



MINUTES

Annual General Meeting Wednesday 21st August 2019 7.30pm

COMMITTEE:

Commodore Paul Nicholls
Vice Commodore Ian Harwood
Rear Commodore Steve Browne
Rear Commodore PA Brian Piggott
Past Commodore Kevin Bielby

General Manager – Damien Gaspar
Treasurer – James Turnbull

Committee – Kim Sorrell
Committee – Dennis Nankivell
Committee – Tim Gray
Committee – Steve Gard
Committee – Graham Dart

1. **Declare Meeting Open 7.30pm**

2. **Apologies**

Kim Wilkie	Graham Croft
Darren Grose	Ray Hill
Scott Byfield	Rhys McPharland
Bill Newbon	Arrin Barker
Mark West	Andrew Kemp
Craig Langton	Duncan Coutes
Andrew Siegert	Peter Blackburn

3. Confirmation of minutes from Half Yr. Annual General Meeting held Wed. 20th February 2019

Moved: Errol Milane
Second: Peter Harburn
Carried

4. Business arising
Nil

5. To receive reports –

Commodore – Paul Nicholls

Report tabled.

Moved: Paul Nicholls
Second: Peter Harburn
Carried

Outstanding year as reported in the Special Purpose Financial Report.

On behalf of the Management Committee I wish to thank members, management and staff for their continued support with an aim of *bringing life to the river*.

Rear Commodore – Ian Harwood

Report tabled.

Moved: Ian Harwood
Second: Don Byfield
Carried

Upcoming activities and events include:
Members Sundowner – 23rd August
Father's Day – 1st September
Ladies Op Shop Party – 13th September
AFL Grand Final Day – 28th September
Commodore's Cabaret – 26th October
Melbourne Cup – 5th November
Open Day (theme of Gilligan's Island) – 17th November
Kid's Christmas Party – 8th December

Member's Jackpot has now been amended to an additional \$50 every week

Vice Commodore – Stephen Browne

Amended Mooring Report tabled.

Please ensure compliance inspections are completed as soon as possible.

Busy Bee set for 14 September 2019.

Detailed maintenance and capital works completed during the year are listed in the Financial Report.

Dredging works have been tentatively scheduled for October, pending approvals.

River deck tender has been awarded to Universal Marina Systems.

Slipway winch update – Steve Browne explains how the gears were initially damaged. Options of repair and/ or replacement were investigated. Replacement of gears are due for delivery this Friday with reassembly due the following week. The slips are expected to be open again early to mid-September with matter before insurers.

Expired boat license - Registration expiry of SYC boat and boat trailer (2018) - Issue with boat license transfer with an incorrect address completed on the form. This caused the renewal to not be received by SYC. In regards to the trailer, the trailer was licensed to Department of Education. They did not lodge the transfer of ownership and hence it was not transferred to SYC. Renewals were appeared to be ignored by Department of Education. Due diligence was done on the registration of the trailer and it was discovered the registration was incorrect. Costs incurred by the club for both trailer and boat \$180 infringement expired boat license and the trailer was required to be taken over the pits and reregistered.

Originally, the statement made by Stephen Browne stated a business name which was incorrect. This was retracted at the time and the minutes were amended to remove the incorrect business name.

Moved, with amendments: Stephen Browne

Second, with amendments: Peter Mitchell

Carried with amendments

General Manager's Report – Damien Gaspar

Report tabled

Thank you to members for completing the annual survey with the results detailed in the Special Purpose Financial Report.

With the support of members the Club has been able to achieve some outstanding results which are detailed throughout the report.

Thank you to all who made a positive contribution to the Swan Yacht Club over the past 12 months; Club Management, Committee, Staff and Members in company with Sponsors, Affiliates, Angling Sub Section, Ladies Social Group and our wider Swan Yacht Club community who continue to bring life to the river.

Congratulations to Kevin Bielby for his commitment to the Club as he steps down from his most recent post of Past Commodore. Some major projects that have taken place whilst Kevin held the Chair as either Commodore, Flag Officer or Committee include the introduction of the Club Strategic Plan which has been the blue print for the Clubs rapid growth; Jetty 2 redevelopment, major club house redevelopment, and the planning for the rive deck.

I am grateful to have shared in some positive results alongside Kevin which included being awarded Club of the Year 2017 and 2018 by governing body Clubs WA.

Moved: Paul Nicholls
Second: Steve Browne
Carried

6. The Treasurer to present the Club Audited financials

Report tabled.

Year of consolidation, particularly in the galley
Revenue is holding its plateau.

Record club surplus which was driven by cost control and innovation.

\$878,000 accounting profit for 18/19.

Well done to Management team for their vision, innovation and commitment which see the club in a strong position exceeding the results of the previous year.

This cash profit has allowed the club a healthy cash position leading into our planned capital works.

Questions to financials and responses tabled and answered by Treasurer.

QUESTION ONE

Question from Wayne Jones Member **6913**

With Reference;

Notes to the Financial Statements for the Year ended 30 June 2019

4 Other expenses from normal activities

Other \$108,532

My concern is the reported value is high for a "non-descript sub account" and this cost centre shows considerable increase from 2017.

Would you consider adding to the list in the Chart of Accounts to reduce the allocation of costs into a sub account like; Other?

What is the big ticket items allocated to Other \$108,532?

Should a 50k limit (as an example) be placed on this type of cost center, due to its general (nonspecific) description?

RESPONSE:

The term "OTHER" has been used to consolidate all the smaller (non-material) amounts from expense accounts listed on the profit and loss statement. This is a standard accounting practice to minimize the potentially long list of accounts. Any accounts of material are always disclosed in isolation.

Such expenses that make up "OTHER" are:

- Music & Entertainment \$46,878
- Audit expenses \$34,888
- Raffle expenses \$16,011

For the reasons mentioned above there is no requirement for accounts to have set limits as this is monitored through the purchasing and approval administration processes, such as budgeting.

QUESTION TWO

Question from Chris Pinfold Member **9036**

Why are we paying 31k in bank charges when we are in a positive cash flow situation?

RESPONSE:

Monthly bank administration fees and eftpos charges are the two main items that make up the bank charges account. Bank charges are incurred as part of running a business and is not determined by cashflow. During the year the SYC only paid a total of \$44.79 in interest fees.

QUESTION THREE

Question from Chris Pinfold Member **9036**

Cleaning costs from \$80k to \$153k?

RESPONSE:

This year it was decided that all cleaning expenses would be combined and fall under the Administration category rather than breaking the costs amongst the different cost centres.

The club also incurred higher than expected linen charges early in the year with the delay of the new restaurant furniture. Once the furniture arrived we were able to set the tables without the hefty linen charges.

QUESTION FOUR

Question from Chris Pinfold Member **9036**

Members Amenities from 17k to 38k. Does this include sundowners?

RESPONSE:

This year the club increased the number of member events to at least one per month. Members sundowners were often accompanied with music, beverage and food tastings at no charge to the attending members. Member Prize giveaways were also increased during the year.

QUESTION FIVE

Question from Chris Pinfold Member **9036**

Staff amenities 35k what is this for, breakdown please and does it include staff lunches. I have looked at this and believe that is it a practice that should stop as it affects the bottom line of the galley.

RESPONSE:

Staff amenities includes, but is not limited to:

- Staff meals
- Costs related to staff injuries
- Combined staff Christmas party (costs reduced this year due to the use of members boat)

It should be noted that costs related to staff meals are reduced to cost price and do not affect the figures of the galley, therefore not affecting galley bottom line. Staff are offered meals for a variety of reasons and is a common practice in hospitality. Such reasons include, but are not limited to:

- Staff working double shifts
- Administration staff do not take lunch breaks and sit at their desk whilst eating prepared lunches, when ordered, allowing staff to be more accessible to the members
- Event staff working a busy shift or late evening

This is a practice the club has actively participated in for a long time and offers a gesture of “goodwill and a thank you” to our staff. It should be noted that meals are not always accepted by staff and many staff brings their own meals as is their preference.

QUESTION SIX

Question from Chris Pinfold Member **9036**

Fringe benefits tax for three vehicles is the SYC liable or the individual staff?

RESPONSE:

As a Not-For-Profit Club the SYC is not liable for fringe benefit tax and is therefore not an expense to the club or its employees.

QUESTION SEVEN

Question from Chris Pinfold **9036**

Running costs of the vehicles who pays?

RESPONSE:

All vehicles related expenses, with the exception of fuel and insurance, are covered within the vehicle sponsorship agreement, therefore rendering Toyota Maddington liable for running costs.

Vehicle insurance is undertaken by the club as this insurance covers any driver using these vehicles as is common business practice.

Moved James Turnbull

Second: Kevin Bielby

Carried

7. Presentation of Awards

Peter Mitchell

MOTION: Mr. Kevin Bielby to be accepted into the Swan Yacht Club Body of Life Members.

Moved: Peter Mitchell

Second: Adrian Greathead

Carried

Merit Award – presented to Kim Sorrell

8. Returning Officer Adrian Greathead 2019 Committee Election results:

528 eligible members to vote, 108 members voted.

Steve Gard was a late withdrawal from Committee nomination

4 Postal votes were not counted.

2019/20 COMMITTEE:

Commodore Paul Nicholls

Vice Commodore Ian Harwood

Rear Commodore Steve Browne

Rear Commodore PA Brian Piggott

Treasurer – James Turnbull

Committee – Kim Sorrell (re-elected)

Committee- Graham Dart

Committee – Mark West

Committee – Dennis Nankivell (re-elected)

Committee – Tim Gray

Committee – James Aps (elected)

Moved: Adrian Greathead

Second: Peter Mitchell

Carried

9. Election of Club Captain

MOTION: James Aps elected as Angling Captain

Moved: Ian Harwood

Second: Steve Browne

Carried

10. Election of Club Auditor

MOTION: Proposal to accept BDO as this current year's auditor

Moved: James Turnbull

Second: Peter Mitchell

Carried

11. General Business

Mark Peacock-
Proposes a leader boat at the Sail Past
Same channel VHF

James Aps-
Renovations for boat ramp for River Deck – is there a plan for disruption?

Response: Stephen Browne advises approvals are being finalized.

Information will be passed onto the membership including Angling Section in due course but minimal disruption anticipated as construction of deck sections will take place offsite and will not affect the eastern ramp section with a working group overseeing the program

A handwritten signature in blue ink, appearing to read 'Paul Nicholls', with a large, sweeping flourish at the top.

Signed: Commodore Paul Nicholls
19 February 2020

Meeting Closed: 8.24pm
Next meeting: February 2020