

MEETING MINUTES

Meeting date | time 20/2/18 | 7.00 pm | Meeting location Korumburra Golf Club

Attendees

Irene Holm (Myn)	Yes / no	Bruce Hutton (Lgh)	Yes / no
Stephen Rose (Kba)	Yes / no	Toni West (Igh)	Yes / no
Chris Clements (Kba)	Yes / no	Lee Clements (Kba)	Yes / no
Denis Stanes (Wyl)	Yes / no	Darren Cole (Regional)	Yes / no

Confirmation that the previous meeting minutes were an accurate record of the meeting

Moved Chris **Seconded** Irene Note - Date on minutes amended to show Jan 18 from Nov 18 (Typo incorrect date)

Apologies

Bruce called to apologise for not attending tonight's meeting.

Agenda topics

1. Status of Treasurers business, PC, software and invoicing district clubs.

Laptop has been purchased. Accounting software yet to be purchased.

Toni to take possession of the laptop from Denis to complete the setups.

ABN yet to be done. Some discussion on registering the association for GST. Resolved to register for GST / quarterly statements. Register from 1 Jan 2018.

Accounts will be set up at Inverloch Branch of the Bendigo Community Bank.

Account signatory's Treasurer-Toni West, Secretary-Stephen Rose, President Irene Holm, Vice President Bruce Hutton. Note any 2 of above nominated four people are required for consigning banking documentation/ cheques etc

Letter of authority to close old accounts to come from old committees and letter authority to open the new accounts for SGG to be generated by Steve.

Toni to advise what documentation is required by the Banks after talking with them.

Note – Due to delay in setting up accounts the old men's district junior account will be left open to run the April Junior Events.

2. Status of Web rebuild. Given to Robert Tyler Consulting. End March if nothing has come back we follow up. Preview of new web site before going live requested by committee.



- 3. Recent Ladies District event at Lang Lang. General discussion around the event was had.
- 4. Organizational structure of district events and administrative support for same.

 Some discussion on how to attract more members to help with district subcommittees.

Match Committees now;

Women's Match Committee.

Anne Walker (WON) Chair Lee Clements (KBA) Marg Tuckett(WYL) Barb Twite (KOR) Match Secretary

Men's Match Committee

Chris Clements(KOR) Chair / Match Secretary Ian Balfour (WYL) Mark Carruthers (WYL) Denis Stanes(WYL)

General agreement all match arrangements need development moving forward and more volunteers to take roles.

General Business

- 1. New District entity is now registered with consumer affairs.
- 2. Steve to issue district structure to clubs with names on roles.
- 3. Discussion on upcoming District open day was had. Setting of prizes etc.
- 4. Women's South Gippsland Bowl 23rd March Welshpool. Bank account no's go on entry forms. Existing Ladies general account to be used as new district accounts still to be set up.
- 5. All Gippsland Championships some general discussion on arrangements was had.
- 6. Compilation of district clubs census returns. All information from all clubs has been received.
- 7. AGM for Golf Victoria coming up in May. Delegates required. Steve to watch emails. Travel costs can be claimed from Golf Vic. Denis has a claim form.
- 8. Men's Country teams event upcoming. In past Men's district reimbursed costs for 2 teams of 3 to attend. Discussion around new district subsidising costs associated with entering events of this nature. Discussion deferred to next meeting as an agenda item.
- 9. Men's Country Week Shirts, costs associated with same were born by the old association as was subsidising of executive's attendance. (8 players and 3 officials(. Costs around 4.5k last year. Some discussion on what subsidies the ladies were paid for attending similar events. Steve to start with building a spreadsheet for costs etc re point 8 above, future discussions.
- 10. Entry to district events free entry player list to be discussed.
- 11. Denis discussed the need to set code of conduct for district events. Denis to forward Steve old guidelines for circulation and discussion.
- 12. SGGI Meeting minutes to be distributed to all clubs in future.



Future Meeting Dates

Confirmed for 22^{nd} March at Meeniyan Golf Club 7.00 PM.

Meeting Closed	9.02
Next Meeting Date	22 nd March 2018

Action items	Person responsible	Deadline
Register SGGI for GST	Toni/Denis	ASAP
Toni to Visit bank and get details of required documentation to close / open accounts and set up accounting software on the laptop.	Toni	ASAP
Steve to produce letter of authority to open bank accounts for SGGI and forward to Toni.	Steve	When advised by Toni of requirements
Steve to Update district structure matrix with names of people detailed and issue to all clubs.	Steve Rose	Prior to next meeting
Estimate of projected Annual District costs required to help with upcoming discussions around subsidizing events.	Toni	Prior to next meeting
Denis to take lead on web site build	Denis Stanes	Ongoing