



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

**Saturday 18 November 2023**



**AT**

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

**DRAFT**

**TIME: 10:00AM**

## **1. Board of Directors as at Meeting of 18 November 2023**

<b>Name</b>	<b>Position</b>	<b>Present YES or NO</b>
Ms Maria Anderson	Commodore/Treasurer (Chair - Communications, Chair - Planning & Finance)	YES
Mr Mark McCamley	Vice Commodore (Chair of Buildings & Grounds)	YES
Mr Rod Caldwell	Rear Commodore	YES
Ms Lee Shannon-Delaney	Director - Memberships	YES
Mr Peter Shepherd	Director/Secretary	YES
Mr Ken Allsop	Director	NO
Ms Sonya Keenan	Director - Marketing and Communications	NO

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## **2. Open Meeting (Commodore Maria Anderson)**

- The meeting was declared "OPEN" at [10: ] by the Commodore who "Chaired" the Annual General Meeting (AGM).
- "Acknowledgement of Country" was delivered by the Commodore. I acknowledging the Quandamooka people, Traditional Custodians of the land on which we meet today, and pay our respects to Elders past and present. The I also extends that respect to Aboriginal and Torres Strait Islander peoples here today.
- The Commodore provided a WH&S briefing and other House Keeping matters for members.

## **3. ATTENDANCE / Apologies (Maria Anderson)**

- The number of members marked in attendance was 19.
- The number of proxies held and by whom was as per below.
- There being more than 15 members present therefore a quorum was/was not declared by the Chair.

### **Proxies**

<b>Member</b>	<b>Proxy No.</b>	<b>In favour of</b>
Erwin Bejsta (6681)	1	Peter Shepherd

- Apologies were received from:
  - Chris Land (3944)
  - Erwin Bejsta (6681)
  - Bruce Phillips (3003)
  - Garry Clayphan (3446)
  -
- The Chair asked members to put forward any other apologies.
  - Keith Anderson
  - Sonya Keenan
  - Ken Allsop
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#### **4. Official Welcome (Commodore Maria Anderson)**

- The Commodore provided the official welcome to Past Commodores, Life Members and Members and welcomed them to the 72<sup>nd</sup> AGM for the Little Ship Club.

#### **5. Members that have "Crossed the Bar" (Commodore Maria Anderson)**

- The Commodore provided a homage to the members that had "Crossed the Bar" and asked members to stand in respect to their departed colleagues.
- The Vice Commodore rang the Club's bell honouring each past member:
  - PCLM Tony Neilson
  - Neville Anderson
  - Peter Heathwood
  - David Cameron
- One Minute's Silence was observed.
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#### **Motion: Adoption of the Minutes of the Previous 2022 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 5 November 2022, held at Little Ship Club be adopted as an accurate record of the meeting".

**Proposed:** Peter Shepherd

**Seconded:** Phil Cook

Motion was carried.

## **6. Business Arising from the Minutes**

- Nil

The Commodore then read her Report.

## **7. Commodore's Report (Commodore Maria Anderson)**

- The Commodore started by thanking the Board, the Committee, Club Manager (Tracey) and her team for all of their hard work over the past 12 months, and a special thanks to the volunteer members of the Club for their work throughout the year. The Commodore would also like to thank all members who have made financial contributions towards the solar system. Without these members' contributions the investment in solar would not have been possible.
- Financially, the Club has made a surplus of [\$45,030] (before depreciation) in the 2022/23 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 and generous donations which have made it all possible. Some of the more significant improvements include a new Destroyer Bar roof, new flooring inside the clubhouse, new arms for the side pontoons, the solar system and a new website.
- In July 2023 the Club were recognized as an ecoBiz Partner with Business Chamber (a program they run on behalf of the Qld Government). At its core this program is about using our resources more efficiency. To be recognised as a Partner the Club needed to show a reduction in energy, waste and water usage. ecoBiz is important to the Club for two reasons:

- 1) it saves us money which we can refocus else where and
  - 2) it will help the Club in future grant applications.
- Over the last few years the LSC Board has focused on improving the club's finances and operations. Whilst more work is still required in these areas, this year th LSC Board increased its focus on on bay outings and social events and this will be continued in 2024.
  - 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 oder 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:** Pam Mobsby

**Seconded:** Mark Neilson

Motion was carried.

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

### **Treasurer's Report on the 2023 LSCQS's Audited Financial Report**

The Commodore/Treasurer presented the Treasurer's Report on the 2023 Audited Financial Report for the Little Ship Club. It has been a challenging year, and we have achieved a solid performance. The Little Ship Club's Audited 2023 Financial Report is available on the website and some copies are available here today.

In both 2021 and 2022, we witnessed an excellent performance turnaround. However, in 2023, we observed a levelling off in our performance.

In 2023, the Club achieved a surplus before depreciation of \$45,030. Depreciation increased by \$20,861 to \$54,499 in 2023, resulting in a deficit of (\$9,469) after depreciation. It is important to note that this deficit represents a paper loss, not an actual cash loss.

Comparatively, in 2022, the Club achieved a surplus of \$132,820, \$142,289 higher than the result in 2023. Several key factors contributed to this difference:

1. **A \$20,861 increase in depreciation** due to investments in the new Main and Destroyer Bar roofs.
2. **A \$28,559 increase in electricity expenses** due to a substantial increase in the market price of electricity.
3. **A \$4,156 increase in waste management fees.** We have made changes to save \$5,000/year going forward.
4. **A \$74,726 decrease in grant income** as we can only apply for some of the larger grants every two years.
5. **A \$11,183 decrease in gaming income** with gaming open less due to some staff not being skilled in gaming.

On a positive note, our bar and bistro outperformed the industry key performance indicators for resourcing costs, with actuals coming in at 27% for the bar (vs. a KPI of 30% of bar income) and 43% for the bistro (vs. a KPI of 45% of bistro income). Similarly, we were close to meeting the industry KPI for the cost of sales, with actuals at 36.5% for the bar (vs. a KPI of 35% of bar income) and 40% for the bistro (vs. a KPI of 42% of bistro income).

Apart from the abovementioned factors, our expenses remained largely consistent with those of 2022. We have seen a reduction in maintenance costs due to introducing a maintenance schedule a couple of years ago.

Looking ahead to 2023-2024, our focus is on increasing our surplus by growing total income. We have prepared an operational budget for this period and a draft social activities calendar.

It is important to highlight that the surplus before depreciation has been reinvested back into the Club. We have undertaken various improvements, including a new Destroyer Bar roof, bi-fold doors, refrigeration and equipment for the bistro, a mower, security cameras, and outdoor furniture.

We appreciate your continued support and commitment to the Little Ship 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:** John Cranley

**Seconded:** Alan Early

Motion was carried.

*The Commodore and Honorary Treasurer then introduced the Secretary to report on activities.*

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

The Secretary's report covers the following matters with respect to the previous year's activities:

- A. Club activities;
- B. Governance;
- C. Strategic Projects:
  - a. Club improvements;
  - b. Preparation of a Master Plan for Club Development; and
  - c. Continuation of the 5 year Strategic Plan for the Club.

### **A. Club Activities**

The Club has now climbed out of the COVID hole and has been able to undertake some major events as demonstrated by:

1. The **Champagne Cruise** which was continued this year and thanks to Garry Clayphan and others for arranging the event. We note that Garry has sold his boat and house and is moving North – we wish him all the best with this change and thank him for all of the good work he has done with the Club.
2. The **Seafood Spectacular** was well attended and thanks to the volunteers once again provided a much needed boost to the Club's finances.
3. The **Constitution Cup** was held by the Sailing Section.
4. Boat outings to **Day's Gutter and Macleay Island** which were enjoyed by all that attended – including the pina coladas.
5. The **Fishing Section** has recommenced with active registrations commencing however the first competition was cancelled due to very heavy weather.
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 a large annual event for the Game Fishing section at the Club.

8. A Moonlight Movie night was held in September and we will be holding another movie night on Friday 29 December where we will be showing the latest Barbie movie.

Unfortunately, the **Commodore's Sailpast and At Home** had to be cancelled due to the near Gale conditions on the day. This was to be the last event with our Patron as, is the usual practice with the Navy, she will have completed her term at HMAS Moreton.

It is the intention of the Board to further increase the number of 'on the water activities' in 2024 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, OLGR and AML/CTF have been submitted as required.

## **C. Strategic Projects**

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

### *a. Club Improvements*

This year the Club has had the **floors upgraded** and **solar installed last month**. We thank the generous donors for their contribution to the solar costs, which would not have been possible without it and have commenced seeing the benefits of the solar installation with the energy bill starting to reduce. Further work on painting the inside of the Club is scheduled to occur over the coming year.

### *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 to:



- a) Identify options to increase pontoon length and provide all weather access to the Club via vessels;
- b) Allow apartments to be built above clubhouse;
- c) Provide new gaming room;
- d) Upgrade the toilets and showers and children's area;
- e) Develop joint office/reception area with the improved facade; and
- g) Improve the kitchen areas to a standard that Corporates will use.

Discussions have been held with Council who have advised LSC of the various departments that will be involved and we have the co-operation of the local member.

Further discussions are to occur with Jetty Specialists about pricing and options to extend the pontoons.

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 was a meeting of the Board to update the Strategic Plan for a further 5 years. The updated plan is to be published on the website shortly.

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

**Proposed:** Rob Smith

**Seconded:** Arthur Mobsby

Motion was carried.

*The Commodore thanked the Secretary following his presentation and passed the meeting to the Returning Officer to declare the positions vacant.*

**9. Consideration of Honorary Life Member (Past Commodore & Chair HLM Committee John Cranley)**

- a) Chair HLM Committee John Cranley talked about consideration of member for being appointed as Honorary Life Member.

- b) He discussed Ron King's contribution through the years and that Life Membership of the LSC was earned – not like some other clubs. He advised that the HLM Committee had agreed and the Board agreed that Ron King had well and truly earned an Honorary Life Membership.
- c) Ron has spent many years supporting the club off his own back. He also assisted with Building and Grounds works for many years.

**Motion:** That Ron King be appointed as a Honorary Life Member.

**Proposed:** Phil Cook  
Delaney

**Seconded:** Lee Shannon-

Carried unanimously.

- c) Ron King was asked to re-enter the meeting and was presented by Past Commodore and HLM Committee Chair (John Cranley) with the HLM Burgee and Epauettes and congratulated by the Commodore and meeting with applause.
- d) Ron King thanked the meeting.

*The Commodore thanked the Chair of the LM Committee.*

#### **10. Club recognition of Special Volunteers for 2023** **(Commodore Maria Anderson)**

The Commodore thanked the Special Volunteers for 2023 and discussed their contribution.

The Commodore recognised two members of the year, Garry Clayphan and Mick Sullivan.

Garry Clayphan has run the LSC's Champagne Cruise for the last seven years. The camaraderie and fun experienced each year from the Champagne Cruisers is a testament to his commitment.

Mick Sullivan has volunteered his time in advising on the bistro management, guiding new cooks, helping to recruit new cooks as well as coming over to lend a hand, and in some cases, run the kitchen as volunteer.

As a result the LSC Board would like to recognise both of these members with the A W Prior Perpetual Trophy.

Arthur Mobsby accepted both trophies and talk of both.

*The Commodore passed the meeting to the Returning Officer to declare the positions vacant.*

### **11. Declaration of Positions as Vacant (Returning Officer & Honorary Secretary/Director - Peter Shepherd)**

The Returning Officer declared the Director's positions vacant in accordance with the new Constitution.

*The Directors left the table.*

### **12. 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 Director's 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 2024 Directors.

*Directors:*

- Lee Shannon-Delaney - Memberships
- Mr Ken Allsop – Building and Works
- Sonya Keenan – Marketing and Communications
- Peter Shepherd – continuing Honorary Secretary

The Returning Officer, then introduced the Section Positions.

### **13. 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: Ivan Smith-Kirk
- Sailing Section Captain: Rob Smith

The Returning Officer then handed the meeting to the Commodore.

#### **14. General Business**

The Commodore then threw the meeting open to General Business:

- Jim raised the issue of bookings on the pontoon and then the people don't turn up. Is there punitive action on this.
- Secretary advised that a rewrite of the pontoon rules is underway/
- Vice asked if there were any people that would like to volunteer for the Treasurer's position.
- Commodore requested if the membership could consider further volunteering.

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 10:43.

DRAFT