

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

Date: Monday 5 April 2018

Where: BGCC Clubhouse 6pm

### 1) Attendance

Present: Russell Murphy (Pres), Kai Swoboda (Sec), Jane Lake (Treas), Christine O'Brien, Patricia Ashton, Helen Tongway, Scott Hunter (Boat Captain), Joanne Nelson

Apologies: Jacque Gutterson

Patricia chaired the meeting until item 7.

### 2) Minutes of the last meetings:

Decision: Minutes of the February 2018 meeting be accepted, with minor amendments to correct typos on p. 1 and 3.  
Proposed: CO Seconded JL

### 3) Treasurer's report

- Written report tabled (see attachment 1)
- Nothing spent on shed in past month
- Only \$1k sent on debit card
- Awaiting invoice from Shane for work
- Donation of kitchen to be given a value to be included in acquittal.
- Acquittal of shed grant is due shortly – an interim report can be done if delayed
- Additional income from taste of paddling
- Yet to pay stamp duty on lease – further information is required.

### 4) Correspondence

IN:

- Certificate of title
- Grant advice re operating grant (\$6k)
- CV of canoeing coach

OUT:

- Nil

### 5) Shed update

- Walls and ceilings in change rooms – electricians back shortly
- Still need more time for completion > 2 months away
- pontoons to come out mid-May after marathon nationals – look to store these behind the shed

### 6) Insurance

- Nil to report – paid up.
- Awaiting 2<sup>nd</sup> quote – PA to follow up.

- 7) President's report – as per Blazing Paddles
- 8) Time trial update
  - Look to make changes that will increase participation but conditions are not sometimes conducive
  - Regular racers not participating – need to ask coaching groups what might suit their needs
  - Need to make a decision about timing/format before the summer
  - Do we want a social paddle as part of the TT program?
- 9) 2019 marathon series
  - PNSW call for EOI for 2019 races – bt increased requirements for certified race director and timekeepers
  - Requirement for all clubs
  - BGCC have several members with experience in time keeping
  - Send out request to members about what they may want – what are we able to run?
  - Another meeting to be held after lane cove race.
- 10) Junior canoe polo Sunday pool arrangements
  - Discussed request for \$1k pool subsidy for junior canoe polo as per previous years
  - Around 12-15 participants each week @\$5 each. Subsidy would allow 10 weeks of use at a cost of \$120 per session

Decision: Provide \$1k pool subsidy for junior canoe polo Proposed: KS Seconded JL
---

- 11) Convenor reports
  - SUP – in order to participate at a National level in SUP events members need to be recognised as a National group. This requires a) members to be part of a non-profit organisation (BGCC is non-profit) and b) to be affiliated with Surfing Australia (SA) (This requires a yearly fee of \$385 payable to SA).  
Issue of whether BGCC insurance covered SU paddlers participating in SA events was raised.  
Committee generally agreeable to paying affiliation fee once insurance issue is clarified. Russell and SUP representative to clarify insurance issues with respective insurers.
  - Nelligen paddlers - as per Blazing Paddles
  - Membership – 285 members at present
  - Boat Captain – 9 storage spaces remain vacant for Club boats and 12 for private boats. No waiting list at present.  
Signs to be put up informing members they are not able to hang jackets over boats

in storage as it impedes the person accessing the boat below – Scott to arrange.

12) Sponsorship/advertising policy (Kai) – held over for next meeting.

13) Other business

- Club to put sign in dirt car park warning people it could be locked at any time.
- Club dinner 15<sup>th</sup> June at Hellenic club. This needs to be discussed and organised at next meeting.
- Reimbursement approved for cost of coaching course (\$240) to Litsa Polygerinos

14) Meeting closed 7.36pm.

15) Next meeting – 7 May 2018 @ clubhouse

Attachment 1

w  
Received from JL 9/4/18.

February / March 2018 Treasurer's Report

**Expenditure: Operating Account**

Cheque number	issued	presented	\$\$	to	Purpose	Pa/JL
1877	27/4/17		200.00	Jacinta Buckman	Representation grant Canoe Polo	
1893	7/8/17	15/2/18	387.85	Gu Fundraising	PA/JL	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	621.45		Kai Swoboda	portion 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
1908		22/2/18	941.54		tba	
1909	12/2/18	6/2/18	140.00		J Lake refund	PA/RM
1910	12/2/18	16/2/18	600.00		canberra Locksmiths	PA/JL
1911	12/2/18	20/2/18	456.78		YMCA Sydney - Pool Hire July 2017	keys forshed
1912	12/2/18	12/2/18	1,700.00		transfer to debit card	PA/JL
1913	6/2/18	7/3/18	10,000.00		transfer to Building account	PA/JL
1914	6/2/18	23/3/18	129.80		ARA fire inspection	PA/JL
1915	6/2/18	9/3/18	127.00		Australia Post	PA/JL

expenditure in February / March **\$2,782.97**

Other (see above) \$3,200.00 transfer to debit card  
 \$10,000.00 transfer to Building Account

**February / March income income**

February / March 2018 income	Feb	March	cash
Operating Account			
Item	Feb	March	
Ezidebit	\$367.30	\$488.85	
Register Now	\$2,481.42	\$888.22	\$27,475.27
Canoe Polo (pool)	\$0.00	\$0.00	
Invoices	\$1,000.00	\$144.00	
Cash	\$2,072.40	\$925.00	
<b>total</b>	<b>\$5,921.12</b>	<b>\$2,446.07</b>	

**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)
1-2017/18	27/11/17	30/11/17	\$975.00 Elite Energy triathlon
2-2017/2018		29/1/18	\$302.00 TH
3-2017/2018		30/1/18	\$180.00 TH
5-2017/2018		14/2/18	1,000.00 donation from Cordelia
4-2017/2018		5/3/18	144.00 triathlon ACT Aqua 3 Kayaks

Invoices presented Feb/March total **\$1,344.00**

Opening bal. 31/1/2018 33,947.05  
 closing Bal 31/3/2018 26,331.52

reconciliation **26,331.27**

Term Deposit Interest balance  
 30/3/17 29.60 77,220.43

Attachment 1

Account closed		0.00	\$77,220.43 transferred to building account		
Building Account					
cheque number	date issued	date presented	amount	Purpose	comments
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	23/1/18	\$628.34	shane Lund - materials stage 1	authorised by Bob Collins
22	11/1/18	15/1/18	\$740.00	wetpoc - carpet for shed	authorised by committee
Transfer	6/3/18	7/3/18		Transfer from operating account \$10,000	\$10,000 deposit authorised by the committee

Total expenditure Feb / March from building account \$0.00

Opening balance 31/12/2017		\$10,997.09
closing balance 31/1/18		\$30,997.09
reconciliation		

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

which card	date	Presented	\$e	to / for
JL		10/11/17	260.00	membership refund: anson see email from Helen
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 Marczak email
JL/PA		20/12/17		Top up of \$1,400 from operating account
JL		14/1/18	50.00	refund of key deposit to Mark O'Neill - see HT email
JL		14/1/18	400.00	Scott MacWilliam - refund of costs re cleaning up around shed
JL		15/1/18	90.00	purchase of table for committee room - refund to PA
JL/PA		17/1/18		top up of \$500 from operating account
JL		23/1/18	177.96	Scott MacWilliam - refund of costs of gas and bins for NSWmarathon race
JL		23/1/18	478.80	Craig Elliot refund of carpet for peritoons - committee OK
JL		29/1/18	319.87	ACTEW AGL Electricity bill (period - from installation of meter in August)
JL		2/2/18	541.31	Scott MacWilliam - refund of costs of toilets for NSWmarathon race
JL/PA		2/2/18		top up of \$1,500 from operating account
JL		5/2/18	39.46	fuel for ice dragon safety boat - NSW Marathon race transfer to Greg Chesher
JL		6/2/18	32.30	refund of marathon race costs
JL		6/2/18	72.36	fuel for safety boats refund
JL		6/2/18	90.00	membership upgrade refund - see email from HT
JL		8/2/18	1,417.50	YMCA - pool hire canoe polo training weekend
JL/PA		12/2/18		top up of 1200 from operating account
PA		17/2/18	69.00	PA office works
JL		5/3/18	90.00	Refund of BT fee
JL		7/3/18	474.37	Marathon race costs refund To Helen Tongway
JL		7/3/18	220.00	refund of membership fees to N Stokes
PA		9/3/18	687.00	Building materials for shed (record against shed costs as well)
JL		4/4/18	296.50	reimbursement to Bob Collins for building materials (record against shed)

Total Exp February / March 2018 \$8,733.33

Credit to debit card account in February / March 3,200.00

opening balance 31/1/18		\$976.11	
closing balance 31/3/18		442.78	\$442.78
reconciliation			