

BOARD of Directors Meeting Minutes

Held at the Motor Yacht Club Tasmania **5:30pm** Tuesday 19th September 2023

Welcome and Apologies

BOARD apologies: Dean Kearney, Mario Sorrentino, Penny Chugg

BOARD Attendees: Brian Edmonds (Chair), Tabitha Dobson (phone) Todd Leary, Justin Lawson, Matthew Debnam, Mark Green and GM David Beard

Presentation on the new MYCT Web Page by Michelle Mizzen 'BRANDIT'.

1. Clean and simple design
2. David and Ahsley will have administration rights to make changes more easily
3. Visual aspects will be highlighted with photos and video
4. Will include -; club information, events, functions, dining and merchandise
5. Finalisation by December 2023

1. 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.

2. Minutes Previous meetings

General Meeting 22nd August 2023

Resolution:

1. That the minutes of the meeting 22nd August 2023 be passed as true and correct.
2. The minutes be made available on request to members.

Moved: Mark Green

Seconded: Matthew Debnam

Carried

Special General Meeting 12th September 2023

Resolution:

1. That the minutes of the meeting 12th September 2023 be passed as true and correct.
2. The minutes be made available on request to members

Moved: Todd Leary

Seconded: Justin Lawson

Carried

4. BOARD Action Table

MYCT BOARD Action Table (current as at 16/6/2023)					
Action	Date created	Date due	Who	Status	Notes
Piles/ Marina	Oct 2022	Dec 2023	David		On track
Order tabletops and tables	July 2023	September 2023	David	Ordered	Installed
Honour Boards	Sept 2023	Nov 2023	David		Update names and purchase a new commodore one for the next 100 years
Roster update	Sept 2023	October 2023	Brian		
Volunteers EOI	Sept 2023	October 2023	David		
Quotes for Blinds	Sept 2023	November 2023	David		
New Couch	Sept 2023	November 2023	David		
Stand to replace RSL cupboard under notice Board	Sept 2023	November 2023	David		
Board Room furnishing and pictures		November 2023	Brian	Room painted and pictures to be selected	

5 Correspondence

In The Royal Yacht Club invitation to Commodore for Opening Day 7th October 2023.
Clarence Council permit for containers advertised.
RSL Annual Luncheon invitation to Commodore

Out

6 Incidents

Damage to toilets and complaint from patron at a private function on 26th August.
Everything completed as Licensee.
Matter with the Board for further consideration.

7 Finance Report

7.1 Finance Committee update

See

- Balance Sheet and Profit & Loss.
- Business Report

Overall, a good couple of months , there has been a smooth transition to the new pricing in the Bar and Restaurant and take up of Social Memberships.

Pleasing result for the trading for the Restaurant at least breaking even without drinks and Bar and Restaurant combined result in \$50k ahead of budget YTD.

Subscriptions and Fees have been received in line with budget and there has been no major unplanned works and maintenance.

Commodore requested all Board Members examine the newly formatted Business Report to familiarise themselves with the new format and provide any feedback to GM.

Bar

Revenue \$18k ahead of budget

Salaries down as a result improved rostering. Will be up and down depending on activity.

Wastage is underbudgeted , it includes keg pull off, staff knock of drinks as the main items.

Restaurant

Revenue 15k ahead of Budget

Pleasing to see a break even result although drinks haven't been added in which would put it well into the black.

Salaries up slightly because of activity and

Food cost down although the timing of orders must be considered.

Bar and Restaurant Combined

Restaurant is holding its own and the Bar is very active on the back of functions and social events.

Overall \$59k ahead of budget YTD

Clubhouse

On budget

Repairs and maintenance include some plumbing.

Social

Up on budget due to servicing of the on-water race markers.

Marina

Revenue and overall result slightly ahead of Budget.

Fees have come in on time and allowed us to reduce the balance sheet loan (September)

Fuel Sales were \$15k up on budget as Pennicott are still fuelling whilst Marina works are going on at the Royal.

Egeria

Good bookings so will start to level out over the coming months.

Other Income

WC is shown for August \$4,700 . this has been taken out of the Restaurant costs in the Business Report to give a true picture.

Administration and overheads

Interest paid includes the payment of Members Loan interest.

Advertising includes a prepayment for Restaurant promotion on 7HO.

Consultant fees include site survey.

Resolution:

That the Finance Report be received.

Moved: Matthew Debnam
Carried

Seconded: Todd Leary

Reports

7.1 COMMODORE Report

- Thanked General Manager and Staff for the effort put in for the AGM and SGM.
- Resolution to consider a rule addition dealing with sale of assets to be referred to the Risk Committee.

7.2 Work Health and Safety and Environment

No incidents

Fall restraints have arrived for the Bosun to install and use as required.

7.3 Food and Beverage

- Meal volumes were in line with budget.
- Chef resignation is being covered with existing staff and top up with Pinnacle labour hire.
- No complaints of note
- Revenue on track
- Broke even for the month.
- Bar exceeded budget.
- Combined operating at positive net contribution

7.4 Egeria Report

7.5 Power Boats Report

Verbal report provided by Director Mark Green -;

1. Planning for Betsey Island is progressing well.
2. All junior boats (4) have been allocated.

7.6 Sailing Report

Nil report, but update available in Newsletter.

8.7 General Manager Report

Thank you to Belinda for standing in as Acting General Manager. She did a great job and only a few matters difficult to deal with which have been addressed with the last one a staffing matter finalised last week.

Our People

- Head Chef resigned on Tuesday the 12th September and has been played out two weeks in lieu of notice. Only a few hours of annual leave needed to be paid out. The Board will be updated confidentiality at the meeting on matters related to his departure.
- Restructured kitchen as part of risk mitigation plan with the aim to return to BAU.
- Belinda will be on leave for two weeks commencing the 29th of September. The Commodore will update the Board on the gift.

Our Business

- Financials are in a good position and pleasingly the Restaurant has been going well with the Bar and Restaurant combined ahead of Budget with summer yet to come.

- Looking at solar and electric car charging. Will bring a brief report to the next meeting to see if there is interest in working up a proposal.
- Three-year fixed sum contract entered with Iconic Air for Preventative Management and Maintenance Program of Air Conditioning.
- Our Customers
 - Good reviews on meals . There was a problem with thin steaks which was caused by the side of cut being large meaning to get the weight they were thinner. Steaks are now back to a good size by using an offcut for another dish.
 - Fuel sales up due to Pennicott Cruises using the dock whilst the Royal Yacht Club completes their Marina works.












Our Members

- AGM
 - Over 50 members attended.
 - A member noted that memberships were reducing which is correct for full members. There is a shift for people to go onto Social Membership rather than full member for cost savings. Subscriptions account for around \$100,000 of Revenue and there is no fee for RSL members . Our Social members have increased because of the introduction of discounts. GM has no concerns how we are tracking and with the membership makeup.
 - The questions asked regarding term of appointment and special resolution vs general resolution was confirmed and was answered correctly on the night.
 - A member raised the transparency of accounts. GM will draft up a template that may address the members concerns.
- SGM
 - The resolution to develop a rule to address sale of assets will be referred to the Risk Committee if formed.
- General
 - Car Boot Sale in the lower carpark went well and raised over \$1,000 for the Egeria.

Governance

- AGM completed with all finances signed off by the Auditor.
- A business report is being developed for the Board which will replace some of the content in the current Board Agenda.
- A Risk committee is recommended to be formed to assess emerging risks for the club.
- Complaint received that General Manger is being referred to as Executive Director. To note this is the correct term but to keep the peace have dropped that title off the Board list in the newsletter.
- GM reported to the Board an incident of potential credit card fraud (less than \$200) that has been dealt with through the Credit Card Policy. The staff member has since resigned.

8.8 Works Report 23/24

Projects 22/23	Progress	Update
Chairs for Deck		In place
AV Equipment		Installed
Deck Heaters		Should be in by the Board meeting
Container Storage		Further information supplied to Council. Containers on site ready for installation.
Control Tower Granton		The Tower will be touched up and will remain in place for the Championships. The GM is designing and seeking quotes for a modified container/control room.
Tables Deck and Restaurant		Ordered and awaiting arrival.
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		Tidied up the area ready for summer , Matt Shadey donated the bar.
Board Room Painting		The Boardroom has been cleaned out ready for painting. Commodore will look at what wall memorabilia will go up.
Waling bolts		Washers are being replaced along Arm One
Compsons		Six have been received with meters and are to be installed

9.0 Governance

The Board has undertaken a Risk appetite workshop and contributed to the development of the Risk Register.

It is proposed a Risk Committee be formed and be chaired by Director Penny Chugg.

Role of the Committee

The role of the Committee is to assist the Board in carrying out its Risk Management system and responsibilities by making Resolutions to the Board on:

- (a) the integrity of the Club's Risk Management systems and Risk Register.
- (b) the Club's systems and procedures for identification and management of Risk associated with the Club and any applicable legal and regulatory requirements.
- (c) the Company's system of risk management including:
 - (i) the effectiveness of the Company's risk management framework having regard to the Company's risk management culture;
 - (ii) the identification and assessment of the material risks facing the Club considered against the Club's risk appetite.
 - (iii) the appropriate level of reporting on the performance and application of the risk management system throughout the Club

Resolution

The Board appoint a Risk Committee comprising Director Chugg as Chairperson, Commodore, and the General Manager.

Moved: Brian Edmonds
Carried

Seconded: Matt Debnam

10.0 Our Members
Nil

11.0 Our Business
Nil in addition

12.0 Committees

12.1 One Hundred Year Celebrations

Next meeting will be before the September Board Meeting.
Mario Sorrentino to join Committee.

13. New Membership Applications

Applications for new memberships are presented for consideration.
12 Membership applications to consider.

Resolution

The Board approve Membership for:

- Zhije Qin
- Phylis Xiong
- Christopher Sorrentino
- Sue Wallbank
- Katie White
- Vanessa Johnson
- Alison Surtees
- Daniel Sorrentino
- Kathy Hancock
- Paul Thost
- Chris Berry
- Bo & Krystal Richards

Moved: Mark Green
Carried

Seconded: Todd Leary

14. Other Business

- Mark Green discussed ways to improve member engagement and retention.
- Consideration of seeking approval to release 100 Parachute flares for Centenary celebrations.
- Car Parking is a problem in the Marina with up to 3 cars and trailers per liveaboard, GM to consider options to address.
- Replacement couch to be sourced.
- Quotes for new blinds in the restaurant sought to address sunlight issue.
- Board room being painted.

- Shelves to replace cupboard under notice Board now in place.

Board met without GM present.

BOARD Meeting Closed at	8 15 p.m.
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Next Board Meeting	5:30 pm 17 th October 2023.
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