

BOARD of Directors Meeting

Held at the Motor Yacht Club Tasmania **5:30pm** Tuesday 16th January 2024

1. Welcome and Apologies

BOARD apologies: Nil

BOARD Attendees: Brian Edmonds, Todd Leary, Matthew Debnam, Dean Kearney, Penny Chugg, Justin Lawson, Tabitha Dobson, Mark Green, Mario Sorrentino, David Beard

2. Declaration of conflict of interest

A conflict of interest occurs **when an individual's personal interests – family, friendships, financial, or social factors** – could compromise his or her judgment, decisions, or actions in the workplace.

DISCLOSURE OF PECUNIARY INTEREST (MYCT Rules)

- 1) A member of the BOARD who has pecuniary interest in any contract or arrangement made or proposed to be made with the Club shall disclose that interest at the first meeting of the Club at which the contract or arrangement is first taken into consideration, if his interest then exists or, in any other case, at the first meeting of the BOARD after the acquisition of his interest.
- 2) If a member of the BOARD becomes interested in a contract or arrangement after it is made or entered into, he shall disclose his interest at the first meeting of the BOARD after he becomes so interested.
- 3) If, at a meeting of the BOARD or subcommittee, a member of the BOARD or subcommittee votes in respect of any matter in which the member has a direct or indirect pecuniary interest, that vote is not to be counted.

3. Minutes Previous meetings

19th December 2023

Resolution:


1. That the minutes of the meeting 19th December 2023 be passed as true and correct.
2. The minutes be made available on request to members.

Moved: M. Sorrentino

Seconded: J, Lawson

Carried

3. BOARD Action Table

MYCT BOARD Action Table (current as at 10/01/2024)					
Action	Date created	Date due	Who	Status	Notes
Quotes for Blinds	Sept 2023	November 2023	David		
Board Room furnishing and pictures		November 2023	Brian	Room painted and pictures to be selected	Painting complete, Pictures to be selected.
Fee proposal to redraft leases	October 2023	May 2024	David		Have received advice and have re-submitted some more information for it to proceed.
Centenary meeting January	Nov 2023	January 2024	David		
Prepare a report on Thursday night Raffel alternatives	Nov 2023	January 2023	David		
Flag Officer Tenure	Nov 2023	July 2024	Brian	Executive to meet and provide a position back to Board, General Manager to recirculate the Board Paper	
Prepare design for Pile protection	Dec 2023	February 2023	David		Consultants engaged
Sailing Australia	Jan 2024	Jan 2024	Brian	Advise membership not required	
Board Calander to be included in the Board Papers	Jan 2024	Feb 20-24	David		
					
Café arrangement	October 2023		David and Tabitha	Review the layout	Suggest it be Tabitha , Shannon and Ashlee

5 Correspondence

In

Out

6 Incidents

- A small boat hit two boats when exiting the Pens , owners are in contact with each other.
- Small skiff in car park hit by reversing car , owners in contact with each other.
- Diesel pump hose split, and parts ordered, will be fixed by 17./01/24 . No environmental damage.

7 Finance Report

7.1 Finance Committee update

See

- *Balance Sheet and Profit & Loss.*
- *Business Report (to be distributed and discussed at the meeting)*

Refer to the P and L for the true bottom-line results as this is manually produced.

Net Trading Summary (no stock adjustments)									
	Budget Dec	Actual Dec	Variance	Budget YTD	Actual YTD	Variance	Budget 23/24	Variance to end of year	
Bar	23,240	25,993	2,753	101,016	151,776	50,760	220,456	-	68,680
Restaurant	- 4,003	13,583	17,586	- 58,902	14,848	73,750	- 93,308		108,156
Clubhouse	- 2,987	- 2,892	95	78,550	76,058	- 2,492	56,826		19,232
Social	- 2,987	- 4,854	- 1,867	- 7,200	- 12,438	- 5,238	- 25,400		12,962
Marina	38,821	68,551	29,730	591,393	626,347	34,954	722,145	-	95,798
Egeria	6,067	4,036	- 2,031	5,400	2,313	- 3,087	4,500	-	2,187
Other	2,167	3,855	1,688	12,000	13,757	1,757	21,200	-	7,443
Total Nett Income	60,317	108,272	47,955	722,257	872,661	150,404	906,419	-	33,758
Less Administration	57,034	59,377	- 2,343	474,258	476,750	- 2,492	835,198	-	358,448
Total Net Trade	3,283	48,895	93,566	247,999	395,911	147,912	71,221		324,690
Bar and Restaurant Combined	19,237	39,576	20,339	42,114	166,624	124,510	127,148		39,476

\$90,000 of income in June

Notes to the December P and L

Bar and Restaurant

- Bar sales and restaurant were up on the back of functions.
- Restaurant income was \$75K with \$43K from meals and the balance of \$32k came from functions. Prior year was \$54k all up.
- Restaurant YTD \$15 K which is a great result.
- Cost of food against sales is down 2% on budget.
- Salaries kitchen up due to Workcover but offset against insurance income.
- Salaries Bar staff and function and dining up due to extra functions over Xmas and Ashley on extended sick leave and having to be covered by casuals.

Social

- Income up \$3K with Xmas raffles
- Social expenses (\$5K) included Xmas functions.
- A lot came in and out for Rum sales and purchases, Family functions, ham raffles pork purchases etc.
- As Rum stock is sold this will come back in line with budget

Boating Services

- Marina berth rental up \$21k against budget , half yearly payments have come in. January Feb may be behind a bit.
- Marina and Facility maintenance includes Tas fire equipment \$1.8K for Arm 4.
- Bosun wages down as leave without pay for sick

Keno

- Income down (\$1K) two large players are not attending club.

Administration

- General Managers expenses (\$1.4k) includes staff Xmas drinks and a gift card.
- Sponsorships (\$2.1K) includes \$2K for Salvation Army Xmas function. This is offset against food sales i.e. an internal charge.
- Granton Circuit includes signage and lifters hire for flagpole repairs along with ground maintenance.

Rear Commodore Debnam queried the balance sheet, will take up separately with General Manager.

Resolution:

The Finance Report be received.

Moved: M. Debnam
Carried

Seconded: M. Green

8 Reports

8.1 Commodore Report

Club generally quiet over Xmas but picking up now. Met with Felicity Anderson Sailing Australia, membership was offered but will be between \$5k and \$10k per year depending on the Clubs Balance sheet. Will advise that the Club won't proceed at this time.

8.2 Work Health and Safety and Environment

Introduced formal senior staff quarterly meeting solely on Work Health and Safety .

8.3 Egeria Report

A brief update on Egeria activities for the period 17 December 2023 to 15 January 2024.

- A further 14 charters have been completed since the last report bringing the season total to 43 involving 863 passengers, 12 of the season totals have been lunch or dinner cruises.
- We currently have 23 bookings on our list for the remainder of the season,
- All crew members have completed their annual induction training and regular on water training days are undertaken in accordance with our AMSA requirements. As a means of enhancing our passenger experience and crew knowledge of the Derwent and the Environs a tour of the Richardson and Devine and Incat ship building facilities is being organised. MAST will also be providing a flare demonstration for the crew within the next two months.
- A group of crew members is currently refurbishing the deck coatings to maintain the vessel in first class condition.
- The modification of the three permanent upper deck seats to accommodate life jackets has been completed. 13 of our passenger life jackets are now stored within very easy reach on the upper deck as opposed to under the seating in the main saloon, a great improvement on our ability to respond to an emergency situation.
- Following considerable discussion within the Egeria volunteer group we would like to seek the MYCT Board approval to adopt the following charter rates for all new bookings for this season and for the remainder of 2024. It should be noted that it is over 5 years since we have had price increases. The volunteer group acknowledges that we are not in direct competition to commercial operators and that our appeal to sponsors and in particular supporters such as the Tasmanian Community Fund which has provided in excess of \$70K in financial support for the splining and rewire projects is that we continue to make the vessel attractive and accessible to the general Community.
- The proposed rates are as follows , current rates are in brackets.
1hr \$450 equates to \$17.31 per passenger on a full boat 26 Passengers (\$400)
2 Hr \$850 equates to \$32.69 per passenger (\$800)
3 Hr \$1100 equates to \$42,30 per passenger (\$1100)
4 Hr \$1600 equates to \$61.54 per passenger (\$1550 for four to five hours)
5Hr \$2250 equates to \$80.77 per passenger
6 hrs \$2600, 7 Hrs \$3,000, 8 Hrs \$3,400.
Pick up and drop off in the city attracts an additional \$100 fee, start at MYCT and drop off in the city \$50. Currently on the dinner cruises Egeria receives \$20 per head and no change is recommended.
- If approved, we will update our business cards and seek your approval for the cards to be placed on the tables around the club and at all functions and dinners.
- The above rates remove the rebates previously given to the 4 and 5 hour cruises as these are very onerous on the crew. Our preferred option timewise for cruises are those that fit in the

1 to 3-hour bracket and whilst we do not wish to not undertake the very long cruises, we feel that vessel remuneration should be commensurate to the long hours the crew put in.

- Through our trips we have come into contact with a senior project Manager on the new Bridgewater bridge and whilst discussions are in their infancy, he is keen to provide commentary on the build for Egeria trips for club members and their guests to the Bridge site.

Graeme Foale
Egeria Co-ordinator

8.4 Power Boats Report

Tood Leary gave a brief update on the last event which was a small Club meet. Concentrating on the March Nationals.

8.5 Sailing Report

Refer to newsletter.

8.6 General Manager Report

Our People

- Staff member who injured back has returned to work on unrestricted duties with full medical clearance.
- Belinda did a great job covering for me over Christmas, managed to shield most of the calls.
- Two COVID cases.
- Confidential matter to provide further update on.
- Video conference to be held next week to follow up on the TASCAT hearing for Chris Leishman Workcover.
- With Uni going back we will have staffing issues however we are doing a recruitment run to ensure quality staff and onboarded by the time we lose some back to Uni and visa restrictions.
- Succession plans are being finalised for key staff in case of unexpected leave or resignation.
- Training booked for Belinda Cherry. Intermediate Marina Managers Course.

Our Business














- 60% nett trade ahead of budget YTD
- Kitchen upgrades complete.
- Menu will be updated next week to include a larger variety of meals.

Our Customers

Our Members

- Five new membership applications to consider.
- Loading Bay occupation complaints. Note that it was occupied by a liveaboard, have asked for keys to his car keys as it's a continual problem. Interstate berth occupier also occupying a bay in top car park even though away on their boat.

Governance**8.7 Works Report 23/24**

Projects 22/23	Progress	Update
Chairs for Deck		In place
AV Equipment		Installed
Deck Heaters		Installed
Container Storage		Complete payback is 2.5 years.
Control Tower Granton		New container/office in Progress. Target to be on site by the Nationals
Tables Deck and Restaurant		Completed. Savings flowing through the P and L
Smoker's hut		Will put a shelter over the laundry door, will not be designated smoking shelter. Spoke to John Smith and he is onto it.
Alfresco		Complete and well used.
Board Room Painting		Painted, storage removed to container. Commodore will look at what wall memorabilia will go up.
Waling bolts		Completed
Compsons		Progressing
Drainage		Up to \$70,000 available to complete the wall and drainage works behind and adjacent to Pens. Had Hazell Bros do drain when they were preparing the container pad. Also stood up the old pontoons when the crane was on site. Followed up with Council. They are awaiting CEO sign off to hand job over and funds to MYCT. Council CEO has finally signed off. Awaiting a legal agreement that will need to be checked. Providing everything in order we should be good to go early in the new year.
Cathodic Protection piles		New project . Consultants engaged to complete design and documentation for tender.

9.0 Governance

Risk

Risk Category	Risk	Quarterly actions to manage risk
Safety and Wellbeing		Staff meeting reminding staff of Christmas stress and how to manage. Introduced a quarterly health and safety meeting with senior staff.
Environment and Sustainability		Fuel Dock spill kits refurbished.
Brand and Reputation		Articles in Eastern Shore paper, Luncheon for Salvos, Liveaboard and Tenants Xmas lunch, Kids Christmas. Staff have new uniforms. Centenary branding is in place.
Capacity to Deliver Services		Marine Assets. Report completed and to be considered by the Board. Highest priority is the Sea Wall. Staffing secure with a full team in front of house and kitchen. Succession planning is being reviewed and will be completed in February.
Regulatory and Legal		Clarence Council Health Inspection. Works to kitchen included painting, new equipment and deep clean. Passed 12/12/23. New stove is in place.
Financial - Operational		Revenue is solid , costs are being managed closely. Weekly meeting with Leadership group to go over numbers and ensure expenditure is tight.
Capital Expenditure and Projects		Projects on budget. Board approval for all significant projects. Drainage is quoted and matches the funding agreement with Council and includes a generous contingency. Cathodic protection project added and is in progress. To be considered again once the design and tendering is completed. Granton maintenance is continuing in readiness for National Championships.

9.2 Board Calendar

Board Calendar 2024						
Date	Day	Event	Time	Comments	Board and GM Matters	General Manager Matters
1st January	Monday	New Years Day	All Day	Office Closed/ Bar Open	Strategic Plan Progress Review Mid Year GM Performance Review	Prepare Annual Events Calander Prepare Board Calendar
15th January	Monday	Finance Meeting	4:30 pm			
16th January	Tuesday	Board Meeting	5:30 pm			
26th January	Friday	Australia Day	All Day	Office Closed/ Bar and Restaurant Open		
12th February	Monday	Regatta Day	All Day	Office Closed/ Bar Open/ Restaurant Closed		
19th February	Monday	Finance Meeting	4:30 PM			
20th February	Tuesday	Board Meeting	5:30 pm			
11th March	Monday	8 hr Day	All Day	Office Closed/ Bar Open/Restaurant Closed	Centenary	Start Preparation of Draft Budget
18th March	Monday	Finance Meeting	4:30 pm			
19th March	Tuesday	Risk Committee	4:30 pm			
19th March	Tuesday	Board Meeting	5:30 pm			
29th March	Friday	Good Friday	All Day	Office Closed/ Bar Open		
1st April	Monday	Easter Monday	All Day	Office Closed/ Bar Open		
15th April	Monday	Finance Meeting	4:30 pm		Strategic Plan Progress Review	
16th April	Tuesday	Board Meeting	5:30 pm			
25th April	Tuesday	ANZAC Day	All day	Office Closed/ Bar Open/Restaurant Open		
20th May	Monday	Finance Meeting	4:30 pm			
21st May	Tuesday	Board Meeting	5:30 pm			Draft Budget presented including review of fees and charges Choose staff and club awards Contact Insurance broker
10th June	Monday	Kings Birthday	All Day	Office Closed/ Bar Open	Performance Review General Manager Strategic Plan Review and update (Workshop) Set Performance KPIs for General Manager 24-25 Adopt Budget 24-25 AGM Preparation	Budget adopted Staff Salary Reviews Staff PDRs Member letters to go out Annual General Meeting preparation
17th June	Monday	Finance Meeting	4:30 pm			
18th June	Tuesday	Board Meeting	5:30 pm			
15th July	Monday	Finance Meeting	4:30 pm			
16th July	Tuesday	Risk Committee	4:30 pm			
16th July	Tuesday	Board Meeting	5:30 pm			
19th August	Monday	Finance Meeting	4:30 pm			Organise Betsy Island Raffle (For powerboaters)
20th August	Tuesday	Board Meeting	5:30 pm			
10th September	Tuesday	Annual General Meeting	7:00 pm		New rule for Asset disposal	
16th September	Monday	Finance Meeting	4:30 pm			
17th September	Tuesday	Board Meeting	5:30 pm			
15th October	Monday	Finance Meeting	4:30 pm		Strategic Plan Progress Review	Organise maintenance for Granton Contact Rotary and arrange a date for Spring Boot Sale
16th October	Tuesday	Board Meeting	5:30 pm			
24th October	Thursday	Show Day	All day	Office Closed/ Bar Open/Restaurant Open		Organise Xmas Club Raffle
18th November	Monday	Finance Meeting	4:30 pm			
19th November	Tuesday	Risk Committee	4:30 pm			
19th November	Tuesday	Board Meeting	5:30 pm			
16th December	Monday	Finance Meeting	4:30 pm			Book Entertainment for 2025
17th December	Tuesday	Board Meeting	5:30 pm			
20th December	Friday	Xmas Nibbles		RSL / Club EOY		
21st December	Saturday			Restaurant Closed , Reopen 13th January 2025		
25th December	Wednesday	Xmas Day	All day	Venue Closed		
26th December	Thursday	BOXING Day Holiday	All day	Office Closed/ Bar Open/Restaurant Closed		

- Commodore requested the Calander go in the Board Papers

9.3 MYCT OP-P5 Leave management Policy.

PURPOSE

To set out The Motor Yacht Club Tasmania (MYCT) process for managing excessive leave balances and leave in general.

Over the course of their employment, some Employees can accrue excessive Annual Leave balances.

Not taking a reasonable amount of Annual Leave may pose a risk to the health and safety of Employees.

APPLICATION

This policy applies to all Personnel of MYCT employed as full time or permanent part time.

RESPONSIBILITY

The General Manager is responsible for the implementation and maintenance of this policy and procedure.

The Board is responsible to review and amend from time to time as required.

DEFINITIONS

Permanent employee	Full-time employees usually work an average of 38 hours each week. They're usually employed on a permanent basis or on a fixed term contract. For MYCT employees work 40 hours per week on lump sum arrangement.
Permanent Part time	Part-time employees work less than 38 hours per week and their hours are usually regular each week. They're usually employed on a permanent basis
Casual Employee	A person is a casual employee if they accept an offer for a job from an employer knowing that there is no firm advance commitment to ongoing work with an agreed pattern of work.
Annual Leave	An employee (other than a casual employee) accumulates 4 weeks of paid annual leave for each year of service with the employer.
Excessive Leave	Greater than eight weeks for Full time employees
Sick and Carers leave	Sick and carer's leave lets an employee take time off to help them deal with personal illness, caring responsibilities and or family emergencies.

POLICY

Commitment

The MYCT cares for its staff and is committed to a safe and healthy work environment and safe systems of work to prevent injury and illness to workers and encourages time off for rest and relaxation at a time that suits the Employee.

The MYCT is committed to meeting the requirements of the *Work Health and Safety Act 2012*, the *Work Health and Safety Regulations 2012* and associated approved Codes of Practice.

The MYCT is committed to:

- Caring for all Personnel by providing safe and healthy working conditions to prevent work-related injury and ill health.
- Continually improving safety culture and promoting the health and wellbeing of all Personnel
- Promoting taking of leave for improved Health and Wellbeing.

Excessive annual leave

In certain circumstances the employer can direct an employee to take annual leave when they have an excessive annual leave balance.

Generally, an annual leave balance is considered 'excessive' if a full-time employee has more than:

- 8 weeks of annual leave

Direction to take annual leave.

For award and agreement-free employees, employers can only require them to take a period of annual leave if the requirement is reasonable.

A requirement to take annual leave may be reasonable if, for example:

- the employee has an excessive annual leave balance.
- the business is being temporarily shut down for a period (such as between Christmas and New Year).

In assessing reasonableness, the following factors are relevant:

- the needs of the employee and the business
- any agreed arrangement with the employee
- custom and practice of the business
- timing of the direction or requirement to take leave.
- the length of the period of notice given.

Cashing out Annual Leave

The MYCTs position is that Annual leave is to be taken and not cashed out. Only in exceptional circumstances shall it be allowed and is at the sole discretion of the General Manager.

The following applies:

- the employee must retain at least 4 weeks annual leave.
- there must be a written agreement between the employee and employer on each occasion.
- the payment for the cashed-out leave must be at least the amount that the employee would have been paid if they took the leave.
- No more than one week of leave can be cashed out in any one calendar year.

Annual leave does not accumulate for a period of annual leave that has been cashed out.

Sick and Carers Leave

Full-time and part-time employees can take paid sick leave if they can't work because of a personal illness or injury.

Full-time employees are entitled to 10 sick days per year. The leave is pro-rata for part-time employees.

Unused sick and carer's leave is carried over to the next year.

Exhaustion of Sick and Carers leave.

If the employee has exhausted all paid leave entitlements, they can choose to take annual leave or unpaid personal leave, if supported with medical evidence.

RESPONSABILITIES

General Manager

The General Manager is so far as is reasonably practicable responsible for:

- Ensuring annual leave balances are kept within the limits set by this policy.
- Continually monitoring and report to the Finance Committee on annual leave balances
- Approve annual leave cash out in line with this policy.
- Regularly updating the Board

Personnel

All Personnel must take reasonable action to manage their annual leave. They must also:

Comply so far as they are reasonably able, with any reasonable instruction given by MYCT to allow MYCT to comply with the fair work legislation. Fair Work Online: www.fairwork.gov.au Fair Work Infoline: 13 13 94

Cooperate with any reasonable MYCT policy or procedure relating to health or safety at the workplace that has been notified to Personnel

VARIATION OF POLICY OR PROCEDURES

The General Manager with agreement by the Board reserves the right to review, vary or revoke this Policy and/or any associated Procedures at any time.

Resolution:

The Board approve the Draft Leave Policy and seek feedback from staff members and reconsider with any amendments at the February 2024 meeting of the Board.

Moved: T. Dobson

Seconded: M. Debnam

10.0 Our Members

10.1 Events Calander 2024

Summer	JANUARY		
	Friday	12th January	MUSIC (Sambo)
	Wednesday	17th January	Club Info Night MAST
	Friday	26th January	Australia Day
	Sunday	28th January	MUSIC (Duo Placebo)
	FEBRUARY		
	Friday	9th February	MUSIC (Stacey and Grant)
	Wednesday	21st February	Members Info night (TARFISH)
	Sunday	25th February	MUSIC (Shaun Hitchens)
	MARCH		
	Thursday	7th March	Egeria Sponsors Twilight Cruise
	Friday	8th March	International Woman's Day luncheon
	Friday	8th March	Powerboats Dinner Music (Jack Delaney)
Saturday	9th March	Powerboat Nationals Granton MUSIC (Duo Placebo)	
Sunday	10th March	Powerboat Nationals Granton MUSIC (Bernie Bruce)	
Wednesday	13th March	Egeria Past Commodores and Life Members Twilight Cruise	
Friday	15th March	Centenary Lunch	
Friday	15th March	Centenary Dance MUSIC (Silver Zephyr)	
Saturday	16th March	Family Day MUSIC	
Wednesday	20th March	Members Info night	
Sunday	24th March	MUSIC (Bernie Bruce)	
Autumn	APRIL		
	Friday	12th April	MUSIC
	Thursday	25th April	Anzac Day
	Sunday	28th April	MUSIC
	MAY		
	Friday	10th May	MUSIC
	Sunday	12th May	Mother's Day
	Sunday	26th May	MUSIC
	JUNE		
Saturday	15th June	Club Dinner with MUSIC	
Sunday	30th June	MUSIC	

Winter	JULY		
	Friday	12th July	MUSIC
	Sunday	28th July	MUSIC
	AUGUST		
	Friday	9th August	MUSIC
	Sunday	25th August	Winter Feast
	Sunday	25th August	MUSIC
	SEPT		
	Sunday	1st September	Fathers Day
		13th	
	Friday	September	MUSIC
		29th	
	Sunday	September	MUSIC
	22nd		
Sunday	September	Betsy Island Power Boat event	
	28th		
Saturday	September	Grand final Breakfast (8am - 10:30am)	
SPRING	OCTOBER		
	Saturday	5th October	Opening Day
	Friday	11th October	MUSIC
	Sunday	27th October	MUSIC
	NOVEMBER		
	Tuesday	5th November	Melbourne Cup
	Friday	8th November	MUSIC
		24th	
	Sunday	November	MUSIC
	DECEMBER		
		13th	
	Friday	December	MUSIC
		15th	
Sunday	December	Family Christmas	
	22nd	MUSIC	
Sunday	December		
	31st		
Tuesday	December	New Years Eve MUSIC	

Board requested inclusion of Charity Xmas Lunch

11.0 Our Business

11.1 Business Report

12.0 Committees

- Three committees active at present, Finance, Risk and Centenary

12.1 Centenary

All in order and going well. Program and invitations will be out in the next week. Commodore will finalise the guest lists this week. Volunteers event is to be added.

12.2 Risk

Priorities are:

- Asset disposal rule
- Fuelling
- Cyber Security
- No emerging risks identified.

Asset disposal rule was discussed and the Risk Committee to provide feedback to Director Chugg who will present a Draft to the February Board meeting after which the final draft will be circulated to members for feedback.

13. New Membership Applications

Resolution:

The Board approve memberships for:

Geoffrey WILLIAMSON
Eamon HIBBERD
Deanne LANCE
Peter CROOKES
Peter McNEIL
Scarlett JENKINS
Justin COLLINS
Adam KINGSTON

Moved: D. Kearney

Seconded: P.Chugg

Carried

14. Other Business

BOARD Meeting Closed at 6:30pm

Next BOARD Meeting 5:30 pm 20th of February 2024