

1. OH&S, Risk and Compliance

- Completed audit at the end of the month with Leigh. Nothing major to report. Leigh has conducted a thorough deep clean of the cool room and freezer as per the audit conducted. Leigh will also book the canopy and extraction fan and motor in for our annual clean.
- Food safety guidelines are being followed IAW the Department of Health Food Safety program and being monitored by both the Head Chef and Sous Chef.
- Please see attachments for our bi-annual AML/CTF audit and proposed committee response. Also attached is a monthly self-audit conducted by myself. Along with these I have arranged for an independent audit to be completed by Leigh Barrett associates. This is to be done to remain compliant.
- Gaming Incident register – There have been 2 incidents in the gaming room from 2 different patrons. Both incidents were dealt with by myself and Nadia. The patron I dealt with will not be welcome back to the club as she tried to cash a TITO ticket she collected from a reserved egm by another patron. The other was a lady who was intoxicated and had very little English. She was asked to leave for the night. On top of these 2 incidents there has been a few interactions recorded regarding RSG. These conversations to customers were to ensure they are aware of the programs available for problem gambling if needed.
- Venue incident register – On the 6th of August there were 2 groups of people that came to club from the Wang Club. There had been an altercation at there club that we were unaware of at the time. This altercation was caused one to happen in our club. The police were called to remove both groups.
- By-law: **34. VISITORS**
 - c) The number of Visitors allowable per member shall not exceed three (3) per visit, or such other number as shall be fixed by the Committee from time to time, except when with the consent of the Committee a special function is held at which one (1) or a small number of members is or are the host.

Recommendation: That the committee approve for all functions including but not limited to weddings and wakes, allow for that function to host up to 120 visitors. If at any time a visitor of a function wishes to use the clubs gaming facilities, then that person must sign at reception with photo id.

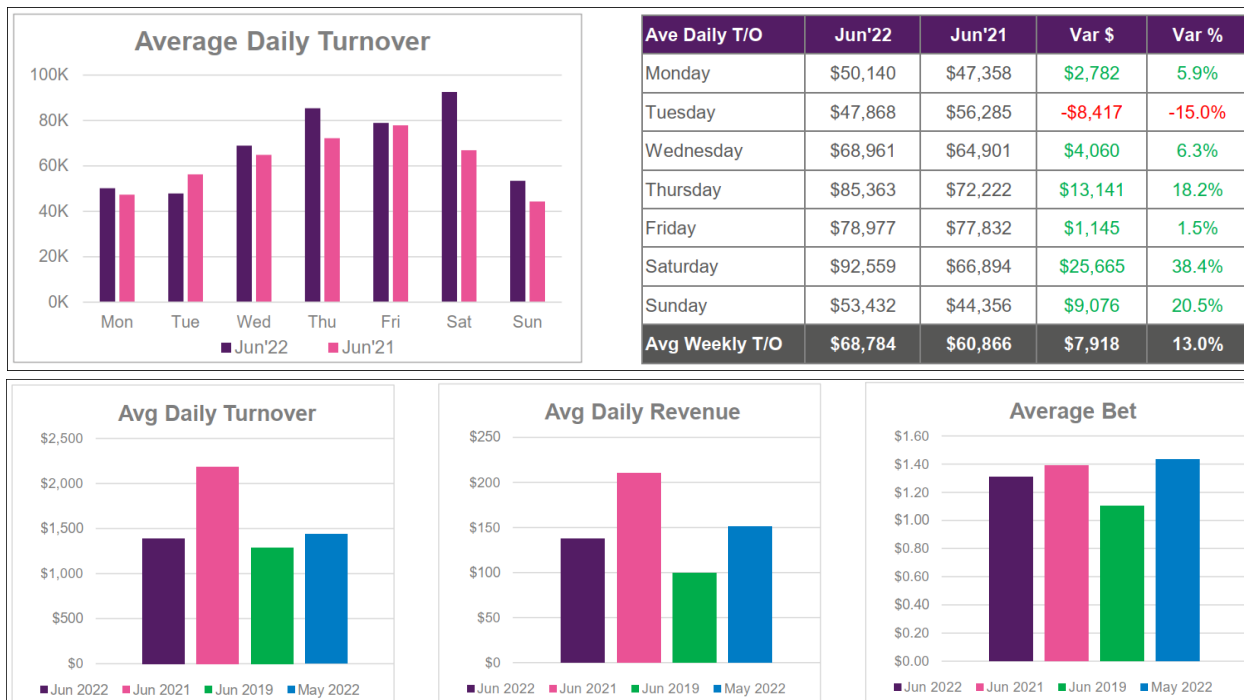
2. Finance

- We have dropped 2 of our automatic weekly transfers. We have dropped our rent to the Patriotic account to 8k and dropped the community chest transfer to \$250. Cash flow is currently quite tight as we go through the quieter months of winter.
- COS for food continues to have continual fluctuations in price. With the new menu start in July and the price increases we have made we should be starting to cover these cost increases
- When comparing the budget to actual there are a couple things to note, rent to patriotic has a 18k difference from the budget. Wages for the month of June are 27k higher that budgeted. There were a number of staff that have been sick or on holidays over the past month and we have had to roster accordingly to cover this. We also had 4k for audit fees paid in June.
- Please see the website for a 6 month Actual to 12-month budget that was requested at last month's meeting.
- Nap will receive a pay rise to 77k pa starting from Monday the 18th of July.

General Managers Report June 2022

With this pay rise I would like to propose the 4.6% pay rise to Leigh Crynes, Nadia Couch and myself on the 1st of September and then the rest of the employees receive their 4.6% rise on the 1st of October. Elsie will receive a pay rise when she returns from maternity leave.

- Below and on the website are some gaming averages for June and the Month-on-month comparison on the website.



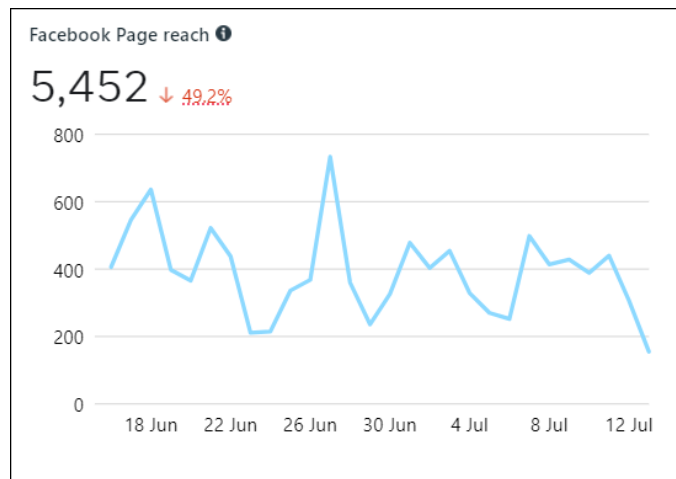
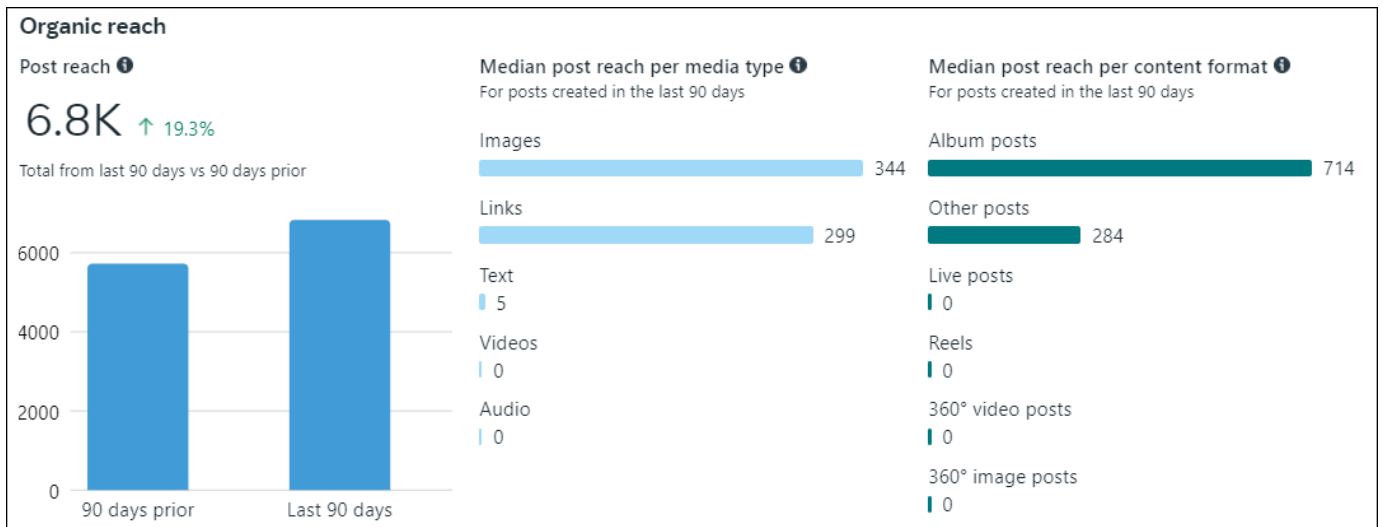
3. Customer Feedback

- The new menu has been well received so far and there has been no kickback with the price increase.
- The new special nights have been going for one week, response on the night has been positive and we hope to build on these nights. We will monitor this over the coming weeks.
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General Managers Report June 2022

4. Marketing

- Dutch media have now built a social media dashboard that will track social media and website traffic. Example report is on the website.
- The new website is now finally built, and I am currently adding extra content with Dutch media and finalizing this over the next week to go live.



5. Capital Improvements

- Signs – the rear deck sign will be installed in 4 weeks time. The light in the new sign on the roof will be installed on Friday the 22nd July.

General Managers Report June 2022

- Currently talking with David Lawson and the men's shed regarding the timber sign at the front entrance. We are looking to restore the timber and also looking at options to better protect it from above.
- We have now made payment to TGS for the purchase of the gaming floor. Everything is so far on track for transition on the 16th August.
- EGM deployment – Purchase orders have now been placed.
- ClevaQ is now built and the managers have had training on the back end platform. I'm currently working with ClevaQ and RSL Vic through the process of access to the membership data base. This will happen once we transition on the 16th of August.
- PBC are currently chasing RCoW for the building permit to begin the roof structure. On the website is a copy of the deck quote from PBC.