

The Rotary Club of Ocean Grove Inc

Board Meeting Minutes for the Board meeting held at 1/31 Trevally Drive, Ocean Grove. 4pm on Monday 13th December

1. Attendance / Apologies

Alan Keyse	✓	Meredith O’Niell	✓	Peter Cowburn	✓
Heather Willson	✓	Lynne Carlson	✓	Gordon King	✓
John Paton	✓	Graeme Batrouney	✓	Gil Morgan	✓

2. Minutes of Previous Board Meeting

<i>That the minutes for the meeting held on 26th November as presented, be accepted as a true and accurate record of the meeting</i>	<i>That the minutes which have been amended be accepted as a true and accurate record of the meeting</i>	Moved: Gill Seconded: Gordon carried	✓
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3. Correspondence

Inward/Outward Correspondence as attached:		Graham batrouney		✓
Heather	Moved:	Seconded:		Carried

4. President's Report

President’s Report as attached:		John Paton		✓
Alan	Moved:	Seconded:		Carried

5. Treasurer’s Report

Treasurer’s Report as attached:		Peter Cowburn		✓
John Paton	Moved:	Seconded:		Carried

6. Past President/Vice President’s Report

Program (Andrea Tierney)	
Grant Sourcing (Rod Greer)	
Attendance (Geoff Ford)	
Social (Janet Alexander)	
Art Show (John Calnin)	
Market (Adrian Schmidt)	
Fundraising	

7. President Elect’s Report

Foundation (Gordon King)	We have 5 Paul Harris Members now in the club
Membership (Rod Bush)	
Public Image (Kath Venters)	

8. Service Chair: Reports

Community (Gordon King)	
International (Graeme Batrouney)	<p>Motion: We investigate a District Grant or Global Grant Application for Safer water for every child In Myanmar. Moved : Graham Batrouney Seconded: Peter Carried : ✓</p> <p>The international committee request and extra 1000 for children's education in Nepal under the 7 women Project Moved: Graham Batrouney Seconded: Peter Carried ✓</p>
Vocational (Lynne Carlson)	
Youth (Meredith O'Neill)	<p>Board approve a Budget variation request to ffer 2 VCE year 11 scholarships in the year 2022 Worth \$1000 Moved : Meredith Seconded : Lynne Carried ✓</p>

9. Report Received and accepted

Reports accepted		John		✓
Heather Moved:		Seconded:		Carried

10. General Business

((1) Board agenda and minutes (Heather)

Heather will review the minutes of 22 October, 1 November and 9 November
 Board members will suggest any alterations they consider absolutely essential

(2) Rapid Covid Test (mentioned by Heather but NOT recommended)

(3) On to conference (Gill) no details yet

(4) QR codes for volunteer hours (Gill) We need a sheet of Rotary members who area on/off duty or a QR code
 We can get a private one - approach Rod Bush to find one that will record entry (and hopefully exit)

(5) Youth Services Committee - Variation to budget approval

(6) Ocean Grove Rotary Club Code of Conduct and Grievance Processes.
 Meredith will simplify the document and return the document to the board

(9) consideration of some Art Show funding going toward a diversity project. (Gill)

11. Meeting Closed:

Next Meeting:

Alan Keyse (President)

Heather Willson (Secretary)

Rotary Club of Ocean Grove Inc

Balance Sheet

As of November 30, 2021

	TOTAL
Assets	
Current Assets	
2000 General Account 4749	20,367.67
2001 Art Show Account 7003	38,351.29
2002 Term Deposit #6184 (12mth)	0.00
2003 Term Deposit #6242 (6mth)	0.00
2004 Trading Account 6663	100.00
2005 Term Deposit #6148 (7mth)	0.00
2009 Petty Cash	300.00
Charities Account	45,959.87
Undeposited Funds	0.00
Total Current Assets	A\$105,078.83
Total Assets	A\$105,078.83
Liabilities and shareholder's equity	
Shareholders' equity:	
Net Income	50,521.24
Opening Balance Equity	31,266.70
Retained Earnings	23,290.89
Total shareholders' equity	A\$105,078.83
Total liabilities and equity	A\$105,078.83

ROTARY CLUB OF OCEAN GROVE – DRAFT CODE OF CONDUCT AND GRIEVANCE PROCESSES.

BACKGROUND INFORMATION

The following documents were consulted in drawing up our club draft documents.

Rotary Club of Ocean Grove Constitution – Covers some conflict resolution and disciplinary procedures. Leaves out the early stages of complaints procedures which we are required to follow in state laws.

Rotary Club of Ocean Grove By Laws- Mentions supervisory responsibilities

Rotary International Manual of Procedures – The Four Way Test

Consumer Affairs Victoria Incorporated Clubs Model Rules – Disciplinary Action.

Justice Connect – Legal Information for Community Organisations

- **Complaints Handling by Charities and Not for Profits**
- **Dealing with Disputes and Grievances**
- **Using Mediation to resolve Conflicts and Disputes,**

McKean Park Lawyers – Necessary Information for Incorporated Rotary Clubs.

This was available on the web site search for Rotary Club of Lilydale Code of Conduct.

McKean Park previously advised a group of clubs on drawing up their by laws.

Key learnings:

Victorian Associations Incorporation Reform Act 2012 Section 54 (3) (b)

In applying the disciplinary procedure the association must ensure that the outcome of the disciplinary procedure is determined by an unbiased decision maker.

The Common Law makes it clear that the requirements of procedural fairness (natural justice) apply to disciplinary processes – to act fairly and in good faith and without bias and in a judicial manner and to give each party the opportunity of adequately stating their case and not to hear one side behind the back of the other side, a person must have notice of what he is accused of and a person must not be a judge in his/her own cause. See page 13 of the document.

The standard of proof in deciding any disciplinary action against the member is 'the balance of probabilities'.

The member who is the subject of a disciplinary procedure must not initiate a grievance procedure in relation to the matter which is the subject of the disciplinary procedure until the disciplinary procedure has been completed.

There are some problems of inconsistencies between Club Incorporation Rules in Victoria and the Standard Rotary Club Constitution. See page 30. McKean Park Lawyers have created a set of Rules that comply with all the requirements of the State Incorporation laws as well as the requirements of Rotary International. This advice is available electronically but we will probably have to pay for it.

Codes of Conduct

Rotary District 9780 Draft Code of Conduct – one page document.

Rotary Club of Highton Code of Conduct – this was handed out by the District Governor

Rotary Club of Melbourne Code of Conduct.

Comments:

Both Club Codes are similar and I copied most of the dot points on expectations of members. Bullying and harassment was listed separately to discrimination in the OG Code as one does not have to be a member of an identified group to be subject to bullying and harassment. Both codes included the same appendix with definitions of bullying and harassment. I did not include as definitions can change depending on the legislation plus the document was long enough.

The Codes of Conduct Documents and the Grievance Processes document should be regarded as a pair of documents. The Four Way Test comes up in the Constitution when the Board is making decisions on disciplinary matters. It should be explicit in the Code of Conduct.

Both Club Codes mention Rotary Principles – Is this the same as the Four Way test? If not, what are these Principles?

Grievance Processes.

Rotary Club of Highton Grievance Processes – this was handed out by the District Governor Document is brief and mainly covers the complaints process between members rather than disciplinary procedures.

Rotary District 9455 Western Australia Grievance Procedure – this was recommended by Graeme Batrouney.

Key points

- Encourage fairness, impartiality and the resolution of personal grievances as reasonably promptly and as close as possible to the source of the grievance
- Deal with personal grievances in a supportive way without victimisation or intimidation
- If appropriate, the aggrieved person should first try and address the issue with the person involved
- Mentions there may be circumstances where the complaint has the potential to give rise to an insurance claim and the District Insurance Officer may need to be informed.
- There is a step or staged process starting with the President discussing the issue with the person against whom the complaint is made or facilitating a meeting between the parties in an attempt to resolve the issue
- Importance of seeking advice from the District Governor and specialist legal advice
- Formal procedure involves formal investigation of the grievance undertaken by Club President, District Governor or another independent person
- If neither the complainant nor the respondent requests mediation or arbitration an independent investigator should be appointed.

Differences with Ocean Grove Proposed Procedure

- Our Constitution clearly states that the Board has a role in hearing the case at the disciplinary procedures stage and deciding the outcome – see parts from the Constitution in italics.
- The WA model actively involves the Rotary District Governor from the early stages of the process.

KEY IDEAS IN THE DEVELOPMENT OF THE OCEAN GROVE GRIEVANCE PROCEDURES

A. There are **four** separate but related procedures:

1. **Personal Complaints** – State law requires and investigation and follow up of certain types of personal complaints. The initial stages of complaints handling are not covered in our Constitution. Incorporated clubs are required to have documented complaints handling procedures.

2. **Complaints against a decision of the Board.**

This procedure is covered in our Club Constitution.

The other Club Grievance Procedures did not include this in their documents.

We have had experience of how a complaint against a Board Sub Committee decision which was endorsed by the Board escalated and became personal.

Meredith is recommending that complaints about Board decision be included in our document.

3. **Conflict Resolution**

Unresolved complaints may lead to conflict or disputes either over an issue or personal matters. There may still be interpersonal conflict that needs to be addressed even though there has been no apparent breach of the Code of Conduct.

The Rotary approach seems to be a preference for first resolving the conflict at the Club level – Meredith will add to this and report on her consultation.

We should not use the term Club Mediators as there are specific qualifications/training for a person to be called a mediator. Club Incorporation resources place an emphasis on having **independent people** who can be involved in the process. Meredith is aware of at least 7 current club members who have qualifications/training and experience in conflict resolution/ dispute management. She is recommending that the President call for nominations to a Grievance Resolution Panel (Looking for a better name) and the President can call on one or more members from this panel to assist with a conflict resolution meeting. A club member can not be a member of the Grievance panel and then take on the role of a support person for a member at a conflict resolution or disciplinary procedures meeting. Meredith has used the term support person rather than advocate in our documents.

Our club draft document does not include the Board in the early stages of the conflict resolution process and we need to agree on how much the Board should be informed of as it is a confidential process.

4. **Breaches of the Code of Conflict – Disciplinary Procedures.**

Our Club draft document closely follows the Constitution on period of notice, decision making, right of the complainant to appear before the Board and decision making.

Our Club draft document follows the Incorporation requirements and advice of the District Governor on the independent or impartial decision maker.

Our Club draft document states the Club seeks advice from the District Governor and the District Legal Officer once the Board has made a decision to proceed with formal disciplinary procedures. If this advice is not available in a timely manner the Club has the option to ask for independent legal advice.

B. There is a staged or step process to Conflict Resolution and Disciplinary Procedures.

Support and guidance are offered at the early stages and there is scope for a warning notice. Our club draft document outlines available options at different stages and has procedures in place to try and stop the matter escalating.

Reading the draft documents.

If the Club Constitution is quoted this is in italics.
I have added comments and items for further consideration in red italics. This will be removed from the final document,

Meredith O'Neill

Conflict of Interests Policy

Rotary Club of Ocean Grove Inc

1. Purpose

The purpose of this policy is to help board members of this Club to effectively identify, disclose and manage any actual or perceived conflicts of interest in order to protect the integrity of this Club and manage risk.

2. Objective

The Rotary Club of Ocean Grove's Board aims to ensure that board members and members of the Club's various committees are aware of their obligations to disclose any conflicts of interest that they may have, and to comply with this policy to ensure they effectively manage those conflicts of interest as representatives of the Club.

3. Scope

This policy applies to board members and members of its various committees of this Club.

4. Definition of conflicts of interests

A conflict of interest occurs when a person's personal interests conflict with their responsibility to act in the best interests of the charity. Personal interests include direct interests as well as those of family, friends or other organisations a person may be involved with or have an interest in. It also includes a board member's duty to Rotary Club of Ocean Grove and another duty that the board member has, for example, to another charity. A conflict of interest may be actual, potential or perceived and may be financial or non-financial.

These situations present the risk that a person will make a decision based on, or affected by, these influences, rather than in the best interests of the charity and must be managed accordingly.

5. Policy

This policy has been developed because conflicts of interest commonly arise, and do not need to present a problem to the charity if they are openly and effectively managed. It is the policy of this Club as well as a responsibility of the board that ethical, legal, financial or other conflicts of interest be avoided and that any such conflicts do not conflict with the obligations to Rotary Club of Ocean Grove.

This charity will manage conflicts of interest by requiring board members

- to avoid conflicts of interest where possible
- identify and disclose any conflicts of interest
- carefully manage any conflicts of interest and
- follow this policy and respond to any breaches.

5.1 Responsibility of the board

The board is responsible for

- Establishing a system for identifying, disclosing and managing conflicts of interest across the charity
- Monitoring compliance with this policy and
- Reviewing this policy on an annual basis to ensure the policy is operating effectively.

The charity must ensure that its board members are aware of the ACNC governance standards, particularly governance standard 5, and that they disclose any actual or perceived material conflicts of interest as required by governance standard 5.

5.2 Identification and disclosure of conflicts of interest

Once an actual potential or perceived conflict of interest is identified, it must be entered into the Club's register of interests as well as being raised with the board. Where all of the other board members share a conflict the board should refer to governance standard 5 to ensure that proper disclosure occurs. The register of interests must be maintained by the secretary and record information related to a conflict of interest including the nature and extent of the conflict of interest and any steps taken to address it.

6. Action required for management of conflicts of interest

6.1 Conflicts of interest of board members

Once the conflict of interest has been appropriately disclosed, the board (excluding the board member disclosing and any other conflicted board members) must decide whether or not those conflicted board members should

- Vote on the matter (this is a minimum)
- Participate in any debate
- Be present in the room during the debate and the voting.

In exceptional circumstances, such as where a conflict is very significant or likely to prevent a board member from regularly participating in discussions, it may be worth the board considering whether it is appropriate for the person conflicted to resign from the board.

6.2 What should be considered when deciding what action to take:

- In deciding what approach to take, the board should consider whether the conflict needs to be avoided or simply documented
- Whether the conflict will realistically impair the disclosing person's capacity to impartially participate in decision making
- Alternative options to avoid the conflict
- The charity's objects and resources, and
- The possibility of creating the appearance of improper conduct that might impair confidence in, or the reputation of, the charity.

The approval of any action requires the agreement of at least a majority of the board (excluding any conflicted board member(s)) who are present and voting at the meeting. The action and result of the voting will be recorded in the minutes of the meeting and in the register of interests.

7. Compliance with this policy

If the board has a reason to believe that a person subject to the policy has failed to comply with it, it will investigate the circumstances.

If it is found that this person failed to disclose a conflict of interest, the board may take action against them. This may include seeking to terminate their relationship with the charity.

If a person suspects that a board member has failed to disclose a conflict of interest, they must notify the person responsible for maintaining the register of interests and that person will report the situation to the board.

8. Contacts

For questions about this policy, contact the board or the secretary of Rotary Club of Ocean Grove Inc.

01.07.2020

Correspondence for December 2021 Board Meeting

Inward

	Date / Source	Summary of detail	Suggested action
1	11/11 Louise Tracey	Sexual Assult & Family Violence Centre "Geelong Giving Tree" fundraiser 15/11-7/12	Add to distribution in May/June
2	10/11 Robert Byrne	Polio Event update – movie "The Duke" screens for Rotarians 23 Feb to 21 March when it goes public	Foundation/social committee organise an outing
3	Charles El-Hage 1/11	Colleague John Paton offers to give a presentation about World Spey day in Nov	Andrea Tierney
4	18/11 Karen Corr	"Jumpleads" creative Arts support	None
5	21/11 Tea for Dementia	Want us to fundraise	board
6	29 /11 Gill	Agenda and Minutes	
7	29/11 Sally Vickers	Oakdene Supporting Community Service awards	Kath Venters
8	30/11 Interplast	newsletter	Sent to International
9	1/12 RDU	On line magazine	Do I send to all?
10	1/12 Stephanie Woolard	Lettr offering to speak	International?
11	1/12 Barwon Coast	Offering employent	
12	2/12 Barwon Coast	Fish count date changed	Sent to Environment committee
13	2/12 Robyn Veleff	Thanking us for putting on Art show	
14	3/12 CWA	Taking up market stall offer	
15	3/12 Joanne McDowell 3/12	Informing of dealings with North Bellerine member Beth Eustace offering desk top computers	– replied to tell her to google DIK & thanked her
16	3/12 Pearl McMillan	Gift Card details	
17	7/12 Arki Wilde	Wants to attend a meeting I invited her to the next market to talk	Will send to new membership officer
18	Paxton Press	Invoice for extra raffle tickets	John Paton

19	Jim	\$250 cheque for Vocational sponsorship	Lynne Carlson
20	13/12 Operation cleft	Annual report	International
21			

Outward

Date / Destination	Summary of detail

ROTARY CLUB OF OCEAN GROVE - DRAFT GRIEVANCE POLICIES AND PROCEDURES

There are four separate procedures that come under the term *Grievance Processes*. These are:

- PERSONAL COMPLAINTS PROCEDURES
- COMPLAINTS ABOUT A BOARD DECISION
- CONFLICT RESOLUTION PROCEDURES
- CODE OF CONDUCT BREACH – DISCIPLINARY PROCEDURES

These procedures have been developed to reflect the following requirements:

- The Rotary Club of Ocean Grove Constitution, By Laws and Code of Conduct
- Club Incorporation Rules as set out by Consumer Affairs Victoria
- Victorian Government Legislation including Equal Opportunity and Anti Discrimination, Privacy and Health and Safety
- Australian Government Legislation

The Ocean Grove Rotary Club will set up a Grievance Panel of club members who have training, experience or expertise in grievance procedures in an organisation. These members should be recognised as having the ability to be recognised as fair and impartial. The President may select one or more members of this panel to assist with implementing the complaints procedures and the conflict resolution procedures at the club level.

PERSONAL COMPLAINTS PROCEDURES

A member (including Board members) of the Ocean Grove Rotary Club may make a complaint about

- The actions or behaviour of a member of the Ocean Grove Rotary Club either within the club or when interacting with the broader community as a representative of the Rotary Club of Ocean Grove.
- The actions or behaviour of non members (guests, visitors, volunteers) who are involved in Ocean Grove Rotary Club activities

If the aggrieved person feels comfortable in doing so, they may attempt to address the issue/behaviour directly with the other person(s) involved. Depending on the nature and or seriousness of the issue/behaviour this first step may not be appropriate in all cases.

If the aggrieved person wishes to lodge a complaint about the actions or behaviour of a member or a non member the complainant (person making the complaint) is advised to fill out an **Incident Report Form**. This form includes date, time and place of incident, factual description of what happened, names of witnesses, attempts to resolve the matter and desired outcomes (optional). If the report is about the content of emails, social media or publications the screen shots or photocopies should be attached as evidence. This information should be considered by the President and a representative(s) from the Club

Grievance Panel who should interview the complainant if appropriate. The complainant can be accompanied by a support person from the Ocean Grove Rotary Club.

Members or the public or representatives of partner organisations may also make a complaint about the behaviour of a member of the Ocean Grove Rotary Club who they have interacted with in the course of doing work or activities connected with Rotary. These complaints can be verbal or in written communication and should be referred to the President for the required follow up.

The Club also has a legal duty to follow up reports of harassment or sexual abuse. In these circumstances a confidential interview with the President or a member of the Grievance panel will take the place of a formal incident report form and appropriate professional referrals or reporting may be recommended. There are special procedures that need to be followed if the alleged harassment or sexual abuse involves a young person. This needs to be referred to the Club Youth Protection Officer who will ensure that the appropriate notifications have taken place.

The person who is the subject of the complaint has the right to be informed of the complaint unless it is a situation where the Police are likely to be involved or it is a youth protection issue. The President and Grievance Panel member may make ask to interview the person who is the subject of the complaint and ask for their version of the incident.

The President and Panel member may make the following decisions:

1. Encourage both parties to work together to resolve the matter OR
2. Withdraw the member who the complaint is made about from involvement in specified activities/ projects that are linked to the complaint OR
3. Uphold the complaint and take the matter to stage 1, 2 or 3 of the Disciplinary procedures OR
4. Dismiss the complaint as not backed by the truth or evidence or a vexatious complaint
5. Advise the member to report the matter to the Police if violence or criminal activity is involved.

The member making the complaint may make the decision to

1. Withdraw the complaint
2. Accept that the matter has been resolved (Apology or agreement there were different perceptions of what happened or agreed changes in behaviour)
3. Take the matter to stage 1 of the dispute resolution process.

COMPLAINTS ABOUT A DECISION OF THE BOARD

In all club matters, the decision of the Board is final, subject only to appeal to the club.

Individuals have the right to complain to the Board in writing about a decision the Board has made. If this complaint is received by the Board at least 5 days prior to the Board meeting it will be tabled as Board correspondence and included on the Board meeting agenda. The Board will review the situation and seek further information if this is considered necessary. The Board will provide a written response to the complainant at an appropriate time.

Individual members have the right to attend Board meetings and may request time to speak on a matter being considered by the Board.

Comment; This was added after meeting with the District Governor on 26/11/21

Refer to Club Constitution Article 11, Section 3.

If the complainant is unsatisfied with the Board response they have the right to appeal to the Club. The complainant is required to put the request to the Secretary in writing. The Secretary is required to give notice of the appeal to each club member at least five days before the regularly scheduled club meeting. The complainant and the President will be allocated time to present their case. An appeal to reverse a Board decision requires a two – thirds vote of the members present at a regular meeting specified by the Board, provided that a quorum is present. The Club's action on an appeal is final.

CONFLICT RESOLUTION PROCEDURES

These procedures include disputes between two or more members of the club. These procedures are initiated by one or more members making a written request for the Board to commence Conflict Resolution Procedures. These requests may arise if the members consider the Complaint process has not adequately resolved the issue. There are three stages in these Conflict Resolution Procedures.

Stage 1:

Internal Dispute Resolution Meeting.

This meeting should be attended by:

- The President (Chair of the meeting)
- The Board member who has supervisory responsibilities or Board accountabilities relevant to the dispute
- Member 1 requesting the dispute resolution (this member may have been the complainant)
- Support person for member 1
- Member 2 – the person who is having the dispute with member 1
- Support person for member 2.
- Other members who are part of the dispute or complaints that have been made.
- Member of Grievance panel who has a role in clarifying issues and recording the outcomes of the meeting.

The purpose of this meeting is to hear both sides of the issue/incident and address the issues involved in the conflict. The meeting aims to work out a plan for the members in dispute to move forward and work cooperatively as members of the club.

The Support persons are selected by the members involved and they must be members of the Ocean Grove Rotary Club. It is not recommended that members of the Grievance Panel be support persons as they are required to take on an impartiality role. The support persons are there to ensure procedural fairness and provide support for the member if they become angry or upset. If support persons witnessed incidents they can provide a statement of what they observed and if asked by the President they may comment on the impact on the member.

Discussion during the meeting should remain confidential. The outcome of the meeting should be recorded and signed by both parties.

Stage 2: External Mediation

Ocean Grove Rotary Club Constitution Article 17

Section 1 Disputes – Any dispute between any current or former member(s) of this club, any club officer, or the Board, except a decision of the Board shall, upon a request to the Secretary by any disputant, be resolved by either mediation or arbitration.

If either member involved in the dispute feels that the matter has not been resolved they may write to the Secretary and request a Mediation Meeting. If both parties agree to mediation the President will notify the District Governor and request that an external mediator be provided by the district. Only Rotarians may be mediators.

The mediator will set the rules on how this meeting is conducted and who can attend this meeting. In Mediation the Mediator listens to both sides and attempts to bring both parties together to reach agreement.

What happens during the mediation process should remain confidential. The outcome of the meeting should be recorded, signed by all parties, reported to the Board and kept in secure club records.

Any disputant, through the President or Secretary, may call for further mediation or arbitration if they feel the matter has not been resolved or if they feel either party has retracted from the mediated position.

Stage 3

External Arbitration Meeting

The President may request that the disputing parties go directly to arbitration if either party does not wish to participate in the mediation process. If the matter has not been resolved any disputant may request that the matter go to Arbitration. The President will notify the District Governor and request external arbitration. The District Governor will advise on how the Arbitration process will operate. The decision reached by the Arbitrators of, if they disagree by the Umpire shall be final and binding on all parties and not be subject to appeal.

The outcome of the meeting should be recorded, signed by all parties, reported to the Board and kept in secure club records.

Stage 4

If either disputant refuses to participate in mediation and arbitration procedures or abide by the meeting outcomes and if the conflict continues to cause further damage to the reputation of club members or the effective functioning of the club the matter can be escalated to club disciplinary procedures stage 2.

BREACHES OF CODE OF CONDUCT – DISCIPLINARY PROCEDURES

Disciplinary procedures are initiated by the Board if the member has breached the Ocean Grove Rotary Club Code of Conduct or has engaged in actions that may be considered unethical or illegal. These procedures can also be implemented where member conflicts have not been resolved and have escalated to the situation where there is a significant risk to the effective functioning of the Club.

Stage 1 Guidance.

The President or Board members with supervisory or accountability roles relevant to the member will contact the member and speak to them about concerns about their actions. These concerns must indicate which part of the Code or Conduct is linked to their actions.

If appropriate, the President or Board member will suggest that the club member be offered the assistance of a mentor or other experienced club member to help address the concerns and move forward. If appropriate, this member may also be offered access to professional development or training programs linked to working in teams, anger management or personal development. Access to counselling may be recommended but it will not be funded by the Rotary Club of Ocean Grove.

Stage 2 Warning Notice

If there are repeated incidents of the concerning behaviour or if the breaches of the code of conduct become more serious the member will receive a written warning notice from the President of the Club. This notice will identify the behaviour that is of concern and inform the member that if the behaviour continues the Board will hold a special meeting for the purpose of considering disciplinary action against the member. This notice will also include the following options that are available to the member:

- Agreement to cease the inappropriate or offending behaviour and apologise if appropriate
- Approved leave of absence from the club
- Seek professional assistance outside the Ocean Grove Rotary Club with the intention of changing the behaviour
- Voluntary resignation or transfer to another Rotary Club.
- Proceed to stage 3 of Club Disciplinary Procedures where the member will have the opportunity to state their case before the Board.

Stage 3 Commencement of Club Disciplinary Procedures.

The Board will decide if it is necessary to implement the Club disciplinary procedures. If the Board makes the decision to proceed the member is informed in writing of the allegations that are being considered by the Board and notified that the formal disciplinary procedures have commenced. Once the disciplinary procedures have commenced the member is unable to initiate a separate complaints process. If the matter is a more serious disciplinary matter the procedures go straight to stage 3.

The Board will hold a special Board meeting for the purpose of investigating the case and making a decision on the consequences of the member's actions. The member who is the subject of disciplinary procedures must be informed in writing of the date of this special purpose Board meeting. The member has the right to address the allegations in writing or in person at the special purpose Board meeting. The

member may be accompanied by one support person who is a Rotarian from the Ocean Grove Rotary Club. If the member requests a Board appearance the member will be provided with adequate time to address the allegation and the support person may be asked by the Board to verify evidence that is presented to the Board regarding the case.

Ocean Grove Rotary Club Constitution Article 13, Section 5

(a) Notice. Before the Board acts under subsection (a) of this section, the member shall be given at least 10 days written notice and an opportunity to respond in writing to the Board. Notice shall be delivered in person or by registered letter to the member's last known address. The member has the right to appear before the Board to state his or her case.

Comment - We need to consider accepting email as official communication as this would need to be an amendment to the Constitution).

Comment – The Western Australia District 9455 Grievance Policy (section 3.3) sets up a formal investigation that may be undertaken by the Club President, District Governor or another independent person. Our Club Constitution clearly places the Board in the decision making process.

. The options available to the Board include:

- Dismissal of the case
- No immediate disciplinary action but continued monitoring of the case.
- Removal of the member from a service area committee/ project team or type of work within the club.
- Suspension of membership for a period of up to 90 days
- Termination of membership.

If a Board member is seen to have a 'material conflict of interest' or may not meet the Victorian Club Incorporation Law requirements for impartiality in the proceedings the Board member should not be present during the discussion and decision making on the issue. If the matter is relevant to the supervisory responsibilities of the Board member or of a Board member is in a dispute with the member facing disciplinary action the club will seek legal advice from either the District Legal Office through the District Governor or the Club appointed solicitor.

The Board will make a decision after the member and support person leave the room. The member will be informed of the Board decision in writing and will be provided with a statement of options for appeal.

Ocean Grove Rotary Club Constitution Article 10, Section 10 – Temporary Suspension

If in the opinion of the Board

- a) Credible accusations are made that a member has refused or neglected to comply with this Constitution, or is guilty of conduct unbecoming a member or harmful to the club; and*
- b) Those accusations, if proved, constitute good cause for terminating the membership of the member;*
- c) No action should be taken on the membership of the member, pending the outcome of the matter or an event the Board believes should properly occur first*
- d) It is in the best interests of the Club to temporarily suspend the member without a vote of the member's membership and to exclude the member from attendance at meetings and other club activities and from any club office of position.*

The Board may, by at least a two – thirds vote, temporarily suspend the member for a reasonable period of up to 90 days and with any other conditions the Board sets. Before the suspension ends, the Board must either move to terminate the suspended Rotarian or reinstate the Rotarian to full status.

In the event of a suspension decision the member must be informed in writing that the `Board is planning to suspend your membership of the club from the specified dates`.

The Club needs to seek legal advice from either the District Legal Officer through the District Governor or a Club appointed solicitor if the member is facing criminal charges as it may be more than 90 days before the matter comes before the courts.

(We need to consider additional periods of 90 day suspension and whether it is appropriate to terminate membership if the person has not been found guilty by the courts. It seems to be practice to suspend membership/employment while criminal proceedings are in place)

In the event of a termination decision the member must be informed in writing that the `Board is planning to terminate your membership of the club from the specified date`.

Ocean Grove Rotary Club Constitution Article 13, Section 5 Termination – Other Causes

(b) Good cause. The Board may terminate the membership of any member who ceases to have the qualifications for club membership. Or for any good cause by a vote of at least two – thirds of the Board members present and voting at a meeting called for that purpose. The guiding principles for this meeting should be Article 8, section 1 The Four Way Test and the high ethical standards of a Rotarian.

(c) Notice. Before the Board acts under subsection (a) if this section, the member shall be given at least 10 days written notice and an opportunity to respond in writing to the Board.

Article 13 Section 6 of the Rotary Club of Ocean Grove Constitution states that

(a) Notice. Within seven days after the Board's decision to terminate or suspend membership the Secretary shall notify the member in writing.

(We need to consider accepting email as official communication as this would need to be an amendment to the Constitution. The member had the right to address the allegations and appear before the Board at the special purpose meeting when the Board made the decision on the disciplinary action. There should not be two appearances before the Board)

There may be circumstances where the Board considers it necessary to terminate membership effective immediately and advice should be sought from the District Governor either prior to the termination notice being sent to the member or as soon as possible after the member has been informed.

Stage 4 Appeal to the Club, Mediation or Arbitration

The member has three options for appeal of a decision to suspend or terminate membership.

Article 13, Section 6 of the Ocean Grove Rotary Club Constitution – Right to Appeal, Mediate or Arbitrate

(a) Notice. Within 14 days after the notice, the member may give written notice to the Secretary of an appeal to the Club or a request for mediation or arbitration.

Appeal to the Club

Article 13, Section 6 of the Ocean Grove Rotary Club Constitution – Right to Appeal, Mediate or Arbitrate

(b) Appeal

In the event of an appeal, the Board shall set a date for the hearing at a regular club meeting held within 21 days after receipt of the notice of appeal. At least five days written notice of the meeting and its special business shall be given to every member. Only members shall be present when the appeal is heard. The action of the club is final and binding on all parties and shall not be subject to arbitration.

Suggested addition as we have no rules on how the club appeal will operate.

The member lodging the appeal and the President representing the Board will both have the opportunity to address the Club and state their case. An independent Chairperson (suggest a Past President who is not on the Board) will chair the meeting, establish meeting protocols and guide the questions. Voting on whether to accept or reject the Board's decision will be by secret ballot with a simple majority vote on the decision.

Mediation

This section sets out the mediation process. The procedure for mediation needs to be recognised by the appropriate authority with state jurisdiction which in our case is Consumer Affairs Victoria and the incorporation requirements. Only Rotarians can be mediators. If necessary, The Ocean Grove Rotary Club Board responds to the member request for mediation and will ask the District Governor to appoint a mediator with appropriate mediation skills and experience. The appointed mediator will set the rules of the mediation process.

Article 17, Section 3 of the Ocean Grove Rotary Club Constitution - Mediation

(a) Mediation outcomes. The outcomes or decisions agreed to by the disputants after mediation shall be recorded and copies given to each party, the mediator and the Board. A summary statement acceptable to the parties shall be prepared for the information of the Club.

(b) Unsuccessful Mediation. If mediation is requested but unsuccessful, any disputant may request arbitration.

Arbitration

If necessary, The Ocean Grove Rotary Club Board responds to the member request for arbitration and will ask the District Governor to appoint an arbitrator/arbitrators with appropriate arbitrator skills and experience. The District Governor will be asked to provide advise on the procedures for arbitration.

Comment: There is a discrepancy between what is in the Rotary Constitution on Arbitration and how arbitration works under Australian law where the arbitrator is the umpire

Article 17, Section 4 and 5 of the Ocean Grove Rotary Club Constitution – Arbitration

The decision of the Arbitration process shall be final and binding on all parties and not subject to appeal.

Report for December International

Proposed District Grant Application for Safer Water for Every Child Myanmar to be presented by Kath Venters (International Chair 2022/2023)

The District Grant cycle means that an application has to be submitted by the end of March 2022
The application requires Board approval and the signature of the current President and President Elect.

KATH Venters will do mandatory training on behalf of the club.

The Memorandum of Understanding will need to be signed by the Club President and President Elect before we can submit the application

If approved by the Board the application and MOU are submitted and we should hear early next year if the application is successful

If approved we will need to transfer the funds next Rotary year via Disaster Aid Australia to Safer Water for Every Child Myanmar

I will remain in touch with the project Officer and Fleur on the progress of the project

Once the project has been completed I will submit a report to the District. I will use information and photos provided by Safe Water.

Half of the total amount of the District Grant will be reimbursed to the club on successful completion of the project.

As you see this is a process that takes time and relies on approval by two Club Boards (2021/2022)& 2022/2023) I have discussed the concept with Gordon King (Foundation) and has indicated he was supportive

Graeme Batrouney
International Chair

Further information re Safe Water for every child Myanmar from Kath Venters

I joined Eh Shee in a Zoom Meeting with Fleur Maidment and 2 Karen Project officers and 2 summer interns

The purpose was to discuss priorities for water filter installations. We have decided that I should be able to apply for a District Grant then the total be \$6k. The predominant Project is the Village Eh Shee has proposed and any excess funds will be directed towards another filter installation project.

If you could please advise me post Board meeting if the Club applying for the grant is approved or rejected ? If approved then Eh Shee will do water testing and collect more information when he visits the Village at Christmas time

Kath Venters

Report on Seven Women::

We have allocated \$1000 in the budget but the international committee would like to increase the amount to \$2000 for Educational Scholarships for 8 children @ \$250 each child for 12 months for children in Nepal.

The extra \$1000 is coming from the cancelled Project in Vanuatu which did not meet Rotary's requirements

Progressive Money Distributed as at 10/12/21 is \$5892

Balance of monies to be distributed

DIK \$2000

Seven Women \$2000. Shelter Box \$2000 Total \$6000 plus expenditure \$5892 ==\$11892

2021-2022 District Governor's Club Health Check		
Club Name: Ocean Grove		
Name of Assistant Governor: Vici Funnell		
Alan Keyse	Date 20th May 2021	
Club Administration	Yes/No	Comments
As Club President are you familiar with your Club's Constitution and By Laws?	Yes	
Are you considering or have introduced hybrid meetings? Please describe your current arrangements.	Yes Zoom only	Meet weekly where possible otherwise Zoom meetings
Is the club incorporated and is relevant paperwork up to date?	Yes	
Is the club registered under the Fund-Raising Act of Victoria (fundraising in excess of \$20K per year)?	Yes	
Does the Club record its volunteer hours in Rotary Club Central? If not, how do you report these hours to RI?	Yes	
Does the club regularly produce a Club Bulletin? Is it circulated to the DG, DGE and DGN?	Weekly No	

<p>Has the Club held at least one Action Planning Meeting in the last 12 months?</p> <p>Do you use Action Planning sessions to assist with your planning?</p> <p>Are you aware of the resources available through the District website?</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	
<p>Does the Club have an Action Plan, guiding the Club direction for the next 5 years?</p>	<p>Only to 2023 as per district</p>	
<p>Are your Club goals for this year recorded in Rotary Club Central?</p>	<p>Yes</p>	
<p>Is the club's Asset Register up to date?</p> <p>When was it last reviewed? (Date)</p>	<p>Yes</p>	
<p>Do you have members with Food Handling Certification and/or Responsible Serving of Alcohol (RSA) as appropriate?</p> <p>Are the names of the certificate holders listed in Club records and reviewed at least annually?</p>	<p>Yes</p> <p>Yes</p>	
<p>Does the club undertake a documented Risk Assessment for each of its activities?</p> <p>How are these risk assessments stored and accessed?</p>	<p>Yes</p>	
<p>What is your level of awareness of the liability to both individual(s) and Club for the failure to properly implement both Risk Assessment and Risk Mitigation for the Club activities?</p>	<p>Not personally</p>	<p>We have designated members responsible</p>

<p>Has the Club had members participate in the Insurance and Risk Assessment Seminars conducted by the District Insurance Officer?</p> <p>Do you require further assistance from the District in relation to Insurance and Risk Management? (describe)</p>	<p>Yes</p> <p>No</p>	
<p>Is the Club instituting appropriate strategies to minimise risk to members and the club/organisation?</p> <p>Please provide some examples (eg. Providing PPE, Training and Briefing, Age specific tasking etc.)</p>	<p>Yes</p>	<p>We follow the insurance guidelines as set out in District Guidelines</p>
<p>Is the club holding regular, monthly Board Meetings?</p> <p>If no, how often do you meet?</p>	<p>Yes</p>	
<p>Are you aware the Club must make the minutes of your Board meeting available to all Club members within 60 days of the meeting?</p>	<p>Yes</p>	
<p>Does your Club structure in terms of delegating tasks, projects and activities allow you to achieve your Club goals?</p>	<p>Absolutely</p>	
<p>Does the club use the Club Constitution and By Laws and other club level procedures to resolve issues?</p>	<p>Only where appropriate</p>	
<p>How does your Club manage its Membership database ie. ClubRunner or an alternative?</p>	<p>Yes</p>	<p>Secretary and membership directors responsibility</p>
<p>Assistant Governor (AG) Clubs</p>	<p>Yes/No</p>	<p>Comments</p>
<p>Are you aware of who your Assistant Governor Clubs is?</p>	<p>Yes</p>	

Do you have regular contact with your AG Clubs?	Yes	Not so far this year due to COVID
Are you aware of how District information is distributed and do you receive this information? It is expected that all District communications be opened, read and circulated to members. Does this happen in your Club?	Yes Yes	Website and email Where appropriate
Are you actively involved in your Group quarterly President's meetings? Do you find these meetings and the quarterly President's reports of value? If no, how could they be improved?	Yes	No meetings as yet
Membership and Member Development	Yes/No	Comments
Please ensure the names and contact details of every new member and every member who resigns is provided to the District Governor to allow contact.		
Has the club set its Membership Goals for the coming year?	Yes	
Has the club inducted new members in the last 12 months?	Yes	
Does your Club have an active group of Friends of Rotary, former members, or friends of members to assist with Club activities? How do you keep in contact with this group of supporters? If your Club doesn't have supporter group(s), is there an opportunity to create one?	Yes Bulletin; occasional contact	
Does the Club have an active Membership Committee and Chair?	yes	

How does the club notify Rotary International AND the District of new members?	<i>Websites</i>	
Would the Club participate in any of the Membership and Public Image seminars if available?	<i>Yes</i>	
<p>Please describe any strategies the club has used to strengthen and grow membership in recent times.</p> <p>Word of mouth from existing members</p> <ul style="list-style-type: none"> • expedite member approval process • allow new members to select their area of involvement 		
<p>Has your Club actively contacted other Clubs who appear to be having some success in both retaining and attracting new members to understand better what they do? What did you learn? What are you looking to implement?</p> <p>No</p>		
<p>What assistance would you like to see from the District to assist in retaining and growing your membership? (describe)</p> <p><i>We are coping OK at the moment.</i></p>		
<p>Describe how your Club mentors and nurtures new members.</p> <p>We link them with a member of similar interest/personality</p>		
<p>How does your Club use the training and knowledge resources available to you through the Rotary International website, Learning Centre and the new Multi District Online Learning Centre?</p> <p>Some members access units - on a 'need to know' basis</p>		
Does your Club have succession planning for future leaders in your club?	<i>Yes</i>	
<p>Did the club members participate in the Virtual District Training Assembly this year?</p> <p>Do you have any feedback or suggestions to improve the Assembly?</p>	<p><i>Yes</i></p> <p><i>Nothing direct</i></p>	

How does your Club actively encourage members to attend RLI?	<i>Frequent mention in meetings/bulletins</i>	
Are you aware of types of Membership flexibility, how to form new types of clubs to suit member need and joint membership for Rotaractors?	Yes	
Does your Club encourage members to be involved in leadership opportunities at District level eg. District committees?	Yes	
Public Image (PI)	Yes/No	Comments
Does your Club have an active Public Image Committee and Chair?	Yes	
Are all your Club promotional materials compliant with the current logos set out in the Visual Guidelines provided by RI?	Yes	
What platforms do you use to promote your Club?	Yes	<i>Local media</i>
Is the information on these platforms regularly reviewed and kept up to date?	Yes	<i>Social media</i>
Are you aware of how to access assistance for your Club's PI requirements?	Yes	
Youth Protection	Yes/No	Comments
Who is your Club Youth Protection Officer? (Name)	Yes	<i>Meredith O'Neill</i>
Is he/she supported by an active Youth Committee?	Yes	

<p>Does your Club engage in activities with or involving youth (less than 18 years) and children?</p> <p>What District or Local Youth Programs are you involved in? (please list)</p>	<p>Yes/No</p> <p>Yes</p>	<p><i>Graham Bath Junior community awards</i></p> <p><i>Roy Rose Awards</i></p> <p><i>Bellarine College VCE awards</i></p> <p><i>Santos science</i></p> <p><i>National Youth Science forum</i></p> <p><i>Defying the Drift</i></p>
<p>Is the Club aware of the Victorian or South Australian State Legislation and District Youth Protection Policies?</p> <p>Does the Club have a Child Protection Policy or Child Safety Policy as required?</p> <p>Are all members aware of your Club's policy in relation to Child Protection?</p> <p>Does the Club require further assistance in understanding its responsibilities in relation to Youth Protection and Safety? (describe)</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>No</p>	<p><i>Not new members</i></p>
<p>Have relevant Rotarians completed Working with Children (WWC) Checks?</p>	<p>Yes</p>	
<p>Have relevant Rotarians completed required Youth Declaration Forms? Have they been provided to the District Youth Protection Officer?</p>	<p>Yes</p>	<p><i>Only members directly involved with Youths</i></p>
<p>Does the Youth Protection Officer or other Club official hold, maintain and regularly review the list of names of members holding current WWC and Youth Declaration Forms?</p>	<p>Yes</p>	<p><i>Interviewed regularly by club secretary</i></p>

Is your Club aware that it is a requirement to record and hold records of all activities involving Youth? Where and how are these records held?	Yes	<i>Youth Services Chair and Secretary hold</i>
Environment and Sustainability	Yes/No	Comments
Has your Club appointed an Environment champion or established a committee?	Yes	In the process of setting up a committee
Are you familiar with the District Environment and Sustainability Committee? Have you invited them to make a presentation to your Club?	No	
Are you aware of how your Club can achieve an Enviro Club Award?	No	
Club Finances	Yes/No	Comments
Does the club have a separate account and budget for club activities as well as one for fundraising activities?	yes	
Are monthly financial reports presented at Board meetings?	Yes	
Are the club's financial reports audited or reviewed annually?	Yes	
Are the audited/reviewed accounts of the club presented to the AGM?	Yes	
Is the club using software to manage and report club finances?	Yes	
Is the club up to date with payment of all dues – RI/District/Magazines?	Yes	

The Rotary Foundation	Yes/No	Comments
Does the club set Foundation Giving goals?	Yes	
Does your Club have an active Club Foundation Committee and Chair?	Yes	
Are your members aware of various giving programs?	Yes	
Is the club contributing to Polio Plus?		
Is your Club currently qualified to apply for The Rotary Foundation Grants?	Yes	
Have you invited the District Foundation Chair to make a presentation at a Club meeting?	Yes	
Has your Club ever undertaken a Community Needs Analysis in your own community and/or for an external project?	Yes	Plenty of Apathy in the community, we got a very poor response
Would your Club like support in improving its Grant Writing skills?	Yes	We have had a couple of members attend a course
What assistance would your Club like from the District Foundation Committee?	No	
Rotary Information	Yes/No	Comments
Are relevant club members familiar with, and able to access, relevant Rotary information – e.g. Manual Of Procedure, RI website, Rotary Down Under, Parramatta Office, Evanston Office?	Yes	

Support from District 9780 for your club

We are trying to get a project off the ground that will involve 4 or 5 clubs and would like the ADG to help in promoting this project to other clubs in our area. It is a project that has succeeded in other areas and we are trying to replicate it within our own area. It involves developing an Emergency Relief network.

Signature Projects or Activities

Summer markets, Art Show, Community service Awards and Junior Community Service Awards.

Date, Time & Place of Board Meeting with DG

Hopefully prior too our weekly meeting at the SLSC in Ocean Grove.

Any other comments you would like to make/issues you would like to discuss?

Presidents Report December 2021

1. Emphasis for the second half of 2021-2020 will be on Diversity and inclusion. We will try and get not only members from different ethnic and diverse backgrounds we will try and get speakers to our weekly meetings.
2. Now that the strategic plan is completed we will be having a quarterly review of it to see how we are tracking to plan.
3. Draft Code of conduct and Grievance Processes have been developed and circulated for comment. Once board and selected Rotarians have had input we will put it to the members for comment.
4. Art Show completed on the 28th November with a profit in excess of \$10,000. Unfortunately 3 Rotarians came down with COVID as a result of the Show (we think). Art show had 284 entries and was opened by the Mayor Councillor Stephanie Asher.
5. The Board had a visit by the District Governor John Clue who ran through the Club Health checklist with no problems emanating from it.
6. The Club had one resignation over the last month, Joanne McDowell unfortunately resigned due to ongoing problems with the Club.
7. New members should also be a priority over the next 6 months, currently we are minus 2, YTD sitting on 60 members.
8. Finally I feel not a lot was achieved in the first 6 months of the year due to lockdowns and the board getting sidetracked on other issues, it is my hope that the board can put it's mind to achieving a lot more in the second half and enjoy what Rotary has to offer.



Rotary Club of Ocean Grove Inc

Profit and Loss, All Accounts

November 2021

	TOTAL		
	NOV. 2021	NOV. 2020 (PY)	JUL. - NOV., 2021 (YTD)
Income			
0500 Charities Income			
0501 Summer Market Sites	1,737.00	2,722.95	21,013.00
0511 BBQ RAFFLE	1,098.28		1,098.28
0515 Market Entry Collection	3,424.65	3,837.95	3,424.65
0521 Community Sausage Sizzles	3,994.56	1,934.18	6,984.21
0530 Foundation	125.00		1,000.00
0540 Public Donations	1,000.00	500.00	1,000.00
0570 Sundry Projects Income	291.64	3,450.00	1,716.64
0580 Interest earned	0.24	0.87	1.17
524 GOLF DAY Entries			250.00
545 Vocational Sponsorship	250.00		1,250.00
Total 0500 Charities Income	11,921.37	12,445.95	37,737.95
0600 Administration Income			
0645 Member Annual Subscriptions			14,300.00
0650 Meeting Receipts	3,557.22		10,317.56
0655 Meeting Sergeant	45.20		117.85
0660 Club Meeting Contribution		780.00	
0670 Sundry Admin. Income	50.00	250.00	50.00
Total 0600 Administration Income	3,652.42	1,030.00	24,785.41
0700 Art Show - Income			
0710 Sponsorship			8,000.00
0720 Art Raffle Sales	1,875.15		1,875.15
0730 Art Entry Fees	3,015.00		5,170.00
0760 Art Show Door Collection	529.20		529.20
0770 Sale of Paintings	16,534.75		16,534.75
Total 0700 Art Show - Income	21,954.10		32,109.10
0900 Trading Account Income			
0910 Admin Members Contributions		820.00	13,892.00
0920 Admin Dinner Sales	2,623.25		5,859.67
0949 Admin Sundries		250.00	
0960 Market Fees	1,560.00	1,888.00	20,031.00
0961 BBQ Stall	218.76	152.04	592.86
0970 Wine Sales		3,450.00	
0975 Rotary Health	125.00		950.00
0999 Charities Sundry Income	1,575.61	1,540.00	3,550.61
965 BBQ Raffle Sales	36.28		36.28
980 Art Show Sales	16,567.10		16,567.10
Total 0900 Trading Account Income	22,706.00	8,100.04	61,479.52
Sales of Product Income			12.00
Total Income	A\$60,233.89	A\$21,575.99	A\$156,123.98
GROSS PROFIT	A\$60,233.89	A\$21,575.99	A\$156,123.98



Rotary Club of Ocean Grove Inc

Profit and Loss, All Accounts

November 2021

	TOTAL		
	NOV. 2021	NOV. 2020 (PY)	JUL. - NOV., 2021 (YTD)
Expenses			
1500 Charities Expenses			
1528 Summer Market Expenses	781.51	1,460.40	876.47
1532 Market Insurance		210.00	
1535 Youth Payments excl Exchange	119.97		669.97
1539 Vocational Donations			2,380.00
1546 BBQ RAFFLE EXPENSES	270.00		270.00
1549 Community Donations			1,500.00
1550 Community Projects		310.00	1,944.10
1553 Sausage Sizzle Costs	905.91	563.48	2,096.56
1560 International Projects Donations			5,892.17
1580 Sundry Projects Expenses	808.41	2,250.00	7,170.21
Total 1500 Charities Expenses	2,885.80	4,793.88	22,799.48
1600 Administration Expenses			
1605 Rotary International Subscriptions			3,483.42
1606 RDU Magazine Subscriptions			1,204.67
1607 District Subscriptions			4,960.00
1608 Social Club Subscriptions	110.00		110.00
1609 Badges and Regalia			225.54
1615 Meeting Meals/Venue	1,134.00		7,369.31
1620 Meeting Raffle Expenses			93.60
1625 Postage, Printing, Stationery			89.12
1630 Secretarial Expenses	60.10		60.10
1635 Comms (Web host, Telephone etc)			135.19
1640 Public Relations	75.00		225.55
Total 1600 Administration Expenses	1,379.10		17,956.50
1700 Art Show - Expenses			
1720 Payments to Artists	293.00		293.00
1750 Hire of venue			660.00
1770 Printing catalog	745.00		745.00
1780 Advertising/Promotional Signage			45.00
1790 Sundry Expenses	579.32	250.00	579.32
Total 1700 Art Show - Expenses	1,617.32	250.00	2,322.32
1900 Trading Account Transfers	22,741.00	6,938.38	62,524.44
Total Expenses	A\$28,623.22	A\$11,982.26	A\$105,602.74
NET EARNINGS	A\$31,610.67	A\$9,593.73	A\$50,521.24

Rotary Club of Ocean Grove Inc

Transaction Report

November 2021

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
1500 Charities Expenses				
1528 Summer Market Expenses				
03/11/2021	Upstart P/L	OSKO PAYMENT Rotary Ocean Grove Upstart Pty Ltd	Charities Account	22.00
03/11/2021	Paton, John	OSKO PAYMENT Rotary Ocean Grove John Paton	Charities Account	95.00
23/11/2021	Schmidt, Adrian	OSKO PAYMENT Rotary Ocean Grove AR&JK Schmidt	Charities Account	139.51
23/11/2021	Ocean Grove Park Inc	OSKO PAYMENT Rotary Ocean Grove Ocean Grove Park Inc	Charities Account	525.00
Total for 1528 Summer Market Expenses				A\$781.51
1535 Youth Payments excl Exchange				
12/11/2021	Haines, Tony	OSKO PAYMENT Rotary Ocean Grove A G Haines	Charities Account	119.97
Total for 1535 Youth Payments excl Exchange				A\$119.97
1546 BBQ RAFFLE EXPENSES				
30/11/2021	Paxton Press	OSKO PAYMENT Rotary Ocean Grove Paxton Press	Charities Account	270.00
Total for 1546 BBQ RAFFLE EXPENSES				A\$270.00
1553 Sausage Sizzle Costs				
12/11/2021	Chamberlain, Graeme	OSKO PAYMENT Rotaery Ocean Grove Graeme Chamberlain	Charities Account	635.06
23/11/2021	Chamberlain, Graeme	OSKO PAYMENT Rotary Ocean Grove Graeme Chamberlain	Charities Account	270.85
Total for 1553 Sausage Sizzle Costs				A\$905.91
1580 Sundry Projects Expenses				
03/11/2021	Zoom Kites	OSKO PAYMENT Rotary Ocean Grove Zoom Kites - Barroux	Charities Account	580.00
23/11/2021	Chamberlain, Graeme	OSKO PAYMENT Rotary Ocean Grove Graeme Chamberlain	Charities Account	228.41
Total for 1580 Sundry Projects Expenses				A\$808.41
Total for 1500 Charities Expenses				A\$2,885.80
1600 Administration Expenses				
1608 Social Club Subscriptions				
12/11/2021	Ocean Grove Business Association	OSKO PAYMENT Rotary Ocean Grove Ocean Grove Business	2000 General Account 4749	110.00
Total for 1608 Social Club Subscriptions				A\$110.00
1615 Meeting Meals/Venue				
12/11/2021	Ocean Grove SLSC	OSKO PAYMENT Rotary Ocean Grove Ocean Grove SLSC Inc	2000 General Account 4749	1,134.00
Total for 1615 Meeting Meals/Venue				A\$1,134.00
1630 Secretarial Expenses				
30/11/2021	Consumer Affairs Victoria	PAY ANYONE WBC395185 CAV Incorporation 0176051044G and H W	2000 General Account 4749	60.10
Total for 1630 Secretarial Expenses				A\$60.10
1640 Public Relations				
12/11/2021	Greer, Judy	OSKO PAYMENT Rotary Ocean Grove RM & JA GREER	2000 General Account 4749	75.00
Total for 1640 Public Relations				A\$75.00

Rotary Club of Ocean Grove Inc

Transaction Report

November 2021

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
Total for 1600 Administration Expenses				A\$1,379.10
1700 Art Show - Expenses				
1720 Payments to Artists				
30/11/2021		OSKO PAYMENT Art Show Sale Catherine Tait	2001 Art Show Account 7003	293.00
Total for 1720 Payments to Artists				A\$293.00
1770 Printing catalog				
29/11/2021	Paxton Press	OSKO PAYMENT Rotary Ocean Grove Paxton Press	2001 Art Show Account 7003	245.00
30/11/2021		OSKO PAYMENT Art Show Programs Paxton Press	2001 Art Show Account 7003	500.00
Total for 1770 Printing catalog				A\$745.00
1790 Sundry Expenses				
13/11/2021		OSKO PAYMENT Invoice 8785 APS Hire	2001 Art Show Account 7003	517.00
29/11/2021	Bush, Rod	OSKO PAYMENT Rotary Ocean Grove RM & PM Bush	2001 Art Show Account 7003	39.82
30/11/2021	Bush, Rod	OSKO PAYMENT Rotary Ocean Grove RM & PM Bush	2001 Art Show Account 7003	22.50
Total for 1790 Sundry Expenses				A\$579.32
Total for 1700 Art Show - Expenses				A\$1,617.32
1900 Trading Account Transfers				
23/11/2021		E-BANKING TFR 0271005181 BBQ Sales 00221155211201	2004 Trading Account 6663	218.76
23/11/2021		E-BANKING TFR 0271005109 BBQ Raffle 00221155211201	2004 Trading Account 6663	36.28
23/11/2021	Steains, Bill	E-BANKING TFR 0271004728 BBQ Trailer 00221155211201	2004 Trading Account 6663	1,000.00
23/11/2021		E-BANKING TFR 0271005251 Dinner sales 00221155211601	2004 Trading Account 6663	1,700.78
23/11/2021		E-BANKING TFR 0271005007 Lift the Lid 00221155211201	2004 Trading Account 6663	125.00
23/11/2021		E-BANKING TFR 0271004896 Market sites 00221155211201	2004 Trading Account 6663	1,595.00
23/11/2021		E-BANKING TFR 0271004953 Polio Plus 00221155211201	2004 Trading Account 6663	125.00
30/11/2021		E-BANKING TFR 0271999891 Meals 00221155211601	2004 Trading Account 6663	956.44
30/11/2021		E-BANKING TFR 0272000316 Art Raffle 00221155211602	2004 Trading Account 6663	32.35
30/11/2021		E-BANKING TFR 0272000231 Art Sales 00221155211602	2004 Trading Account 6663	16,534.75
30/11/2021		E-BANKING TFR 0272000128 Vocational 13thBO 00221155211201	2004 Trading Account 6663	250.00
30/11/2021		E-BANKING TFR 0271999992 Kite Sales 00221155211201	2004 Trading Account 6663	166.64
Total for 1900 Trading Account Transfers				A\$22,741.00
TOTAL				A\$28,623.22

VICE PRESIDENT'S REPORT - DECEMBER 2021

ART SHOW:

Covid fallout from the Art Show was concerning, considering that Tony Haines had sterilised nearly every square inch of the Point Lonsdale Hall. The one thing missed was that anyone attending to the public should have been wearing a mask, i.e. those selling raffle tickets, paintings or taking enquiries at the desk.

The sale of second hand art has been postponed to the March market.

Half of the profit from the Art Show has been allocated to the usual recipients - RDA and Disabled Surfers. A visit to Artskool in the industrial estate by Lynne Carlson and I to take photos (publicising next Vocational awards) was interesting in that we discovered the diversity of people who use this facility, ranging from school children to people with physical disabilities and those with various health and mental difficulties. Artskool is trying to raise funds to purchase a bigger kiln - we could consider a contribution and perhaps recommend it as a recipient as the works produced there are exceptional.

MARKET/BBQ:

Another good result from the OG market. Funds raised from the BBQ indicate that it will have paid for itself in 2 years (that's if it hadn't been funded externally). Point Lonsdale market was on 12 December and again didn't come up to expectations with only \$560 profit. This market wasn't well publicised. We have no current Rotary banners to place on the gazebos to let people know who we are. Our aprons are the only thing with the Rotary name and wheel. Printed banners that can be tied on are better than pull up varieties which are impossible to use in the wind.

Unsure if we will be able to keep the BBQ trailer at Collendina caravan park into the future. A new venue will be needed down the track. Maybe we need to consider the purchase of a shed with permission to place it on someone's land, with easier access. Could be funded through grants. It was great to see prospective member Arki Wilde helping at the Pt Lonsdale market. She was a great asset.

Has anyone been approached to take over from Adrian Schmidt at the end of this year's markets?

FUNDRAISING:

No report.

AUSTRALIA DAY SAUSAGE SIZZLE:

We usually provide a free sausage sizzle on Australia Day in the main street in Ocean Grove. John Calnin has previously organised this but I believe he no longer wishes to do this. Need to appoint an organiser if it's to go ahead. We usually get enough donations in the tins to cover the cost.

GIL MORGAN, Vice President