

The Rotary Club of Ocean Grove Inc

Board Meeting minutes for the Board meeting to be held on Zoom 4pm on Monday 13th September

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

<p><i>That the minutes for the meeting held on Monday 9th August, as presented, be accepted as a true and accurate record of the meeting</i></p>	<p>Business Arising: <i>That the minutes which have been amended be accepted as a true and accurate record of the meeting</i> <i>Amendments: date added and :”vocational” word added in the budgets section after the words ‘as per dropbox’</i> <i>Add Business Arising box to this section.</i> <i>Heather to email meeting agenda to board and ask for general business items.</i></p>	<p>Moved: <i>Heather Willson</i></p> <p>Seconded: <i>Gill Morgan</i></p> <p>carried</p>	
<p>Business Arising: 1. Strategic Plan</p> <p>2. Donation in Lieu of speaker gift</p>	<p><i>Targets have been added to Rotary Central and Meredith has incorporated some of them into the strategic plan</i> <i>Alan: the figures put in were indicative but can be changed</i> <i>Gill looked at previous year’s figures and made an estimation</i> <i>Meredith : the position of the environment officer was deemed important so needs to be incorporated into the plan and mentioned somewhere</i> <i>Is it a service area or focus area?</i> <i>Alan: put it as a focal point under “community”</i> <i>Meredith: would like to ratify in principle then have it read by members to discuss</i> <i>Gordon will add a few things in and send them to Meredith</i> Motion: <i>Meredith makes minor changes to the document and that the document be presented for ratification with these changes at the next meeting</i></p> <p><i>Donation in Lieu of speaker’s gift</i> I move that \$500 be donated to Feed me Bellarine in lieu of speakers gifts at weekly meetings</p> <p>Moved Item: <i>Minutes of 9th August be accepted as amended</i></p>	<p>Moved: <i>John Paton</i></p> <p>Seconded: <i>Graham Batrouney</i></p> <p>Carried: ✓</p> <p>Moved: <i>John Paton</i></p> <p>Seconded: <i>Peter Cowburn</i></p> <p>Carried: ✓</p> <p>Moved: <i>John Paton</i></p> <p>Seconded: <i>Peter Cowburn</i></p> <p>Carried: ✓</p>	

3. Addition to today's general business	Meredith: Organisational structure be on the agenda in general business at today's meeting		
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3. Correspondence

Inward/Outward Correspondence as attached:			
Moved: Heather Willson	Seconded: Gill Morgan		Carried ✓

4. President's Report

President's Report as attached:			
Board approves the purchase of a new square reader	Moved: Gill Morgan Seconded: John Paton		Carried ✓
BBQ raffle will be run at the Market for the rest of this year and New members be involved in the running of the BBQ raffle	Moved: John Paton Seconded: Graham Batrouney		Carried ✓
Peter suggested that we help the food bank in Melbourne and he get more information about it			
President's report received	Moved: Lynne Carlson Seconded: Meredith		Carried ✓

5. Treasurer's Report

Treasurer's Report as attached: We have a good amount of money, a "healthy" balance			
Moved: John Paton	Seconded: Peter Cowburn		Carried ✓

6. Past President/Vice President's Report

Art Show (John Calnin)	John Calnin circulated the Art show report Rod Bush takes over as chair next year
Market (Adrian Schmidt)	November start not October and we need to sort out QR codes Signage for market discussed – we have no permission for signs on roads but new ones "A local new real estate agency has offered to redo our current market signs in a bigger format. The current signs are ideal where they are however we could benefit from large permanent off road signs on the Bellarine Hwy near Wallington Rd and near Grubb Rd if they were happy to pay for them. Adrian is getting back in touch."
Fundraising	We need a fundraising chair – Alan can appoint or call for expressions of interest

	Part is sourcing of grants
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7. President Elect's Report

Foundation (Gordon King)	Anthony Olsen talks to the club in November
Membership (Rod Bush)	One new member who will attend meetings
Public Image (Kath Venters)	Instagram workshop Social media marketing of our market in October

8. Service Chair: Reports

Community (Gordon King)	Likely timeline working with CoGG for entry signs to Ocean Grove – now waiting for guidelines Tree planting: Tenders close for the trees 20 th September Choice of 3 trees x 150 Moved: John Paton that we approve 'Grove Money' voucher of \$25 as our weekly raffle prize Seconded: Gordon King Carried ✓
International (Graeme Batrouney)	As presented
Vocational (Lynne Carlson)	As presented – Greg Leece has joined the committee
Youth (Meredith O'Neill)	As presented

9. Report Received and accepted

Reports accepted				
Moved:	Gill Morgan	Seconded	Graham Batrouney	Carried ✓

10. General Business

- (i) Previous experience of members (classification) used to be in the member book might be useful to bring back to make best use of skill sets – Alan to suggest to Rod for next booklet or put it on the members section
- (ii) World Polio Day Sunday 24th October - DG wanted to create an event on zoom . Polio survivor asks for funds for surviving polio sufferers in Australia. John Paton will meet and discuss with district. Some funds to Polio plus and some to Polio Australia. John suggests a polio information night on Tues 19th at the club. If on zoom we could pledge the \$25 meeting money to Polio Plus and Polio Australia.
- (iii) Structure 1: We set up a membership committee comprising President, President Elect and Membership Officer **Moved** :Meredith **Seconded** : John Paton
- (iv) Structure 2: Administration Committee - Possible structure is President, Secretary/Public Officer and Treasurer. Committee has responsibilities for compliance and record keeping. Discussion on whether other members with key administrative responsibilities needed to be on the committee or co - opted for special purposes. Composition to be decided at next Board meeting as part of our discussions on structure and strategic plan.
- (v) Structure 3. Structure 3. Rotary Foundation needs to be further worked on in the Strategic Plan

11. Meeting Closed: 6:03 on

**Next Meeting: Monday 11th October
Either zoom or
1/31 Trevalley Drive Ocean**

Alan Keyse (President)

Heather Willson (Secretary)

Ocean Grove Rotary – Community Services Committee Report September 2021

1. Community Sculpture Reinstatement –

District Grant payment of \$3,000 received. Attempting to have CoGG improve the surrounds to the sculpture

2. Ocean Grove Entry Identification –

Following the selection of finalists by CoGG mayor, deputy mayor and local councilor, sixteen entries representing the ideas from the Ocean Grove community were selected and forwarded to Council for development into practical signs.

In response to requests from a number of townships, including Ocean Grove, the CoGG has developed draft guidelines for township signage which reflects and expresses the unique attributes and personality of those towns.

These guidelines address how the City can ensure that township signage meets their branding and quality requirements (and Department of Transport commuter safety requirements) while still enabling some level of customisation to communities.

The draft guidelines include capacity for community's to influence the colour palette, illustrative design or artwork and potentially the size or scale of township signage, while ensuring that standard design, materials, fabrication and installation are uniform across the municipality.

Once these guidelines have been adopted, probably in the next few weeks, CoGG will contact Ocean Grove Rotary to enable us to work with their marketing team to develop suitably customised signage for Ocean Grove.

All though being run by OG Rotary, this is a joint project with the Ocean Grove Community Association and the Ocean Grove Business Association.

3. Grubb Road Walking Track/Adopt a Roadside

“Adopt a Roadside” from VicRoads has agreed to OG community groups undertaking maintenance works in the Grubb Road reserve, and will provide OH&S training. However, although Grubb Road is the responsibility of VicRoads, as the speed limit is not more than 60 kph, maintenance of the verge is under the control of CoGG.

Our request has now been referred to “the environment team”. Why I don't know. Still waiting for CoGG to agree.

4. Lookout Reserve

CoGG Open Space has been instructed to re-open discussions regarding the master plan, and has nominated a senior officer to liaise with Rotary on this project. Meetings delayed due to Covid restrictions, however CoGG has installed new picnic tables.

5. R100 Celebrations

As a way of celebrating the centenary of Rotary in Australia, it is proposed to plant 100 trees as a permanent recognition. CoGG has nominated a senior officer to liaise with Rotary on this project.

The site first nominated by CoGG was Lake Reserve, off Blue Lake Drive, but that was quickly withdrawn. A new site was nominated in Wallington Road, near the end of Thacker Street, and this has been accepted.

The proposal is to plant a double avenue of trees, spaced 6 metres apart. These trees will be semi-advanced (20cm pots). Council will also provide additional tube stock free. Council has nominated preferred indigenous species suitable to the area.

Council plans to spray and mulch the area next week in preparation for the planting.

Tenders have been invited for the supply of nominated trees and associated items.

OG Rotary has obtained for a District Grant of \$2,000 (to be matched equally by the Club) to assist with the costs of this project

6. Marconi Memorial

Due to Covid restrictions no further meetings have been held with the Mayor of the Borough of Queenscliffe and the President of the Queenscliffe History Museum to discuss relocating and refurbishing the Marconi Monument in Point Lonsdale.

Further research has been undertaken to determine the most appropriate site for the memorial, and the Borough has approached DELWP for their agreement.

Following confirmation of the site to which the Marconi Memorial will be relocated, OG Rotary will coordinate the required works.

7. Shell Road Flagpoles

Three flagpoles were funded by Ocean Grove Rotary and erected at the Shell Road Reserve. Stickers recognizing Rotary's involvement have been prepared and will be installed on the flag poles.



PP Gordon King
10 September 2021

From: Gordon King <grkat225@gmail.com>
Subject: Rotary Board Meeting 13 September 2021
Date: 11 September 2021 at 10:31:41 am AEST
To: Heather Willson <heatherwillo@hotmail.com>
Resent-From: <heatherwillo@hotmail.com>

Hi Heather,

Attached are copies of the following reports for Monday's Board meeting:

- Community Services Report
- Foundation Report
- "Grove Money" Report.

Would you please distribute to the Board via DropBox?

Thanks

Regards,

Gordon King
PO Box 893,
OCEAN GROVE, Vic., 3226

0411 883 173
03 5255 5801

Rotary Club of Ocean Grove – Board meeting – Monday September 13th, 2021

Membership Report: Member news:

Member information:

- New member information:
 - Greg Leece - inducted
 - Bea Travers has a potential new member - waiting for ftf meetings to resume.

General Business

- Job Descriptions - updates are continuing; considering doing some more via ZOOM

Other info:

- have meet with
- Andy McKoy re Web page setup - more planning to come
- Still to meet with Lisa H re Bulletin production/distribution

Ocean Grove Rotary --Vocational Committee.

1st September, 2021

Minutes

4pm to 5pm via zoom

Meeting called by Lynne Carlson.

Attendees: Lynne Carlson, Neil Templeton, Ann Hodgkinson, John Karis, Marion Walton, Gill Morgan

Apologies: Graham O'Donnell, Chris Watson

Notes:

Locked in Barwon Sports Academy/ Bis Sport. Ready to Go. Sponsoring 6 young people for 2022. **Approved by Committee.**

Project Two

Waiting on MEGT to get back to Lynne this week the state manager is on leave until the 6th September. They do have people between the age of 18- 25 who are looking for the opportunity to do extra training & assistance of the purchasing of tools of trade. I have asked Peter McVilly who deals with these young people to consider being a speaker and talk on the plights these young people are dealing with.

We also discussed we could apply these funds in February 2022, as it will be a new year. For apprentices who need financial assistance for extra training courses or tools. Apprentices will come to a Rotary meeting to tell us how they are using the funds and their work. **Approved by Committee.**

Community Service Awards:

Lynne has sent out a draft to Committee re the Sponsorship packages with an expense. When we achieve these goals, we will know how much we will need to use of the Rotary budget. I have also included in the body of the email a couple of suggestions we should consider that Alan has put forward.

Small Business: \$1000.00

Apprentice/Trainee: \$1000.00

Volunteer Organisation: \$750.00

Team Member: \$750.00

All runner ups would remain @ \$250.00.

Approved by Committee.

Timeline Actions to be allocated:

- Release date of Nomination forms online: **John Karis & Rod Bush, on the 29th January 2022.**
- Closing date: 28th February 2022.
- Community Awards Dinner – Tuesday 17th May 2022
- Hard copies will be available on the 31st January 22 from the drop spots as below.
- **Potential Drop Spots Queenscliff – Gill will investigate and confirm, Point Lonsdale IGA (Marion), Barwon Heads Post Office & Pharmacy (John), Barwon Heads Bendigo Bank (John), Ocean Grove - Driftwood Café, OG Post Office & Ocean Grove Library (Lynne), Rolling Pin in industrial estate - Lynne.**
When laminated posters are distributed, people distributing will ask if they can place in the window on noticeboard etc.
- We will leave a sealed box at each of the drop points for people to put their nominations in and we will only have to pick them up once.
- QR Codes will be made up for each category and printed in A4, codes will be in black & white only Rod will add colour in the name of category & wording.
- A final decision to be made re printing, hard copy nomination forms. I would think that we would only need 200 max, which I could print out on colour paper. **Approved by Committee.**
- Trophies/ Certificates: Lynne and Neil.
- Recommend interviews for each of the 4 categories where appropriate.

General Business:

- Gil Morgan, has a prospective sponsor candidate for Bis Sport. **Gill is following up.**
- Graham O'Donnell, has been allocated a donation of \$3,000, from the Rotary Club of Melbourne (BGR/Cross Club is where the funds will come from) for funding for Three Deakin Geelong Students who live in our area and would like to participate in the online RYLA Leadership Courses. (Graham will be able to assist here). This will also be discussed with the Youth Committee. **Approved by Committee.**
- **Small Business judging: Gill Morgan, Ty Simons, Mark Edmonds, Greg Leece**
- **Community Organisation judging: Ann Hodgkinson, Chris Watson**

- Team Member: Marion Walton, John Karis and one extra
- Apprentice: Neil Templeton, Graham O'Donnell, Rod Birrell – Neil to discuss with Rod
- Lynne would like to sit in on some interviews. **Approved by Committee**
- Alan suggested Business and Apprentice trainee \$1000, team member and volunteer org \$750 **Approved by Committee.**
- For web site and social media promotion logo files are required and some photographs.
- Approach Barwon Heads IGA and Bendigo Bank with a view to selling them packages. **Approved by Committee.**
- Perhaps the Borough of Queenscliffe Council Offices for a distribution point – Gill to assess.
- Signs – look into having a sticker etc for the year so that we can use the same signs.

Presidents Report September 2021

Second square to be purchased from Point Lonsdale Bowling Club for a nominal fee

- Barbecue raffle to go ahead at the next market in presumably October

Budget figures for 2021-2022 have been logged into club runner

- After DG meeting have arranged to have Don Shield talk to members in the New Year

Need to clarify who and how much we will be donating in lieu of speaker thank you gifts eg, Rotarian Cathy Roth heads up PALZ Professionals with Alzheimers

- Issues from DG meeting to be discussed;
 1. DG wants details of both new members and resigning members to interview
 2. Club to get a Code of Conduct pro forma from DG
 3. DG newsletter and District weekly report to be circulated to all members
- RYLA officially cancelled for this year.

- Peter Cowburn raised issue of helping the Foodbank in Melbourne during COVID crisis
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VICE PRESIDENT'S REPORT - 11 September 2021

MARKET

Adrian Schmidt and John Paton visited the Farmers' market to compare it with our own. At the moment, it looks like we can re-open in November, but there will need to be correct procedures followed. Adrian is pursuing QR codes with Rod Bush. We need to be mindful that people don't carry cash in quantities, especially coins, so our donation tins may not be filled to the extent of last year.

ART SHOW

John Calnin circulated members with information and the intention to proceed, if restrictions permit, beginning with the opening night on 29 October.

FUND RAISING

So far this Rotary year, we have lost the \$5,000 anticipated from the GDFL footy gates and, depending on what happens with markets and the Art Show, we need to look at other means of bringing in funds. A Fund Raising committee needs to be formed.

BBQ TRAILER

At the time of writing, Overlanda Caravans has not reopened - scheduled reopening is Monday 13 September so I may have further information at the Board Meeting.

Due to the Point Lonsdale market being held on Education Department property, markets there have not resumed so far.

GILLIAN MORGAN

Rotary Club of Ocean Grove Inc

Balance Sheet
As of July 31, 2021

	TOTAL
Assets	
Current Assets	
2000 General Account 4749	21,427.42
2001 Art Show Account 7003	13,564.51
2002 Term Deposit #6184 (12mth)	0.00
2003 Term Deposit #6242 (6mth)	0.00
2004 Trading Account 6663	1,400.00
2005 Term Deposit #6148 (7mth)	0.00
2009 Petty Cash	300.00
Charities Account	24,999.43
Undeposited Funds	0.00
Total Current Assets	A\$61,691.36
Total Assets	A\$61,691.36
Liabilities and shareholder's equity	
Shareholders' equity:	
Net Income	7,133.77
Opening Balance Equity	31,266.70
Retained Earnings	23,290.89
Total shareholders' equity	A\$61,691.36
Total liabilities and equity	A\$61,691.36



Rotary Club of Ocean Grove Inc

Profit and Loss, All Accounts

July 2021

	TOTAL		
	JUL. 2021	JUL. 2020 (PY)	JUL. 2021 (YTD)
Income			
0500 Charities Income			
0580 Interest earned	0.26		0.26
0585 Investment Capital Returned		22,354.31	
524 GOLF DAY Entries	250.00		250.00
545 Vocational Sponsorship	500.00		500.00
Total 0500 Charities Income	750.26	22,354.31	750.26
0600 Administration Income			
0645 Member Annual Subscriptions	9,750.00	10,545.00	9,750.00
0650 Meeting Receipts	4,057.56	1,571.06	4,057.56
0655 Meeting Sergeant	42.10	55.55	42.10
Total 0600 Administration Income	13,849.66	12,171.61	13,849.66
0700 Art Show - Income			
0710 Sponsorship	5,000.00		5,000.00
Total 0700 Art Show - Income	5,000.00		5,000.00
0900 Trading Account Income		24.52	
0910 Admin Members Contributions	10,550.00		10,550.00
0920 Admin Dinner Sales	1,605.64		1,605.64
Total 0900 Trading Account Income	12,155.64	24.52	12,155.64
Total Income	A\$31,755.56	A\$34,550.44	A\$31,755.56
GROSS PROFIT	A\$31,755.56	A\$34,550.44	A\$31,755.56
Expenses			
1500 Charities Expenses			
1528 Summer Market Expenses	35.96		35.96
1540 Vocational Payments		2,650.00	
1549 Community Donations	1,000.00		1,000.00
1550 Community Projects	1,944.10		1,944.10
1560 International Projects Donations	3,792.17		3,792.17
1580 Sundry Projects Expenses		22,354.31	
Total 1500 Charities Expenses	6,772.23	25,004.31	6,772.23
1600 Administration Expenses			
1605 Rotary International Subscriptions		3,407.78	
1606 RDU Magazine Subscriptions	1,204.67	1,039.00	1,204.67
1609 Badges and Regalia	225.54		225.54
1615 Meeting Meals/Venue	3,790.00	1,269.93	3,790.00
1620 Meeting Raffle Expenses	93.60		93.60
1625 Postage, Printing, Stationery		136.50	
1632 Accounting Expenses		5.49	
1635 Comms (Web host, Telephone etc)	135.19		135.19
Total 1600 Administration Expenses	5,449.00	5,858.70	5,449.00
1700 Art Show - Expenses			
1740 Hire of Screens		385.00	
Total 1700 Art Show - Expenses		385.00	
1900 Trading Account Transfers	12,400.56	25.16	12,400.56
Total Expenses	A\$24,621.79	A\$31,273.17	A\$24,621.79
NET EARNINGS	A\$7,133.77	A\$3,277.27	A\$7,133.77

Rotary Club of Ocean Grove Inc

Transaction Report

July 2021

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
1500 Charities Expenses				
1528 Summer Market Expenses				
13/07/2021	Schmidt, Adrian	OSKO PAYMENT Rotary Ocean Grove AR&JK Schmidt	Charities Account	35.96
Total for 1528 Summer Market Expenses				A\$35.96
1549 Community Donations				
23/07/2021	Jirrahlinga Wildlife Sanctuary	OSKO PAYMENT Rotary Ocean Grove Jirrahlinga Wildlife	Charities Account	1,000.00
Total for 1549 Community Donations				A\$1,000.00
1550 Community Projects				
13/07/2021	Noel Essex	OSKO PAYMENT Rotary Ocean Grove Noel Essex Sculpture	Charities Account	1,944.10
Total for 1550 Community Projects				A\$1,944.10
1560 International Projects Donations				
17/07/2021	Bali Smiles J Johansen	OSKO PAYMENT Rotary Ocean Grove Bali Smiles J Johans	Charities Account	1,770.00
30/07/2021	Rotary Club of Highton	OSKO PAYMENT Rotary Club of Ocean Grove Rotary Club of Hight	Charities Account	2,022.17
Total for 1560 International Projects Donations				A\$3,792.17
Total for 1500 Charities Expenses				A\$6,772.23
1600 Administration Expenses				
1606 RDU Magazine Subscriptions				
23/07/2021	Rotary Down Under	OSKO PAYMENT Rotary Ocean Grove Rotary Down Under	2000 General Account 4749	1,204.67
Total for 1606 RDU Magazine Subscriptions				A\$1,204.67
1609 Badges and Regalia				
13/07/2021	Upstart P/L	OSKO PAYMENT Rotary Ocean Grove Upstart Pty Ltd	2000 General Account 4749	49.24
13/07/2021	Keyse, Alan	OSKO PAYMENT Rotary Ocean Grove Alan Keyse New	2000 General Account 4749	150.00
19/07/2021	Upstart P/L	OSKO PAYMENT Rotary Ocean Grove Upstart Pty Ltd	2000 General Account 4749	16.45
19/07/2021	Upstart P/L	OSKO PAYMENT Rotary Ocean Grove Upstart Pty Ltd	2000 General Account 4749	9.85
Total for 1609 Badges and Regalia				A\$225.54
1615 Meeting Meals/Venue				
19/07/2021	Ocean Grove SLSC	OSKO PAYMENT Rotary Ocean Grove Ocean Grove SLSC Inc	2000 General Account 4749	3,790.00
Total for 1615 Meeting Meals/Venue				A\$3,790.00
1620 Meeting Raffle Expenses				
13/07/2021	Schmidt, Adrian	OSKO PAYMENT Rotary Ocean Grove AR&JK Schmidt	2000 General Account 4749	93.60
Total for 1620 Meeting Raffle Expenses				A\$93.60
1635 Comms (Web host, Telephone etc)				
19/07/2021	Bush, Rod	OSKO PAYMENT Rotary Ocean Grove RM & PM Bush	2000 General Account 4749	135.19
Total for 1635 Comms (Web host, Telephone etc)				A\$135.19

Rotary Club of Ocean Grove Inc

Transaction Report

July 2021

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
Total for 1600 Administration Expenses				A\$5,449.00
1900 Trading Account Transfers				
11/07/2021		E-BANKING TFR 0254259499 Meals 00221155211601	2004 Trading Account 6663	2,189.47
30/07/2021		E-BANKING TFR 0256514021 Subs 00221155211601	2004 Trading Account 6663	9,500.00
30/07/2021		E-BANKING TFR 0256513946 Meals 00221155211601	2004 Trading Account 6663	711.09
Total for 1900 Trading Account Transfers				A\$12,400.56
TOTAL				A\$24,621.79