



Wangaratta RSL Sub-Branch Inc.

MINUTES

Committee Meeting

Held on: **Thu 23rd June 2022**

Time: **1500hrs**

Held: **In the Admin Complex.**

1.0 Welcome:

The President welcomed all present and declared the meeting open.

2.0 Vales: 23551845 Francis Edor Newman British Army

3.0 Silent Tribute/ODE:

The President invited all present to stand for the recitation of the ODE.

4.0 In attendance:

Ash Power AO CSC (President)(Via Video Conf), Ron Sneddon (Vice President), John Bailey JP (Treasurer), Greg Larkins JP (Secretary), Colleen Davis (Committee), Craig Iskov (Committee), Liz Rouse Salmon (Committee), David Lawson JP (Committee), Narelle Power (Women's Auxiliary, co-opted member)(Via Video Conf), Rowan Cooke (co-opted member) .



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5.0 Apologies:

Andrew Kay (Snr Vice President), Chris Simsen (General Manager).

MOTION: That the apologies listed be accepted.

MOVED: J Bailey
SECONDED: L Rouse Salmon
CARRIED

6.0 Conflicts of Interest:

In accordance with section 191 of the Corporations Act 2001 (Cth), the act states that a director who has material personal interest must give other directors notice of any matter that relates to the affairs of the organisation.

Disclosure must occur immediately before the matter is considered or discussed.

7.0 Acceptance of New Members:

DATE	NAME	CATEGORY
20 May	Thomas Parrott	Service – Transfer from Yarram
20 May	Kris Bookham	Service
25 May	Alan Whitehead	Affiliate
1 June	Thomas Vincent Carey	Affiliate
8 June	Wendy Taylor	Affiliate

MOTION: That the 5 new members listed be accepted.

MOVED: J Bailey
SECONDED: C Iskov
CARRIED

8.0 Confirmation of Previous Minutes:

MOTION: That the minutes of the meeting held on the 19th May 2022 as circulated be taken as a true and correct record.

MOVED: R Sneddon
SECONDED: C Davis
CARRIED

9.0 Business arising from Previous Minutes:

9.1 Mental Health First Aid Workshop.

The Open Arms organisation has confirmed that the Sub-Branch will be hosting a two day mental health first aid workshop on the Mon 15th & Tue 16th August. A promotional marketing package has been received to promote the event. A minimum of 10 participants is needed for the event to go ahead.



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10 Correspondence Inwards / Outwards:

INWARDS

17 May	State President	Thanking our President for participating on the reform committee.
19 May	RSL Vic	2022 State Conference info pack.
19 May	RSL Vic	2022 State Conference Agenda.
23 May	DVA	Advising to update Advocates register.
25 May	RSL Vic	Communication Training workshop.
27 May	RSL Vic	Confirmation of Wangaratta Mental Health Workshop to be held 15 th & 16 th August.
30 May	RSL Vic	League Funding Agreement. Referred to the Finance Committee.
9 Jun	Victorians Veteran's Council	Inaugural ESO Summit 6 th August. Copy to Welfare Coordinator.
14 Jun	RSL Vic	Updated 2022 State Conference Agenda.
14 Jun	RSL Vic	Annual Charity & Compliance letter.
14 Jun	RSL Vic	Annual Charity & Compliance report. Refer to item 18.2.
15 Jun	RSL Vic	July Volunteer training workshops.
15 Jun	Father Nathan Verallo	Accepting position of Chaplain. Copy to Ceremonial Officer.
15 Jun	Hawthorn RSL Sub-Branch	Invitation to guest speakers function.
15 Jun	Oxley Residents Association	Requesting financial support for their Centenary. Referred to the Finance Committee.

MOTION: That the inwards correspondence is received.

MOVED: D Lawson

SECONDED: L Rouse Salmon

CARRIED

OUTWARDS

19 May	Father Nathan Verallo	Asking would he fill the role of Sub-Branch Chaplain.
31 May	Wang Concert Band	Advising of a \$500 donation.
1 Jun	Father Mike Pullar	Thanking him for his past service as Sub –Branch Chaplain.
1 Jun	RSL Vic	Asking Trustees to sign CAV request for donation to Hume veterans Info Centre.
15 Jun	RSL Vic	Signed LFS Agreement.

MOTION: That the outwards correspondence is endorsed.

MOVED: J Bailey

SECONDED: C Iskov

CARRIED



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11 President's Report:

The President introduced Co-opted member Rowan Cooke to the Committee. Rowan will be looking after the RSL Active portfolio.

12 Executive Committee:

Minutes for the meeting held on Tuesday 21st June were circulated prior to the meeting.

MOTION: That the Minutes of the Executive committee meeting held on Tuesday 21st June be confirmed and recommendations adopted.

MOVED: R Sneddon
SECONDED: D Lawson
CARRIED

13 Finance Committee:

Minutes for the meeting held on Tuesday 21st June were circulated prior to the meeting.

MOTION: That the Minutes of the Finance committee meeting held on Tuesday 21st June be confirmed and recommendations adopted.

MOVED: C Iskov
SECONDED: C Davis
CARRIED

14 General Manager's Report:

OH&S, Risk and Compliance

- I have met with Leigh to review his food safety program. He is up to date with this program, and we have introduced an audit checklist so that I can conduct my review of his program as per the new Risk Matrix.
- 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.
- We had an inspection by VGCCC/Liquor licensing in May. They came on the 7th after dinner service. They checked our licenses, compliance signage, certificates and the register, staff gaming licenses and a check on members and guests in the club to ensure we were following this. They were happy with everything they went through and there was nothing to follow up on.
- During the June CBS Forum with RSL Vic they had someone from the VGCCC present to refresh everyone on training and compliance. They provided a checklist for venues to complete a self audit of the gaming room to ensure compliance. I have conducted this audit with Nadia. I have found a couple of actions that required attention regarding having adequate numbers of Responsible gambling forms to hand to customers. They are being resolved and some forms needed have been ordered through the VGCCC.
- Incident register – the staff have placed 4 incidents in the register over the last month relating to aggressive behaviour towards the egms, hitting the buttons and the machine in frustration. The 4 incidents were by 3 separate patrons. This can be a regular occurrence by patrons, and we monitor these customers. On all occasions the responsible gaming information was offered but declined.
- Supplier and contracts list that I am currently working though I will bring to the meeting. I will compile further contact information into this list as well and am still currently compiling the



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contracts into a folder.

Finance

- I made a change to the way the pricing works in the POS system. This was due to a number of things when trying to test some promotions in the system and them conflicting. I now run it as a 2-tiered pricing with members and non-members. I have had discussions with OTH on how to report the 5% and 10% discount that members get, and we have come up with a solution running some different reports for them. They will fix up May and moving forward apply the new method to capture the discount members get.
- OTH will also go back and adjust the 25k gaming donation and move this out of Welfare and Charitable to the other expenses section of the P and L.
- COS for food continues to be a key area to monitor as pricing is currently fluctuating on a weekly basis. Leigh continues to monitor his costs and ordering. It is a tricky balance between keeping costs down and maintain quality and consistency in the offer. We have now priced a new menu that will begin first week of July. We will change our menu to include both member and non member pricing instead of the blanket comment of 5% off. As prices continue to increase, we have put our prices up on most menu items. Adding the member prices to the menu to show non-members the discount they would receive will show the benefits of becoming a member of the club.

Customer Feedback

- The main feedback from customers of late has been they are ready for a menu change. We are now letting customers know that it has been in the works and only a few weeks away. They have been happy to hear that it's coming.
- There has been some very positive feedback from a number of customers stating how friendly and happy the staff are. This has been consistently mentioned over the last few months.

Capital Improvements

- Signs – for discussion – proof and quote sent via email
- Plants – hope to be installed in the coming week
- Roof sign – Once installed I plan to change sign writers.
- EGM deployment – Chris Christou to attend meeting.
- ClevaQ is finally getting closer with the beverage build being finalised. Management training will be conducted at the end of the month via teams, with staff training to follow the managers. During this time, we will add in the new menu items for the food.

Marketing

- Dutch are getting closer with our website. I have been going through with them our online booking calendar being added and some additional wording to some of the pages.
- They are also building a social media platform that will track social media and website traffic and compile it into a dashboard that can be used for reporting. This will be available at next months meeting.
- When the new menu starts in July, we will also be introducing Sunday night carvery, Monday Pot and Parma, Tuesday Burger and beer night and Wednesday steak night with a drink. We will also be starting a points giveaway on Monday and Tuesday when members swipe their card and are here those nights. There will be 3 draws between 6pm and 8pm.



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15 Charitable Activities Report:

Report is attached.

MOTION: That the Charitable Activities report be accepted, and recommendations approved.

MOVED: L Rouse Salmon
SECONDED: D Lawson
CARRIED

16 Volunteer Report: (C Iskov)

RSL Vic have advised that the Volunteers hourly rate is now \$40.91
For the month of May the Sub-Branch volunteers logged 646.67 hours of their time. In addition to that hours for April were updated to include our badge selling volunteers which was an additional 664.66 hours. Using the standard Australian volunteer rate of \$40.91per hour, this equates to a value of \$53,646.51 that was contributed.

17 Other Reports:

17.1 Women's Auxiliary. (N Power)

No report.

17.2 Membership. (D Lawson)

Member Type	2021	2022	Variation
Life Member	1	1	
Service member	349	330	-19
Affiliate member	776	670	-106
Social member	2303	3264	+961
Community member	23	94	+71
TOTAL	3452	4359	+907

This is an increase over the same time as last year of 26.27%.

17.3 Memorabilia Committee. (D Lawson)

No report.



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17.4 Library. (Fay Steadman)

Donald Barker, the librarian from Monbulk was down last Monday and Tuesday and again supported me in finding the Dewey numbers for the books that I couldn't categorize. Monday as well as working on this we picked up some books that Ash has donated to the library. Donald enjoyed chatting to Michelle about the memorabilia in the RSL collection as well as seeing some items that are stored away. He was appreciative of lunch being provided both days. Tuesday we spent from 9am to 4pm working on the books and can finally say that the books already listed are labeled, contacted and on the shelves. I would like to say thanks to Colleen for her assistance in doing this. We have separated the fiction books to make space available on the shelves. It must be mentioned that Donald stays overnight, at his own expense, to assist with our library. Very lucky to have his expertise. The next step is listing, labeling and contacting the approx 150 books that have been donated in recent months. When this is done it will be a case of sorting books into Dewey number order. It will be a big job and I will be asking for volunteers to help. The lack of space is difficult but we are doing the best we can to provide a library that can be used more by our members.

17.5 Region 9 meeting report (President)

Meeting for the 6th June was cancelled.

17.6 Community Grants (R Sneddon)

Another presentation of funds to be held shortly for PR.

17.7 RSL Active (Rowan Cooke)

Recently I met with the President and Glen Ingram to discuss RSL Active. The topics of discussion were;

Possible Activities - Gold fossicking, clay shooting, 10 pin bowling, lawn bowls, walking, cycling, fishing and golf. We also discussed the future possibility of pilates classes/gym once the neighbouring facility becomes available.

Marketing types - Flyers, RSL website, Facebook, IHTV and Instagram (for the younger veterans).

Glen and I are also aware that we have use of the RSL bus, outside of the hours it is used as a courtesy bus.

I will keep in contact with Glen and we'll put forward some plans in the not to distant future.



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17.8 Bob Iskov Memorial Kokoda Scholarships (President)

A relaunch of the scholarships was held at the club on Tuesday 31st May. Two students will be initially sent the first year.

18 General Business:

18.1 Annual State Conference

The 2022 Annual State Conference will be held on Saturday 16th July 2022 at the Caulfield Racecourse. RSL Vic has also arranged for an online option to access the conference if delegates wish to do so.

The number of Delegates entitled to attend on behalf of the Wangaratta Sub-Branch is four.

The Secretary needs to register the delegates by the 2nd July. Sub-Branches are reminded that they must hold a General Meeting to direct their delegates in how to vote on motions and remits. This is important as delegates who attend the Annual Conference are doing so on behalf of their Sub-Branch members and must vote in accordance with their wishes. The General Meeting can be held at any time between now and before the Annual Conference.

Our next ordinary meeting of members is set down for Tuesday 28th June.

MOTION: That the Sub-Branch registers the President, Snr Vice President & the Treasurer as Delegates for the 2022 State Conference.

MOVED: L Rouse Salmon

SECONDED: C Davis

CARRIED

18.2 Annual Charity & Governance Audit.

The Executive met with ANZAC House representatives on Thursday 2nd June at the club to go over our annual charity & governance audit review. The formal report has now been received and tabled under inwards correspondence.

Action required from the review:

- The recorded volunteer rate needs to be updated in the minutes to \$40.91
- It is recommended that the Sub-Branch more clearly define in the Patriotic Fund P & L what is being spent on welfare, this will allow for the audited financials to also include a detailed list of the welfare spend.
- The Sub-Branch should review their accumulations figure in the Patriotic Fund Budget for 2022 and confirm whether this is correct. The current figure is producing a negative spend for PF welfare.



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- It is recommended that if the Sub-Branch want to change the rent figure agreed in the 2022 Budget, that they make a request in writing to State Branch.
- It is recommended that the revised chart of accounts for welfare and charitable is implemented for 2022. This will ensure that the Sub-Branch Committee can monitor the welfare and charitable split between veteran welfare and community . This will help to ensure that the Incorporated entity remains charitable and an adequate balance is achieved.
- The Revenue total is different on the P&L and Audited financials. It is recommended that this is discussed with the auditor.
- It is recommended that the Sub-Branch remove the annual report that is currently uploaded as the 'financial report' document on the ACNC portal and upload the audited financials. They should also upload the 2020 Annual Report.
- The PF CAV form was required by the 16/02. The Sub-Branch have explained that the auditor has been delayed and it will be sent to State Branch in the week beginning the 6th June 2022.
- As presented in the table above, Andrew kay and Craig Iskov are now due for their e-learning 2 yearly refresher training. John Bailey has completed part of the training and is required to finish the remaining part. We would recommend that Elizabeth completes the e-learning once she has completed the face to face requirement which she is booked in complete on 18th June. Craig Iskov (completed virtually last year), David Lawson and Ron Sneddon will also undertake the face to face training.
- The Sub-Branch were not aware of the new 6th ACNC standard. The standard was explained to them within the meeting and they have noted that they will add it as an agenda item for discussion in their next committee meeting.

19.0 From the floor:

C Davis – Welfare Services to be published in Chronicle social feature, Donation Button still not available? Waiting for web site to be updated.

L Rouse Salmon – Vietnam Veteran's Day, 18th August at 1430 hrs this year. Guest speaker will be Barry Roach an AF vet.

D Lawson – thank you to Ron Sneddon who transported Committee members to Melbourne on Sat last for Corporate Governance training.

G Larkins – Commending Colleen for organising a great trip for veterans to see the silos last Tuesday.

20.0 Confirmation of next Committee Meeting date:

The next scheduled meeting of Management Committee is Thursday 21st July 2022.



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21.0 Meeting Close:

There being no further business, the meeting was declared closed at 1613hrs.

A handwritten signature in blue ink, appearing to be 'J. ...', written over a horizontal line.

PRESIDENT

A handwritten signature in blue ink, appearing to be 'A.S.', written over a horizontal line.

SECRETARY