



**ANNUAL GENERAL MEETING AGENDA
of the
LITTLE SHIP CLUB (QUEENSLAND SQUADRON)**

Saturday 27 November 2021



AT

**LITTLE SHIP CLUB
1 YABBY STREET
DUNWICH QLD**

TIME: 10:00AM

1. Board of Directors as at Meeting of 27 November 2021

Name	Position or (Committee Role)	Present YES or NO
Mr Mark Neilson	Commodore	YES
Mr Bruce Phillips	Vice Commodore (Chair - Building & Grounds, Chair Bay Outings & Cruises)	YES
Maria Anderson	Rear Commodore / Honorary Treasurer (Chair - Communications, Chair - Planning & Finance)	YES
Ms Lee Shannon-Delaney	Director (Chair - Membership, House & Social)	YES
Mr Lance Magnussen	Director (Building & Grounds)	YES
Mr Peter Shepherd	Director / Honorary Secretary	YES
Mr Dennis Cronin	Director	YES

2. Open Meeting (Commodore Mark Neilson)

- The meeting was declared "OPEN" at 10:03 by the Commodore who "Chaired" the Annual General Meeting (AGM) with assistance from Mr Mark Tull (past President, Southport RSL).
- "Acknowledgement of Country" was delivered by the Commodore.
- The Commodore provided a WH&S briefing and other House Keeping matters for members and then handed the Chair to Mr Tull who assisted with the management of the AGM.

3. ATTENDANCE / Apologies (Mark Tull)

- The number of members marked in attendance was 28.
- The number of proxies held and by whom was as per below.
- There being more than 20 members present, a quorum was declared by the Chair (Mr Tull).

Proxies

Member	Proxy No.	In favour of
John Stynes (2682)	2	Maria Anderson

- Mr Tull asked members to put forward any apologies.
- Apologies were received for:
 - John Cranley PCLM (799)
 - Keith Anderson PCLM (290)
 - Neil Todkill (1388)
 - Rod Johnston PC (2357)
 - Alan Early LM (1407)

4. Official Welcome (Commodore Mark Neilson)

- The Commodore provided the official welcome to members.

5. Members that have "Crossed the Bar" (Commodore Mark Neilson)

- The Commodore provided a summary of the three members and asked members to stand in respect to their departed colleagues.
- One Minute's Silence was observed.
- The Rear Commodore Maria Anderson rang the Club's bell three times honouring the past members:
 - Graeme Barber (3961)
 - Michael McInnes (394)
 - LM Robert Woods (410)

Motion: Adoption of the Minutes of the Previous 2020 AGM

- Mr Mark Tull advised that the previous minutes had been posted on the Club website.
- Mr Mark Tull asked members "That the minutes of the previous AGM on 28 November 2020, held at Little Ship Club be adopted as an accurate record of the meeting".

Proposed: Tony Neilson

Seconded: Rob Smith

Motion was carried carried.

6. Business Arising from the Minutes (Mark Tull)

- Nil

The Chair then passed the meeting back to the Commodore for his Report.

7. Commodore's Report (Commodore Mark Neilson)

- PCLM Eric Early, son Graeme and daughter Margaret attended the 70th Anniversary of the Club where they donated the original NAP bell to the Club. A plaque is to be added indicating the donors.
- The Club is currently tracking well financially returning a \$133,000 surplus for the 2020/21 Financial year.
- The Tax Office debt from 2018/19 will be paid off in 2022 and both the Treasurer's and the Audited Financial reports are available for viewing on the Club website.
- Tables, chairs and LED lights have been upgraded along with some of the point of sale equipment behind the bar.
- A preventative maintenance schedule is in place developed by the Rear Commodore for some of our aging bar equipment.
- We have applied for two grants for roof repairs and we hope one of them will be awarded which will allow us to start remediating the leaking roof.
- A Grant has been used for further upgrades to our Lights replacing them with LEDs.
- We are also applying for a grant for Solar panels and hope to have these installed next year – which will significantly reduce our electricity bills.
- Standing Committee member Ron King donated his Toyota Hilux ute to the Club this year to help with removing green waste from the Club.
- The Commodore thanked the Board, Standing Committee Members, Assistant Club Manager and LSC staff in general for all of their hard work, dedication and commitment to the Club over the past 12 months. He also thanked the many volunteers that have assisted in general around the Club throughout the year.

Mark Tull then passed the meeting to the Rear Commodore and Honorary Treasurer (Maria Anderson) to give the Treasurer's Management Report.

Motion: That the Commodore's Report be adopted.

Proposed: Tony Neilson

Seconded: Peter Shepherd

Motion was carried carried.

8. Honorary Treasurer and Operations' Report (Rear Commodore & Honorary Treasurer Maria Anderson)

The Rear Commodore's Report for the last financial year covers:

- Financial activities
- Grants and
- Club Operations.

The Club achieved a **net surplus** of \$133,563 (after depreciation of \$32,182). By way of comparison:

2020-2021	2019-2020	2018-2019	2017-2018
\$133,563	(\$14,164)	(\$162,833)	(\$129,329)

The cash reserves of the Club increased with **total cash on hand of \$199,956** on 30/06/2021 (compared to \$94,015 as at 30/06/2020).

All financial obligations, including BAS, PAYG and superannuation, were paid on time. Reporting requirements for ASIC and OLGR were met.

The 2018-2019 ATO debt (\$47,187 on 31/07/2019) had a balance of \$16,525 (22/11/2021). This debt is expected to be paid off by 30 June 2022.

The reasons for the Club achieving these financial results are:

1. Greater use of volunteers and improved operational efficiencies which has reduced expenses
2. Industry financial key performance indicators were set as targets and measured each month
3. Improved financial controls and management of cash
4. Outsourcing the bistro to Don and Amanda Clarke from River City Catering, who are doing an excellent job
5. Introducing Service Schedules and planning and progressively upgrading assets and equipment

The Treasurer thanked the following people:

- Lee Shannon-Delaney for her work on membership administration

- Peter Shepherd for his work on compliance and strategic projects
- Bruce Phillips for his work on building and maintenance
- Dennis Cronin for his work on a new OHS system
- Warren Cuff for his work on cleaning, gardening and maintenance
- Long-term members who have donated time on the subcommittee, Alan Gwynne, Arthur Mobsby, Garry Clayphan and Mark Lopez.

A. Grants

Applying for grants has resulted in the following successful grants applications:

- Federal Government Powering Up Grant for \$5,000 for outdoor and pontoon LED lights
- Redland City Council (RCC) Community Capital Infrastructure (\$4,593) for fire and emergency equipment
- COVID-19 Business Support Grant (\$10,000) for the June/July lockdown
- RCC Community Organisation Support (Sustainability) (\$5,000).

Grant applications we have made for a partial roof replacement include:

1. \$35,000 inc gst for a Gaming Community Grant
2. \$32,500 ex gst for a RCC Major Capital Infrastructure grant.

The total cost of the roof replacement is expected to be between \$65,000 and \$85,000.

The building levy funds received from members in the sum of \$8,800 is being held in the Club's investment account for use with roof repairs.

Club Operations

Tracey Rore has been appointed as the Assistant Club Manager. The Treasurer commended Tracey for making improvements in operational efficiencies in challenging times.

The Treasurer advised that Don and Amanda Clarke from River City Catering, who run the LSC Waterfront Bistro, are doing an excellent job.

Don, Amanda and Tracey work together as a team to deliver a better service to our members and patrons.

Some of the successful events that the Club has hosted include:

- Moreton Bay Foundation annual Day on the Bay
- Regular live music each month and a special music day

- LSC's Champagne Cruise
- Interclub Bay Cruise
- Seafood spectacular
- SeaLink events

New Queensland Government restrictions are being imposed on Clubs from 17/12/2021 (when enacted as law), which we are currently planning for.

Trading on Monday and Tuesday will be trialled over Christmas and Easter and long weekends.

The Treasurer advised that there had been a small reduction in membership as per the table below which is to be expected with COVID and uncertain times.

Members Financial Status Report			
Little Ship Club Queensland Squadron		Printed On 18/11/2021 @ 6:57 AM	
Membership Type	Financial	Non Financial	Total
Full Member	210	88	298
Senior Member	60	7	67
FML	14	0	14
HLM	9	0	9
Social Member	82	273	355
Associate to Full Member	49	37	86
Associate to Snr Member	15	10	25
Associate to Life Member	2	0	2
Grand Totals:	441	415	856

Member benefits

The financial surplus and grant moneys have allowed us to make a range of improvements:

- Essential maintenance and repairs on the building and grounds
- New technology delivering more reliable point of sale, ATM and internet
- New outdoor furniture
- New generator
- New outdoor and pontoon LED lighting (being installed in December)
- New fire cabinets on the pontoons (being installed in December)
- New defibrillator and training staff on first aid

More of member's renewal fees are being used on club improvements, with the Club trading more profitably (rather than being used to meet monthly commitments).

More member communications have been sent to members via newsletters and Facebook to keep members better informed.

Motion: That the Honorary Treasurer's Report be adopted.

Proposed: Pam Mobsby

Seconded: Garry Clapham

Motion was carried carried.

The Rear Commodore and Honorary Treasurer then handed the meeting back to Mr Tull to introduce the Secretary.

9. Honorary Secretary's Report (Director – Peter Shepherd)

The Honorary Secretary covered the following matters with respect to the previous years activities:

- A. Club activities;
- B. Governance;
- C. Strategic Projects:
 - a. Negotiation of the extension of the lease areas with Department of Resources;
 - b. Development of the 5 year Strategic Plan for the Club; and
 - c. Modernisation of the Club's Constitution.

A. Club Activities

The Club's activities throughout the year have been impacted from time to time by COVID restrictions imposed by the Government.

Despite these restrictions the Club has been able to undertake major events as demonstrated by:

1. The **Commodore's At Home and Sail Past for the 70th Anniversary** celebrations of the forming of the Club. This was attended by the Club's Patron – Captain Phillipa Hay and many past Commodores and Honorary Life Members. Over 35 vessels took part in the Sail Past and it was a very dignified event. The Commodore had a major hand in the organisation of this event.
2. The **Champagne Cruise** was continued this year and thanks to Garry Clayphan and others for arranging the event.
3. The **Seafood Spectacular** was well attended and thanks to the volunteers provided a much needed boost to the Club's finances.
4. The **Constitution Cup** was held however unfortunately the wind did not allow the race to proceed and it had to be called off.
5. **Several musical events** were also arranged throughout the year to attract younger patrons and contribute to the Club's support base and income.

6. Additionally, the Club held events for the Game Fishing and Fishing sections.

The Secretary advised that it is the intention of the Board to increase the number of 'on the water activities' in 2022 to introduce new members and further build 'esprit de corps' across the membership base.

B. Governance

All monthly Board meetings were held throughout the year with a quorum in attendance at each. The minutes were duly taken and distributed to the Board and the Committees for their information. The Audit report has been prepared and circulated to the members from the Treasurer with no adverse findings.

Returns to ASIC and OLGR have been submitted as required.

C. Strategic Projects

The Secretary was requested to progress a number of Strategic projects by the Board, each of these is discussed in the following:

a. Negotiation of the extension of the lease areas with Department of Resources

The Club has successfully negotiated a 20 year extension to the 2 leases that make up the waterfront property leading to and under the pontoons. The terms were very favourable. The Club did seek to convert the leases to freehold however the Department of Resources were not prepared to do this until the Gumpi Plan was finalised. The Club prepared a response to the Gumpi Plan to protect the Club's interests now and into the future.

b. Development of the 5 year Strategic Plan for the Club

The Secretary advised that the Club has prepared, and the Board approved, a Strategic Plan covering the next 5 years. The Future Vision and Timing as included in the Plan will be published on the Club's website soon. The major phases include:

2021/22 – Membership Growth and Financial Stability

2022/23 – Facility Improvements so that we can be proud of them – Stage 1

2023/24 – Facility Improvements so that we can be proud of them – Stage 2

2024/25 – Best Club on the Island
2025/26 – Club of Choice on the Island Network

c. Modernisation of the Club's Constitution

The Secretary advised that early in 2021 he was requested to review the current Constitution and determine whether it was appropriate moving forward for the Club. The Constitution was last reviewed in detail in 2008. Since that time there have been many changes to Corporations' Law and other Laws that impact the Club.

The Secretary advised that the Club had engaged Mullin's Lawyers to prepare a first draft of a modernised Constitution to pick up the following themes:

- i. Convert the wording to plain English;
- ii. Updated objects;
- iii. Extended terms for Flag Officers and Board to 2 years to allow for succession planning and possibly overlapping Board timing eg 3 years for Directors with a % voted upon each year;
- iv. Inclusion of a limited borrowing capacity; and
- v. Further refinement to the roles of the Sections so that Section Captains did not need to be Directors of the Club – several have not wanted to take the Board responsibilities.

The Secretary advised that the first draft was currently being reviewed and will that there will be process of consultation and briefings leading to any General Meeting to vote on adoption.

Motion: That the Honorary Secretary's Report be adopted.

Proposed: Tony Neilson **Seconded:** Ken Allsop

Motion was carried carried.

Mr Tull thanked the Secretary following his talk and passed the meeting to the Returning Officer to declare the positions vacant.

10. Declaration of Positions as Vacant (Returning Officer & Honorary Secretary – Director Peter Shepherd)

The Returning Officer declared the Flag Officer and other Board positions vacant.

The Flag Officers and the other Board Members left the table.

11. Election of Incoming officers

The Returning Officer advised as per the Notice of AGM that in accordance with the Constitution, as only one member was nominated for each of the Flag positions and the number of Board member nominations was equal to the Board positions, there was no requirement for a poll of the members.

The Returning Officer introduced the 2022 Flag Officers and other Board members.

Flag Officers:

- Mr Mark Neilson - Commodore
- Mr Bruce Phillips - Vice Commodore
- Ms Maria Anderson - Rear Commodore

Other Board members:

- Lee Shannon-Delaney - Director
- Dennis Cronin - Director
- Mark Lopez - Director
- Peter Shepherd - Director

The Returning Officer, then introduced the Section Positions.

12. Section Positions

The Returning Officer advised that the following Section positions had been filled:

- Game Fish Club Fishing Section Captain: Greg Barnett
- Fishing Section Captain: Lance Magnussen
- Sailing Section Captain: Robert Smith

13. Standing Committee Positions

The Returning Officer also advised that the following Standing Committee positions has been filled:

Standing Committee members:

- Allan Gwynne - Planning & Finance
- Ronald King - Buildings & Grounds
- Gary Clayphan - Bay Outings & Cruises
- Michael Sullivan - House & Social
- Marcus Fitz-Gerald - Communications Committee - Special Project
- Ken Allsop - Building & Grounds

The Secretary thanked the Standing Committee members for their assistance with the Club helping greatly during the previous 12 months and advised that these voluntary positions are very important to the club to grow.

14. General Business

Mr Mark Tull then through the meeting open to General Business:

- Pam Mobsby asked why the Committee Boards had not been updated
- PCLM Tony Neilson advised that there was a problem sourcing gold leaf however it was hoped that this would be rectified next week.

There was no further general business.

15. Close the Meeting (Commodore)

- The Commodore thanked Mr Tull for assisting in chairing the meeting.
- There being no further Business the meeting was declared Closed at 10:38.