



# Queenscliff Cruising Yacht Club

## Minutes

### 60<sup>th</sup> Annual General Meeting

<b>Date:</b>	Sunday 9 October 2022
<b>Time:</b>	1.22pm
<b>Place:</b>	Queenscliff Cruising Yacht Club, Sand Island, Queenscliff

<b>Attendees:</b>	Andrew Mitchell	Donna Krystal	Johathan Crockett	Peter Harris
	Anne Prosser	Douglas Curlewis	Ken McAllister	Rex Prosser
	Anthea Williams	Eirene Johnson-Sneddon	Lee Renfree	Richard Lowe
	Anthony Palmer	Elizabeth Jackson	Lillian Smiljanich	Robyn Brooke
	Bob Barker	Fiona Williams	Linda Carr	Rod Hodgson
	Brenda Lee	Garry Cleaver	Marian St Quentin	Sam Davis
	Chris Laker	Gary Harris	Mel Kerridge	Simon Murray
	Chris McIntosh	Glenda Hart	Michelle Bona	Stephen Comben
	Chris Williams	Grant St Quentin	Mick Ritchie	Stephen Renfree
	Dawn Cleaver	Jane Abbott	Mike Phelan	Tony Johnson-Sneddon
	Dean Portway	Jane Cooper	Paul Hewison	Mark Neilson
	Delia Lee	Janet Torode	Peter Bone	Hugh Pilsworth

<b>Apologies:</b>	Barry Chamberlain	Gina Chamberlain	Kate Dott	Rob Dott
	John Jacq	Paul Jenkins	Andrew Lean	Catherine North
	Andrew Purcell	Geoff Stewart	Egils Stokans	Peter Stow
	Gordon Syme	Louise Woodley	Nick Woodley	Chris Hunting
	Anne Hunting	John Gleeson	Annie Jones	Robin Johns
	Robert Heath	Ruth Jacobson	Lynne Johnston	Greg Wallis
<b>Proxies:</b>	Ruth Jacobson to Richard Lowe	Rob Dott to Commodore	John Jacq to Commodore	Paul Jenkins to Commodore
	Andrew Lean to Commodore	Catherine North to Commodore	Andrew Purcell to Commodore	Egils Stokans to Commodore
	Peter Stow to Commodore	Gordon Syme to Commodore	Louise Woodley to Commodore	Nick Woodley to Commodore
	Robert Heath to Commodore			

## Agenda Items

Item	Description
<b>1</b>	<p><b>Opening of the 60<sup>th</sup> AGM</b></p> <p>Commodore Renfree opened the meeting at 1.22pm and presented the <b><i>Acknowledgement of Country and Water</i></b></p> <p>We Acknowledge the Wadawurrung People as the Traditional Owners of the Land, Waterways and Skies. We pay our respects to their Elders, past and present.</p> <p>We Acknowledge all Aboriginal and Torres Strait Islander people who are part of our community today.</p>
<b>2</b>	<p><b>Notice Convening the Meeting</b></p> <p>In accordance with the rules, notice of this meeting was first given to Members on 2 August 2022. No motions were requested by the membership to be presented at the 60<sup>th</sup> AGM which was to be received by the Secretary 21 days prior to the meeting, the QCYC Annual Report including reports, financials, statistics, minutes of the previous meeting was prepared and sent out on 15 September 2022 including the meeting agenda and proxy form. These documents were provided via email to most members with only a few members having received their information via Australia Post.</p>

Item	Description		
3	<b>Apologies</b> Twenty-four (24) apologies were received prior to or at the meeting and were recorded by the Secretary, please see names above.		
4	<b>Obituaries</b> Commodore Lee Renfree reported that over the previous year and with sadness the passing of Rollo Moore, Brian Dixon, Charles Parkin and in the last few days Richard Toye. Commodore Lee Renfree acknowledged their passing by asking the attendees to join with her for a minute’s silence.		
5	<b>Quorum for this Meeting</b> QCYC as of 4 October 2022, had a membership base of 510 members which, 437 members holding voting rights. A Quorum of 10% is required for all motions to be passed or denied being 43.7 Members. Attendance at the AGM is 46 paid members plus proxy votes received of 13 bringing the voting capacity to 59 confirming there is a quorum to accept or deny motions.		
6	<b>Minutes of the 59<sup>th</sup> of QCYC Annual General Meeting.</b>		
	Note there was no business arising from the previous minutes.		
	<b>Motion 1:</b> That the minutes of the 2020-21 59 <sup>th</sup> QCYC annual general meeting be accepted.		
	<b>Moved:</b>	Stephen Comben	<b>Seconded:</b> Janet Torode
	<b>Passed</b>		
7	<b>Commodore’s Report – Presented by Commodore Lee Renfree</b> The following key points were presented to the Members present and can be read in the Annual Report on the website. Key Points are: 1. Came into office with four principles being Purpose, Place, People and Prosperity. a. <b>Purpose</b> – Mission – Tell more people about QCYC the key driver was the KISS Race/Rally which was achieved and resulted in Commodore Renfree winning the Victorian SheSails Award from Australian Sailing and being asked to speak at the Australian Sailing SheSails conference last week. Note funding for this program was achieved through a grant from SheSails Australian Sailing and sponsorship from Searoad Ferries, Queenscliffe Maritime Museum Inc and 360Q. Participants also paid a fee which ensured there was no financial burden for QCYC for this very successful profile-raising event. b. <b>Place</b> – Mission – Swan Bay and Swan Island are incredibly important ecological sites, the key drivers to achieve this included the Garden including 700 new indigenous plants organised by Stephen Comben and funded through a grant from		

Item	Description
	<p>Coastcare. The Wharves are an ongoing project lead by Stephen Comben and the Infrastructure Sub Committee, money has been put aside for this work, but grants and funding opportunities will be explored. Maintenance and Club House Sub Committees are led by Janet Torode and Alan Farman have had successes such as installation of the water fountain, repairs to drains, stores are stocked, and everything is running smoothly. Bar of course, led by Sam Davis has had increased sales and Janet Torode has organised an RSA course to ensure there are several helpers to keep the Bar running. OHS and Signage led by Richard Lowe and Peter Harvey which has been a massive amount of work and you will see new signage and Janet Torode has secured a new defibrillator. Finally, the Lease with Parks Victoria has now been signed thank you for the work of Jane Cooper who assisted me to have the tough discussions with the Parks team.</p> <p>c. <b>People</b> – Mission – Ensure that members have a strong connection to the club, the key drivers were ensuring the newsletter is regularly sent out to members. KISS program which has increased QCYC profile with sponsors and grant givers.</p> <p>d. <b>Prosperity</b> – Mission – we need new members and more visits to the club; the key drivers will include promoting the use of the wharves and encourage more visitors as visitors will or may turn into new Members.</p> <p>2. Commodore Lee Renfree acknowledged the diversity of the Committee of Management and the knowledge and skill that they bring to the ongoing management and leadership of the club. Commodore Lee Renfree also asked that if anyone wanted to contribute, large or small, to contact her as there are many ways in which members can contribute and participate to support QCYC.</p>
8.	<p><b>Vice Commodore's Report presented by Janet Torode</b></p> <p>The following key points were presented to the Members present and can be read in the Annual Report on the website. Key Points are:</p> <ol style="list-style-type: none"> <li>1. The year started with Tom Hinton in the role, but he resigned with the plans to go sailing. I was then asked to step into this role.</li> <li>2. Thank you needs to be given to a couple of people who have managed pest outbreaks, leaky pipes etc. John Gleeson and Alan Farman have kept these things under control.</li> <li>3. Thank you also to Margot Farman who has kept the stocks of toilet paper, tea and coffee up to date over the last year. Noting that she and Alan are off caravanning if anyone would like to help with this task it would be appreciated.</li> <li>4. Thank you to Peter Bone, Graeme Ritchie and Stephen Comben who have managed the garden, fixed walls, and painted the odd thing also.</li> <li>5. Please be aware as part of the Victorian Government Energy Upgrades we were able to secure new fridges throughout the club house and thank you to Sam Davis and a crane who got the fridges up into the bar area.</li> <li>6. Engagement in our community role is continuing with meetings with Cottage by the Sea, a fellow yacht club in QLYC and contacts at the Borough of Queenscliff.</li> <li>7. The Club House can only run with the help of volunteers, so please clean up if you are visiting, keep things tidy and if something is broken, please record it in the maintenance book.</li> </ol>

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	<p>8. Finally, dinghies, if you do not have a sticker on your dinger or watercraft please speak to Janet. All items without a sticker will be removed to the dingy/watercraft graveyard or will be offered for hire by visitors. If you are a member one dingy or watercraft is free and additional ones are charged at a nominal rate.</p> <p>9. Special thank you to Amalfi 3 and Chris and Anne Hunting, who were an apology for today for all the little cleaning fairy jobs that they do.</p>		
<b>9</b>	<b>Motion 2:</b> That the Commodore and Vice Commodore's report is accepted.		
	<b>Proposed resolution</b>	<b>Moved</b>	<b>Seconded</b>
	Commodore Report	Hugh Pilsworth	Peter Bone
	Vice Commodore's Report	Richard Lowe	Rod Hodgson
<b>Passed</b>			
<b>10</b>	<p><b>Treasurer's report</b></p> <p>The following key points were presented to the Members present and can be read in the Annual Report on the website. Key Points are:</p> <ol style="list-style-type: none"> <li>1. Revenue has increased over the year by 26% to \$150,100.98.</li> <li>2. Wharfage fees were up \$13K and Bar Income up \$6k, thank you Sam Davis and Glenda.</li> <li>3. KISS Program saw an injection of \$9K with grants, donations, and participant fees. Expenditure on this event was \$2.5K but more expenses are to be paid in the next months.</li> <li>4. Membership and Boat Register income is slightly higher than last year reversing the trend of previous years of a decline.</li> <li>5. Expenses have decreased by \$6k with the variation being seen in <ol style="list-style-type: none"> <li>a. \$21K reduction in maintenance costs, club house repairs/refurbishments.</li> <li>b. The efforts of John Gleeson and Stephen Comben with the Garden and Causeway repairs.</li> </ol> </li> <li>6. There has been an increase in expenditure on the Wharves to meet much needed repairs, and this will be ongoing.</li> <li>7. The net loss for the year was \$18K compared to last year of \$55k. The cash profit excluding depreciation was \$17k compared to las year of <b>-\$7.6K</b>.</li> <li>8. Balance Sheet has cash on hand at \$462K a \$21K increase.</li> <li>9. Increase in in equipment with the purchase of 2 new ovens offset by the sale of the club boat,</li> <li>10. Trade Creditors reduced from \$9.7K to \$8.7K with the largest being \$8.2K for Geelong Diving Services who surveyed the wharves, and this was paid in July 2022.</li> </ol>		

Item	Description			
	11. Outlook is that with COVID behind us we will continue to build a positive cash position with the plan to ensure the club viability both in amenities and the services it provides to its members.			
11	<b>Acceptance of financial statements</b>			
	<b>Motion 3:</b> that the financial statements for 2021-2022 attached to the Form 1 certificate in accordance with the Associations Incorporation Reform Act 2012 be accepted.			
	<b>Moved:</b>	Doug Curlewis	<b>Seconded:</b>	Chris Laker
	<b>Passed</b>			
12	<b>Presentation of Club Person of the Year</b> <i>Club Person of the Year is given to a person who has contributed over many years to the club. Often these persons are also the least expecting of the award. Therefore, this year the award goes to Glenda Hart who has been a Bar back up for many years and who would drive to QCYC from Brighton to open the bar and then would drive home again. Glenda has provided a lot of support for Sam and her contribution is recognised today.</i>			


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13	<p><b>Results of the general election:</b> The current number of nominations equal the number of vacancies on the Committee. The nominations were: Commodore – Lee Renfree Vice Commodore – Janet Torode Rear Commodore – Sam Davis Honorary Treasurer – Gary Harris Honorary Secretary – Jane Cooper</p> <p><b>Committee Members</b> Michael Phelan – Club Captain Stephen Comben Doug Jackson</p> <p>Richard Lowe Simon Murray Paul Jenkins</p> <p>There are currently two (2) vacancies on the committee, please speak to any of the committee members if you are interested. Election of Flag Officers and Committee Members</p> <p><b>Motion 4:</b> that the election of Flag Officers and Committee Members be confirmed.</p> <table><tr><td><b>Moved</b></td><td>Stephen Renfree</td><td><b>Seconded:</b></td><td>Chris Laker</td></tr><tr><td colspan="4"><b>Passed</b></td></tr></table>	<b>Moved</b>	Stephen Renfree	<b>Seconded:</b>	Chris Laker	<b>Passed</b>			
<b>Moved</b>	Stephen Renfree	<b>Seconded:</b>	Chris Laker						
<b>Passed</b>									
14	<p><b>Appointment of Honorary Solicitor</b> As part of the QCYC the rules require the membership to appoint annually the Club Solicitor. Mr Anthony Palmer was recommended to the membership to be appointed into the Honorary role as the Club is to deal with a range of Legal Issues including:</p> <ul style="list-style-type: none"><li>• Governance</li><li>• Child Safety, Club Rules</li><li>• Updating of the Club Rules to ensure they remain relevant and support the work of the Committee and its Members.</li></ul> <p>The Committee believe Mr Anthony Palmer will be able to hit the ground running and will provide the legal advice that is required.</p> <p><b>Motion 5:</b> that Mr Anthony Palmer be appointed as the Honorary Solicitor.</p>								

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	<table><tr><td>Moved</td><td>Simon Murray</td><td>Seconded:</td><td>Janet Torode</td></tr><tr><td colspan="4">Passed</td></tr></table>	Moved	Simon Murray	Seconded:	Janet Torode	Passed			
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Passed									
15	<p><b>61<sup>st</sup> QCYC Annual General Meeting</b> The 61<sup>st</sup> QCYC Annual General Meeting will be set for Sunday 8 October 2023.</p> <p><b>Motion 6:</b> that the Annual General meeting for 2023 be set for Sunday 8 October 2023 at QCYC.</p> <table><tr><td>Moved</td><td>Jane Cooper</td><td>Seconded:</td><td>Simon Murray</td></tr><tr><td colspan="4">Passed</td></tr></table>	Moved	Jane Cooper	Seconded:	Simon Murray	Passed			
Moved	Jane Cooper	Seconded:	Simon Murray						
Passed									
17	<p><b>Other Business</b></p> <p>The Membership were provided with the following:</p> <p>Wharves update by Stephen Comben – Head of Infrastructure Sub Committee</p> <p>North Wharf ongoing work to be done to replace timber whalers as they are deteriorating quite quickly and will be replaced over the coming year.</p> <p>South Wharf work will commence after required works on the North Wharf have been completed.</p> <p>The standard of the wharves needs to be lifted and will be upgraded to the safety regulations of today and to ensure ongoing viability for QCYC members and their guests. For example: Rails should be installed on both sides of the walkways.</p> <p>In discussions with contractors, engineers and Chris Laker – the new wharves will be a modular system to replace the North Wharf. Modular units at a dimension of 9mtrs will be easier to maintain and check on a regular basis. We will use as much of the current timbers that can be re used to cut the cost. The new system will consist of steel walers with lower levels but will be modular, design computations are being done. Next steps will be to tender at the work at approximately \$350K. We will look at grant monies and other fund-raising ideas. Timelines is to start work Easter next year (2023).</p>								

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	<p>The South Wharf is currently stable, but works will commence after the North wharf has been finalised or progressed enough to meet the required standards.</p> <p>Solar lighting will also be added to the walkway adding to the safety aspects of the area.</p> <p><b>Question</b> by a member, Chris Williams, why a floating wharf was not considered, the response is that due to the tidal flow and heights this would be problematic and the, and the recommended new wharves would provide the durability to support all boats being able to tie up safely.</p> <p><b>Sustainability</b></p> <p><b>Questions</b> from the Membership as to why the club was not Off the Grid</p> <p>Jane Cooper presented to the Membership that both Stephen Comben and Richard Lowe had been investigating this. As QCYC have no paid staff therefore do not have Workcover insurance we could not apply for the commercial solar panel grants. Further Jane Cooper spoke to DWELP as QCYC is on Crown Land, but the Committee of Management is not a gazetted committee, therefore we did not meet this criterion. The next step will be to seek philanthropic or other support – Chris Williams advised that he would be happy to assist with this project as he</p> <p>Australian Sports Foundation – Chris Williams to help with funding as he is committed to living sustainably and not impacting on our environment.</p> <p><b>Close of Business</b></p> <p>Commodore Lee Renfree in closing the 60<sup>th</sup> Annual General Meeting to thank all those that attended the Working Bee, AGM and to those that took the time to provide a proxy vote. Commodore Lee Renfree went on to say that she is fortunate to be on the Committee with a team of people that are committed to QCYC.</p> <p>Commodore Lee Renfree thanked those committee members that were standing down for a range of reasons. These members have contributed a lot to the club over the past year and are to be noted for their work. These members included Linda Carr, Alan Farman, Peter Harvey and Ruth Jacobson. Thank you.</p>

Item	Description
	<p>New Bags \$30.00 – to celebrate the 60<sup>th</sup> Anniversary of QCYC are now on sale so please approach a Committee Member is you wish to purchase one.</p> <p>Finally, the QCYC Committee would need the help of someone to run the Events Sub Committee, if you are interested please contact either Jane or Lee.</p>
16	<b>Meeting close at 2.14pm</b>

<b>Minute taker:</b>	Jane Cooper, Hon. Secretary
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<b>Signed:</b>	
<b>Name:</b>	Commodore Lee Renfree
<b>Date:</b>	9 November 2022