



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

Saturday 5 November 2022



AT

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

TIME: 10:00AM

1. Board of Directors as at Meeting of 5 November 2022

Name	Position	Present YES or NO
Mr Mark Neilson	Commodore	YES
Maria Anderson	Vice Commodore/Treasurer (Chair - Communications, Chair - Planning & Finance)	YES
Mr Mark McCamley	Rear Commodore	YES
Mr Rod Caldwell	Director	YES
Ms Lee Shannon-Delaney	Director (Chair - Membership)	YES
Mr Peter Shepherd	Director/Secretary	YES
Mr Ken Allsop	Director	YES
Mr Rob Smith	Director and Section Captain - Sailing	YES

2. Open Meeting (Commodore Mark Neilson)

- The meeting was declared "OPEN" at 10:05 by the Commodore who "Chaired" the Annual General Meeting (AGM).
- "Acknowledgement of Country" was delivered by the Commodore.
- The Commodore provided a WH&S briefing and other House Keeping matters for members.

3. ATTENDANCE / Apologies (Mark Neilson)

- The number of members marked in attendance was 18.
- The number of proxies held and by whom was as per below.
- There being more than 15 members present therefore a quorum was declared by the Chair.

Proxies

Member	Proxy No.	In favour of
Brett Campbell (3711)	1	Maria Anderson
Chris Land (3944)	2	Peter Shepherd
Denis Land (3678)	3	Peter Shepherd
John Higgins (6528)	4	Mark McCamley

- Apologies were received from:
 - LM Pam Mobsby and PCLM Arthur Mobsby (1602);
 - PCLM John Cranley (799)
 - Alan Gwynne (2673)
 - Chris Land (3944)
 - Dennis Land (3678)
 - Brett Campbell (3711)
 - Milton Wallace (6516)
 - Lance Magnussen (3125)
 - Robert Dickson (3298)

- The Chair asked members to put forward any other apologies.

Nil

4. Official Welcome (Commodore Mark Neilson)

- The Commodore provided the official welcome to Past Commodores, Life Members and Members and welcomed them to the 71st AGM for the Little Ship Club.

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

- The Commodore provided a homage to the members that had "Crossed the Bar" and asked members to stand in respect to their departed colleagues.
- One Minute's Silence was observed.
- The Vice Commodore rang the Club's bell honouring each past member:
 - PCLM Daryl Home
 - PC Geoff Bowden
 - Barry Atkins
 - Mervyn Hazell

Motion: Adoption of the Minutes of the Previous 2021 AGM

- The Chair advised that the previous minutes had been posted on the Club website.

- The Chair asked members "That the minutes of the previous AGM on 27 November 2021, held at Little Ship Club be adopted as an accurate record of the meeting".

Proposed: PCLM Phil Cook

Seconded: PCLM Tony Neilson

Motion was carried.

6. Business Arising from the Minutes

- Nil

The Commodore then read his Report.

7. Commodore's Report (Commodore Mark Neilson)

- The Commodore started by thanking the Board, Standing Committee, Club Manager (Tracey) and her team for all of their hard work over the past 12 months, along with thanks to the volunteer members of the Club for their work throughout the year – in particular Bruce Phillips for his huge contribution to Buildings and Grounds over the last 2 years.
- Financially, the Club has made a profit of \$132,000 in the 2021/22 financial year and it has money in the bank, is paying its bills on time and has no outstanding debts.
- Various improvements have been made to the Club over the past 12 months with the help of various grants which have made it all possible.
- The Commodore thanked the members who have supported the Club over the past 12 months and stressed that the Club really needs you the members, to help support the Club in order to help it survive into the future and please feel free to join us for some finger food and a free drink after the AGM – thank you.
-

Motion: That the Commodore's Report be adopted.

Proposed: Ken Allsop

Seconded: Rob Smith

Motion was carried.

The Commodore then passed the meeting to the Vice Commodore and Honorary Treasurer (Maria Anderson) to give the Treasurer's Management Report.

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

The Vice Commodore's Report for the last financial year covered:

- Financial activities
- Grants and
- Club Operations.

The Treasurer was delighted to inform the members that the Club achieved a surplus of \$132,819 in 2022 in a challenging year. This is in comparison to \$133,563 in 2021.

Much of the surplus was re-invested into improvements such as the new roof, refrigeration systems, a few modern gaming machines, furniture, a new hot water system and umbrellas.

Cash on hand of \$159,901 on 30 June 2022 was lower than \$199,955 for 30 June 2021 due to the COVID mandate, poor weather and the roof coming in over budget.

Tracey Rore, our Club Manager, was commended for carefully controlling operational expenses, making it possible for us to deliver a healthy surplus.

Like many clubs and hospitality organisations we have significant staffing shortages. This has resulted in reduced trading hours and a shorter menu.

The success of our Club is very much dependent on contributions by hard working volunteers. So I would like to thank a few people for the contributions to the Club.

I would like to thank Julie Clarke for coming out of retirement to help us in the bar. She has also donated a large amount of her time to help Tracey in the bar.

Thank you to Mick Sullivan for the many hours he has donated over the last couple of months in helping Tracey with the management of the kitchen.

Thank you to Lee Shannon-Delaney for coming out of retirement to help work in the bar. This is in addition, to her work on memberships as a volunteer.

In addition, I would like to thank Warren Cuff and Tex Smith for undertaking a range of maintenance work around the Club.

I would also like to take this opportunity to thank Mark Neilson for his strong leadership over the last few years – it has been excellent.

Looking forward, the LSC Board continues to be focused on the following four pillars:

- **Financial strength** – building cash reserves for future investments
- **Member enjoyment** – adding more benefits that members value
- **Community heart** – creating stronger connections amongst members
- **Family-friendly** – attracting more families back to our Club

The Little Ship Club's Audited 2022 Financial Report is available on the website.

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

Proposed: Lee Shannon-Delaney **Seconded:** Mark McCamley

Motion was carried.

The Vice Commodore and Honorary Treasurer then handed the meeting back to the Commodore 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

As per last year, the Club's activities throughout the year were impacted by COVID restrictions imposed by the Government. Despite these restrictions that Club has been able to undertake major events as demonstrated by:

1. The Commodore's At Home and Sail Past celebrations with the new Club Patron – Commander Fiona Southwood, past Commodores and Honorary Life Members. This year was a smaller event than the 70th however it planned to further strengthen relationships with the RAN and Commander.
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 once again provided a much needed boost to the Club's finances.
4. The Constitution Cup was held by the Sailing Section and surprising the Secretary's yacht Congo won.
5. The long white lunch which raised money for charity.
6. Several musical events were also arranged throughout the year to attract younger patrons and contribute to the Club's support base and income.
7. Additionally, the Club held events for the Game Fishing and Fishing sections.

It is the intention of the Board to increase the number of 'on the water activities' in 2023 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 continue to progress a number of Strategic projects by the Board, each of these is discussed in the following:

a. Modernisation of the Club's Constitution

The Special General Meeting of 24 September 2022 passed the new Constitution unopposed. The Constitution can be viewed on the website and the draft SGM Minutes will be on the website shortly.

b. Club Redevelopment Terms of Reference

The terms of reference for a club masterplan have been approved by the Board and Item 10 of the Strategic Plan addresses the need for a Club Masterplan for the land and facilities with the following objectives to:

1. increase membership and patronage;
2. improve facilities;

3. consolidate the office facilities and provide an up market entry and front of house;
4. allow enlargement and improvement of gaming facilities and add a DOSA; and
5. improve family access and facilities for children.

Areas for Improvement include:

- a) Identify options to increase pontoon length and provide all weather access to the Club via vessels;
- b) Possible apartments to be built above clubhouse;
- c) Relocation of the gaming room;
- d) Upgrade to toilets and showers;
- e) Upgrade of children's area;
- f) Development of joint office/reception area with the improved facade from the Yabby St;
- g) Improvements to the kitchen areas to a standard that Corporates will use;
- h) Renovations to the existing apartment; and
- i) Changes to grounds to provide car spaces on-site and easy access for keg truck loading and unloading and waste removal.

The implementation of the Masterplan will only occur when funds allow but it maps out the future.

c. Update of the 5 year Strategic Plan for the Club

The Strategic Plan covering 5 years has been actioned through the year and there will be a further meeting of the Board shortly to update the Strategic Plan for the next 5 years. The roof replacement which was managed by past Vice Commodore - Bruce Phillips was one of the items completed this year.

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

Proposed: Maria Anderson **Seconded:** Mark McCamley

Motion was carried.

The Commodore thanked the Secretary following his presentation 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 positions vacant in accordance with the new Constitution.

The Flag Officers 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 2023 Flag Officers and other Board members.

PCLM Tony Neilson then provided the epaulettes and burgees to the incoming flag officers as their names were announced.

Flag Officers:

- Ms Maria Anderson - Commodore
- Mr Mark McCamley - Vice Commodore
- Mr Rod Caldwell - Rear Commodore

PCLM Tony Neilson then provided the epaulettes and burgees to the immediate past Commodore – Mark Neilson.

The returning officer then advised the members that the following Board members were continuing in their positions

Other Board members:

- Lee Shannon-Delaney - Director
- Ken Allsop - Director
- Rob Smith - Director
- Peter Shepherd – Honorary Secretary and 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

The Returning Officer then handed the meeting to the New Commodore to announce the Standing Committee positions.

13. Standing Committee Positions

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

Standing Committee members:

- Ronald King - Buildings & Grounds
- Mark Lopez - Bay Outings & Cruises
- Michael Sullivan - House & Social

The Commodore 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

The Commodore then threw the meeting open to General Business:

- Nil

There was no further general business.

15. Close the Meeting (Commodore)

There being no further Business the meeting was declared Closed by the Commodore at 10:35.