



## 93rd AGM 2019 Minutes

Annual General Meeting of the Ranelagh Club (ACN 004 127 262)

Held in the Club Rooms, 3 Rosserdale Crescent, Mount Eliza 3930

**Date:** 28<sup>th</sup> October 2019

**Meeting Commenced:** 7.30pm

**Returning Officer:** Alex Anderson

**Attendees:** 36 attendees.

Joanne Donnelly, Sandi Lord, Paul Kidder, Neal Gale, Nick Harvey, Marnie Harvey, Philip Reid, Rick Dixon, Alex Anderson, Linda Snowden, Suzanne Murray, Grant Snowden, Helmut Lorsche, Andrew Cruddas, Paul Ramsey, Ian Chisholm, Graeme Atkins, Andrew Mitchell, Tony Skinner, Jane Date, Brian Noble, Rhys Taylor-Williams, Phil Fraser, Beverley Broughton, Geoff Aarons, Steve Hugginson, Peter Hook, Karen Hook, Catherine Jogues, Ross McDonald, Geoff Hancock, Chris Fellows, Kate Olney, Arvind Sridharan, Mark Dillon, Robert Date, Phil Anderson, Gary Rowley, Wendy Ellis, Kate Hulusi, Alison Doherty, David Kirby, Ingrid Harvey, Astrid Saint-John, Evelyn Kniesel, John Lloyd Williams, David Logan, Greg Sheppard, Wendy Parton, Lawrence Henderson, Ken Gallagher, Greg Hooper, Jan Hooper, Pamela Manners, Debra Berner, James Holt, John Anderson, Adam Mackenzie, Robyn Follows, Anthea Amos

**Apologies:** Ian Fleming

**Proxy Details:** 2 Proxy  
William Harvey – 1 Proxy

Valma Hardige – 1 Proxy

Simon Jemmett – 1 Proxy  
Robert Cracknell – 1 Proxy  
Patricia Lovick – 1 Proxy

Lynette Hinies-Marshall – 1 Proxy  
Sue Simmonds – 1 Proxy  
Gordon Frankland – 1 Proxy  
Mike Weber – 1 Proxy

1. President Ingrid Harvey welcomed all members to the meeting.
2. Acceptance of the minutes of the Annual General Meeting Year ended 30<sup>th</sup> June 2018 held on 19<sup>th</sup> November 2018. Proposed: Chris Fellowes Seconded: Lawrence Henderson

### 3. Presidents Report

Ingrid took her report as having been read by all present.

Highlighted key points in the report:

Statement of Comprehensive Income, the significant deficit to budget and consequences to the balance sheet.

Considerable part of the deficit is due to the In house catering model. In the last 12 months, there have been challenges in controlling costs. Wages and COGs were high, with revenue in line with expectations. With the new GM structure with the right expertise and skills to effectively run the catering, the Board feels positive that the financial performance will improve.

The plan includes:

Increase revenue through external functions and members through increased frequency of visits, increase spend.

Increase members

Reduce wages and COGs through more effective rostering, increased productivity and costed menu options.

The Board is rigorously monitoring the performance of the catering function particularly over the summer period and will make the operational changes as required. The in house catering model must be commercially sustainable

Maintenance

There is approximately \$200K in make good maintenance costs required across all areas of the Club. The Club is an aging facility and the cost to maintain is increasing year on year.

The Board is wanting to protect the cash position of the Club and only urgent and OH&S maintenance issues are being approved.

Membership, joining fees and potential catering and maintenance levies are being considered and if required will be put to members at an SGM in March/April of the new year.

Ingrid emphasized the need for members to actively support the Club, increase the frequency of visits and support the Bistro.

Questions raised were as follows

3.1 – Increase in Membership – raised in response to the drop in revenue, and lack of interaction by current members. This was to be done through a series of Open Days on Sundays throughout November, coupled with letter box drops and online advertising in conjunction with Key sponsor RT Edgar.

3.2 – Return on Revenue for Catering – Given we pay no rent for the space, why is the return so low. We have had higher than normal cost of goods, due to high wastage levels, plus difficulty in getting the wages to an acceptable level, given disparities in member attendance per evening. Plans in place to control wages, New menu has had big impact on cost of goods, which will translate through over next few months. Plan to stick to the current model for the short term, and review in 6 months, once we have some accurate data in regard to events, and summer season.

3.3 – Noted \$600,000 in bank and a \$200,000 loss for the year. Members worried about lack of cash on hand going forward. Requests made for more frequent reporting to keep members up to date on

progress rather than annually at this stage. Members appraised on their rights in regard to financial reporting from the board. Ingrid Harvey said we would take the request into consideration and would provide an update if an SGM is required to increase fees outside the constitution.

3.4 – Levies – brought up with regard to the state of repair of the present facilities, and the amount of work that will need to be done sooner rather than later to ensure the club has no OH&S issues. A maintenance levy was discussed and mention made that perhaps a Bar Levy might be more palatable to members. To be discussed by the board and presented at an SGM early in the new year.

3.5 – Other issues with Catering Loss – Aside from the wage issues, what else has gone wrong. Quiet season for the club, lack of active participation by majority members. Imbalance in cost of staff v member numbers.

3.6 – Current Membership Levels – the club has lost older members as per normal, but gained sufficient new members to offset the loss. Member balance currently leaning toward Family Memberships.

3.7 – DSC – Was the DSC committee incurring any expense to the club in terms of consultancy fees etc? Ingrid Harvey confirmed that it was not. DSC committee members give freely of their time. Only costs thus far were for the pull up displays and for the render images for the brochures.

When was the next update due from the DSC committee and how was the club proposing to pay for the development?

The next update will be due in Feb/Mar 2020, and as yet there are no concrete plans in place for funding models. Once plans have been approved, cost analysis will be generated and options presented as to how best to fund those plans.

3.8 – Why was a DSC segment not included in the AGM? – DSC was not requested to be included in the Agenda as General Business before the deadline as per the Constitution. The DSC is still in works as to the update of the plans based on the last round of member feedback. Priority is on generating a profit from catering first and foremost and progression of the plans secondly.

Note of Acknowledgment and thanks for all the work done by the DSC committee members.

#### **4. Treasurer Report – Grant Snowden**

4.1 – Can we get more Corporate Sponsors? – Yes we can and discussions are underway with certain potential sponsors. The board is aware that we need to regulate the amount of visible branding throughout the club and its facilities, so as not to appear to “commercial”. The balance must be noted that the visibility of the branding will dictate the level of sponsor funds provided.

4.2 – Grants – Government local and federal, are we applying for these? – Yes we are, as they apply to us, however being a private club with no public access, we are precluded from many grant options.

Aus Sail, and Tennis Australia were both mentioned.

4.3 – Tennis Courts Resurfacing cost / Fund – Can the club access funding from Tennis Australia or the Shire to aid in the resurfacing of the tennis courts? To some degree that may be possible, but as we are a private club, it is unlikely that substantial amounts would be forthcoming unless some of the courts were made available for public use.

4.4 – Can wages be cut to bare minimum? – Wages need to meet award levels at all times. The club pays award wages and no more. Savings will be generated from roster changes and staffing levels.

4.5 – Reserve for Tennis courts resurfacing are not really a reserve ? – agreed given that it was set up when the club generated a surplus. At the moment could really be considered part of cash at hand.

4.5.1 - A first quarter loss of over \$100,000 was noted, and agreed to by Grant Snowden.

4.6 – Quarterly financial reporting to members? – under the terms of the constitution members have access to limited amounts of financial information. Should they wish access to more, they are invited to participate at a board level. Members need to allow time for the current plan to be implemented and revenue changes affected to show that progress is being made. Change in such a situation is slow but steady. Response provided by Ingrid Harvey.

4.7 – What result is planned for this financial year? – Based on the current year to date performance and with a significant turnaround over the summer period and remainder of the year, the Profit and Loss result will be worse than budget but an improvement on the previous year.

4.8 – Income spread to 12 months rather than 1<sup>st</sup> month. Better balance to reflect monthly costs incurred running operations.

4.9 – Quarterly financial reporting to members – Not required under the constitution. Item 76.

5.0 – Has there been any more success in promoting weddings? – yes there has, and the results will become more apparent in the new calendar year. Bookings tend to be made quite far in advance. Good source of revenue, so these will be pursued particularly on Saturday nights as members do not tend to frequent the Club on that night.

4.9.1 – Should we allow greater public access? – Bound by club regulations requiring any non-members to be guests and signed in as such. Very difficult to ensure these conditions can be met on a regular basis.

## 5. **Treasurers Report** Grant Snowden

**Motion: That the Audited 2018 - 2019 Financial Statements be adopted**  
**Proposed David Logan**  
**Seconded Neale Gale Carried**

## 6. **General Managers Report**

6.1 – Question asked – when will open days be advertised and where?

Open Days will be advertised on line, and in conjunction with our key sponsors via facebook and Instagram. A letter box drop will also be produced for distribution and volunteers sought to perform the task.

6.2 – Lawrence Henderson offered to do drops if required.

6.3 – Question asked –

Who is our target audience?

How do you manage that?

The largest membership sub group is families. The club needs to become very much more family friendly, and cater to them as they will have a higher dollar spend per head than singles or couples. The management is keenly aware of the need for a kids space to prevent children running around unsupervised through the club house.

## **7. Auditor Appointment**

**Motion: To appoint McLean Delmo Bentleys Audit Pty Ltd for the year 2019-2020 financial year.**

**Proposed: Grant Snowden**

**Seconded Alex Anderson Carried**

## **8. Board Elections**

8.1 Continuing Board Members noted being; Astrid Saint-John, Philip Reid, Grant Snowden, Rick Dixon, Steve Hugginson.

- Philip Reid
- Astrid Saint-John
- Rick Dixon
- Grant Snowden
- Steve Hugginson

Two nominations were received after the closing date, and these will be addressed by the board over the next 4-6 weeks.

Peter Hook, Mark Dillon and Stella McGahey have all elected not to renominate, and Ingrid Harvey and the club thanked them for their great contributions.

## **9. Office Bearer Elections**

**Election of Office Bearers.** Ingrid Harvey advised the meeting that at the close of nominations the only nominations received were

**President:** Ingrid Harvey

**Treasurer:** Grant Snowden

**Secretary:** Philip Reid

As there is only nomination per Office Bearer position in accordance with the Constitution, it was declared the Office Bearer positions filled as nominated.

## **10. General Business:**

10,1 – Question / request received from Graham Atkins re a distant country membership.

This has been brought up in the past at board level, and will be addressed by the membership and fees committee as part of eth review of all membership types, fees, and levies.

10.2 – Request for clarification on rights of junior members and associate club members. Referred to Article 14 of the constitution.

**Meeting Closed at 9.10pm.**

There being no further business Ingrid Harvey thanked all for attending and invited all those in attendance to stay in the Clubhouse for a drink.