

Minutes of Board Meeting Lions Club of Mooloolaba Den 6 July 2020

Attendance Shirley Ellis, Peter Whalan, Alison Whalan, Myra Grindrod, Dallas Grindrod, Ray Donaldson, Ron Alexander, Ken Peters, Kerry Naumann, Lynette Radonich, Tim Fraser (arrived late)

Apologies Nil

Opening President Shirley at 7pm

Minutes of previous Meeting

Motion - Read and considered as accurate record of that meeting. Moved Ray, seconded Ken. Carried.

Matters Arising from Minutes

Request for assistance to another district club is in abeyance at request of DG Dave

Donation to Level Up has occurred. Thanks Lorraine and Cliff for shopping and seeking shared sponsorship.

Thanks from Sarah Roberts in acknowledgement of her efforts for the club.

Defibrillator is ordered following receipt of grant . Thanks Andrew Wallace

Installation at surf club with limited "outside" guests - president and secretary delegated to organise guest list

Invoices for new club shirts to treasurer who will pay by direct debit so order can be filled.

Peter to order additional posters re covid for market.

Correspondence

Tabled and approved on **Motion** of Alison, seconded by Lynette. Carried.

Business arising from Correspondence.

Secretary requested to clarify correspondence re fee discount and advise members/treasurer

Tim has offered to manage our involvement with 'Visit Sunshine Coast'

Risk management manual to Ray

Request from Donna re buying hospital equipment was considered beyond current funds and discussion led to assessing project along with alternatives to build a club commitment if such a major undertaking is to be endorsed.

Xmas cake order - Kerry to place order in consultation with Judie and Darryl

Motion To reduce cake order from last year to: 60 boxes large, 45 boxes small, 20 boxes puddings and 8 boxes of slices. Moved Ron, seconded Myra. Carried.

Matthew's request for support with van renovations. Some material support as proportion of allocation of funds in disbursements. Shirley and Peter to follow up.

Decision taken to cancel subscription to "Yellow" Peter to follow up.

Request for a second EFTPOS machine especially for dinner meetings was considered. Peter had priced at \$20 per month from Bendigo Bank. Decision was to hold off with arrangements to ensure that current machine is at Dinner venue early each month. (Note outcome of enquiry with Bendigo Bank has led to a third reduction in the fee for our current machine.)

Financial Report

OFFICER: <i>TREASURER Myra Grindrod</i>																																																								
1. BANK ACCOUNT Details:	Balances as at.05.07.20																																																							
2.																																																								
Lions Activities	\$50998.69																																																							
Lions Administration	\$ 6858.69																																																							
Lions Conventions	\$ 712.85																																																							
Term Deposit	\$NIL																																																							
Swanias Administration	\$ 562.93																																																							
Swanias Activities	\$ 5202.89																																																							
All accounts have now been transferred from NAB and accounts have been closed. Balances of NAB accounts are reflected in the balances above.																																																								
3.	Reconciliation for all accounts are as 31.01.20																																																							
4.	List of payments issued for clarification and/or authorisation at this Board Meeting:																																																							
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List of all payments and deposits handed to Club Secretary & Board Members to ratify cheque issuance and payments for those listed above and all others under \$200.																																																								
Members Dues: Report to 30.06.2020 handed to Secretary.																																																								

20 outstanding. Current qtr invoices issued and all outstanding

MARKETS

Income		\$14690.92
Expenses		
Mtr Vehicle		
Advertising	\$1220.85	
Stall Manager		
Phone		
Electricity		
Equipment	\$ 118.66	
Mkt Grounds	\$ 758.10	
Mkt Assistance		
Property Costs		
Printing/Sundry	\$604.04	
Wages	\$1500	
Function Costs		
Expense Total	\$ 4201.65	
Surplus		\$ 10489.27

Mint Sales: Ex GST

Sales: \$ Purchases \$0 Monitored and collected by Ron

Dinner Meetings: Inv \$ NIL Paid Short \$ NIL

Christmas Cakes:

Sales: \$ Purchases: \$NIL

Motions & Other Items requiring Attention:

General Comments:

Audit delayed due to COVID19 demands. Will speak to Accountant this week
Regarding Audit plus Jobkeeper payments

Motion Financial report for the month is approved, moved Myra, seconded Steph with a need to clarify the status of fees discounts. Carried.

Budget for coming year tabled and discussed.

Motion The budget for the coming year approved, moved Myra, seconded Steph. Carried.

Disbursement of Donations

The final funds available were considered at the last board meeting. Options were subsequently prioritised and some adjustments made at this meeting. Note, the total disbursements for the year were tabled by Myra and will be listed in the Installation Report.

Motion The disbursement of funds for the year be approved. Moved Myra, seconded Kerry. Carried.

The list below is of the recipients of the remaining \$20,000 which was decided at this meeting. Previous donations were approved at meetings throughout the term.

Lions Clubs International Foundation (LCIF)	\$2,000
Childhood Cancer Research	\$2,000
Royal Brisbane Hos. Med Research Institute	\$3,000
Cancer Council Qld	\$1,000
Motor Neurone Disease (MND) Qld	\$3,000
Mercy Ships	\$500
Medecins Sans Frontier	\$500
Cittamani Hospice	\$1,000
Bloomhill Cancer Care	\$1,000
Angel Flight	\$1,000
RACQ Life Flight	\$1,000
Beyond Blue	\$1,000
Level Up - (for local poverty stricken)	\$1,000
Maroochy Neighbourhood Centre	\$1,000
Integrated Family Services (IFYS)	\$1,000
	(\$20,000)

President's Report

President Shirley provided directional proposals regarding the path ahead.

The club is on the cusp of adopting a more modernistic branding. New members are unfolding a broader focus, especially on projecting our image to the community.

A consideration which was supported by the board was to run a "100 club" at dinner meetings. All will be explained at the dinner meeting. It is my understanding that we will have the opportunity to pay for and receive entries across a score board from 1 to 100. Half the funds to the winner from a

draw at the end and the other half to an account for all members to benefit from ... maybe for Xmas festivities. Primary aim just for fun. Thanks Judie for initiative

Refer Shirley's separate report.

Find attached the **Policy Minutes**. These are in essence the rules for the operation of the club for the year ahead.

Motion The board approves the tabled policy minutes provided below . Moved Steph, seconded Ray. Carried.

LIONS CLUB OF MOOLOOLABA

POLICY MINUTES

Ratified at Board Meeting July 2020

1. Finance

- a) Quarterly transfer of \$7500 will be made from Sunday Markets proceeds to the Administration Account. This is subject to a half yearly review.
- b) In an Emergency the Executive may authorise a payment up to \$2000.
- c) Payment of International, Multiple District & District Dues, Office rent, Newspaper and other on-going advertising (eg Markets) and Dinner catering, ongoing costs associated with running the Fisherman's Road Market may be made by the Treasurer on demand.
- d) All other payments over \$200 from any Bank accounts must have prior approval of the Board Directors.
- e) Any alteration to, or redemption of the Term Deposits as may be in place from time to time will only be at discretion of the Board of Directors
- f) The club's accounts are to be audited each year and tabled at the following board meeting.
- g) Forecast budget to be presented to the Board at the beginning of each year.
- h) Disbursement of funds at the end of the year be ratified at General Meeting by all members

2. Sunday Markets

One member of each shift or a designated delegate appointed by the club's market co-ordinator will assume the role of Duty Officer – Team Leader and will be required to:

- a. Ensure that all Lions, Lionesses and volunteers on duty have signed on.
- b. Carry out a Safety check of the site according to the printed form
- c. Ensure the proceeds are conveyed to the Treasurer, or reconciled and/or banked on the Treasurer's behalf within 48 hours
- d. Ensure that all team members are familiar with and following the role responsibilities as per the duty sheet including evacuation procedures and complaints handling.

3. Rosters

When a roster is drawn up for a project or event, it will be the responsibility of any member who cannot attend as rostered to arrange his/her own substitute to notify the Lion in charge or President.

4. President Allowance.

The President of the Club will receive a half yearly allowance of \$200, paid in advance, to help off-set costs associated with the Term in Office. The President's allowance will be subject to Board review and approval at any time.

5. Petty Cash

The Secretary, Treasurer and Sunday Markets Co-ordinator will each receive the sum of \$200.00 as Petty Cash as soon as possible after taking up office and further amounts as required during their Term. They should keep a Petty Cash Book, record all transactions and file receipts. Any amount remaining at the end of their term in office must be returned to the Club along with a reconciliation.

6. Request for Financial Assistance

Requests are to be presented in writing to the Board, by the requesting beneficiary, individual or organisation and must contain:

Background, purpose, itemised funding requested, other support available. (detail for background as to the purpose of the request eg., medical situation, funding required other funds or help available). Such information would enable the Club Executive to investigate the matter prior to the next Board meeting to assist the decision.

(No request will be presented to or debated at a Club Dinner Meeting)

7. Years of Service

The years of service of a member will be determined by adding to the years of service since joining the club, the years of service in any other Lions Club or Apex Club, regardless of the time that has elapsed since being a member of that club or clubs.

8. Dress: Formal functions such as Installation Night and Youth of the Year - Members: Smart Attire

Monthly Dinner Meetings: Members blue club shirt or smart attire

Partners: Smart Attire

Service Events: Sunday Markets, BBQ's etc - Yellow or blue work shirts

9. Installation Nights

Place names for official guests at appropriate tables.

Lions Members be assigned to host official guests (this should be done prior to dinner night)

Other Clubs Installation Nights: The club will pay for 2 members and partners to attend, subsidised by the Club with a limit of one visit per member, unless no other members are attending.

10. Convention Delegates

Delegates will be appointed in the following order (if attending) President, Secretary, 1st Vice President, 2nd Vice President and then 3rd Vice President. Alternatives will be appointed from the other members attending.

11. Dinner Meeting Prices

Member of Mooloolaba Lions Club, Lioness Club and Partners	\$25.00pp
Swanies Leo Members	\$10.00pp
Visiting Lions and Partners	\$30.00pp

Guests	\$30.00pp
Prospective members - limit 2 meetings	No Charge
Guest Speakers (limit 1)	No Charge
District Officers on Official Visit	No Charge

Special Dinners (if catering prices increases) increase will be added to above prices. This minute is subject to change automatically should catering charges increase.

12. Donations/Club Decisions

Decisions regarding club funds beyond the allowances outlined in this document and significant changes in projects are to be made at board meetings following appropriate meeting procedures. The outcome of motions to be recorded in the minutes and published in the monthly Lion talk/Newsletter and Webpage. At dinner meetings the whole membership will be called upon to ratify the key decisions of the previous board meeting. If there is a majority vote of all attending members to not support a board decision the issue will need to be held over for review at the following board meeting.

All equipment/funds/donations made possible from market income are to be presented at the market site where possible and appropriate with invitations to media outlets and press releases.

13. Den

Place for Lions and Lionesses to hold meetings, events and storage of equipment and memorabilia which will be managed by the Den Custodian and the board. A manifest of equipment and list of key holders will be developed and maintained. Legal documents of ownership to be located with Treasurer.

Proposals for improving the Den must be presented to the Board and ratified by members. Any improvements through extra funding must be reported in the appropriate manner to the Funding Source.

Regular financial commitments must be met before additional projects or donations ratified.

Safety is the first priority when using the den. members are required to be familiar with the separate policy in this regard. Refer policy "Safety First in the Club Den"

14. Child Safety

All Lions members must be educated annually on Child Safety Policy and Procedures by Child Safety Officer or delegate. Lions working with children must have a blue card and documentation of same kept by CSO. A Child Safety Policy and Procedures to be developed. All Lions must notify any child harm or abuse to the appropriate authority.

15. My Lion

Record of all projects and events including hours by members will be documented on MyLion

16. My LCI

Monthly update of membership to be maintained by the secretary as this is critical to club fees charged

17. Projects

Fundraising projects to be submitted and approved by the Board. If required a risk assessment must be completed ensuring the safety of all. Ensure a record of who is involved and signed by each participant.

18. Complaints

Follow complaints procedure, ensure follow up and feedback is provided. Records to be kept by the President.

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Lions Club of Mooloolaba Inc

Den 13/3 Page Street Kunda Park

Use of the Den by Non-Member Groups Policy

Use of the den is conditional upon the following:

1. The group is to be managed or supervised by a Lion, Lioness member or a Friend of Mooloolaba Lion. A friend of Mooloolaba Lions needs to be registered as such with the club secretary.
2. The activity will be on record as a Lions/Lioness or Friend of Lions activity and as such will not be subject to any charge.
3. Request for use of the facility requires submitting the attached application with the secretary at least one week prior to the anticipated date of use. Notice of the outcome of the request will be advised.
4. Keys for the facility are available by phoning 0459 115 078 They are to be collected and returned to the designated club officer by arrangement.
5. The purpose of the use needs to comply with the activities that would be embraced by the ethics and purposes of Lions International
6. All sections of the visitors register stored on the bench adjacent to the fridge must be completed. Details include date; name of group; details of all participants.
7. Visitors are welcome to use facilities including foldout tables and chairs, catering, and ablution facilities. Refrain from interfering with other club resources & records.
8. Any breakages or missing equipment will be the responsibility of the group.
9. Any need to store equipment between subsequent uses will to be by arrangement with the secretary/den property officer
10. If the open storage area is required. The vehicle may be parked across from the den by a licensed driver during the period of usage. No further use of the van is approved.
11. Cleaning, packing up of club furniture, removal of rubbish will be the responsibility of the group.
12. Turn off lights, air con and heating, secure the building and return key as per prior arrangements.

13. Report any incident as soon as possible to either the contact Lions member when organising the use of the den or the club secretary on 0459 115 078. You may be required to complete an Incident Report available from the secretary.

14. **Safety First in the Den**

- **In case of an emergency:**

- * Dial 000 and ask for Ambulance or Fire Brigade. Note the address of the facility is Unit 13/3 Page Street Kunda Park. Nearest corner is intersection with Pike St. off Maroochydore Road.

- * If it is a fatality, dial 000 and ask for Police. If overhead power lines have fallen notify Police and the power authorities.

- * Administer first aid

- **Fire safety procedure**

- * Remain calm.

- * Use fire extinguisher located near the entrance if fire is minimal and it is safe to do so

- * Alert all the occupants to evacuate.

- * Alert the fire brigade by dialling 000

15. **If the building is to be evacuated.** The group leader is to:

Collect sign-on register and a mobile phone

Direct the group to leave all possessions and congregate on the street side footpath adjacent to the vehicular entry/exit.

Check all members are in attendance and investigate the whereabouts of anyone missing whilst avoiding risk of harm to anyone.

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APPLICATION FOR USE OF MOOLOOLABA LIONS CLUB DEN

Unit 13 No 3 Page Street Kunda Park.

We request use of the club's meeting/training facility

Date

Times from to

Name of group

Purpose for group activity

Group leader-Name

Address Phone No.....

Number of participants

.....

Motion The Den Policy is approved by the board. Moved Ray, seconded Kerry. Carried.

Market Report

A welcome return to previous trading levels:

Following the woes caused to all business COVID-19 and the restrictions to market trading it is pleasing that we have now returned to our previous good trading levels, but still showing 17 of our Weekly Regular Stall-holders who occupy 25 stall sites not yet returned I will be checking with Catherine as to whether she has any advice about return dates and if not I will arrange contact with them.

With very low numbers from the 15th March and Government restrictions we relied very much on our hard core produce stall-holders for support. Yesterday we were back to 129 stall-holders trading to crowds of public enjoying a perfect sunny morning and queuing at all the food outlets.

Comparisons for the first two Sundays of July for past years: 120 stall-holders for 8th July 201876 stall-holders for 7th July 2019.....129 stall-holders for 5th July 2020. Next week of school holidays should again read 123/ 130 stall-holders with N.S.W visitors being here too.

Special thanks to President Shirley for staying up with all the COVID-19 requirements, liaising with Secretary Peter and both organising necessary signage to meet State Government requirements, plus the work of Bookings Officer Catherine and her understanding of matters and the ability to convey that in the written word to stall-holders and verbally in response to other enquirers.

WIN T.V. Our current 6 monthly contract fell due at the end of June and I request Board approval for renewal at similar costs to those of previous terms.

Access to Market Power Supply: Recent safety changes have seen our Second Shift Teams being responsible for the locking of the Power Board Cabinet. Two weeks ago while checking out a couple of site details I was approached by Stall-holder Michael Moss who operates Sea Foods Sales from his van on Fishermans Road approx. opposite the location where our Lions Van parks.

He walked over and asked me about the Council Box now being locked by us. I pointed out that it is our box and for Security/Safety purposes the Lions Club Safety Officer has organised this locking to stop "all and sundry" using our power outside market trading hours and putting the Club and our members at risk should there be some unfortunate occurrence.

He confirmed he had until recently provided his own generator. At Yandina Market he has access to onsite power and requested he have that arrangement when doing his street sales each Thursday and Friday.

I advised that any approval would be by a Board decision, but I would pass his request on and if approved the need for a key like other stall-holders have.

He did offer to pay up to \$15-00 for each occasion he used our power. I now pass this matter over to the Board for decision.

Ken Peters

Market Co-ordinator

Market Committee Meeting

Monday 13th July 7pm at the Den.

1. Progress/ evaluation of new exit procedures.
2. Review of market processes.
3. Volunteers for market
4. Other

Motion To deny the request by Stallholder Michael Moss to use power at market site. Moved Peter, seconded Kerry. Carried.

Secretary to write to Michael re motion above.

Motion To accept terms from WIN TV for a further 6 months advertising at a value floor of \$13,000 through to a ceiling of \$17,000 Moved Ken , seconded Tim. Carried. (Noted Club has, on day following meeting, received a contract offer for anticipated coverage for \$6,600)

Vice President's Report.

Glass's: Lynette and Jenny are at it again and collected 450 glasses in June. Great to see some things are returning to normal.

Mints: I have restarted my Lions Mints at some outlets and have collected some returns. Be interested in how these fare post corona.

Driver Education: M.S.H.S. has rescheduled one of their Driver Education courses for some of their students. All going well Courses will be: 19/20 and 28/29 October 2020. Question will these courses be from the 19/20 budget or 20/21budget. To be discussed at Board. However, great to see schools taking some initiative to secure this opportunity for their students.

Welfare: The team is doing their background work with Club members.

Social: Lynette and Social Activity Team to keep members informed of Club social activities. Last one was great, unfortunately I was late and did not enjoy the fellowship to the extent as I should have., but was enjoyed by all.

Club Dinner Meetings: Our Club Dinner Meetings will recommence this month on Tuesday 14/07/20 at the AHSLC. Could all apologies for non attendance be forwarded to me by either phone,(have message bank), or email, **or the member will be considered as attending.** I am aware of some apologies and do not need advising. There are some conditions but I am sure the Surf Club will attend to their end, so we must ensure to our end, Club Secretary Peter will be advising all members of attendance requirements. Looking forward to seeing you all again as a Club.

Congratulations: Tim Fraser being appointed 2nd Vice District Governor for 201Q4, late last month. However, I do draw the line at calling him DG2.

Ron A.

General Business

Motion

The club offers to sponsor, through established credits with LCIF, four Melvin Jones Fellowships to worthy recipients beyond our club. The offer is made for the current term to small membership clubs of less than 15 members in Q4.

The district zone chairs will be advised of this opportunity and invited to confidentially seek worthy applicants from their clubs.

The terms of the offer are:

1. It only stands for the term of the current club board. This **may** be offered again in following terms
 2. Our club does not require any public, in-club or inter-club acknowledgement or recognition for the sponsorship
 3. The process of nominating one or more recipients we leave with delegates from the relevant zone/club. We only ask that the award criteria be used as the basis for decision/s made.
 4. Details of applicant/s to be forwarded to secretary of our club by email as per requirements on the application form available on the website.
 5. Name and address details for forwarding/ mailing completed award/s to be forwarded also to our secretary for inclusion on submission.
 6. Applications will be submitted by the secretary, Lions Mooloolaba with copies to the delegate submitting the application.
- Moved Stephanie, seconded Alison. Carried.

Motion The board supports an application for a Melvin Jones Fellowship received from a club president for a Lion in John Iffland's Zone. Moved Ron, seconded Steph. Carried. Peter to follow up

Motion The board endorses the following programs in which members will be actively engaged on a regular basis in the year ahead. This is however not an exclusive list of club activities. It includes: Markets; YOTY; LEOS; Writing Challenge; Mints; Christmas cake sales; Community BBQ's, Glasses -collection and dispatching; meetings -planning, implementing, review including at the club's Den and Alexander Surf Club. Moved Peter, seconded Kerry. Carried.

Motion The board commits the club to use the Alex Surf Club as our dinner meeting venue for the remainder of the calendar year. Moved Ron, seconded Lynette. Carried. Peter to advise club.

Diabetes Campaign discussed. Tim offered to organise a relevant " good health" promotion at the markets

Board supports our participation with the Lionesses in a **Bunnings Sausage Sizzle** - 25 July Kerry to organise. This is the first such community fund raiser post covid offered by Bunnings. Thanks Kerry for the contact.

Kathy McCosker our 2nd VDG will visit the club for a dinner meeting during the year. October has been suggested by Shirley. Peter to follow up.

Tim proposed we donate funds to the **Greg Chappell Foundation** aiding homeless youths. It is my understanding the foundation base is in Sydney, it does however provide support in Brisbane. There was some discussion about prioritising such needs in the local area and with current available funds committed - was left in abeyance.

Promotion Initiative by Tim was also on the meeting agenda. Commendations to Tim here. The plan is to produce some interviews profiling a number of Lions from the club and elsewhere in the district. Tim has been liaising with a final year Media student to do the filming. More info to follow.

Dinner Meeting bookings and payment. The email advising that we needed to advise Ron of our attendance took a left turn at the board meeting. The status quo remains. Ron (and the Club) will assume all members will attend unless Ron receives an apology. We will be required to meet the cost of meals ordered on our behalf and charged to the club. Payable to treasurer Myra

I have passed on to Ron notice of attendance received by Harry, Jaz and Rick prior to the meeting. Ron's contact details are in the members sections of the club website. They are 54 458472 Mob 0477 458 472 and rjalexander48@gmail.com

Close of Meeting