



## CCYC QUARTERLY GENERAL MEETING MINUTES

**DATE:** 25 May 2023

**MEETING OPENED:** 1902hrs

**PRESENT:** Roger Searl (ViceC), Ian Groves (Chair), Neil McDonell, Derryl Wust. Richard Watson, Chris Duanne (Caretaker), Dave Patterson, Colette LePage, Tim McCall, Richard Holroyd, Shane Daniels, Emma Huf, Peter Bates (Treasurer), Patty Burgess (Secretary), Mick Beecham(RearC), Jim Burgess, Jo Simond, Terese Cauchi (Manager)

**ZOOM:** N/A

**APOLOGIES:** Laurel Whyte, Martin Watson, Phil Rohlf, Tony McDonald

T McCall moved apologies be accepted; Seconded: C LePage

**PREVIOUS MINUTES:**

Last QGM 6 March 2023 – circulated via CCYC website. Minutes were summarised by Chairman. There were no omissions or corrections. No business arising from these minutes. Moved Minutes correct: E Huf; Seconded: R Holroyd Carried: ✓

**CORRESPONDENCE:**

**Incoming**

- |   |                              |
|---|------------------------------|
| - Office of Fair Trading: Annual return requirements overdue -                            | <u>Action/Responsibility</u> |
| - Livingstone Shire Council: Rate Remission Application                                   | Secretary                    |
| - Bendigo Bank: 4.5% term deposit -   | Secretary                    |
| - Keppel Coast Country Music Club: Thank you for donation to "Prostate Cancer Fundraiser" | done                         |

**Outgoing**

- Transport & Main Roads: In-principle approval request for Sailors' Bar extension

Secretary moved the incoming correspondence be accepted and outgoing endorsed; seconded: J Burgess

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## **REPORTS**

Reports	Action/Motion	Responsible/Motion Outcome
<p><b><u>Commodore's Report</u></b></p> <p>The club has had a busy 3 months since the last quarterly meeting.</p> <p>As you would all know, we now have a new caretaker looking after the club. The “caretaker” role is much more than just looking after the yard and offering on site security. His job entails cleaning the clubhouse, including some pretty ordinary toilets after the odd function, to safely hauling out and launching club member's boats. Maintenance and repairs is a daily job, so a large skill set is a necessary pre requisite. The club had nearly 20 applicants for the position, with eight getting to the interview stage. In the end there was one stand out applicant, so we welcome Chris Duane to the position.</p> <p>I would remind all members that it is advisable to give Chris plenty of notice if you require a haul out, and he will do his best to fit in a time that suits everyone. Welcome Chris to your new role.</p> <p>The tie downs that were approved at the last quarterly meeting are nearly finished. A few have to be cut a little shorter as they struck solid rock, and we are trying to find suitable pad eyes to dynabolt to the concrete where the helical anchors couldn't be placed.</p> <p>I would like to thank all of the volunteers who helped shift boats, shovel soil etc. with Gary and Rear Commodore Michael Beecham operating and overseeing the operation. Some of the volunteers were power boat owners who have boats stored here. Many thanks to all once again.</p> <p>We need to have another small working bee in the near future to secure the safety cones to all the anchors. A three ton digger was hired for the first week. With a number of anchors to go, member Paul Terry loaned us his little digger to finish the job, with new caretaker Chris operating the machine. The job came in well under the \$20,000 allocated, costing in total around \$11,000.</p> <p>With the end of the financial year fast approaching we need to turn out thoughts to money and club costs. Our treasurer Peter Bates will give a full report, but at this stage all cost centers are being analysed, with the view that each has to stand alone, so some fees will have an adjustment in the next financial year. Peter has put a lot of time into this. This work is imperative to guarantee the future viability and prosperity of this club. Peter will give his report shortly.</p> <p>I will leave the maintenance of trailers and yard details to Michael in his report.</p> <p>The general committee has spent some time on the “sailor's bar”, with the concept pretty well sorted; further progress now relies on three sets of approvals. First being our land lord, TMR. Our honourable patron Tim McCall is on the job there. The next hurdle is liquor licensing, and then the Livingstone Shire Council. It is clear that this is a major priority, with the clash of our money making functions and sailing days causing some angst.</p>		

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<p>Sandi and I (well Sandi actually) are investigating grants available to put solar panels on the club house. We have a quote so far for a 20KW system coming in at \$22,500. The first grant we looked at just closed last week, early days yet, but we will keep you informed.</p> <p>Lastly, congratulations to Roger Searl and his sailing committee. The fleet is growing with plenty of excitement on the water and off at the post race celebrations. This is what the club should be and is about – promoting and encouraging the joy of sailing.</p>		
<p><b><u>Rear Commodores Report</u></b></p> <ul style="list-style-type: none"> <li>• Reviewed need for bitumen at top of ramp – now haul-out trailers have improved manoeuvrability, further levelling not required thus avoiding huge costs.</li> <li>• Mono haul-out trailer work completed</li> <li>• Cat haul-out trailer maintenance work to commence</li> <li>• Environmental waste system maintenance required.</li> <li>• Replacement of perimeter fence with PVC coated wire in progress. Some posts will also need replacement with suitable rust-resistant material.</li> <li>• There have been reports of some items belonging to members being stolen from the yard.</li> <li>• The clubhouse yard area is appearing somewhat untidy. Members need to be reminded to keep area around their stored boat maintained.</li> <li>• The environmental screens in the work area need maintenance. Following this, members must be advised to use these when creating airborne hazards.</li> </ul>	<p><b>Review environmental waste system contract regarding responsibility for pump-out.</b></p> <p><b>Theft reduction: ensure all gates locked particularly when private function in progress in clubhouse</b></p> <p><b>Organise a working bee to clean-up club premises</b></p> <p><b>Repair/redesign environmental screens</b></p>	<p>M Beecham</p>
<p><b><u>Vice Commodores Report</u></b></p> <ul style="list-style-type: none"> <li>○ The sailing committee has fielded lots of enquiries about the Handicapping system. Dean our handicapper has circulated a great explanation to all sailors; the concerns were primarily about the adjustments not happening quickly enough. The system uses a rolling average across 5 races and should over time become as accurate as possible.</li> <li>○ Notice of Race documents have been upgraded and reviewed to reflect current rules.</li> <li>○ The sailing committee would be happy to trade the pontoon boat and rely on an arrangement with KBSC to use their inflatable. This would free up a shed which may be used to pay for the ongoing use of the KBSC start boats. The insurance and maintenance of our own boat for limited usage is counterproductive.</li> <li>○ The RL24 championship event is progressing. 30 Sept till 1<sup>st</sup> of Oct the long weekend. Conditions are a minimum of 10 boats entered on our Sailsys system. NOR being developed. The</li> </ul>	<p><b>Presented by: R Searl</b></p>	

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<p>club has a wedding booked for Sat night, so the group are booked into Beaches Restaurant at Rosslyn Bay, Sunday night and the club will be used for Presentation and wrap up. Monday is travel for competitors. There will be a mix of Out and back courses and passage races.</p> <ul style="list-style-type: none"> <li>○ The last buoy races were in strong 20-25knots, buoys were placed by Allan Sneddon and Carol Gifford in trying conditions-thank you. The numbers were down a bit but everyone finished without mishap. Some close racing across both divisions.</li> <li>○ A request from some multi sailors whom indicated they would prefer to be included in Div 1 and 2. A phone poll of sailors supported this change so the multi are not just racing 'themselves'. A shadow series in Brass Monkey series is refining handicaps for full implementation next series.</li> <li>○ I attended the Qld Sailing Summit. Tim Mcall made a presentation about developing a racing fleet which it was well received. The CEO and Chair of AS took the Qld board to dinner. Clubs were encouraged to write some forward plans which align with AS strategic plan, along the lines of "more boats on the water, in more ways, more often...." A lot of time was spent on the Club Engagement Model.</li> <li>○ 'Big Hairy' has entered the B2K race after updating SSSC cert. for 2 members and a First Aid update. A remeasure of sails to get a new IRC cert and a new rudder should see them well prepared.</li> <li>○ The Discover Sailing Centre passed the audit and after a few admin tasks have been recredited.</li> </ul>		
<p><b><u>Treasurers Report</u></b></p> <ol style="list-style-type: none"> <li><b>1. Balances of Bank Accounts and Trading Summary</b> - attached</li> <li><b>2. Commentary of Trading Performance</b> <ul style="list-style-type: none"> <li>• Good trading performance from the bar, functions, all bays leased means healthy net profit</li> </ul> </li> <li><b>3. Commentary on Financial Performance</b> <ul style="list-style-type: none"> <li>• Recording of revenue and cost elements are at too higher level to provide meaningful management information of the performance of all profit and cost centres. Hope to have more quantifiable reporting levels from the start of the new financial year.</li> <li>• Because of this, it is felt that certain items are being provided below cost, but difficult to articulate which fees/expense items, and by how much eg tractor launch &amp; haul out costs, and functions are just a few.</li> <li>• The good profit performance has been despite some major costs for mono and cat</li> </ul> </li> </ol>	<p><b>Presented: Peter Bates</b></p>	

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<p>trailer major refurbishment, cyclone tie downs etc. Other items of significance are expected in NY.</p> <ul style="list-style-type: none"> <li>• Work on implementing a full year budget, and reporting on budget variance will commence in the new financial year. Due to limited metrics and the very unusual financial performance for the 2 previous financial years with Covid running amok, the budget is very predictive, but will create a better benchmark for future financial years</li> <li>• Fees and charges for 2023-24 have been drafted and will be discussed by the General Committee. There will be certain rises where the current cost of the service is below the fee charged, and where some costs are expected to increase way outside CPI by 10% to 15%, and insurance even higher. But for most fees, expect a modest rise possibly below the 3.6% official CPI.</li> </ul> <p><b>4. Business Improvement Initiatives Progress</b></p> <ul style="list-style-type: none"> <li>• Meetings held to clean-up and improve the MYOB system <ul style="list-style-type: none"> <li>○ BAS needs minor errors corrected, and other items need attention</li> <li>○ Looking to treat major expense items (ie Insurance) as accruals</li> <li>○ Implementation of Budget and Variance Accounting for new FY</li> <li>○ Timesheet capture, and bulk payments processed from MYOB now setup</li> <li>○ Employee on-boarding under discussion</li> </ul> </li> <li>• Spoke with the Patron regarding including Business Continuity Planning as part of Strategic Planning initiative. This will commence in the new FY.</li> </ul> <p><b>5. Other Item</b></p> <ul style="list-style-type: none"> <li>• Several items arose for the 2021-22 financial audit – all have been addressed</li> </ul>		
<p><b>CCYC 50<sup>th</sup> Anniversary</b>      See General Business</p>		
<p><b><u>Manager's Report</u></b>  Much of the Manager's report has already been addressed in the previous reports. (eg haul out trailers; Discover Sailing courses)  We welcome Chris Duanne as our new CCYC Caretaker.  Recent members' functions have been well received and well supported by members</p>	<p><b>Terese Cauchi</b>   <b>Manager's report moved P Bates, 2<sup>nd</sup> C LePage.</b></p>	

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The club remains popular for private functions and is booked out till the end of the year.		
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## **GENERAL BUSINESS**

Discussion	Action/Motion	Responsible/Motion Outcome
<ol style="list-style-type: none"> <li>1. Annual General Meeting date – <b>Thursday 23 November 2023</b></li> <li>2. CCYC Presentation night/Annual Dinner date <b>Friday 24 November</b></li> <li>3. CCYC 50<sup>th</sup> Anniversary (2024) preparation commencing</li> <li>4. Professional Development for club manager at RQYS</li> <li>5. Date to remember: 27 May (1770): Capt James Cook noted and named Keppel Bay</li> </ol>	<p><b>Motion: Manager attend ≤4 days PD workshop at RQYS</b>  <b>Moved: R Searl; 2<sup>nd</sup>: P Bates, Carried</b></p> <p><b>Note activity/celebration on Sailing Calendar for 2024</b></p>	<p>50<sup>th</sup> Anniversary coordinator – Colette LePage</p>

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## CCYC Q2'23 AGM May2023 Treasurer's Report

	As of today 2023	
Trading Account		
Sandhurst Acct		
Credit Card		
Yard Account		New Term Deposit @
Total Funds		4.5% for 12 Months
	Club Trading	
<b>Projected Net Profit for 2022-23</b>		

MEETING CLOSED: 2010hrs

NEXT QGM MEETING: Thursday 17 AUGUST 2023  
AGM: Thursday 23 NOVEMBER 2023

DRAFT

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