



AGM Minutes

The 57th Annual General Meeting of the Queenscliff Cruising Yacht Club was held at 13:00 hrs on Sunday, 20 October, 2019 at the QCYC Clubhouse.

Sixty-five members (including members of the General Committee) were in attendance.

Items

1. Notice Convening the Meeting

In accordance with the rules, notice of the meeting was first given on 21 August 2019, more than 21 days in advance of the AGM, and details of the business were sent out on 2nd October 2019, more than 14 days in advance of the meeting.

2. Apologies

22 apologies were received prior to the meeting. Refer to Attachment 1 for the list of apologies.

3. Obituaries

Commodore Richard Lowe reported with sadness that there were two deaths during the past year.

Grahame Chapman passed away on 1 February 2019; he was the Club's first Commodore and a Life member.

Terry Harper passed away on 17 May 2019; he was a long-time member and former Honorary Secretary of the Club.

Members stood for a minute's silence in remembrance.

4. Confirmation of Minutes

The minutes of the 56th AGM in October 2018 were noted as having been posted on the website since November 2018.

Motion: That the minutes of the 56th AGM be accepted.

Moved: Chris Laker

Seconded: Michael Graf

For: Approximately 64 voting members present, plus 10 valid proxies

Against: Nil

Resolved: In the affirmative

5. Commodore's Report

Commodore Richard Lowe commenced his report by reviewing the past year, which had seen the Club continuing as a great venue for members, friends and visitors to enjoy.



QCYC Site Lease

After over five years of negotiations with Parks Victoria, commencing with Commodore Roger Bennett and continuing with Commodore John Mooney, Parks Victoria had confirmed the key financial details of the lease.

Initially Parks had offered a new 21-year lease for the Sand Island site and seabed for the sum of \$16,700 (plus GST) annually.

The Club had subsequently argued for an offset to the rental for the use of the QCYC Causeway and Cygnet Bridge by Parks' dredging contractor, in recognition of the Club maintaining the access, as had been the case in the now expired lease.

Parks has now confirmed that the new lease rental sum shall be \$7,500 (plus GST) per year reviewed annually, which over the 21-year term of the lease equates to a minimum saving of \$193,200.

Prawn and Oyster Lunch 2019

The New Year's Day Prawn and Oysters Lunch was another outstanding success. This year thanks go to Margot Farman and her team for staging the Lunch so effectively - excellent food presented and served very well.

Winter Roast, July 2019

Following the cancelling of the Xmas in July Lunch the previous year due to lack of bookings, it was resolved to change to format to reduce costs with the Committee preparing the food for the Lunch rather than having the meal provided by a caterer

The change proved to be a resounding success, with the Lunch booked out with members and friends attending and enjoying slow cooked spit roasted pork, lamb and beef, roast vegetables and platters of fruit and cheese.

Particular thanks to Chris Laker and Michael Graf, who brought the meat across 'The Cut' at 5:00 hrs in terrible weather, so that the meat could cook for the required length of time.

2018/2019 Committee

Commodore Richard Lowe thanked the members of the General Committee who have worked so successfully in 2018/2019 to ensure that the Club continues to run well:

Chris Laker, Vice Commodore, responsible for the maintenance of the Club facilities.

Sam Davis, Rear Commodore, responsible for managing berthing at the wharf and managing the Bar together with Glenda Fowler.

Justin Brenan, Honorary Treasurer, who has effectively managed the Club's finances.

Michael Phelan, Club Captain, arranging and managing the Club sailing activities.

Michael Ackland, responsible for health and safety initiatives at the Club, including 'Working With Children'.

Alan Farman, who has assisted with maintenance of the Club's facilities, including the ferry 'Mooney's Folly'.

Michael Graf, assisting with maintenance with particular focus on the wharf and Cygnet Bridge.

Bruce Hodgkins, who assisted with wharf management and initiated and arranged for the Club Survey sent to members.

Particular thanks to Peter Stow, who in the absence of a new Honorary Secretary, has continued to provide invaluable assistance in aspects of that role following his retirement from the position in 2018.



Presentation of the 2019 Club Person of the Year

The Club Person of the Year for 2019 was awarded to Margot Farman.

Margot has been quietly working in the background for many years and continues to do so, purchasing and managing the supply of various Club consumables from tea bags to toilet paper.

Towards the end of 2018 Margot was asked to take on the responsibility of organising the New Year's Day Prawns and Oysters Lunch, which she agreed to undertake following Judy Hodgkins filling that role for a number of years.

Margot and her team ensured that the Lunch was an outstanding success, which was a reflection of her skill and dedication.

Thanks to Margot, well done.

6. Vice Commodore's Report

Chris Laker reported on planning for work on the maintenance/replacement of the original North Wharf.

Whilst the wharf is considered to still be in a serviceable condition for a number of years, quotations had been received to refurbish the existing structure. A quotation was also received to replace the structure, which was considered more cost effective than the refurbishment cost.

Given the scale of the quotation it was considered appropriate to obtain structural engineering documentation for the replacement so that the work could be tendered.

An aspect of the design work is to consider alternate materials to the traditional timber, with the aim of achieving a longer life of the new structure. That work is continuing.

Chris also outlined the plan to consolidate the dinghy storage on the Club site, to be located at the north end of the existing North Wharf.

The proposal is to relocate the existing dinghy launching ramp, currently dividing the North and South Wharfs, to the end of the North Wharf associated with a floating pontoon to improve safety whilst launching and to locate all dinghies in racks opposite the relocated ramp.

7. Wharf Management Committee

Committee member Michael Graf reported on the maintenance to Cygnet Bridge, where a number of supporting piles had been identified in poor condition, needing wrapping and epoxy encapsulation of the piles.

A number of piles have been completed, with further piles to be rectified.

In addition, additional work on the superstructure of the bridge - replacement of planks, bolts, decking members - together with other ongoing maintenance, this should see the bridge through the 20 years of the new lease.

8. Treasurer's Report

Honorary Treasurer Justin Brenan presented his report, including audited Financial Statements attached to these minutes. Refer to Attachment2 for the Financial Statements.



Motion: That the Treasurer's Report be accepted.
Moved: Michael Mactavish
Seconded: Alan Farman
For: Approximately 64 voting members present, plus 10 valid proxies
Against: Nil
Resolved: In the affirmative

9. Election of Office Bearers and General Committee

The Commodore announced that the following nominations had been received:

Commodore	Chris Laker
Vice Commodore	Michael Graf
Rear Commodore	Alan Farman
Hon Treasurer	Justin Brennan
Club Captain	Michael Phelan
Hon Secretary	Vacant

Members of the General Committee:

Peter Crofts
Sam Davis
Tom Hinton
Richard Lowe
Michael Mactavish
Catherine North

As the number of nominations for Officers and General Committee Members does not exceed the positions available, an election was not held, and the Commodore declared these members duly elected.

10. Appointment of Honorary Legal Adviser

Peter Crofts accepted the invitation to continue in the role of Honorary Legal Adviser.

11. Closing Remarks

Past Commodore Richard Lowe thanked the members for the opportunity and privilege of filling the role of Commodore of QCYC and stated his confidence that Chris Laker, a life-long member of the Queenscliff/Point Lonsdale community, would lead the Club successfully as the new Commodore.

12. Post Annual General Meeting

Following the close of the AGM, Louise Woodley, a long-term member of QCYC, volunteered to become the Honorary Secretary of the Club.

Commodore Chris Laker welcomed Louise to the role.

13. 58th AGM

The 58th AGM shall be held on 18 October 2020 at QCYC.



QCYC AGM Minutes

Attachments:

Attachment 1: Apologies

Attachment 2: Financial Statements 2018-2019

Signed: Chris Laker

Chris Laker, Commodore QCYC



Attachment1: Apologies

Annie James
Robyn James
Peter Johns
Ian Howath
Marion Buckburn
Rod Buckburn
Ken McAllister
Bill Stubbs
Mark Morrissey
Russ Watson
Peter Geary
Betty Morrison
Doug Curlewis
Mark Johnson
Ron Parker
Amanda Pearson
Steve Ackerman
Marilyn Parsons
Andrew Lean
David Pollard
Wendy Pollard
Colin Nicol
Wendy Nicol
Peter Merrylees
Scott Chapman



QCYC AGM Minutes

Attachment 2; Financial Statements

Profit & Loss Statement

July 2018 To June 2019

PO Box 77

Queenscliff VIC 3225

ABN: 40 844 648 694

Email: secretary@qcyc.org.au

Income		
Membership Fees		\$68,719.96
Boat Registration		\$15,926.20
Wharfage fees		\$25,236.38
Bar Income		\$15,466.96
Xmas in July		\$565.12
Cruising Events		\$90.91
Goorangai Race		\$159.09
Seafood NYD		\$3,340.00
Burgee/Keys/Clothing Sales		\$922.73
Donations to QCYC		\$601.00
Total Income		\$131,028.35
Total Cost of Sales		\$0.00
Gross Profit		\$131,028.35
Expenses		
Accounting & Bookkeeping Fees		\$4,260.01
Bank Fees & Charges		\$1,156.22
Catering Expenses		
Catering Expenses - with GST	\$890.91	
Catering expenses - GST free	\$1,995.00	
NYD Seafood Function expenses	\$3,003.33	
Total Catering Expenses		\$5,889.24
Cleaning/Rubbish Removal		\$180.00
Donations		\$302.50
Depreciation		\$32,801.33
Dues & Subscriptions		\$3,266.19
General House Supplies		\$1,209.49
Insurance		\$13,302.80
Lease		\$4,750.00
Legal Fees		\$485.00
Membership Fees		\$954.55
Maintenance, Repairs & Refurb		
Maintenance Garden	\$180.00	
Maintenance External	\$1,144.41	
Maintenance Internal	\$2,495.92	
Total Maintenance, Repairs & Refurb		\$3,820.33
Postage & Shipping		\$170.89
Professional Services		\$875.00
Stationery & Office Equip		\$213.34
Trophy, Flags, Burgees & Books		\$258.38
Telephone		\$532.55
Travel & Entertainment		\$330.85
Website & Computer Software		\$1,035.17
Bar Expenses		
Bar Expenses with GST	\$8,287.42	
Bar Expenses GST free	\$6.50	
Total Bar Expenses		\$8,293.92
Services		
Gas	\$1,440.00	
Electricity	\$3,219.25	

This report includes Year-End Adjustments.

Profit & Loss Statement

PO Box 77
Queenscliff VIC 3225

July 2018 To June 2019

ABN: 40 844 648 694
Email: secretary@qcy.org.au

Rates	\$546.00	
Water	\$729.56	
Waste Removal	\$2,171.06	
Total Services		\$8,105.87
Employment Expenses		
Staff Amenities	\$279.55	
Total Employment Expenses		\$279.55
Total Expenses		\$92,473.18
Operating Profit		\$38,555.17
Other Income		
Interest Income	\$8,065.55	
Total Other Income		\$8,065.55
Total Other Expenses		\$0.00
Net Profit/(Loss)		\$46,620.72

Margaret Leigh
BTS Accounting Group
22 Willis Street
Winchelsea Vic 3241



INDEPENDENT AUDITOR'S REPORT

To the members of: **Queenscliff Cruising Yacht Club**

We have audited the accompanying Financial Report of Queenscliff Cruising Yacht Club for the period 1st July 2018 to 30th June 2019.

Committees' Responsibility for the Financial Report:

The Committee is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting interpretations) and the Associations Incorporations Reform Act 2012. This responsibility includes establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error, selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility:

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An Audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion of the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Independence:

In conducting our audit, we have complied with the independence requirements of Australian Professional ethical pronouncements.

Modification:

As is common for most organisations of this type, it is always not practical for the Queenscliff Cruising Yacht Club to maintain an effective system of internal control over donations, fees and other receipts until their initial entry in the accounting records. Accordingly, our audit in relation to the receipts was limited to amounts recorded.

Audit Opinion

In our opinion, subject to the above modification, the financial report of Queenscliff Cruising Yacht Club is in accordance with the Associations Incorporations Reform Act 2012, and presents fairly, in all material respects;

- (a) giving a true and fair view of the Incorporations financials position as at 30 June 2019 and of its performance for the year ended on that date: and
- (b) complying with Australian Accounting Standards (including the Australian Accounting Interpretations) and the Associations Incorporations Reform Act 2012.

Margaret Leigh – CPA



30.9.19.

STS ACCOUNTING GROUP
22 Willis Street
Winchelsea 3241



Balance Sheet

As of June 2019

PO Box 77
Queenscliff VIC 3225

ABN: 40 844 648 694

Email: secretary@qcy.org.au

Assets		
Current Assets		
Cash On Hand		
CBA CHQ ACCT 00440011	\$41,108.02	
CBA Online Saver 10189030	\$64,387.77	
Bendigo Bank #44146	\$23,122.12	
Bar Float	\$847.50	
CBA Term Deposits	\$375,423.59	
Total Cash On Hand		\$504,889.00
Accts Receivable		\$840.37
Inventory		\$6,534.79
Total Current Assets		\$512,264.16
Other Assets		
Prepayments		\$5,951.88
Total Other Assets		\$5,951.88
Property & Equipment		
Buildings		
Buildings at Cost	\$358,150.00	
Total Buildings		\$358,150.00
Equipment		
Equipment at Cost	\$4,254.55	
Total Equipment		\$4,254.55
Furniture & Fixtures		
Furniture & Fixtures at Cost	\$30,321.21	
Total Furniture & Fixtures		\$30,321.21
Building Improvements at cost		
Building Improvements at cost	\$79,585.37	
Wharf		
Wharf improvements at Cost	\$98,410.08	
Material for Wharf Replacement	\$10,342.56	
Total Wharf		\$108,752.64
Accumulated Depreciation		-\$379,101.86
Total Property & Equipment		\$201,961.91
Total Assets		\$720,177.95
Liabilities		
Current Liabilities		
Trade Creditors		\$1,252.80
GST Liabilities		
GST Collected	\$173.21	
GST Paid	-\$84.23	
BAS payable	\$803.86	
Total GST Liabilities		\$892.84
Memberships Prepaid		\$280.00
Donations Cottage by the Sea		\$4,070.00
Total Current Liabilities		\$6,495.64
Long-Term Liabilities		
Pre paid 10 yr memberships		\$1,362.82
Total Long-Term Liabilities		\$1,362.82
Unidentified deposits		\$395.00

This report includes Year-End Adjustments.

Balance Sheet

As of June 2019

PO Box 77
Queenscliff VIC 3225
ABN: 40 844 648 694
Email: secretary@qcyc.org.au

Total Liabilities		\$8,253.46
Net Assets		\$711,924.49
Equity		
Wharf & Bridge Replace Reserve	\$325,000.00	
Clubhouse Improvement Reserve	\$40,000.00	
Retained Earnings	\$300,303.77	
Current Year Surplus/Deficit	\$46,620.72	
Total Equity		\$711,924.49

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