

**Minutes - RCOG BOARD MEETING**

**Tuesday 3 September 2024**

**VENUE: OG Bowling Club**

**Meeting Opened – 3:30pm**

**1. Attendance:**

	Jy	A	S	O	N	D	J	F	M	A	M	J
Paul B	XR	XR	XR									
John P	XR	XR	XR									
Kath V	A	XR	XR									
Lynne C	X	XR	A									
Meredith O	X	XR	XR									
Lyndy S	A	XR	XR									
Pearl M	XR	XR	XR									
Rod B	X	XR	XR									
Marita Greg	A	XR	A XR									

**A = Apology**

**X = Present**

**R = Provided report**

**Minutes of Previous Board Meeting.**

***Motion:** That the minutes of the August Board meeting be accepted as a true and accurate record of the meeting.*

*Moved: Rod    Seconded: Paul*

**Carried**

**2. Action Points from PREVIOUS Meeting**

List of the activities that were allocated at the last meeting; when completed, they can be removed

ITEM #	TOPIC	PERSON /S RESPONSIBLE	FOLLOW UP ACTIONS/OUTCOMES	DATE ADDED	DATE COMPLETED
1	ATO/Income Tax and GST Requirements meet with accountant	MO/RB/JP	<p>Discussions/planning progressing; ATO feedback received; summary statement in Dropbox</p> <p>Update - the Club does not meet the criteria to pay income tax.</p> <p>We are waiting for the accountant to check regarding GST. 13/8</p> <ol style="list-style-type: none"> <li>1. Reporting revenue for income tax self review.</li> <li>2. taxable income</li> <li>3. Turnover for GST reporting requirements</li> </ol> <p>We meet the requirement of being a community service organisation.</p> <p>Self review return is now postponed to March.</p> <p>John, Meredith &amp; Rod will meet again with the accountant. 3/9/24</p>	March	ongoing
2	Kinship Carers	LC/LS	<p>Lynne to follow up a rep to discuss possibility of supporting their group with a Xmas function</p> <p>Guest speaker next week. 20/8. No Christmas function for</p>	June	Ongoing

			<p>Kinship Carers due to privacy concerns. Currently looking for another Volunteer group to support with a Christmas function. 13/8.</p> <p>Lyndy will circulate the Christmas list for members to decide who they may want to assist 3/9/24.</p>		
4	Review of Duck race	RB et al	<p>All accounts / commitments have been paid. Greg Leece pursuing insurance issues.</p> <p>Verbal report, it was great that Greg went to meet Barwon Coast to support Heather. They do not wish to stop the duck race, the issue is around indemnity within insurance which removes responsibility of Barwon Coast and DEECA. Heather is seeking legal advice and Greg has consulted with Don Shields.</p> <p>A letter is drafted to send to the Chairperson of Barwon Coast from Meredith. A Board member will be attending the meetings with Barwon Coast as well as Heather 3/9/24</p>	April	Ongoing
6	Meet with OGRE re ongoing sponsorship	PC/RB	<p>Met with reps; awaiting their decision. MOU ends in October.</p>	June	Ongoing

- **Correspondence** - List important correspondence including emails/messages (See separate list)

Add Wombat program to list of things we might consider

*Motion: That the correspondence inwards be accepted, and outwards be ratified.*

*Moved: Lyndy                      Seconded: Greg      **carried***

5. **Reports**                      activities of interest/relevance; status updates

**Admin. Reports:**

- President’s Report (MO):  
Volunteers and friends of Rotary are covered by insurance as long as they are on a sign in sheet and the roster.  
Order of delegation that can be set by the President. The President can delegate to President Elect after they have attended PETS 1, then to Immediately Past Present, then to a Board member (preferably a past President).  
Rules (by laws) of Ocean Grove Rotary - always the most recent document is the one we are operating under.
- Treasurer’s Report (JP):  
Budget for administration has been added. A whole Club budget is now available.

*Motion: That the Board accepts the Budget subject to fine tuning as discussed.*

*Moved: Rod                      Seconded: Paul                      **carried***

- Secretary’s Report (RB):
- Past President/Vice President’s Report (LC):
- President Elect’s Report (LS):  
Junior Community Awards visits to schools are going well. The large majority of students are on track. A school Principal will be asked to speak at the awards night.  
Kinship carers list is to be followed.  
Short videos on Say No to Violence to be shown at Club meetings.  
Lyndy will speak to Andrea about ways we can educate and engage members.  
Discussion regarding social activities.

**Service Chair Reports:**

- Community/Environment (PM): (Dropbox) -  
Risk Assessment submitted and approved for 100 trees activity.  
Cadel Evans Ride, Pearl will circulate a list for people to indicate interest.  
Say No Domestic Violence flyers placed in the toilets - great success. There is an option to place more flyers.
- International (KV) (& Public Image): (Dropbox)  
Kath would like more social media activities and asked Directors to assist. Coming up is Art Show and Summer Markets will commence.
- Vocational (MS): (Dropbox)  
Greg reminded people of the event at SeaRoads Ferries.
- Youth (PB): (Dropbox)

*Motion: That all reports be accepted.*

*Moved: John                      Seconded: Pearl                      carried*

**6. Business on Notice –**

ITEM #	TOPIC	PERSON RESPONSIBLE	FOLLOW UP ACTIONS/OUTCOMES	Date feedback required by (If appropriate)
1	Cooperation projects with Bowling club for 2026	LC/RB/PC	Discussion outcomes with Nathan; Possibilities: Pill Box - yes Art Show - not this year OGFNC - would match Vocational - happening Art Show - not this year OGFNC - would match OG Park toilets - probably too big Pill Pack recycling (agreed \$500); 2025 plans to be developed. Criteria for allocation of club funds.	ongoing

			Meeting on 26th August to discuss blister packs at the OGBC.	
2	Criteria for Allocation of Club Funds	MO	Proposal to be tabled. Updated draft and proforma in dropbox. Quick discussion which seemed to indicate general agreement. 13/8	July
3	Rotary & Mental Health	MO	Proposal to be tabled - updated after meeting on Monday 12 Aug.	July
4	Conference planning	LC/MW	Info in correspondence. Fri 31st March golf event 13th Beach. Friday 13th Beach. Showcase Friday and Sat 13th Beach. Sunday at the Sands. Wait until more information is available from the Conference Committee. 13/8	ongoing
5	EOY Funds allocation	PB	Consideration to be given to support Rotary Health - Koorie Nurse scholarship	Aug

**1. General Business** - items raised by members or discussion from Business on Notice.

- Membership procedures  
Documents are to be submitted to the Board for editing, changes and approval by the Board.
- Board meeting dates  
2nd Monday of month 3.30pm to 5.530pm.
- Criteria for allocation of funds  
Meredith, John and Rod to discuss the prepared documents and come

back to the Board.

- *Motion: That Kath Venters as Assistant Secretary be added as a signatory to Bank Accounts.*

*Moved: Paul*

*Seconded: Lyndy*

*carried*

- Rotary Community Group meeting  
Two members will attend on behalf of the Club. No agreement to group projects will be made without consultation with the Board.

**Action Points from THIS Meeting**

ITEM #	TOPIC	PERSON RESPONSIBLE	FOLLOW UP ACTIONS/OUTCOMES	Date feedback required by (If appropriate)
1				
2				
3				
4				
5				

**9. Next RCOG Board Meeting @ OG Bowling Club Monday Oct 14th - 3:30pm - 5pm**

**MEETING CLOSED AT: 5.45pm**

## **Youth Committee Board Report for September 2024**

1. Rotary Junior Community Awards programme going well.
  - a. Student checks for third term.almost complete. Diaries will be collected for review end of first week term 4.
  - b. Format for Presentation Evening being discussed – date set 29<sup>th</sup> October 2024
2. Contact with Bellarine Secondary College still proving difficult.
3. Possible candidates for RYLA being followed up.
4. Work on Transition bursaries progressing = emails sent to schools.
5. Budget to be amended to take into account any change to items 1(b)
6. Choice of projects will be made to fit in with the budget allocated by the President/Treasurer and will be reviewed early 2025.



## **International Report – September 2024**

For approval:

- 

For noting:

- The application for the District Grant has been completed and submitted. This application is for the Upgrade facilities in the seminar/workshop room at Goorambat Veteran's Retreat. The District Grant has been approved by District and will be included in the block grant application to Rotary International.
- Can everyone please look for opportunities for photos for social media? It would be great to have some of regular tree maintenance, look out maintenance etc.

Kath

**Ocean Grove Rotary - International Committee - 2024-25 - Board Approved**

<b>Project</b>	<b>2024-25</b>	<b>Paid</b>	<b>Comment</b>
Bali Smiles	\$2,000.00	\$200.00	Gede - shoes, clothes & bag for work.
Cambodia with Global Rotaracter Scholarship Program	\$3,000.00	\$1,500.00	Part payment in July and the remainder in October after the market.
Playgrounds	\$400.00	\$140.52	
Rotarians Against Malaria - RAM	\$1,000.00		DG partner project.
RAWS - Water Project overseas	\$3,000.00		
Seven Women - Nepal	\$600.00		
SheterBox - Rotary partner	\$3,000.00		
<b>Total</b>	<b>\$13,000.00</b>	<b>\$1,840.52</b>	

**Possible projects if additional funds become available.**

Cambodian literacy project	\$500.00
Interplast	\$2,000.00
Mount Martha Rotary - Birthing kits or water project in PNG	\$500.00
RARE - previously DIK.	\$2,000.00
<b>Total</b>	<b>\$5,000.00</b>

Meeting held: Tuesday 23/7/2024 at OGBC.

Attendee: Alan K, Ann H, Graeme B, David L, Rod G, John P, Kath V, Meredith O

Apologies: Marg C, John K, Neil T, Chris W

Notes from the meeting:

- Welcome  
Kath welcomed everyone to the meeting. Andrea and Janet were thanked for their contribution to the Committee over the last few years. Kath welcomed Alan, Ann, John K and Chris to the committee.
- International Aim and Objectives (plan)  
A discussion was held around the draft document and the Committee agreed to accept the document.
- Plan on a page  
A discussion was held regarding the diagram and some changes were made. The Committee agreed to the diagram.
- Draft Budget  
Draft budget was discussed and agreed that this will be presented at the August Board Meeting. It was noted that the budget may be reduced by the Board.
- Playground dismantling – Rod  
Three playgrounds at the Riverview Caravan Park have been dismantled and packed for transporting overseas. This project generated a lot of positive feedback from the local community. The Moolap playground dismantled recently has been sent to Vanuatu for reassembly.
- General Business  
Gede, Bali Smiles student, recently finished school and is now working at the Hyatt Regency in Sanur. After contacting Jan we sent \$200.00 for Gede to purchase work shoes, new clothes and a bag to take to work.

Next Meeting 5.30pm August 27<sup>th</sup>, 2024, Ocean Grove Bowling Club.

Correspondence (inward)

	Date	Source	Summary of detail	Suggested action
1	14/8/2024	BE	Membership planning document	Info
2	15/8/2024	RI	Explanation of Foundation Reports	Info
3	15/8/2024	Interplast	Activity report	Info
4	15/8/2024	RI	Rotary on the Move - August	Info
5	23/8/2024	C Millard - district	SNTFV message; recording link.	Info
6	27/8/2024	Nicky Dunn	Wombat program - requests for support	Info
7	29/8/2024	Geelong E RC	Footy colours cancer fundraiser	Info
8	1/9/2024	MO	Membership planning document	Info
		Assorted Rotary Magazines		
		Assorted club newsletters		

Correspondence (outward)

	Date	Source	Summary of detail	Suggested action

# Rotary Club of Ocean Grove Inc

## Balance Sheet As of August 31, 2024

	TOTAL
<b>Assets</b>	
Current Assets	
0801 Cash card Interest	-0.03
2000 General Account 4749	12,784.04
2001 Art Show Account 7003	13,105.59
2002 Term Deposit #6184 (12mth)	0.00
2003 Term Deposit #6242 (6mth)	0.00
2004 Trading Account 6663	100.00
2005 Term Deposit #6148 (7mth)	0.00
2009 Petty Cash	300.00
Cash and cash equivalents	1,999.91
Charities Account	10,985.42
Undeposited Funds	0.00
<b>Total Current Assets</b>	<b>A\$39,274.93</b>
<b>Total Assets</b>	<b>A\$39,274.93</b>
<b>Liabilities and shareholder's equity</b>	
Shareholders' equity:	
Net Income	6,485.65
Opening Balance Equity	31,266.70
Retained Earnings	1,522.58
<b>Total shareholders' equity</b>	<b>A\$39,274.93</b>
<b>Total liabilities and equity</b>	<b>A\$39,274.93</b>

# Rotary Club of Ocean Grove Inc

## Profit and Loss

August 2024

	TOTAL
Income	
0500 Charities Income	
0501 Summer Market Sites	9,634.00
0580 Interest earned	0.04
<b>Total 0500 Charities Income</b>	<b>9,634.04</b>
0600 Administration Income	
0645 Member Annual Subscriptions	4,312.50
0650 Meeting Receipts	903.50
0655 Meeting Sergeant	60.10
0670 Sundry Admin. Income	250.00
<b>Total 0600 Administration Income</b>	<b>5,526.10</b>
0700 Art Show - Income	
0730 Art Entry Fees	20.00
<b>Total 0700 Art Show - Income</b>	<b>20.00</b>
0900 Trading Account Income	
0949 Admin Sundries	0.00
<b>Total 0900 Trading Account Income</b>	<b>0.00</b>
<b>Total Income</b>	<b>A\$15,180.14</b>
GROSS PROFIT	<b>A\$15,180.14</b>
Expenses	
1500 Charities Expenses	
1549 Community Donations	3,500.00
1553 Sausage Sizzle Costs	505.03
1561 International Expenses	200.00
<b>Total 1500 Charities Expenses</b>	<b>4,205.03</b>
1600 Administration Expenses	
1609 Badges and Regalia	9.85
1610 Training Expenses	145.00
1615 Meeting Meals/Venue	2,745.40
1632 Accounting Expenses	55.00
1645 Equipment Purchase	16.00
<b>Total 1600 Administration Expenses</b>	<b>2,971.25</b>
1700 Art Show - Expenses	
1750 Hire of venue	500.00
<b>Total 1700 Art Show - Expenses</b>	<b>500.00</b>
1800 Cash Card expenses	
1810 Card Expenses	-18.40
<b>Total 1800 Cash Card expenses</b>	<b>-18.40</b>
<b>Total Expenses</b>	<b>A\$7,657.88</b>
<b>NET EARNINGS</b>	<b>A\$7,522.26</b>

# Rotary Club of Ocean Grove Inc

## Transaction Report

August 2024

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
<b>1500 Charities Expenses</b>				
1549 Community Donations				
19/08/2024	Feed Me Bellarine	OSKO PAYMENT Rotary Ocean Grove Feed Me Bellarine	Charities Account	500.00
29/08/2024		OSKO PAYMENT Rotary Ocean Grove Goorambat Veterans R	Charities Account	3,000.00
<b>Total for 1549 Community Donations</b>				<b>A\$3,500.00</b>
1553 Sausage Sizzle Costs				
08/08/2024	Rotary International District 9780	OSKO PAYMENT Rotary Ocean Grove Rotary Int'l Distric	Charities Account	438.33
29/08/2024	Vic Roads	BILL PAYMENT BPAY TO: VICROADS XXXXXX8147	Charities Account	66.70
<b>Total for 1553 Sausage Sizzle Costs</b>				<b>A\$505.03</b>
1561 International Expenses				
15/08/2024	VENTERS, Kath	OSKO PAYMENT Rotary Ocean Grove Kath Venters	Charities Account	200.00
<b>Total for 1561 International Expenses</b>				<b>A\$200.00</b>
<b>Total for 1500 Charities Expenses</b>				<b>A\$4,205.03</b>
<b>1600 Administration Expenses</b>				
1609 Badges and Regalia				
08/08/2024	Upstart P/L	OSKO PAYMENT Rotary Ocean Grove Upstart Pty Ltd	2000 General Account 4749	9.85
<b>Total for 1609 Badges and Regalia</b>				<b>A\$9.85</b>
1610 Training Expenses				
15/08/2024	O'Neill, Meredith	OSKO PAYMENT Rotary Ocean grove Meredith O'Neill New	2000 General Account 4749	145.00
<b>Total for 1610 Training Expenses</b>				<b>A\$145.00</b>
1615 Meeting Meals/Venue				
08/08/2024	Cash Card AC	E-BANKING TFR XXXXXX7040 Meals guests XXXXXXXX211202	2000 General Account 4749	62.40
15/08/2024	Ocean Grove Bowling Club Inc	OSKO PAYMENT Rotary Ocean Grove Ocean Grove Bowling	2000 General Account 4749	2,625.00
29/08/2024	Cash Card AC	E-BANKING TFR XXXXXX0626 Guest Meals XXXXXXXX211202	2000 General Account 4749	58.00
<b>Total for 1615 Meeting Meals/Venue</b>				<b>A\$2,745.40</b>
1632 Accounting Expenses				
12/08/2024	Intuit Quickbooks	DIRECT DEBIT INTUIT*QUICKBOOK XXXXXX5023 T1-150b896b-0	2000 General Account 4749	55.00
<b>Total for 1632 Accounting Expenses</b>				<b>A\$55.00</b>
1645 Equipment Purchase				
08/08/2024	Cash Card AC	E-BANKING TFR XXXXXX6829 Computer bag XXXXXXXX211202	2000 General Account 4749	16.00
<b>Total for 1645 Equipment Purchase</b>				<b>A\$16.00</b>
<b>Total for 1600 Administration Expenses</b>				<b>A\$2,971.25</b>
<b>1700 Art Show - Expenses</b>				
1750 Hire of venue				
15/08/2024	Pt Lonsdale Primary School	OSKO PAYMENT Rotary Ocean Grove Pt Lonsdale Primary	2001 Art Show Account 7003	500.00
<b>Total for 1750 Hire of venue</b>				<b>A\$500.00</b>
<b>Total for 1700 Art Show - Expenses</b>				<b>A\$500.00</b>
<b>1800 Cash Card expenses</b>				
1810 Card Expenses				
07/08/2024		RETAIL PURCHASE OCEAN GROVE BOWLI2,OCEAN GROVE 0608 AUDXXXXXXXX1600	Cash and cash equivalents	16.00
07/08/2024		RETAIL PURCHASE OCEAN GROVE BOWLI2,OCEAN GROVE 0608 AUDXXXXXXXX0400	Cash and cash equivalents	4.00
07/08/2024		RETAIL PURCHASE OCEAN GROVE BOWLI2,OCEAN GROVE 0608 AUDXXXXXXXX2800	Cash and cash equivalents	28.00
08/08/2024		E-BANKING TRANSFER XXXXXX7040 Meals guests XXXXXXXX211601	Cash and cash equivalents	-62.40
08/08/2024		E-BANKING TRANSFER XXXXXX6829 Computer bag XXXXXXXX211601	Cash and cash equivalents	-16.00
21/08/2024		RETAIL PURCHASE OCEAN GROVE BOWLI2,OCEAN GROVE 2008 AUDXXXXXXXX3600	Cash and cash equivalents	36.00

# Rotary Club of Ocean Grove Inc

## Transaction Report

August 2024

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
21/08/2024		RETAIL PURCHASE OCEAN GROVE BOWLI2,OCEAN GROVE 2008 AUDXXXXXXXX0600	Cash and cash equivalents	6.00
27/08/2024		RETAIL PURCHASE OCEAN GROVE BOWLING CL UB OCEA 2708 AUDXXXXXXXX2800	Cash and cash equivalents	28.00
29/08/2024		E-BANKING TRANSFER XXXXXX0626 Guest Meals XXXXXXXX211601	Cash and cash equivalents	-58.00
<b>Total for 1810 Card Expenses</b>				<b>A\$ -18.40</b>
<b>Total for 1800 Cash Card expenses</b>				<b>A\$ -18.40</b>
<b>TOTAL</b>				<b>A\$7,657.88</b>