



**International Chito-Ryu Karate Federation of Australia
(Sunshine Coast Branch) Inc.**

COMMITTEE MEETING MINUTES

Date and Time: Saturday, February 1st, 2020 at 8:30am

Venue: Maroochydore Dojo, 2/14 Depot St, Maroochydore, Qld, 4558

Meeting Opened: 8.33am

Attendance: Sam Hunt, Nina Meloncelli, Renae Saunders, Keanu Caston, Annie Gagnier, Martin Phillips, Terry Plant, Nicole Stavely, Helen O'Grady

Apologies: Gary Saunders, Karren Judge-Furner, Shannyn Meloncelli

1. Welcome

2. Review of previous meeting minutes

The minutes of the last meeting were presented.

Motion to accept the minutes. Moved by: Nina M

Seconded by: Renae S

3. Reports

a. President Report	NIL	(NM)
b. Treasurer Report	Bank balance \$2479.77, reimbursements to be made for Soke visit and Christmas party.	(AG)
c. Instructor Report	NIL	(MP)

4. Business arising from previous meeting:

- a. Christmas Party 2019 debrief – Planning went as expected, going forward for next Christmas party it would be justified to have an outline plan for committee to follow, see also item 6.k.
- b. Council grant application/fundraising efforts – Enquire about councillor's discretionary fund as have been granted in the past, does need a specific requirement, possible mat replacement funds. Grill'd January fundraising is done (amount to be confirmed), and Bunnings BBQ is in the pipeline. To follow up at next meeting.

5. Correspondence:

EOY financial reports 2018/19 to be submitted to Office of Fair Trading. An auditor needs to be appointed. Caren Moroney (accountant) can do the audit. Helen will liaise with Annie and Martin.

6. General Business/New Business:

- a. Annual reports submitted by outgoing treasurer – 2019 Financial report attached as appendix.
- b. Change of bank account signatories – Helen Robb to be removed from signatories and Annie Gagnier to be added. To email documentation once minutes are completed.
- c. Confirm proposed calendar for 2020 of events and meetings -
 - Sat 1 Feb - First Committee Meeting. 8.30am start
 - Sun 5 Apr - Easter Family Picnic (start of school holidays)
 - Sun 12 Dec - Xmas Family Day & AGM (start of school holidays)
 - Sun 1 Mar - Tournament - GC (TBC)
 - Sun 29 Mar - Tournament - Sydney
 - Sun 31 May - Tournament - SC (TBC)
 - Sun 9 Aug - Tournament - GC (TBC)
 - Sun 13 Sep - Tournament - SC - QLD State Titles
 - Sun 27 Sep - Tournament - Blue Mountains
 - Sun 15 Jul - Kangeiko (Waterfall training) - Blue Mountains
 - 15-17 May - QLD Camp - GC
 - 17-18 Oct - Senior Training Weekend - SC (TBC)

Committee meeting proposed dates – next meeting to take place on the 14th of March. Going forward the selection of dates will be decided via Facebook poll with majority attendance selecting the date.

- d. Committee member positions – Tournament coordinator - Keanu accepted role and to be assisted by Nina. Social event coordinator - Helen O'Grady.
- e. Building teams for events (e.g. Tournaments) – making sure there are filled roles, Nina to start on document to outline requirements.
- f. Come and Try Day 14th Feb – Martin to organise, only require senior members to volunteer assistance.
- g. First Sunshine Coast tournament – Alternate venue to Kuluin to be booked by Martin as Kuluin is not available that weekend. Keanu and Nina to start planning for volunteers and catering.
- h. Gold Coast Camp – Nothing required from committee.
- i. Scholarship – Forego this year to catch up on treasury reserves.
- j. Budget – Go through allocations for future expenses. Membership fees won't need to be reassessed in the short term or until potential future dojos are opened.
- k. Systemise and documentation for events – Start creating an outline of event requirements such as Christmas party and other events. Constitution to be amended over the coming meetings and changes to be finalised and approved at next AGM.

Next Meeting.

Next meeting, 14th March 8.30am, Sunshine Coast Dojo

Meeting Closed: 9.36AM

Signed by president: _____

Balance Sheet

ICKFA (Sunshine Coast Branch) Inc

As of Jun 30, 2019



ACCOUNTS

Jun 30, 2019

Assets	
Cash and Bank	
Cash at Bank	-\$3,352.40
Petty Cash	\$16.95
Total Cash and Bank	-\$3,335.45
Other Current Assets	
Total Other Current Assets	\$0.00
Long-term Assets	
Accumulated Amortization of Machinery, Equipment, Furniture & Fixtures	-\$8,530.00
Machinery, equipment, furniture & fixtures	\$23,739.93
Total Long-term Assets	\$15,209.93
Total Assets	\$11,874.48
Liabilities	
Current Liabilities	
Total Current Liabilities	\$0.00
Long-term Liabilities	
Total Long-term Liabilities	\$0.00
Total Liabilities	\$0.00

Equity	
Members Funds	\$18,108.54
Retained Earnings	
Profit for all prior years	\$4,775.39
Profit between Jul 1, 2018 and Jun 30, 2019	-\$11,009.45
Total Retained Earnings	-\$6,234.06
Total Equity	\$11,874.48

Profit and Loss

ICKFA (Sunshine Coast Branch) Inc

Date Range: Jul 01, 2018 to Jun 30, 2019



ACCOUNTS

Jul 01, 2018
to Jun 30, 2019

Income	
Camp	\$6,490.00
Interest	\$46.74
Membership Fees	\$6,086.59
Merchandise	\$60.00
Soke Cup	\$593.00
Tournament canteen/bbq	\$382.70
Tournament entries (SC)	\$5,025.70
Tournament entries (other regions)	\$400.00
Tournaments	\$4,329.90
Total Income	\$23,414.63

Cost of Goods Sold	
Purchases – Camp Expenses	\$11,682.90
Purchases – Other Event Costs	\$299.00
Purchases – Tournaments	\$6,364.32
Total Cost of Goods Sold	\$18,346.22

Gross Profit	\$5,068.41
As a percentage of Total Income	21.65%

Operating Expenses	
Bank Fees	\$18.40
Equipment	\$1,350.00
Fees & Charges	\$221.40
Printing, Postage & Stationery	\$66.44
Scholarship	\$2,930.72
Soke Cup expenses	\$5,065.29
Visiting Sensei (travel/honorarium)	\$6,425.61
Total Operating Expenses	\$16,077.86

Net Profit	-\$11,009.45
As a percentage of Total Income	-47.02%