



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

COMMITTEE MEETING MINUTES

Date and Time: Saturday, March 14th, 2020 at 8:30am

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

Meeting Opened: 8.40am

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

Apologies: Nina Meloncelli, 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: Martin P Seconded by: Annie G

3. Reports

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|-----------------------------|--|------------|
| a. President Report | NIL (Absent) | (Nina M) |
| b. Treasurer Report | Balance as of 14 th March 2020 is \$2953.92 | (Annie G) |
| c. Instructor Report | Student plans to travel to Japan for training have been postponed due to Coronavirus, Sydney Tournament has also been postponed. | (Martin P) |

4. Business arising from previous meeting:

- a. Council grant application/fundraising efforts – haven't heard from Grill'd yet regarding funds to be paid, Annie G will follow up again. Haven't heard from Bunnings either, will keep a look out for communications.
- b. 2019 Annual finances correction – Financial report submitted at AGM found to have inconsistencies, there was an issue with the accounting software, some transactions were duplicated. Corrections to P/L have been made. Will need to put out notice to members to have a special general meeting at Easter Picnic, April 5th. Confirm booking of auditor to have audit done before April 5th. Secretary (Sam H) to draft meeting request for all members to attend

special general meeting. Martin P to distribute to general members pending audit can be completed in time.

- c. EOY Financial reports submission to Office of Fair Trading – can't be submitted until audited and submitted at special general meeting.
- d. Sunshine Coast Tournament 31st May, hall hire – Maroochydore high school application put in, waiting on P&C meeting decision to come back. Martin P to follow up. Ask health professional members in the dojo to submit recommendations for a plan if Coronavirus is a concern, also follow Government recommendations. Can make final decision to keep tournament on or postpone at maximum 6 weeks out. Will have a number of trophies donated for next tournament, may not have to order as many trophies.
- e. Budget – No allocations made since last year. Allocation to be set for different categories. See attached Budget.
- f. Event and tournament documentation – Tournament documentation started, will continue as required with relevant people.
- g. Constitution amendments – create editable version to make changes, assess at next meeting.

5. Correspondence:

- a. Change of signatories at bank has been completed.

6. General Business/New Business:

- a. Social events – postponed until further notice.
- b. Insurance policy to be brought under association banner – As there is a possibility there will be extra dojos under the Sunshine Coast Association the policy holder of public liability will become the Association. The Association will invoice the dojos at a split percentage depending on member size as the premium is determined by member count. At next renewal the policy holder will change to the Association. Martin P to enquire about extra coverage required to hold tournaments at public schools

Next Meeting.

Next meeting, 9th May 8.30am, Sunshine Coast Dojo

Meeting Closed: 10.50 AM

Signed by president: _____

