

**MINUTES OF ANNUAL GENERAL MEETING OF THE FORSTER-TUNCURRY
MEMORIAL SERVICES CLUB LTD HELD MONDAY 24th OCTOBER, 2016**

CHAIR: President and Chairperson C Fletcher declared the meeting open at 5.30 p.m. and requested that the doors be closed.

PRESENT: 371 members registered in attendance.

INTRODUCTIONS ON STAGE:

The Chairperson introduced those on the dais being Darcy Cheetham (Vice President), Colin Cross (Vice President), Barbara Smith (Returning Officer), Peter Clarke (General Manager), Judy Jackson (Finance Manager), Laurie Hagan of Baker & Borthwick (Solicitor) and Andrew Parsons of Harrison, Main & McArthur (Auditor).

ACKNOWLEDGE SPECIAL GUESTS:

The Chairperson then introduced special guests and Board Colleagues - James Cavanagh, John Rochester, Jim Simons, Gail Stewart, Ken Jackson and Life Members.

MINUTE'S SILENCE:

The Chairperson called on those present to stand and observe a minutes' silence out of respect of members who had passed away during the year and deepest sympathies were offered to their families.

APOLOGIES: Apologies were received from I Debert Badge No. 456, F Crockett Badge No.10381 and B Weaver Badge No. 14326
Moved J Rochester Badge No. 2485, seconded H Williams Badge No. 8993 that the apologies be accepted

CARRIED.

NOTICE OF MEETING:

The General Manager advised that the Notice of Meeting as required by the Clubs Constitution had been sent to all members on Monday 5th September, 2016 and that a quorum exists as the meeting has in excess of 150 members present, in fact there are 371 members present, in accordance with Clause 64 of the Club's Constitution.

Before proceeding with business the Chairperson advised that copies of the 2015 Annual General Meeting Minutes and the 2016 Annual Report were available upon entering the auditorium. The Chairperson asked that members involved in the business of the meeting clearly state their name and membership number in order to record accurate minutes.

METHOD OF VOTING:

The Chairperson advised that voting will be decided by a show of hands.

MINUTES OF PREVIOUS ANNUAL GENERAL MEETING:

Moved C Newcombe Badge No. 3447, seconded I Morris Badge No. 4850 that the Minutes of the Annual General Meeting held Monday 26th October, 2015 as circulated be taken as read

CARRIED.

Corrections: Nil

Confirmation:

Moved D Cheetham Badge No. 1451, seconded B Cross Badge No. 77 that the Minutes be confirmed as a true and proper record and that they be signed by the Chairperson

CARRIED.

Business Arising from Minutes:

Nil

Adoption:

Moved K Jackson Badge No. 15871, seconded J McWilliams Badge No. 3848 that the Minutes of the Annual General Meeting held Monday 26th October, 2015 be adopted

CARRIED.

RECEPTION OF 2016 ANNUAL REPORT AND OTHER REPORTS:

The Chairperson called for a Motion that the reports as circulated be taken as read and received.

Moved C Cross Badge No. 10, seconded M Sadler Badge No. 1828 that the 2016 Annual Report including Financial Statements, President and other reports as circulated be taken as read and received

CARRIED.

BUSINESS ARISING FROM ANNUAL REPORT:

The Chairperson asked the General Manager whether any questions relating to the 2016 Annual Report have been formally received.

The General Manager advised that no questions have been received up to and including Wednesday 19th October, 2016 appertaining to the 2016 Annual Report and in particular the 2016 Statutory Financial Accounts.

The Chairperson invited the General Manager to speak on his Annual report. P Clarke read in full the contents of his 2016 Annual Report on the activities of Club Forster and Sporties Tuncurry.

ADOPTION OF 2016 ANNUAL REPORT:

Moved L Gatt Badge No. 539 seconded D Cheetham Badge No. 3106 that the 2016 Annual Report be adopted

CARRIED.

ORDINARY RESOLUTIONS:

The Chairperson advised that Members are asked to consider and if thought fit pass the Ordinary Resolutions as outlined in the Clubs 2016 Notice of Meeting.

The Chairperson invited the General Manager to explain the Ordinary Resolutions.

The General Manager stated that each of the resolutions must be passed as a whole and cannot be amended from motions from the floor of the meeting or divided into two or more separate motions.

To be passed each ordinary resolution must receive votes in its favour from not less than a simple majority of those members who being entitled to do so vote in person at the meeting

Ordinary Resolution No. 1

The first resolution is to have the members in General Meeting approve reasonable expenditure by the Club in relation to duties performed by the Club’s Directors.

The Board recommends Ordinary Resolution No. 1 to this meeting.

As all members have been given due notice of this resolution as it has been included and circulated in the Clubs 2016 Notice of Meeting that any discussion now be invited by the Chairperson or a motion be received from the floor of the meeting.

That pursuant to the Registered Club’s Act:

- 1. The members hereby approve and agree to reasonable expenditure by the Club until the next Annual General Meeting of the Club for the following activities of Directors
 - (a) The reasonable cost of a meal and beverage for each Director immediately before or immediately after a Board or Committee Meeting on the day of that Meeting where the Meeting corresponds with a normal meal time.
 - (b) (i) Reasonable expenses incurred by Directors in relation to such other activities including entertainment or special guests to the Club;
 - (ii) Expenses involved in attendance at Intra-Club activities, sponsorship of sporting events deemed by the Directors to be of benefit to the Club and/or the community and other promotional activities performed by Directors;
 - (iii) Reasonable costs of Directors attending all functions and activities at the Club deemed by the Directors to be of benefit to the Club;

- (iv) Reasonable costs for the attendance at functions with spouses where appropriate, and required, to represent the Club; with the expenses of any of that aforementioned activities to be approved by the Board before payment is made on the production of receipts, invoices or other proper documentary evidence of such expenditure;
 - (c) Reasonable expenses for the provision of a Chairpersons Dinner once a year and on such occasions as the Board might approve with the persons in attendance to comprise the Directors and their partners and persons chosen by the Chairperson who have supported the club during the relevant year and thereby promoted the success of the club;
 - (d) The payment of Directors and Officers insurance cover premiums;
 - (e) The Club to provide a uniform for Directors consisting of blazer, tie, trousers/skirt, shirt/blouse, sports jacket and cleaning expense of same;
 - (f) That each Director be entitled to a specified parking space in the car park;
 - (g) That each Director be entitled to be provided with an electronic device (for example a laptop computer, i-pad, tablet or other similar device) and an electronic storage device (for example a flash drive or portable hard drive);
 - (h) That each Director be entitled to be provided with external access to the internet.
2. The members acknowledge that the benefits in paragraph (1) are not available to the members generally but only to those who are Directors of the Club and those members directly involved in the above activities.

There being no discussion from the floor of the meeting the Chairperson accepted a motion.

Moved H Williams Badge 8993, Seconded I Morris Badge 4850 that Ordinary Resolution No. 1 as circulated and explained be approved

CARRIED.

The Chairperson invited the General Manager to explain Ordinary Resolution No. 2.

The General Manager stated that the second ordinary resolution is to have members in the General Meeting approve reasonable expenditure by the Club for Directors to attend seminars, lectures, trade displays and other similar events including ClubsNSW Annual General Meeting and to visit other clubs to enable the Club's governing body to keep abreast of current trends and developments which may have a significant bearing on the nature and

way in which the Club conducts its business.

The Board recommends Ordinary Resolution No. 2 to this meeting.

Again, as all members have been given due notice of this ordinary resolution being included and circulated in the Clubs 2016 Notice of Meeting that any discussion now be invited by the Chairperson or a motion be received from the floor of the meeting.

Ordinary Resolution No. 2

That pursuant to the Registered Clubs Act:

- (a) The members hereby approve and agree to reasonable expenditure by the Club for professional development and education of Directors until the next Annual General Meeting and being:
 - (i) The reasonable cost of Directors attending at the ClubsNSW Annual General Meeting;
 - (ii) The reasonable costs of Directors attending Seminars, Lectures, Trade Displays, Organised Study Tours, Fact-finding Tours and other similar events as may be determined by the Board from time to time;
 - (iii) The reasonable cost of Directors attending other clubs or similar types of business for the purpose of observing their facilities and methods of operation;
 - (iv) Attendance at functions with spouses where appropriate, and required, to represent the Club.
- (b) The members acknowledge that the benefits in paragraph (a) above are not available to members generally but only to those who are Directors of the Club and those members directly involved in the above activities

There being no discussion from the floor of the meeting the Chairperson accepted a motion.

Moved J Lynch Badge 12791, Seconded B Williams Badge 899 that Ordinary Resolution No. 2 as circulated and explained be approved

CARRIED.

Ordinary Resolution No. 3

The Chairperson invited the General Manager to explain Ordinary Resolution No. 3.

The General Manager stated that this resolution pursuant to the Registered Clubs Act of 1976: as amended, the members hereby approve and agree to the members of the Board during the period preceding this Annual General Meeting receiving Honoraria for the positions named and for the sums referred to below in respect of services rendered to the Club and the

members further acknowledge that the Honoraria are not available to members equally but only those members elected to the Board of Directors of the Club:

- i \$12,000 to the President;
- ii \$7,000 to the Vice Presidents;
- iii \$6,000 to each Director.

The level of Honoraria proposed is increased by \$2,000 for the President, Vice Presidents and Directors compared to last year.

The Board recommends Ordinary Resolution No. 3 to this meeting.

There being no discussion from the floor of the meeting the Chairperson accepted a motion.

Moved J Lynch Badge 12791, Seconded G McCartney Badge 10034 that Ordinary Resolution No. 3 as circulated and explained be approved

CARRIED.

Ordinary Resolution No. 4

The Chairperson invited the General Manager to explain Ordinary Resolution No. 4.

The General Manager states that the Board in 2015 with the agreement and support of the Tuncurry-Forster Men's Bowling Club have taken complete control over social bowling events at the Sports Club. The Social Bowls Co-Ordinator will administer social bowling events and be remunerated by the Club Limited instead of the Sports Men's Bowling Club (as has been in the past).

The resolution pursuant to the Registered Clubs Act 1976: as amended, the members hereby approve and agree to the Social Bowls Co-ordinator receiving an Honoraria of \$7,000 per annum which is to be paid monthly in arrears commencing from July 2016 for services rendered to the Sports Club. If the Social Bowls Co-ordinator only holds this position for part of the year, then the Honoraria shall be paid on a pro-rata basis.

The Board recommends Ordinary Resolution 4 to this meeting.

There being no discussion from the floor of the meeting the Chairperson accepted a motion.

Moved M Sadler Badge 1828, Seconded S McLaughlin Badge 847 that Ordinary Resolution No. 4 as circulated and explained be approved

CARRIED.

DECLARATION OF BALLOT:

The Chairperson invited the Returning Officer, Barbara Smith to declare all position's vacant and to declare the result of the Ballot.

B Smith stated that 726 members voted with the results as follows:

President:

1 st	C Fletcher	463 Votes
2 nd	P Hall	161
3 rd	B Parker	102
	Total Votes	726

I therefore declare Claire Fletcher elected as President of Club Forster.

Vice Presidents:

1 st	C Cross	416 Votes
2 nd	D (Darcy) Cheetham	364
3 rd	P Hall	215
4 th	J Morwitch	182
5 th	B Parker	168
6 th	J Simons	107
	Total Votes	1452

I therefore declare C Cross and D Cheetham elected as Vice Presidents.

Directors:

1 st	G Stewart	451 Votes
2 nd	K Jackson	434
3 rd	J Simons	411
4 th	P Hall	385
5 th	R Kirk	360
6 th	J Rochester	346
7 th	J Cavanagh	345
8 th	B Parker	318
9 th	D (Dennis) Cheetham	302
10 th	J Morwitch	278
11 th	T Dent	266
12 th	D Dowsett	256
13 th	W Felstead	247
14 th	T O'Donnell	245
15 th	R Robinson	241
16 th	P Nicholas	218
17 th	J Tyson	Nomination Withdrawn
	Total Votes	5103

I therefore declare the following have been elected as Directors: G Stewart, K Jackson, J Simons, P Hall, R Kirk and J Rochester.

C Fletcher thanked Barbara and John Smith, Returning Officers for their professional approach in conducting the 2016-2018 Board Elections.

DESTROY BALLOT PAPERS:

The Chairman invited a motion, moved J Rochester Badge 2485, seconded J Donkin Badge 2521 that the Ballot papers for the 2016/2018 elections be destroyed after one month

CARRIED.

INTRODUCTION OF NEW BOARD MEMBERS:

The Chairperson acknowledged and congratulated new Board members and thanked all candidates for their participation and interest and in particular John Tyson who has decided not to seek re-election. He was thanked for his contribution to the Board and the Clubs over the past ten years.

ANY OTHER BUSINESS OF WHICH DUE NOTICE HAS BEEN GIVEN:

The Chairperson sought confirmation from the General Manager whether any other business had been received of which due notice had been given. The General Manager stated that no notices of motion up to and including the 26th August, 2016 or any questions in relation to the Annual report up to and including 19th October 2016 had been received.

CLOSE:

There being no further business the Chairperson C. Fletcher declared the meeting closed at 6.06 p.m., thanked all for their attendance and invited them to partake of food, refreshments and entertainment, the multi award winning show "Back to the Tivoli" will follow.

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CHAIRPERSON

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SECRETARY

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DATE