

BOARD of Directors Meeting

Held at the Motor Yacht Club Tasmania **5:30pm** Tuesday 20th February 2024

Guests included RSL President Chris Parker and Eve Nelson HR Tas. Philip Barton
incoming Race Captain

1. Welcome and Apologies

BOARD apologies: Mark Green, Mathew Debnam

BOARD Attendees: Brian Edmonds, Dean Kearney, Penny Chugg, Tabitha
Dobson, Justin Lawson, Mario Sorrentino, David Beard
(General Manager)

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: Penny Chugg

Seconded: Mario Sorrentino

Carried

3. BOARD Action Table

MYCT BOARD Action Table (current as at 13/03/2024)					
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.
Flag Officer Tenure	Nov 2023	July 2024	Brian	Board position regarding tenure under Club Rules	
Prepare design for Pile protection	Dec 2023	February 2023	David		Consultants engaged
Notify Insurers about new Tower	Feb 2024	February 2024			
Letter of request for RSL contribution to Centenary family day	Feb 2024	February 2024	David		
					
Café arrangement	October 2023		David and Tabitha	Review the layout	Suggest it be Tabitha , Shannon and Ashlee

5 Correspondence

In

Complaint from [REDACTED] regarding Dragon Boaters occupying boardwalk area for warm up and using two-wheel barrows.

Complaint form [REDACTED] regarding dining experience and customer service on Sunday the 11th of December

Powerboat, changeover of Race Captain to Phillip Barton

Notice of Retirement effective 14 of April 2024 from General Manager

Out

Correspondence to **David Pator** acknowledging his concerns and noting that the Dragon Boaters are members.

Correspondence to **Peter Evans** acknowledging his genuine concerns , an apology and offering a free meal for two.

6 Incidents

Nil

Finance Report

7.1 Finance Committee update

Notes to the December P and L

Bar and Restaurant

- Bar sales and restaurant were reasonable 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.
- Salaries kitchen up due to Workcover but offset against insurance income.
- Salaries Bar staff and function and dining up due to five pay periods.

Club House and Facilities

- Repairs and maintenance include \$5,000 for Gas line repairs and fitting off the Oven.

Administration

- Intermediate Marina Managers Course Belinda
- Salaries up due to five pay periods.

Resolution:

That the Finance Report be received.

Moved: Tabitha Dobson

Seconded: Todd Leary

Carried

7 Reports

7.1 Commodore Report

- Busy on the Centenary organising
- Lake Illawarra Anchor negotiation to have on display at the MYCT.
- Writing of Eastern Shore article for Centenary

7.2 Work Health and Safety and Environment

Nil to report.

7.3 Egeria Report

- 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.

Resolution:

The Board approve the fee increase for the Egeria

1hr	\$450
2hrs	\$850
3hrs	\$1100
4hrs	\$1600
5hrs	\$2250
6hrs	\$2600,
7hrs	\$3,000,
8hrs	\$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.

Moved: Mario Sorrentino
Carried

Seconded Justin Lawson

7.4 Power Boats Report

- Centenary organising
- Granton maintenance and upgrades
- Good participation of juniors

7.5 Sailing Report

8.6 General Manager Report

Our People

- Couple of new front of house staff

Our Business

- 87% nett trade ahead of budget YTD
- Kitchen upgrades complete including ice cream freezer.

Our Customers

- Sunday front of house complaint was disappointing given the amount of work put into the Weekend extended trade.















Our Members

- Lot of time consumed on the Centenary.

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		
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		Deed received for \$70,000 . Matt Shadey engaged to undertake work and Southern Plumbing to do drainage
Cathodic Protection piles		New project . Consultants engaged to complete design and documentation for tender.
Anchor		Located in a Council Quarry. Have arranged collection and Matt Shadey engaged to build the small garden and landscaping.

9.0 Governance

Risk

Risk Category	Risk	Quarterly actions to manage risk
Safety and Wellbeing		Introduced a quarterly health and safety meeting with senior staff. Provided Dragon Boaters with witch's hats to use when warming up. They will serve as defining a walkway.
Environment and Sustainability		Clean up Granton
Brand and Reputation		Articles in Eastern Shore paper, Front of house staff have been issued with aprons for centenary
Capacity to Deliver Services		Staff stability in the kitchen has declined a little and can be explained further at the meeting. Controls in place if any changes do occur.
Regulatory and Legal		Consent to undertake works on Public Land in progress for the drainage works.
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 and works s continuing in readiness for National Championships. Anchor project will be delivered before the centenary.

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			Draft Budget presented including review of fees and charges Choose staff and club awards Contact Insurance broker
21st May	Tuesday	Board Meeting	5:30 pm			
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		RSL / Club EOY	Book Entertainment for 2025
17th December	Tuesday	Board Meeting	5:30 pm			
20th December	Friday	Xmas Nibbles				
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		

9.3 MYCT OP-P5 Leave management Policy.

The Board resolved at the January meeting :

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.

The policy was circulated to all staff effected and no feedback was received.

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.

DEFENITIONS

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 Leave Policy

Moved: Tabitha Dobson

Seconded : Todd Leary

Carried

10.0 Our Members

11.0 Our Business

11.1 Business Report

12.0 Committees

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

12.1 Centenary

12.2 Risk

Priorities are:

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

13. New Membership Applications

12 new applications for memberships are presented for consideration.

An application has also been received from David Beard to go from social member to full member. This formal application is required to be presented to the Board in accordance with Rule 13) 4).

Resolution:

The Board approve Membership for:

Mathew OSBORNE
Janet LOWTH
Chris LUKIANENKO
Colin JOSE
Timothy SMITH
Diane SCARLETT
Stephen & Jade WALLACE
Dale PARKER
Jack GREGSON
Kobi-Joe GREGSON
Peter HOLMES
Mary BROWN
Peter DEAK
Luke MOORE
Tom HAZI
John WESTON

and

The Board approve David Beard to go from Social Member to Full Member

Moved: Mario Sorrentino

Seconded: Penny Chugg

Carried

14. Other Business

John Kennedy has completed the new container/control office for Granton at a cost of \$35,000. There were a few modifications done at the end that he didn't charge for so it would be in the order of \$38,000.

John has offered to waive the cost if the Club could waive his marina fees for the next three years.

Based on a 3% increase year on year this would equate to \$10,950 + \$11,278 + \$11,616 assuming 3% increase year on year. A total of \$33,844.

As we only do two-year maximum leases, we would simply not bill him for three years.

The General Managers Recommendation is to take up the offer.

Resolution:

The Board agree unanimously to accept the offer and terms from Mr Kennedy.

Carried

BOARD Meeting Closed at 6:10 pm

Next BOARD Meeting 5:30 pm 16th of April 2024

The Directors met with Eve from HR Tas for a confidential discussion with regards to the impending retirement of the General Manager and recruitment process.