

## Minutes

**ROTARY CLUB OF PORT FAIRY Inc.**  
**BOARD MEETING No 1 (2023/24)**  
**Tuesday, 22 Aug 2023**  
 Commencing at **6.30PM PFSLSC Trg Room**

<b>1</b>	<b>Attendance:</b>					
	Jed Macartney (Pres 1)		Michael Crowe (Comm Svce, Enviro)		Jeff McLean (Treasurer)	
	Andrew Long (Pres 2)	<b>X</b>	Bill Moore (Membership)		Sue Robertson (Youth) LOA	<b>X</b>
	Graeme Cox (IPP, Foundation, Int)	<b>X</b>	Tony Murray (Sec)			
					<b>X=absent</b>	
	By Invitation					
<b>2</b>	<b>Welcome and Apologies</b>					
	Apologies – Graeme, Sue					
<b>3</b>	<b>Confirmation of Previous Minutes</b>					
	<b><i>New Board – previous mins to be emailed seperately and confirmed (done 28/8). Note these are also accessed via link on RCPF website</i></b>					
<b>4</b>	<b>Business arising from last meeting</b>					
	Confirmed that re the Marathon 18/2/24 that RCPF would supply catering in the same manner as done previously.					
<b>5</b>	<b>Opening General Discussion on way ahead</b>					
	Jed reiterated that he and Andrew had discussed various options to revitalise the monthly meetings (visits etc) but for now just settling in and focus on minimal change in winter. Dinner meetings to be the social focus with key communications to the members. Formal meetings at Board level - try 2 <sup>nd</sup> Wed at 5.30pm structured for 1 hour.					
<b>6</b>	<b>Directors Reports</b>					

6.01	<p><b>Treasurer (Jeff)</b> As per tabled financials re P&amp; L for June &amp; July complete. Audit compliance document tabled - <b>proposed that Jed sign the Audit Compliance on behalf of the Board - Moved by JMcLean, and seconded by TMurray, – all in favour</b></p> <p>Note: When the books for the financial year 2022-2023 are passed onto McLaren./Hunt for audit purposes, the monthly financial reports will be changed over from the spreadsheet basis to the Xero accounting software program.</p> <p style="text-align: center;"><b><u>Bank Reconciliation at 30th June 2023</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"><i>Bendigo Bank Balance @ 30th June 2023</i></td> <td style="text-align: right;">\$16,351.81</td> </tr> <tr> <td style="text-align: right;"><i>Net Funds July 2023</i></td> <td style="text-align: right;">-\$1,068.10</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;">\$15,283.71</td> </tr> <tr> <td colspan="2"> <i>Less: June Unpresented Cheques Presented July 2023</i></td> </tr> <tr> <td><i>Cheque #235 - Sentinel PtFairy Restaurant: Presented 14th July 2023</i></td> <td style="text-align: right;">-\$1,824.00</td> </tr> <tr> <td><i>Chq.#237 Aust.4 Womens Health: Chq Cancelled replaced direct debit 4th July</i></td> <td style="text-align: right;">-\$6,000.00</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">\$7,459.71</td> </tr> </table>	<i>Bendigo Bank Balance @ 30th June 2023</i>	\$16,351.81	<i>Net Funds July 2023</i>	-\$1,068.10		\$15,283.71	 <i>Less: June Unpresented Cheques Presented July 2023</i>		<i>Cheque #235 - Sentinel PtFairy Restaurant: Presented 14th July 2023</i>	-\$1,824.00	<i>Chq.#237 Aust.4 Womens Health: Chq Cancelled replaced direct debit 4th July</i>	-\$6,000.00		\$7,459.71
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6.02	<p><b>Service Projects/Environment (Michael)</b> Verbal Report - Discussed the Footbridge progress awaiting plant selection and mulch - possible funding shortfall but will revisit when more options explored – weeding on Bank St next focus – suggestion that we obtain a Weed Sprayer – TM to check storage area and advise - <b>Action Tony</b></p>
6.03	<p><b>Youth (Sue)</b> – Nil Report</p>
6.04	<p><b>Foundation (Graeme)</b> – Nil Report International</p>
6.05	<p><b>Membership (Bill)</b> - Verbal Report - Focus is trying to expand the corporate members with feedback from Ashley (Bendigo Bank) as well as explore the access areas to new residents such as real estate agents etc. Noted that a local volunteering network has been setup by Nicole Dwyer to “pool” volunteer resources – Bill &amp; Jed will follow-up to see where this may take us. <b>Action Bill/Jed</b></p>
6.06	<p><b>Secretary/Public Image (Tony)</b> - Verbal Report – Note that Harry B is mirrored for the Sec role on Clubrunner to assist Public Image/Bulletin as required – Harry will maintain the Trybooking.</p> <p>Assets register – needs updating (<b>Jeff</b>) and we will check out the storage room – plan for a cleanup soon. <b>Action Tony</b></p> <p>Hours collating – Harry has a pivot table that records volunteer hours – we will align with fundraising analysis to determine what's value adding and if we continue. <b>Action All</b></p> <p>Signatures – Discussion re check phasing out and who should be authorised signatures. Agreed that replacing the cheque book with a debit card is way ahead with online authorising. Current multi signature requirement will not work going forward.</p> <p><b>Proposed that Jed/Tony/Jeff/Harry attend Bendigo Bank and become only signatures with a single signature only required on behalf of the Club - Moved by JMcLean, and seconded by Jed Macartney, – all in favour</b></p>
<b>7</b>	<p><b>General Business</b></p>

7.01	DATES for 2024 discussed – need for a calendar so we are all on same page – <b>Action TM</b>
7.02	DG visit – noted for 13/11 as per his email – expect ADG visit to Board prior – busy weekend prior that we may try to get him some involvement – <b>For Info</b>
7.03	Regionalisation – noted the focus but not on our radar at this stage – <b>For Info</b>
7.04	Crystal Lee Foundation – tabled some info re this local charity - young person cancer support service that does not get any Govt funding – <b>For Info</b>
7.05	Tacoma project – could be a worthwhile local activity around easter 2024 – Ashley to give overview at a meeting soon – <b>For Info</b>
<b>8</b>	<b>Correspondance</b>
8.01	IN – Working with Children member update <ul style="list-style-type: none"> <li>- Membership updates Clubrunner</li> <li>- Regionalisation info &amp; instructions</li> <li>- DG Visit email</li> </ul>
8.02	OUT - PFSLSC Education Centre bookings 13 Sept & 11 Oct <ul style="list-style-type: none"> <li>- DG visit acknowledgement</li> </ul>
8.03	Business Arising - nil
<b>9</b>	<b>Next meeting:</b> Wednesday the 13 <sup>th</sup> September at PFSLSC trg room 1730hrs
<b>10</b>	<b>Close:</b> The meeting was declared closed at 7.55 pm.