



The MBC of NSW Inc

Annual General Meeting – 2019-2020 Minutes
 Held on 27.09.2020 at 11am at Sydney International Regatta Centre

Open Time: 10.45am Closing Time: 11.58am
 Chair: Gary Holborow Minutes: Rebekah Mason
 Attendees – (Will be taken from Covid Register)

Incumbent Committee: President – G Holborow
 Vice President – W Johnstone
 Secretary – M Watts
 Treasurer – J Kessing
 General Committee (up to 4 members) – P Osmond, E Holborow,
 G Mason, M Bett, L Mason, B Ruttley
 Public Officer – J Kessing

Who / Item	What	Action Required	
Gary / New System for Covid	New Check-in System for Covid <ul style="list-style-type: none"> - Important for compliance - Safety plan has been approved - Every individual must log in and register that you are here. Responsibility of each individual. - Simple approach – in future, QR code will be available up the top and on drivers stand, if you don't have a phone that can scan, see the race director to help with Checking-in. - System also takes your race entry for the day. Must be completed before running any boats. - All information will be available on both facebook page & webpage. If you can't find something you need, email us so we can update the information. 	Everyone is responsible for scanning in every time you are here. <ul style="list-style-type: none"> - Email new routine out to members so everyone knows what is going. 	
Gary / Attendance	Apologies – Andrew B, Wayne J, Tony J, Beau Y, Josh J		
Bryan / Previous Minutes	Previous AGM Minutes read to attendees Meeting held on 28 th July 2019	No business arising	Accepted – P Osmond Seconded – R Symyniuk
Gary / Presidents Report	Gary read out the president's report to members <ul style="list-style-type: none"> - Extend a thank you to all the members who helped to get our club re-incorporated. New public officer – James Kessing. - We have a new webpage up and running – all communications can be found on both the website, and the facebook page. - We welcome any comments, suggestions and photos - email us 	(See presidents report for further details)	Accepted – J Kessing Seconded – G Mason

	<ul style="list-style-type: none"> - Thanks for those who have come and help at the working bees. - Thanks to the members who have helped on club days. Asking all members to help chip in and share the load, more keys have been cut to share with members if they want. 		
James / Treasures Report	<ul style="list-style-type: none"> - Copies available if you want to see in detail - Going off the bank reconciliation - Overall position: started 30th June 2019 - \$2167 balance – cash float \$1160 - During year – total \$9062 receipt - Cost \$9779 – slight loss but remained in positive position - Currently sitting at: \$1449, \$379 in cash at 30th June 2020 - Questions - Frank J – memberships as primary form of income – what other forms of income do we have? – run day fees, winter spec, bbq, raffles, shirts etc. Outgoings are primarily for the regatta centre, fuel etc. - Things to consider: increasing run day fees(?) they were increased 4 years ago from \$10 to \$15. Right now the regatta centre are charging us \$14 for each person running a boat, each day. - \$2010 for regatta centre fee's and also facilities fees – storage containers (\$900 <i>per year</i>) - This year we have also had issues with drivers stand requiring money to be spent to fix up and complete maintenance. - One thing to note – we don't run this as a profit making organisation. If the bank balance goes up, it comes back to members, we have BBQ's or Christmas run days, or gets invested into the club in equipment. - Outgoings: \$1435 AMBPA fees, \$2010 regatta centre, \$2689 winter spec costs, \$1000 bbq cost winter spec (the Saturday night one if funded by the club), \$2000 general other spend 	<p>(Report available if you want more details)</p> <ul style="list-style-type: none"> - What do we do for run days fee? Increase? 	<p>Accepted – G Mason Seconded – R Symyuniuk</p>

	<ul style="list-style-type: none"> - Incoming: \$1690 memberships, \$2930 winters spec, \$4500 winter spec raffle. 		
Gary / Secretary Report	<ul style="list-style-type: none"> - Mark W sends apologies, he wants to resign his position. Gary and Bryan have taken on the duties, there isn't really a secretary report that has been written. - Not applicable for this meeting - New guidelines have been written by current committee for duties for new committee members 		Accepted – B Ruttley Seconded – J Kessing
Gary / Incumbent Committee	<ul style="list-style-type: none"> - Current Committee to stand down. Gary to continue as an independent running the meeting 		
Gary / Call for nominations	<p>Written Nominations</p> <ul style="list-style-type: none"> - James – treasurer - Gary – president - Mark Watts – general committee - Wayne – Vice President - Bryan R – general committee <p>Positions / Election Officers Bearers:</p> <ul style="list-style-type: none"> - President: Nominations: Gary Holborow (accepted and approved) – would like someone younger to step up into the role next year - Training President Position: (to be trained by Gary): Richard (nominated- decline) - Vice President: Nominations: Wayne Johnston (accepted and approved) - Secretary: Nominations: Laura Mason (accepted and approved) - General Committee (2 positions – support other executives, help organise run days and events) – Nominations: Bryan Ruttley (accepted and approved) Graham Mason (accepted – approved) Mark Watts (unapproved) - Treasurer: Nominations: James Kessing (accepted and approved) - Sub Committees (not committee members – only members that are there to help support in certain areas: e.g. set up, entertainment) 		<div style="border: 1px solid black; padding: 5px;"> <p>2020/2021 Committee: President – G Holborow Vice President – W Johnstone Secretary – L Mason Treasurer – J Kessing</p> <p>General Committee (up to 2 members): G Mason, B Ruttley Honorary Member: Administration Officer - R Mason</p> <p>Public Officer – J Kessing</p> </div>

	<ul style="list-style-type: none"> - New committee members have been asked to accept their roles (they will have to complete check list acceptance) <p>Please read through information that is sent out for each AGM, get paperwork filled out and returned promptly. Positions are meant to be sent in on paper 7 days prior to the meeting.</p>		
Gary / New Committee & New Members	<ul style="list-style-type: none"> - Welcome to new committee - Welcome to new members: Neil L, Beau Y, John E, Josh J, Paul E, Chris F, Christopher L, Mitchell L, Frank J, Wade J, Veronica B <p><i>Ask each new member to download a copy of the clubs constitution and read it. If unable to download or use a computer we will supply them with a printed copy. Also ask them to become familiar with the AMPBA model rules and our Safety Protocols and Operating instructions (these can be downloaded from or read at any time on the website or they can request a hard copy). Give handout on how to access our club webpage and facebook page in-order to communicate with the committee and fellow members.</i></p>		
General Business	<ul style="list-style-type: none"> - Agenda set before AGM 		
Gary & James / incorporation Update	<ul style="list-style-type: none"> - James – Public officer, liaison between fair trading and our club. After this AGM we are required to send off our meeting minutes and financials. Nominated communication person, doesn't have to be a member. - This has been in a miss for a few years now. During committee change overs it got lost in the works - Became aware early march that our incorporation had lapsed due to missed minutes and financial reports - Letters were being sent to previous public officer, no responses so 5 years, they de-registered us. - Work has been done, records have been sent through and fees were paid and now we are incorporated. 		

	<ul style="list-style-type: none"> - Not being incorporated meant that we were not affiliated with the AMPBA. This process made us go through the correct steps to get back to our correct status. - Due to change over from ASIC to Fair Trading as well we didn't realise we were de-registered. - This came about when Gary was looking for our incorporation documents – he rang the department up and found we were de-registered. - Common occurrence for many social clubs and small incorporations. - Unfortunate that there wasn't a handover in the past, but looking to make sure this process doesn't happen again in the future. - Need to have checks and balances in place for this at a club level and an AMPBA level. 		
James & Gary / Run day Fees	<ul style="list-style-type: none"> - Ideas: up to \$20, or run fee plus fee per entry. - Up to \$20 and review again next year (carried) - Option: prepaid (average of 10 race days per year, extra run days sometimes- we are governed by the regatta centre). Have a prepayment system – transfer \$200 and you are paid for up to 10 race days. (Refine and send communication out) 		Accepted – G Holborow Seconded – unanimous
Fundraising	<ul style="list-style-type: none"> - To be spoken about in general committee meeting 		
AMPBA Update	<ul style="list-style-type: none"> - If you are a financial member this year (by 30th September 2020) you will not be charged \$45 fee next year (2021) 		
Safety Equipment	<ul style="list-style-type: none"> - First Aid, Safety, Life Jackets – please look at it, use it, maintain it. We ask that you respect our property, use it responsibly. If you are in a boat on your own, you must wear a life vest. This is a public waterway. - We have a new First Aid Kit 		
Call for any other agenda items	<ul style="list-style-type: none"> - None raised. 		
	<ul style="list-style-type: none"> - Meeting minutes to be approved by committee members. - Checklist has been added to AGM meeting agenda to ensure duties and procedures are followed. 		

	- Committee will review member list to accept / reject memberships requests (Due to incorporation requirements) Members informed of new process.		
Check In	- Everyone to check in with QR code please		

Treasurer Task: Treasurer must fill in and ensure two signatures are on a cheque addressed to NSW Fair Trading (current fee is \$47.00). The cheque must be handed to the incumbent secretary to forward to NSW Fair Trading with all required documents.

CHECK LIST:

1. Did secretary retain handwritten minutes of meeting and scanned for safe storage?
2. Have the minutes been typed up and a physical and electronic record been securely stored within 5 working days
3. Have copies of minutes been distributed to committee executive for validation
4. Does the secretary have both physical and electronic copy of financial statement as presented at meeting by the treasurer or his/her proxy?
5. Have all required documents (ie minutes, financial statements, Fair Trading documents and cheque been sent to NSW Fair Trading within 10 working days
6. Is Public Officer still in place or A9 form been completed
7. Has a committee meeting date been established to follow up on membership and association duties
8. Send AGM Minutes & Incorporation Documentation to AMPBA