

The Rotary Club of Ocean Grove Inc

Board Meeting Minutes

for the Board meeting to be held at 1/31 Trevally Drive, Ocean Grove.

4pm on Monday 11th October

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 13th September, 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: Peter Cowburn Seconded: Graham Batrouney Carried ✓	
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3. Correspondence

Inward/Outward Correspondence as attached:				
Moved: John Paton		Seconded: Gill Morgan		Carried ✓

4. President's Report

President's Report as attached: Business arising: Formalize administration committee Co-opt Rod Bush into this committee				
Moved: Alan Keyse		Seconded: Peter Cowburn		Carried ✓

5. Treasurer's Report

Treasurer's Report as attached: Business Arising : That the financial report of 20-21 be accepted for the AGM of Nov 2021				
Moved: John Paton		Seconded: Gill Morgan		Carried ✓

6. Past President/Vice President's Report

Art Show (John Calnin)	
Market (Adrian Schmidt)	Heather Willson emptying 252 post office box 2 or 3 times a week for Market applications
Fundraising	\$600 offered by Rod Birrell be accepted for the purchase of the old BBQ trailer Moved: Gill Morgan: Seconded :Peter Cowburn Carried: ✓

7. President Elect's Report

Foundation (Gordon King)	
Membership (Rod Bush)	
Public Image (Kath Venters)	
Social Committee:	The Committee has money to return to the club from the Footy tipping to go to the costs arising from the Club Xmas Party at 360 Q Suggested : towards beverages on the tables Moved: Alan Keyse Seconded: Heather Willson Carried: ✓

8. Service Chair: Reports

Community (Gordon King)	Board approval for: Rotary and the Ocean Grove Community Association apply public pressure to clean up the verge on Grubb Rd next to the Nature reserve - Gordon to supply photographs to the council to show the condition of the verge To The City Of Greater Geelong Moved: Gordon King Seconded: Alan Keyse Carried: ✓
International (Graeme Batrouney)	
Vocational (Lynne Carlson)	
Youth (Meredith O'Neill)	

9. Reports Received and accepted

Reports accepted				
Moved: John Paton		Seconded: Gill Morgan		Carried ✓

10. General Business

- (i) Polio invoices for voluntary contribution of \$25 by members to Polio Plus and \$25 donation to "Lift the Lid"
The club matching 1 for 1 monetary donations to the limit of \$1000 each

Moved: John Paton Seconded: Heather Willson Carried: ✓
- (ii) **John Paton:**
Purchase: a second hand ipad to use with the new 'square' terminal
Our old phone number is delisted and contacts are made through email and QR codes instead
Moved: John Paton Seconded: Alan Keyse Carried: ✓
- (iii) **John Paton:** acceptance of 2020'2021 financial statements for presentation to the November AGM
Moved: John Paton Seconded: Gill Morgan Carried: ✓
- (iv) **Heather:** John Calnin has confirmed a booking of the pavilion at the market for Easter Monday 17th April for the art sale and is confirmed by the board
Moved : Heather Willsoon Seconded: Peter Cowburn **Carried:** ✓
- (v) **Meredith:** Ratify final copy of Strategic Plan 2021-2023 (in dropbox) without a separate Administration committee

If required, special purpose meetings of the Board can be scheduled for major club administration tasks and members with relevant expertise may be oc-opted to join the meetings

Moved: Meredith O'Neill Seconded: Alan Keyse Carried: ✓

(vi) **Alan:** High court decision around the use of social media for not-for-profit organisations – That Rod Bush and Cath Venters arbitrate what is posted.

Moved: Alan Keyse Seconded: Peter Cowburn Carried: ✓

(viii) **Alan:** Community Suggestion from Pearl

In lieu gifts to speakers, the club makes a donation to “Feed me Bellarine” and this should be put onto the ‘running sheet’ Weekly agenda

(ix) **Gill:** organizer required to arrange and staff ANZAC day breakfast- Alan to ask members for a co-ordinator to do this at the meeting on 12th October

(x) **John Calnin:** Notification - Art show begins 26th November

11. Meeting Closed:

Next Meeting: November 8th

Alan Keyse (President)

Heather Willson (Secretary)

Correspondence for October 2021 Board Meeting

Inward

	Date / Source	Summary of detail	Suggested action
1	Email Maddie Glynn	Barwon Coast Grants Round 2	
2	Email Lynette Reusler	Bellerine Secondary College End Year Awards sponsorship request	Youth director
3	Email RDU Supplies	End Polio products	
4	Email Au Rot Health News	Bulletin of	To members
5	Email Aus Rot health Hat day	On 10/10	Had night at meeting
6	Email Noel Howard	RAM Annual conference notification	Sent to International
7	Email Noel Howard	RAWCS Annual report	Sent to members
8	Email Natallie davey	Cherished Pets charity wants our help Had read shelterbox article	Board
9	Australia Post	Complete business details not recorded for PO Box	Secretary filled out the form & returned it to the Post Office O.G.
10	Email		

Outward

Date / Destination	Summary of detail
Peter Cowburn	AGM Nomination forms
Graham Batrouney	Replied to Beyond Water East Africa notifying no action on our p
Australia Post	Rotary Business details given for Post Box requirements

Rotary Club of Ocean Grove – Board meeting – Monday October 11th, 2021

Membership Report: Member news:

Member information:

- New member information:
 - Bea Travers has a potential new member - waiting for ftf meetings to resume.
 - Mark Edmonds to be approached by Lynne Carlson.

General Business

- Job Descriptions - updates are on hold until Strategic Plan is finalised.

Other info:

- The Change in the Membership process moved/Seconded at June/July meeting needs to be added to ByLaws and approved at a Club Meeting (at AGM ?)

Presidents Report October 2021

Fundraising committee formed comprising of Lyndy Stagg, David Larkin and Coral Walker. Coral is the chair reporting through to Vice President Gil Morgan.

Rod Bush has made the offer for all Board Members to be retrained on Dropbox functionality, I recommend we take him up on this offer.

Social Media issues regarding adverse comments made on our site. We need to set up systems to monitor comments and disable them where appropriate. Apparently there are tools offered by social media sites to block key words and profanities, hide offensive comments and be able to restrict who can reply to posts. Suggest Kath Ventors tune into webinar on 9th November to learn more.

Strategic plan has been finalised and now needs ratification by the board.

An issue has come up regarding Marconi Monument and needs to be sorted either at this meeting or an extraordinary meeting later in the week.

VICE PRESIDENT'S REPORT - OCTOBER 2021

BBQ trailer: as shown at the last club meeting, the artwork for the trailer will be put on next week. The Sticker Company which is doing this job has been very helpful as they are overloaded with work at the moment. However, it will be completed by the end of next week. I have spoken to Graeme Chamberlain and he will consult with Janet Alexander about organising a lunch to show it off and teach others how to use the various elements in the trailer.

Market: Still going ahead for our first summer market on the first weekend in November.

Art Show: This has now been moved to the weekend commencing 29 November and, fingers crossed, the usual official opening and supper that evening. Marion Walton and I have again volunteered to cater.

I will 'attend' the Presidents' meeting on Alan's behalf on Tuesday. As the barbecue previously used for our sausage sizzles is now surplus to requirements, I'll mention its availability for sale at the Presidents' meeting in case one of the clubs is looking for a quality bbq. If there is no response from that, it will be advertised on Facebook. Graeme Chamberlain has suggested an asking price of \$1,500 as its retail value when new was \$3,000 (heavy duty plate and additional side covers). It's only 2 years old and in very good condition since Graeme's renovation of it.

The old trailer used for the market/sausage sizzles is also surplus to needs. Rod Birrell offered \$600 for the trailer. As there is a good amount of rust, it might be difficult to sell otherwise and I believe that this is a reasonable offer, considering its condition. I will move at the Board meeting "That the offer of \$600 from Rod Birrell for the old trailer be accepted."

ANZAC Day breakfast organiser: since the resignation of Dick Clay, we have not had anyone to lead and organise the Gunfire Breakfast at Ocean Grove. Last year the breakfast was cancelled due to the virus and this year the RSL changed its mind so many times that it was impossible to organise at the last minute with nobody to lead it.

Ocean Grove Rotary Club: Vocational Board Report

October 11th, 2021—Meeting:

Project One:

Community Services Awards:

I have sent out a draft to all Vocational committee re the Sponsorship packages and also an expense explanation sheet. When we achieve these goals, we will know how much we will need to use of the Rotary budget. I have also included a couple of suggestions we should consider that Alan has put forward, with regard to Prize Money for three of the four categories.

Sponsorship Packages:

1 x Diamond @ a cost of \$1,000.00 one package.

2 x Platinum @ a cost of \$750.00 per package.

2 x Gold @ a cost of \$500.00 per package.

4 x Silver @ a cost of \$250.00 per package.

4 x Bronze @ a cost of \$100.00 per package. We could sell a couple more of these as they will be classed as a donation, they would receive as per the package details and also received a Certificate of Appreciation, from the club.

All approved and accepted by both Board & Vocational Committee.

Suggested increases below:

Small Business: \$1,000.00 to remain the same.

Apprentice/Trainee: \$1,000.00 to increase from \$750.00.

Volunteer Organisation: \$750.00 to increase from \$500.00.

Team Member of the year: \$750.00 to increase from \$500.00.

All runner ups would remain @ \$250.00.

All approved and accepted by both Board & Vocational Committee.

Our sponsors packages will be available for sale from the 4th October 21 through to the 25th November 2021. **Currently speaking with past & prospective sponsors.**

Our Community Services Awards Evening on the 17th May 2022. **Confirmed.**

Project Two:

Locked in Barwon Sports Academy/ Bis Sport. Will proceed with Four upcoming Sporting / Athletes across all areas, & two who would be eligible for State & National competition. These athletes will be from our local areas in the Southern Bellarine.

Invoice will be sent to John Paton. **Paid in Full project will commence @ the beginning of February 2022.**

Project Three:

I have spoken with MEGT, they have suggested we should do this at the start of February 2022 which would be as this will be a new year for the Apprentices/Trainees. There are a number of students who are looking at extra training in both trades & IT. Again, this will not be a drain on our committee to work on as it will be just a matter to discuss with candidate as to what they are wanting to achieve. **Confirmed to start in February, 2022.**

General Business:

Guest Speakers:

- 1st February 22 -- Anne Barker ABC South East Asia International Correspondence.
- 8th February 22 - Stephen Lamont Rotary International Conference for May 2023 to be held in Melbourne.

Lynne Carlson.

Vocational Chair.

Rotary Club of Ocean Grove Inc

Balance Sheet

As of September 30, 2021

	TOTAL
Assets	
Current Assets	
2000 General Account 4749	18,243.92
2001 Art Show Account 7003	15,094.51
2002 Term Deposit #6184 (12mth)	0.00
2003 Term Deposit #6242 (6mth)	0.00
2004 Trading Account 6663	410.00
2005 Term Deposit #6148 (7mth)	0.00
2009 Petty Cash	300.00
Charities Account	30,675.07
Undeposited Funds	0.00
Total Current Assets	A\$64,723.50
Total Assets	A\$64,723.50
Liabilities and shareholder's equity	
Shareholders' equity:	
Net Income	10,165.91
Opening Balance Equity	31,266.70
Retained Earnings	23,290.89
Total shareholders' equity	A\$64,723.50
Total liabilities and equity	A\$64,723.50



Rotary Club of Ocean Grove Inc

Profit and Loss, All Accounts

September 2021

	TOTAL		
	SEP. 2021	SEP. 2020 (PY)	JUL. - SEP., 2021 (YTD)
Income			
0500 Charities Income			
0501 Summer Market Sites	9,584.00		9,584.00
0521 Community Sausage Sizzles			1,475.97
0580 Interest earned	0.22	0.74	0.73
524 GOLF DAY Entries			250.00
545 Vocational Sponsorship			1,000.00
Total 0500 Charities Income	9,584.22	0.74	12,310.70
0600 Administration Income			
0645 Member Annual Subscriptions		690.00	14,300.00
0650 Meeting Receipts	27.00		6,759.36
0655 Meeting Sergeant			72.65
0660 Club Meeting Contribution		120.00	
Total 0600 Administration Income	27.00	810.00	21,132.01
0700 Art Show - Income			
0710 Sponsorship			6,000.00
0730 Art Entry Fees	275.00		530.00
Total 0700 Art Show - Income	275.00		6,530.00
0900 Trading Account Income			
0910 Admin Members Contributions	12.00		13,892.00
0920 Admin Dinner Sales	-12.00		3,235.44
0960 Market Fees	9,894.00	636.00	9,894.00
0961 BBQ Stall			213.27
0999 Charities Sundry Income			500.00
Total 0900 Trading Account Income	9,894.00	636.00	27,734.71
Sales of Product Income	12.00		12.00
Total Income	A\$19,792.22	A\$1,446.74	A\$67,719.42
GROSS PROFIT	A\$19,792.22	A\$1,446.74	A\$67,719.42
Expenses			
1500 Charities Expenses			
1528 Summer Market Expenses	59.00		94.96
1535 Youth Payments excl Exchange			550.00
1539 Vocational Donations	2,380.00		2,380.00
1540 Vocational Payments		492.70	
1549 Community Donations			1,000.00
1550 Community Projects			1,944.10
1553 Sausage Sizzle Costs			795.80
1555 Solmaid School Project		1,375.00	
1560 International Projects Donations	2,100.00		5,892.17
Total 1500 Charities Expenses	4,539.00	1,867.70	12,657.03



Rotary Club of Ocean Grove Inc

Profit and Loss, All Accounts

September 2021

	TOTAL		
	SEP. 2021	SEP. 2020 (PY)	JUL. - SEP., 2021 (YTD)
1600 Administration Expenses			
1605 Rotary International Subscriptions			3,483.42
1606 RDU Magazine Subscriptions			1,204.67
1607 District Subscriptions			4,960.00
1609 Badges and Regalia			225.54
1615 Meeting Meals/Venue	355.31		6,235.31
1620 Meeting Raffle Expenses			93.60
1625 Postage, Printing, Stationery			89.12
1632 Accounting Expenses		5.49	
1635 Comms (Web host, Telephone etc)			135.19
1650 Sundry Admin Expenses		185.10	
Total 1600 Administration Expenses	355.31	190.59	16,426.85
1700 Art Show - Expenses			
1770 Printing catalog		110.00	
Total 1700 Art Show - Expenses		110.00	
1900 Trading Account Transfers	9,584.00		28,469.63
Total Expenses	A\$14,478.31	A\$2,168.29	A\$57,553.51
NET EARNINGS	A\$5,313.91	A\$ -721.55	A\$10,165.91

Rotary Club of Ocean Grove Inc

Transaction Report

September 2021

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
1500 Charities Expenses				
1528 Summer Market Expenses				
23/09/2021	Bush, Rod	OSKO PAYMENT Rotary Ocean Grove RM & PM Bush	Charities Account	59.00
Total for 1528 Summer Market Expenses				A\$59.00
1539 Vocational Donations				
23/09/2021		OSKO PAYMENT Rotary Club of Ocean Grove Barwon Sports Academ	Charities Account	2,380.00
Total for 1539 Vocational Donations				A\$2,380.00
1560 International Projects Donations				
13/09/2021	Operation Cleft	OSKO PAYMENT Rotary Ocean Grove Operation Cleft Aust	Charities Account	2,100.00
Total for 1560 International Projects Donations				A\$2,100.00
Total for 1500 Charities Expenses				A\$4,539.00
1600 Administration Expenses				
1615 Meeting Meals/Venue				
27/09/2021	Christian Bus Terang	OSKO PAYMENT Rotary Ocean Grove Christian Bus Terang	2000 General Account 4749	355.31
Total for 1615 Meeting Meals/Venue				A\$355.31
Total for 1600 Administration Expenses				A\$355.31
1900 Trading Account Transfers				
26/09/2021		E-BANKING TFR 0263541665 Market Fees 00221155211201	2004 Trading Account 6663	6,324.00
30/09/2021		E-BANKING TFR 0264035921 Market fees 00221155211201	2004 Trading Account 6663	3,260.00
Total for 1900 Trading Account Transfers				A\$9,584.00
TOTAL				A\$14,478.31

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Ocean Grove Rotary – Community Services Committee Report October 2021

1. Ocean Grove Entry Identification –

The draft guidelines being prepared by CoGG will 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.

These guidelines are expected to be adopted shortly, after which CoGG will contact Ocean Grove Rotary to enable us (and OGCA) to work with their marketing team to develop suitably customised signage for Ocean Grove.

2. Grubb Road Verge Cleanup/Adopt a Roadside

CoGG has again declined our request to undertake maintenance of the Grubb Road verge, despite approval from VicRoads ("Adopt a Roadside").

CoGG representative has stated *"In speaking with the environment team, I have been advised that rubbish collection can be undertaken but it is seen not enough for a team activity to complete, possibly one or two people. I would be concerned with the litter collection considering how narrow the verge in front of the Nature reserve is, the City would employ contractors using appropriate traffic management systems for this type of task.*

The City already maintains this area for weeds and problem vegetation, however the native vegetation cannot be removed under the relevant act."

An recent inspection of the site indicates that, despite CoGG's statement, the verge is overgrown with weeds and invasive plants. It is clearly not being maintained as stated, and could become a major fire hazard during summer, as well as exhibiting a poor presentation to one of the main entries to the town.

As this is a joint project with OGCA I have discussed the situation with them. The OGCA committee has agreed that, unless CoGG properly maintains the verge, or allows community groups to so do, then Rotary and OGCA should embark on a publicity programme using local media and social media to attempt to get the area cleaned up before the fire season.

Board approval requested.

3. 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. Planned meeting with the Mayor still delayed due to Covid restrictions.

There has been vandalism of the masonry walls erected by Rotary. Noel has approached CoGG to attempt to have them repair the damage. Still waiting for a response.

4. R100 Celebrations

Due to weather conditions Council has been delayed in spraying and mulching the area on Wallington Road in preparation for the planting.

Gil is attempting to source appropriate plant material, however this is proving difficult, again due to Covid. Two quotations received.

5. Marconi Memorial

Several 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.

Those organisations have carried out further research to determine the most appropriate site for the memorial, and the Borough was about to approach DELWP for their agreement regarding the new location.

OGR will shortly contact the Borough to determine if we can assist them with any other community projects.

6. 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 are yet to be installed on the flagpoles.



PP Gordon King 8 October 2021