

**Minutes of Board Meeting
Held Tuesday 25th October 2022
at Gosnells Golf Club**

1. **MEETING OPENED:** 8.15 pm
2. **PRESENT:** Patrick Bartlett, Phil Cordery, Michelle Gibson, John Stockbridge, Robert Da Prato, M Thorpe, Stephen Anthony, Andy Hopper, Rob Pannell, John Rechichi and Grant Buxton
3. **APOLOGIES:** None
4. **Minutes:** Minutes from the previous meeting held on the 20th September 2022 were passed and seconded. No business arising from the previous minutes.
5. **PRESIDENTS REPORT:** Attached.
6. **CLUB SERVICES REPORT:** None
7. **TREASURERS REPORT:** Attached. The report was passed by all members of the Board.

Stephen Anthony reported three members still have not paid Sandy Cream has asked for a deferment on her fees until January 2023, the board agreed to this. The other two members will be followed up.
8. **COMMUNITY REPORT:** Attached.
9. **INTERNATIONAL REPORT:** Attached. Robert Da Prato – Global grant application through Rotary International is in the process of being completed. Waiting on the budget for the project and on partner Rotary Club in Uganda who has to visit the refugee camp and make a full assessment. All items for the project should be purchased locally in Uganda, quotes are being obtained. Jennifer Jones will be visiting Uganda and has particularly requested to visit this refugee camp.
10. **VOCATIONAL REPORT:** John Stockbridge reported that he is attending Thornlie High School Art opening, Providence to hand out Sloane Scholarship Certificates and attending Canningvale College, date to be advised.
11. **YOUTH REPORT:** Attached.
12. **MEMBERSHIP:** Nothing to report.
13. **GENERAL BUSINESS:**

Bring n Buy – Phil Cordery reported to the board that other markets are charging extra for insurance. Insurance for our store holders goes from November to November, Phil had obtained another quote from One Underwriting (Aon) which was over \$11,000 our current insurance is approx \$2000.

In conjunction with the Risk Management Plan for the club Phil Cordery presented several documents which have been emailed to all team leaders and will kept in a plastic folder in the Bring n Buy box. These are to be completed by team leaders at each Bring n Buy market commencing 30th October.

It was decided that the Club Secretary Michelle Gibson to keep these on file electronically. Should an incident occur the form is given to the Secretary to be filed electronically.

A list of items from our current insurer Alliance of what we can and can't sell at the markets will be made available to all team leaders – emailed and put in a plastic folder in the Bring n Buy box.

It was decided that if items being sold are not allowed, then the seller would be advised that selling these items null and voids our insurance and they would be asked to remove the items from sale, if they did not, they would be asked to leave, if they did not leave then the police would be called.

John Rechichi had an email from Stephen Maxwell from Alliance requesting information so they can quote on the renewal prior to it becoming due on the 25th November. After some discussion it was agreed to answer as below:

1. **Number of markets for the next 12 months – 50, (if it rains, we cancel market).**
2. **Average number of stalls -100**
3. **Average number of uninsured stalls - 100**
4. **Maximum attendance numbers at any one market – 1000 (people come and go throughout the morning).**

John Rechichi brought it to the Boards attention that Rotary Club of Kenwick would be interested in doing a Sausage Sizzle at the Bring n Buy markets – it was agreed that this would be a good idea if they obtained their own licence, did not sell drinks, as this would conflict with the coffee van, and they made a commitment to do the Sausage Sizzle every week. John to discuss with Jo and get back to the Board.

Secretary Michelle Gibson to request a copy of the coffee vans public liability insurance and keep this on record.

Risk Management Plan – John Stockbridge has put together a Risk Management matrix for the club which was accepted by the Board – **attached**. He ran through the plan and explained how it should be read. It was agreed to table this as part of the minutes and the plan should be reviewed every six months.

High Visibility Vests – 12 vests have been purchased and are stored in the Bring n Buy shed.

Term Deposits – Stephen Anthony Treasurer advised that Bendigo Bank term deposit interest rate is currently 2.5%. Our current term deposits with National Aust Bank are expiring 23rd Jan 2023 \$50 000 and the other term deposit is expiring in 2024. NAB give us advance notice when the term deposits come due. After some discussion it was decided that Stephen Anthony Treasurer investigate further and find out the fees for breaking the term deposits, we have currently held with NAB, and the interest rates from Bendigo and NAB for 3/6/12 month term deposits. This to be reported at the next board meeting.

It was suggested to possibly fund Robert Da Prato's international project with funds we have held, this would be a revisited if the grants he has applied for do not come through.

Honorary Membership - Ted Evans be given an Honorary Membership for his long standing in the club – this was agreed unanimously by all board members. Secretary Michelle Gibson to send him a letter.

Gosnells Innerwheel Club – It was moved by Murray Thorpe and seconded by Phil Cordery that \$1500 be donated to the Gosnells Innerwheel Club from October 2022 Bring n Buy proceeds. Treasurer Stephen Anthony to do the transfer. Phil Cordery to provide bank details.

TNT Allstars - Dynamite cheerleading squad had approached Rob Da Prato for funds for their upcoming tour to the USA – this was passed onto Andy Hopper to liaise with as Community had given funds previously. It was agreed by the board to donate \$1000.

They had been asked to do a demonstration at the club – Andy Hopper to give contact information to Craig Howlett to follow up on this.

New Members – All new members receive a shirt and a jacket, the new member to get their own shirt & jacket at no cost - Rotary Club of Southern Districts to pay, so they can get the correct size. It was decided that the Secretary Michelle Gibson to organise new shirts and jackets with new members going forward.

Christmas Function – in the past in the alfresco area this year it will be held on a Tuesday 20th December

MEETING CLOSED: 9.05 pm

NEXT MEETING: 15th November 2022

DECISION LOG

Decision	When	By Whom
1. All new members receive a shirt and jacket when they join and have paid their fee. New Members to be directed to suppliers where they try on and order shirts and jackets	June Board	Board
2. Club fees for 2022/2023 Membership will be \$265.00	July Board	Board
3. Budgets for individual Committees will be \$7500 anything over and above this to be applied for and authorised by the Board.	July Board	Passed J Stockbridge and seconded P Cordery
4. First viable date in October the takings from Maddington Bring and Buy be donated Gosnells Innerwheel Club. 5. Innerwheel Club to be given \$1500 donation from the October markets	July Board October	Board Board
6. Paintings to be donated to Phil Cordery to use as prizes for the ROMAC Raffle	July Board	Passed P. Bartlett and seconded M. Thorpe
7. High visibility vests to be purchased for Bring & Buy	September	Patrick Bartlett
8. \$1000 to be donated to TNT Allstars Dynamite cheerleading club	October	All Board Members
9. Secretary to electronically file Bring n Buy documents	October	All Board Members
10. Risk Management Matrix for the club to be reviewed in 6 months	October	All Board Members
11. Ted Evans to be made Honorary Member	October	All Board Members
12.		
13.		
14.		