

Minutes BOARD of Directors Meeting 20th June 2023

1. Welcome and Apologies

BOARD apologies: Stephen Kennedy, Justin Lawson

BOARD Attendees : Brian Edmonds Chair, Todd Leary, Matthew Debnam, Penny Chugg, Tabitha Dobson, Matt Debnam (By Phone) , Dean Kearney, Mark Green, 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.
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3. Minutes Previous meeting 16th May 2023

Resolution:

1. That the minutes of the meeting 16th May 2023 be passed as true and correct.
2. The minutes be made available on request to members.

Moved: Mark Green

Seconded: Tabitha Dobson

Carried

4. BOARD Action Table

MYCT BOARD Action Table (current as at 16/6/2023)					
Action	Date created	Date due	Who	Status	Notes
Asset Valuations Review	Feb 2022	April 2022	David	In progress	Accountants briefed to complete before EOFY
Prepare five-year maintenance plan	May 2022	Dec 2022	David	Include electrical and metering options for marina	Now will be completed as part of asset review later this year
Workcover leave requirements	June 2023		David	Contacted Fair work	
Directors to complete risk appetite form	June 2023	July 2023	Directors		

5 Correspondence

In John Hebbink
Clarification of history , Powerboats, and plaques

Out

6 Incidents

Nil

7 Finance Report

7.1 Finance Committee update

See Balance Sheet and Profit & Loss.

Also included is a new ‘Business Summary’ that is a work in progress. The P&L is the source of truth for numbers. Please highlight any errors so they can be addressed in future reporting.

Resolution:

That the Finance Report be received and comments from the Finance Committee be noted.

Moved: Penny Chugg

Seconded: Todd Leary

Carried

7.2 Budget 23-24

The Budget has been distributed previously. Some minor amendments and corrections have been made including increasing Granton works to \$20,000.

Fees and charges have been changed in line with the Boards recommendations and has been included in the revenue figures.

Resolution:

The Budget as presented be adopted for the 2023/24 Financial year.

Moved: Tabitha Dobson

Seconded: Mark Green

Carried

8 Reports

8.1 COMMODORE Report

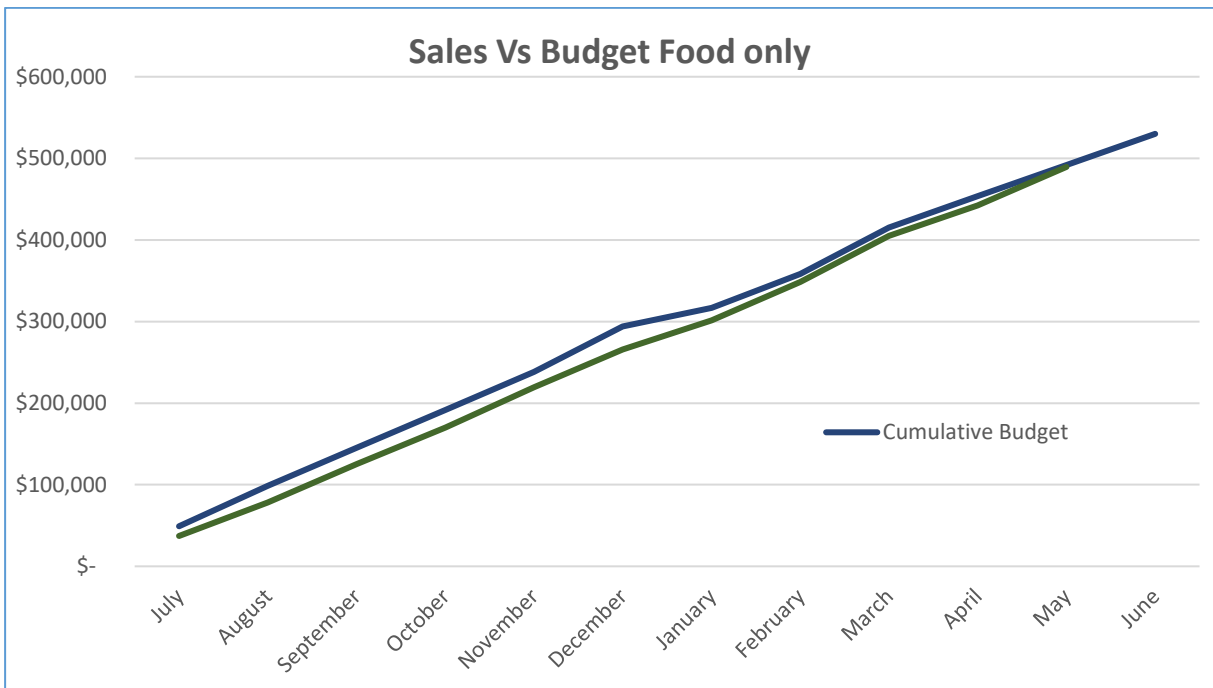
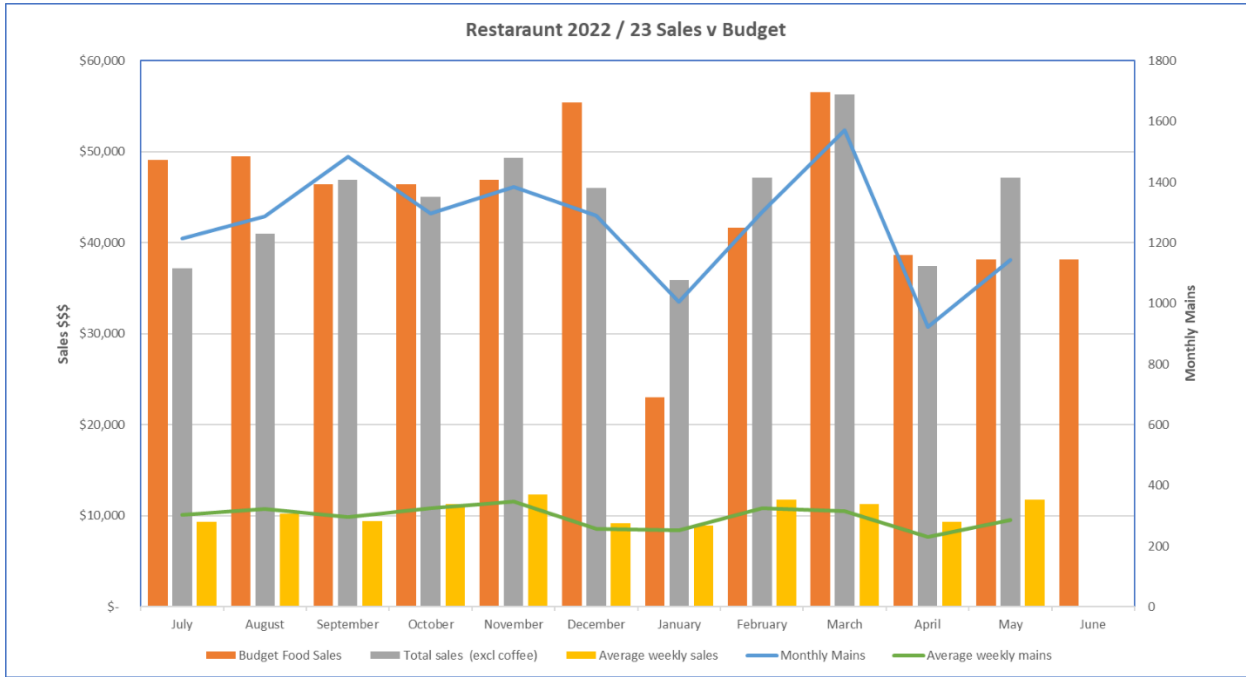
Productive meeting with the Egeria discussing communication, support, and general matters. Very pleased with Awards night.

8.2 Work Health and Safety and Environment

No incidents

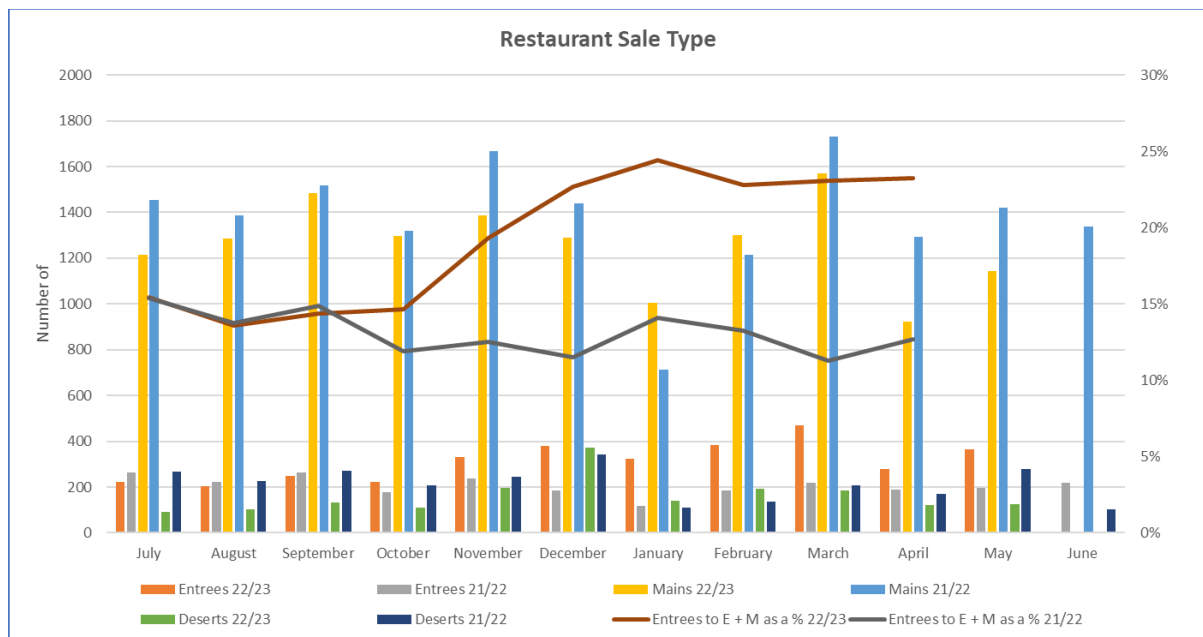
8.3 Functions and Dining

Restaurant Performance 2022/23										
	Weeks	Budget Food Sales	Total sales (excl coffee)	Sales to Budget Variance %	Average weekly sales	Monthly Mains	Average weekly mains	Average spend per Customer (main)	Cumulative Budget	Cummulative Total Sales
July	4	\$ 49,121	\$37,210.00	-24%	\$ 9,303	1214	304	\$ 30.65	\$ 49,121	\$ 37,210.00
August	4	\$ 49,523	\$40,979.10	-17%	\$ 10,245	1286	322	\$ 31.87	\$ 98,644	\$ 78,189.10
September	5	\$ 46,463	\$46,947.10	1%	\$ 9,389	1485	297	\$ 31.61	\$ 145,107	\$ 125,136.20
October	4	\$ 46,423	\$45,059.00	-3%	\$ 11,265	1297	324	\$ 34.74	\$ 191,530	\$ 170,195.20
November	4	\$ 46,886	\$49,322.34	5%	\$ 12,331	1385	346	\$ 35.61	\$ 238,416	\$ 219,517.54
December	5	\$ 55,437	\$46,058.75	-17%	\$ 9,212	1290	258	\$ 35.70	\$ 293,853	\$ 265,576.29
January	4	\$ 22,983	\$35,862.70	56%	\$ 8,966	1005	251	\$ 35.68	\$ 316,836	\$ 301,438.99
February	4	\$ 41,672	\$47,130.68	13%	\$ 11,783	1302	326	\$ 36.20	\$ 358,508	\$ 348,569.67
March	5	\$ 56,533	\$56,332.57	0%	\$ 11,267	1572	314	\$ 35.83	\$ 415,041	\$ 404,902.24
April	4	\$ 38,634	\$37,469.10	-3%	\$ 9,367	922	231	\$ 40.64	\$ 453,675	\$ 442,371.34
May	4	\$ 38,163	\$47,114.90	23%	\$ 11,779	1144	286	\$ 41.18	\$ 491,838	\$ 489,486.24
June	5	\$ 38,163							\$ 530,001	



Meals Served

	weeks	Entrees 22/23	Entrees 21/22	Mains 22/23	Mains 21/22	Deserts 22/23	Deserts 21/22
July	4	222	264	1214	1455	91	269
August	4	202	221	1286	1387	104	227
September	5	249	265	1485	1516	132	271
October	4	223	178	1297	1319	112	206
November	4	331	239	1385	1667	196	246
December	5	379	187	1290	1440	374	344
January	4	325	117	1005	714	142	109
February	4	385	186	1302	1216	191	136
March	5	471	220	1572	1731	184	206
April	4	279	188	922	1294	123	172
May	4	366	195	1144	1421	125	277



Note: Restaurant and Bar combined now in the Business Report

8.4 Egeria Report

No report

8.5 Power Boats Report

Site has been cleaned up, unfortunately material from McDonald Dowel was not forthcoming but managed to get another contractor to cart fill. Cost to MYCT approximately \$4,500 against approval of \$4,000.

8.6 Sailing Report

No Report

8.7 GENERAL MANAGER Report

BOARD report now provided each Friday. Please refer to those emails in addition to the report below.

Our People

- Benchmarked current salaries against Royal and Bellerive. Senior staff are about on par with like positions. GM is below.
- Request we pay some of Chrises leave entitlements at the end of financial year to reduce liability . \$20,000. Bellerive can't find a Head Chef so have closed the restaurant but keeping the café open.
- General Manager away 31st July returning Monday 28th August. Belinda will be Acting General Manager. All AGM (Sept 12) requirements will be set and organised prior to leaving.

Our Business

- Budget presented.
- Working with consultant on Asset Plan project to develop the brief.
- Finalising Strategic Plan which is in the papers.
- Invoices sent.
- No responses to letter of non-renewal of leases. These will now be offered to member occupying the berth.
- No response to those who have been requested to go on direct debit.

Our customers

- Good feedback on meal quality in survey
- Deck opening went well however not many of those invited turned up.

Our Members

- Request we transition to a monthly newsletter and weekly bulletin.
- Small response to survey, mostly positive and distributed separately to the Board. Summary provided in newsletter.
- One survey respondent asked for more visibility of Board and GM.

Governance and Risk

- Strategic Plan preparation
- Insurance offer finalisation

8.8 Works Report

Projects 22/23	Progress	Budgeted	Update
Alfresco Design		N	
Granton Master Plan		N	Meeting with Mayor of Derwent Valley organised
Deck		Y	Heaters going in. Seating to be ordered to match function room and a few more stools. Quote will be presented at the meeting.
Bosun area		N	Completed
Building Repairs and Painting		Y	Completed
T - Arm		Y	Completed
Dig Outs		Y	Completed
Test and Tag		NA	Completed
BOARD Bios and Photos		NA	Completed
Drainage		Y	Completed
Fire System Upgrade		NA	Completed
Slipway Repairs		Y	Completed
Hardstand		NA	Completed
Kitchen Dishwasher		N	Completed
Power upgrade		N	Underway
Hardstand		N	Completed
AV equipment		N	Cable Guy re quoting, may have for Board meeting.
Smoker's hut		N	Will put a shelter over the laundry door, will not be designated smoking shelter.

All projects with the exception of Granton are on track for completion this financial year.

9.0 Governance

9.2 Risk Register

A Risk Register is a document you use to record:

- All the organisation’s significant risks
- The likelihood and consequences of the risk occurring
- The actions to be undertaken to reduce the risks and
- Who is responsible for managing them.

It’s one part of risk management system, i.e., the practice of identifying potential risks in advance, analysing them, and taking precautionary steps to reduce/minimise the risk or potential impacts.

The Risk Register is essential for keeping track of the risks, analysis of them, what is intended to do about them, and so on.

The following Business Risk Review has been conducted and is presented for Board input.

Prior to the meeting it is suggested you look at each risk and determine firstly if you agree with that being included in the risk register, each activity and what level of risk you are prepared to accept for each. This will then be your **‘Risk Appetite’**.

Risk appetite is the level of risk that an organisation is willing to accept while pursuing its objectives, and before any action is determined to be necessary to reduce the risk.

Likelihood	Consequence				
	Insignificant - 1	Minor - 2	Moderate - 3	Major - 4	Catastrophic - 5
Almost Certain- E	Medium	High	High	Extreme	Extreme
Likely - D	Medium	Medium	High	High	Extreme
Possible - C	Low	Medium	Medium	High	High
Unlikely - B	Low	Low	Low	Medium	High
Rare - A	Low	Low	Low	Medium	Medium

	Safety and Wellbeing	Environment and Sustainability	Brand and Reputation	Capacity to Deliver Services	Regulatory and Legal	Financial - Operational	Capital Expenditure and Projects
Catastrophic	Death or permanent disability Loss of critical number of key staff impacting on skills, knowledge & expertise Widespread / sustained staff industrial action Severe impact on organisational morale or performance	Fatalities occur; extensive release requiring long term remediation; legal action initiated by EPA, State agencies or others	Substantiated extensive public outcry, high widespread multiple news profile.	Extreme event with potential to lead to failure of most objectives or collapse of part of the business. Severe disruption to business activities. Critical infrastructure service loss for > 1 month	Extensive fines and litigation with possible class action; threat to viability of program or service; extensive financial loss; indictable offences	Operational Expenditure: Extensive financial loss; more than \$500K	Major (>40%) potential for cost or time impact. Will have an unmanageable impact on time, cost, resources, and quality. inability to meet project objectives requiring the project to be abandoned or redeveloped
Major	Serious injury / harm. Dangerous near miss Long term loss of some key staff resulting in skills / knowledge / expertise deficits. Threat / staff industrial action Major impact on staff morale or performance with long term significance.	Major environmental impact; harm to humans or ecosystems; serious breach of EPA or other environmental legislation/licences	Sustained serious public or media outcry, high impact, high news profile	Major event that with prioritised and focused management will be endured.	Major breach with fines and litigation; critical failure of internal goals; long term significance and major financial impact	Major financial loss \$300K-\$500K.	Major potential (20-40%) for cost or time impact, will impact on time, cost, resources, or quality. Potential impact on multiple work streams, projects, or stakeholders significant variation to scope or objective requiring restructure of project and Senior Management or Council approval
Moderate	Adverse impact on person's health / welfare Lost time or penalty notice due to unsafe act / plant / equipment. Short term loss of skills / knowledge / expertise Severe staff morale / increase in workforce absentee rate	Moderate environmental impact: on site release or contained spread off site; moderate breach of EPA or other environmental legislation/licences; may result in fines	Significant public criticism with or without media attention	Significant event, which can be managed under special circumstances. Critical service interruption not back in agreed time.	Serious breach involving statutory authority or investigation; significant failure of internal controls; prosecution possible with significant financial impact	Significant financial loss \$100K - \$300K	Medium potential (10-20%) for cost or time impact. manageable impact on time, cost, resources, and quality. variation to scope or objective requiring Senior Management approval
Minor	Minimal or no adverse impact on person's health / welfare Negligible skills or knowledge loss Potential adverse impact on person's health / welfare Inappropriate behaviour Workplace safety compromised. Some loss of staff with tolerable loss / deficit in skills Contained impact on staff morale or performance.	Minor, isolated environmental impact; minor breach of environmental legislation/ licences; may result in penalty notices or official warning.	Heightened local community concern or criticism	An event, the consequences of which can be absorbed but management effort is required to minimise impact. Minor delivery delays. Local interruption only, service loss for minimum period.	Contained non-compliance or breach with short term significance; minor financial impact	Minor financial impact: \$50K - \$100K.	Small (5-10%) potential for cost impacts, no time impact, no quality impact. variation to scope or objective requiring General Managers approval
Insignificant	Injury report or first aid only. No lost time. Minimal impact on staff morale or performance	Minimal environmental impact; won't result in fines or penalties	Isolated, internal, or minimal adverse attention or complaint	An event the impact of which can easily be absorbed through normal activity. Negligible impact business interruption, brief loss of service	Isolated non-compliance or breach; minimal failure of internal controls; negligible financial impact	Less than \$50K.	Small potential for cost impacts - <5% of budget, no time impact, no quality impact

Risk Register Motor Yacht Club Tasmania		Last updated	2/05/2023					
		Pre-Controls (no controls in place)			Post-Control			
Activity	Risk	Likelihood	Consequence	Rating	Controls	Likelihood	Consequence	Rating
Balance Sheet and Profit and Loss	Errors cumulating in risk of insolvency	Almost Certain- E	Catastrophic - 5	Extreme	Robust Financial System Credentialed Finance Committee Monthly Reporting	Unlikely - B	Minor - 2	Low
Cash flow	Reliance on bank draft	Likely - D	Moderate - 3	High	Debtors review monthly Direct debit facility	Unlikely - B	Minor - 2	Low
Profitability	Don't see the costs and revenue leading to losses	Almost Certain- E	Major - 4	Extreme	Robust Reports P and L transparent Businesses analysed and reported on Clearly understand drivers for member value	Unlikely - B	Minor - 2	Low
Working in office and around yard	Trips / slips/ falls	Likely - D	Moderate - 3	High	Standard Operating Procedures Safety walks Incident reporting Hazard reporting training and onboarding Right tools for the job PPE	Unlikely - B	Minor - 2	Low
Fuel Dock	Environmental impact to waterway from activity or spill, explosion	Likely - D	Catastrophic - 5	Extreme	Automatic Shut off Spill kits Office hours fuelling only Standard Operating Procedures Training	Possible - C	Moderate - 3	Medium
Legislation, Compliance and Licencing	Closure Reputation Fines Part closure	Likely - D	Major - 4	High	Training Regular audits and checks Documentation Procedures Policies	Unlikely - B	Minor - 2	Low
Slipway use	Fall from heights, environmental discharge, pinch/jam/ impact , armature users	Likely - D	Moderate - 3	High	Safe Operating Procedures Trained staff use only Correct use of ladders Training PPE	Unlikely - B	Minor - 2	Low

Risk Register Motor Yacht Club Tasmania		Last updated	2/05/2023					
Pre-Controls (no controls in place)					Post-Control			
Activity	Risk	Likelihood	Consequence	Rating	Controls	Likelihood	Consequence	Rating
Kitchen operations	Burns, trips, falls, strains	Likely - D	Moderate - 3	High	Restricted access to inducted staff only Inductions Safe Operating Procedures Correct foot ware PPE Supervision	Unlikely - B	Minor - 2	Low
Bar	Burns, trips, falls, strains	Likely - D	Moderate - 4	High	Restricted access to inducted staff only Inductions Safe Operating Procedures Correct foot ware PPE Supervision	Unlikely - B	Minor - 3	Low
Marina	Failed pylons, walkway, lighting	Likely - D	Major - 4	Extreme	Robust maintenance plan Marina operations plan regular inspections major inspection every ten years Periodic, preventative and emergency funding and maintenance	Possible - C	Moderate - 3	Medium
Storm events	Building flooded, bank failure, washouts, trees fallen, objects moved	Likely - D	Moderate - 3	High	Insurance coverage for building ad continuity of business Yard maintenance Building maintenance Clean gutters and drainage infrastructure annually	Possible - C	Minor - 2	Medium
Fire	Building burns down	Possible - C	Catastrophic - 5	Extreme	Insurance cover, Emergency Service audits, fire equipment maintenance , fire wardens	Possible - C	Moderate - 3	Medium
Drowning	Fall off jetty, out of boat in marina.	Possible - C	Catastrophic - 5	Extreme	Life rings, staff training, use of lifejackets, RSA, security cameras, locked gates after hours, bosun patrols	Rare - A	Major - 4	Medium

Risk Register Motor Yacht Club Tasmania		Last updated	2/05/2023					
		Pre-Controls (no controls in place)			Post-Control			
Activity	Risk	Likelihood	Consequence	Rating	Controls	Likelihood	Consequence	Rating
Staff	High turnover Critical roles hard to fill Poor customer service Health and Safety poor	Likely - D	Major - 4	Extreme	Safety systems and processes Marina Operations Manual to capture Knowledge and document systems Staff policies Training and Development Succession Plan Multi skilling Recognition and Reward HR management capability in business	Unlikely - B	Minor - 2	Low
Epidemic	Staff away, loss of revenue, business capability loss, fixed costs remaining	Likely - D	Major - 4	Extreme	Business continuity plan (COVID) Reduce discretionary expenditure Communication Close restaurant and provide alternate duties for permanent and PPT staff	Unlikely - B	Minor - 2	Low
Cyber attack	Hackers, system failure	Possible - C	Major - 4	Extreme	Cloud and hard drive backup Security protocols Manual collection of money	Possible - C	Major - 4	High
Board / Governance	Disruption, factions, low skills, not united	Possible - C	Moderate - 3	Medium	Training Strategic and Business Plans in place Good agendas Communication Annual self assessment Policies and procedures	Unlikely - B	Minor - 2	Low
Membership	Ability to retain and attract memberships	Possible - C	Moderate - 4	Medium	Marketing, Value propositions, customer service, high quality facilities and services.	Unlikely - B	Minor - 3	Low

9.3 Strategic Plan

The Second Draft of the Strategic Plan is circulated as attached for adoption. Board feedback has been included along with recent feedback from Director Chugg.

Resolution:

The Strategic Plan 2023 – 2026 be approved.

Moved: Dean Kearney Seconded: Penny Chugg

Carried

10.0 Our Members

Member Survey currently in circulation and results will be presented in July.

11.0 Our Business

All discussed in body of agenda.

12.0 Committees

12.1 One Hundred Year Celebrations

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
4	5	6	7 Egeria Twilight Cruise	8 Powerboats scrutineering RSL Night Music	9 Powerboat Racing Restaurant open. Music	10 Powerboat Racing CLUB bus Dinner and Awards Music
11	12	13 Egeria Twilight Cruise	14 Egeria RSL and invitees Lunch Cruise	15 Club Dinner Governor and special guests Sit down meal. Sam and the 78s	16 Family Day RSL/Club Demonstration and Show Music from 3 until late , BBQ lunch	17

12.2 Events and Functions Committee

No further updates

13. New Membership Applications

Applications for new memberships are presented for consideration.

Resolution:

The Board approve Membership for:

NAME	ADDRESS	MEMBERSHIP TYPE	PROPOSED BY
Alan ROBERTS	Lindisfarne	Full	Daniel Ryan
Margaret COX	Rose Bay	Social	Leigh Cox
Kevin RADFORD	Trevallyn	Social	Chris Parker
Frank MITCHELL	Tranmere	Social	Ken Burrows
Owen LLOYD	Mt Stuart	Social	Ken Burrows
Tom FOLEY	Claremont	Social	Ken Burrows
Thomas ELLIS	Lindisfarne	Social	Ken Burrows
Gene MILEY	Howrah	Family	Peter Curtis
Peter BRANCH	Oakdowns	Social	Matthew Debnam
Shane PINNER	Devonport	Country	Chris Parker
Jonathan BLOOD	Lindisfarne	Social	Chris Parker
Roderick COLLINS	Lindisfarne	Social	Vicki Milton

Moved: Tabitha Dobson

Seconded: Penny Chugg

Carried

14. Other Business

Tuesday food and beverage supported.

Betsy time trial supported.

BOARD Meeting Closed at

7:15 pm

Next BOARD Meeting

5:30 pm 18th of June 2023

Directors met without General Manager