2017	4/8/17	\$660.00	\$60.00	Specialised Arbor - tree removal	PA/JL
7	30/08/2017	1/9/17	\$1,930.98		Shane Lund - materials	PA/JL
8	30/08/2017	1/9/17	\$38,808.00		Ruiz Payment # 3	PA/JL
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10	26/09/2017	27/9/17	\$58,212.00		Ruiz Payment # 4	PA/JL
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12	6/11/2017	15/11/17	\$2,970.00		mastaflo - Plumbing	PA/JL
13	6/11/2017	17/11/17	\$3,470.70		Shane Lund - materials and labour	
14	25/07/2017	27/11/17	\$38,808.00		Ruiz Payment # 5	
15	6/11/2017	16/11/17	\$379.50		drawings for shed	
16	10/12/2017	12/12/17	\$11,997.00		Ruiz final payment including variation 2	
17	19/12/2017	20/12/17	\$1,376.44		shane lund stage 1 materials	
18	19/12/2017	22/12/17	\$419.88		damesa - safety door handles	es?)
19	19/12/2017	20/12/17	\$5,456.00		mastaflo - electrical works stage 1&2	
20	19/12/2017	22/12/17	\$550.00		canberra locksmiths - new locks for shed	
21	14/1/18	23/1/18	\$628.34		shane Lund - materials stage 1	
22	11/1/18	15/1/18	\$740.00		wetspot - carpet for shed	

Running total

\$224,373.34

Outstandings from quotes

Firm	quote	paid so far
Mastaflo	\$20,169.60	\$16,126.00
Lund	41,500	\$7,406.46

\$4,043.60  
\$34,093.54