



# Wangaratta RSL Sub-Branch Inc.

## MINUTES

### Committee Meeting

Held on: **Thu 25<sup>th</sup> August 2022**

Time: **1500hrs**

Held: **In the Admin Complex.**

#### **1.0 Welcome:**

The President welcomed all present and declared the meeting open.

**2.0 Vales: 3790010 Alan Leslie Bear 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), Ron Sneddon (Vice President), Greg Larkins JP (Secretary), Colleen Davis (Committee), Liz Rouse Salmon (Committee), Narelle Power (Women's Auxiliary, co-opted member), Nadia Couch (Operations Manager).

#### **5.0 Apologies:**

Andrew Kay (Snr Vice President), John Bailey JP (Treasurer), David Lawson JP (Committee), Craig Iskov (Committee), Rowan Cooke (co-opted member).



# Wangaratta RSL Sub-Branch Inc.

MOTION: That the apologies listed be accepted.

MOVED: R Sneddon  
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
22 July	Christine Casey	Affiliate
22 July	Nathan Willoughby	Affiliate
22 July	Faye McLachlan	Affiliate
22 July	Stephen Gardner	Affiliate
22 July	Elaine Roulston	Affiliate
22 July	Crystal Speakman	Service
22 July	Megan Iskov	Affiliate
22 July	Lynda Southgate	Affiliate
29 July	Bradley Stockdale	Affiliate – changed from Social Memb.
29 July	Lynda Scantleton	Affiliate
29 July	Kayleen John	Affiliate – transfer from Wodonga
10 August	Mervyn Sellars	Affiliate – transfer from Benalla
10 August	David Farthing	Service – transfer from Rye
10 August	Henry McLachlan	Service - transfer from Frankston
10 August	Andrew Foote	Affiliate
10 August	Steven May	Affiliate
10 August	Suzan May	Affiliate
10 August	Gary King	Affiliate
10 August	Gayle King	Affiliate
10 August	Graeme Gardner	Affiliate

MOTION: That the 20 new members listed be accepted.

MOVED: L Rouse Salmon  
SECONDED: R Sneddon  
**CARRIED**

## 8.0 Confirmation of Previous Minutes:

MOTION: That the minutes of the meeting held on the 21<sup>st</sup> July 2022 as circulated be taken as a true and correct record.

MOVED: L Rouse Salmon  
SECONDED: C Davis  
**CARRIED**



# Wangaratta RSL Sub-Branch Inc.

## 9.0 Business arising from Previous Minutes:

### 9.1 Mental Health First Aid Workshop.

Was held at the Gateway Hotel on Mon 15th & Tue 16th August.

## 10 Correspondence Inwards / Outwards:

### INWARDS

25 July	Dept of Justice	Deferred payment offer for EGM's. <b>Referred to Finance Committee.</b>
25 July	RSL Vic	Fund raising forums dates. <b>Copy to Appeals Officer.</b>
27 July	RSL Vic	Update on League Support Fee.
2 Aug	RSL Vic	Advising of new hourly rate for volunteers. <b>Copy to Volunteer Coordinator.</b>
5 Aug	Gallipoli Youth Cup	Seeking a donation. <b>Referred to Finance Committee.</b>
9 Aug	RSL Vic	Seeking direct debit arrangement for EGM service.
9 Aug	2/24 <sup>th</sup> AIBA	Enquiring about signage for function room. <b>Referred to Executive Committee.</b>
11 Aug	RSL Vic	Signed League Support Fee agreement.
12 Aug	Dept of Justice	Signed Deed of variation for EGM instalments.
17 Aug	RSL Vic	2022 RSL Hall of Fame Awards. <b>Refer to item 18.3</b>
22 Aug	CSA Vic	Veterans Health Week Grant.
25 Aug	RCOW	Invitation to Participate in the Grit and Resilience Festival Mon 10 <sup>th</sup> Oct.

MOTION: That the inwards correspondence is received.

MOVED: R Sneddon

SECONDED: L Rouse Salmon

**CARRIED**

### OUTWARDS

25 July	Rural City of Wangaratta	Application for Poppy Appeal Permit.
25 July	JOSS	Application for ADF personnel support for Poppy Appeal.
2 Aug	Region 9	Advising that we can accommodate their May 2023 meeting.
22 Aug	Garry Nash & Co	Seeking donation for Kokoda Scholarship fund.

MOTION: That the outwards correspondence is endorsed.

MOVED: L Rouse Salmon

SECONDED: R Sneddon

**CARRIED**



# Wangaratta RSL Sub-Branch Inc.

## 11 President's Report:

No report.

## 12 Executive Committee:

*Minutes for the meeting held on Tuesday 23rd August were circulated prior to the meeting.*

MOTION: That the Minutes of the Executive committee meeting held on Tuesday 23<sup>rd</sup> August be confirmed and recommendations adopted.

MOVED: R Sneddon  
SECONDED: L Rouse Salmon  
**CARRIED**

## 13 Finance Committee:

*Minutes for the meeting held on Tuesday 23rd August were circulated prior to the meeting.*

MOTION: That the Minutes of the Finance committee meeting held on Tuesday 23<sup>rd</sup> August be confirmed and recommendations adopted.

MOVED: C Davis  
SECONDED: R Sneddon  
**CARRIED**

## 14 General Manager's Report:

### 1. OH&S, Risk and Compliance

- I have now received an updated AML/CTF program from Leigh Barrett. This includes some new changes to wording that was required to change from a directive from the VGCCC. This needs to be signed by the president on behalf of the committee and myself at the compliance officer. It will then be available to staff and there will be staff training provided by Leigh Barrett.
- Food and safety is up to date. We had an inspection by the RCoW food and safety officer last week. I am just waiting to receive their report. At the time of the inspection, they were happy with the state of the kitchen and the processes in place.

### 2. Finance

- We now no longer have a loan with RSL Vic and the final payment to the ATO has been made from the BAS that we owed during covid.
- Our first payment on the new 400k loan commenced this month on the 16th of August.
- Nice to see a profit for the month of July. Revenue was well up against the budget for all 3 main areas with expenses remaining consistent for the month.
- Whilst there will still be gaming expenses this should be much less moving forward now that we have finished up with Max gaming and own the floor. The final payment to Max will be recognized in the August financials.
- Due to the purchase of the gaming floor and making this payment in July we will be receiving a refund from the ATO of 14.3k for the July BAS. I will move this refund into the egm fund to go towards our new machines that arrive at the end of August.
- John and I will be creating a new budget. We have now received the current chart of accounts from RSL Vic and will rearrange our budget to line up with this new chart. Once completed and approved this can go to OTH for next year. There will be some work on their end to make sure MYOB suits this new chart as well.
- I am looking forward to monitoring our floor once we receive our new games at the end of the month.



# Wangaratta RSL Sub-Branch Inc.

## 3. Customer Feedback/Staffing

- We are making some small changes to the menu in September to realign ourselves with the seasons. We have been out of whack since reopening after lockdowns late last year.
- I've asked Leigh to look into some options with heat lamps and options for storing the plates in the kitchen to keep the plates warmer before serving the food as we have had feedback on a couple of cold meals and have also noticed how cold they get where they currently sit.
- Staffing is still proving to be difficult with many staff being sick of the last 4-6 weeks and recently covid hitting a few staff. I continue to manage this as best we can. We still need a casual chef in the kitchen to ease the load in there.

## 4. Marketing

- New website is ready to go live. Once we transfer the current hosting over I will be in touch with the committee to arrange new logins for everyone. I will also tee up some time with Greg to go through the new back end portal for all committee reports.
- Membership is still on track to hit 5000 next month. We currently sit at 4960 members.
- Diggers golf day is booked for the 20th of November. I am in contact with Wang Motor Group for a car again this year. I will also be getting in touch with the other sponsors over the next couple of weeks. Dutch is working on social media and posters for me and will start to advertise this early September. There will be information on our what's on page on the new website as well.
- I have been in touch with the Jazz Festival committee over the past couple of months. They are now finalizing their schedule and will be in touch with me soon to go through what will be on offer here at the club during the festival. I have spoken to the General Manager of the committee and confirmed we will be a venue on the program.

## 5. Capital Improvements

- The sign on the river deck is now completed. It is very clear and stands out when down on the river boardwalk.
- Transition is now completed. This was relatively smooth from our end which is fantastic. We have now been going a week on the new RSL servers with no hiccups. This was a huge task for both RSL Vic and IGT to make this transition seamless and for us was great to see it go so well.
- We now only have a week to go before we install the new machines and move the gaming room around. This is scheduled for 6am on the 31st of August. We should be too affected in regard to losing any gaming trade. There will be EGMs available for play when we open.
- Allister Neely has had confirmation from SP Ausnet to be able to connect solar to the club. He will be able to start the install in 6 weeks' time. If the new roof structure is not finished, then he will come back and add that portion of panels upon completion. This will not add any extra costs.
- Now that transition is completed, I will be pushing RSL Vic to give access to ClevaQ after their 2-week freeze. Once ClevaQ receive access we can go live.
- PBC have submitted for the building permit for the roof structure and await the permit.
- Nadia and I have now completed the migration of our emails from the current server we have been using over to office 365. We have been able to successfully move everyone's emails across. Once we set everyone up and are happy, we can disconnect our previous server and save some money in this area as there is no cost with 365. We will also start to migrate our server to office 365 SharePoint in the coming weeks. The entire process needs to be done carefully as with the emails so does take some time to complete.

MOTION: That the General Manager's report be accepted, and recommendations approved.

MOVED: L Rouse Salmon  
SECONDED: R Sneddon  
**CARRIED**



# Wangaratta RSL Sub-Branch Inc.

## 15 Charitable Activities Report:

*Report is attached.*

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

MOVED: C Davis  
SECONDED: R Sneddon  
**CARRIED**

## 16 Volunteer Report: (C Iskov)

Volunteers continue to commit considerable hours to supporting the Sub- Branch.

Our wonderful Veterans and Families morning teas provided by a small group of volunteers have attracted large numbers, including some new attendees, which is great to see.

The welfare and other activities continue to be delivered by volunteers, and our veteran community is being well served.

RSL Active is kicking off, so another great outcome for us.

The high number of total hours for the month include a bulk entry for the WX and Craft group cohort who are unable to enter their hours. That data is now being captured by the group and I enter it as a batch.

ANZAC House has advised of a new Volunteer Rate of \$46.62 per hour from 1 July 2022. This equals a July total value of \$48,205.08 generated by volunteers for our Sub-branch.

## 17 Other Reports:

### 17.1 Women's Auxiliary. (N Power)

#### Wake – Norm Fearn

On the Sunday 31st of July the family and friends came together for a Commemoration of Norm's life. The ladies served afternoon tea for 40-50 people. It was a lovely day and a wonderful way to say goodbye to a former President and a much-loved member of the RSL.

#### Father's Day Raffle

The raffle is on sale and will be drawn on Sunday the 4th of September.

1st Prize \$100.00 Bunning Voucher,

2nd Prize \$50.00 Coles/Myer Voucher and

3rd Prize \$50.00 RSL Voucher.

#### Vietnam Veterans Day

Today we served approx. 50 afternoon teas for the Veterans and their families.

#### Next Meetings

**Committee Meeting - TBA**

**Monthly meeting will be on the 15 September 2022 at 10.30am in the RSL function room.**



# Wangaratta RSL Sub-Branch Inc.

## 17.2 Membership. (D Lawson)

Member Type	2021	2022	Variation
Life Member	1	1	
Service member	329	342	+13
Affiliate member	680	705	+25
Social member	2272	3725	+1453
Community member	13	109	+96
<b>TOTAL</b>	<b>3295</b>	<b>4882</b>	<b>+1587</b>

This is an increase over the same time as last year of 48.16%.

## 17.3 Memorabilia Committee. (D Lawson)

No report.

## 17.4 Library. (Fay Steadman)

Work is progressing on our books changing over to the Dewey Classification which will make it easier to find books on a specific topic. The majority of books are now categorised and the next step is to sort them into the correct order on the shelves. It will be a time consuming job and will require the use of the board room for a few days. Don and a colleague have offered to assist with this as well as advising me on some books that I can't categorise myself. Again, I ask that his meals be paid for as a thank you. They pay for their own accommodation which is greatly appreciated. His help over the past months has been invaluable. Thankfully Don has a strong interest in libraries and in particular RSL libraries. I am waiting for him to confirm dates towards the end of this month.

I have received many donations in the past month or so and because of a lack of space to store any more books I will have to respectfully decline donations for the time being. As well as the shelves and above the shelves there are many boxes full of books spread around the office.

**Recommendation: That the Sub-Branch provide a complementary meal for Dr Donald and his associate on the days of their attendance this month.**

MOTION: That the Library report be accepted, and recommendation approved.

MOVED: L Rouse Salmon  
SECONDED: C Davis  
**CARRIED**

## 17.5 Region 9 meeting report (President)

Meeting was held on Monday 1<sup>st</sup> August and attended by C Davis & L Rouse Salmon.



# Wangaratta RSL Sub-Branch Inc.

## 17.6 Community Grants (R Sneddon)

No Report.

## 17.7 RSL Active (Rowan Cooke)

A gold detecting activity was held Sunday the 7th.

Five members were present, three elected to travel in the bus and two via individual cars. The gold detecting at Gapsted was a success even though no gold was found. The first half of the morning was spent using the detectors with the most significant find being an old file. The remainder of the day was spent panning, again with no gold found. Most people seemed to enjoy the panning more and are very keen to do more panning in the future.

Overall the event was successful, there was no issues getting the keys for the bus or people turning up on time. Everyone was easily able to drive to and from the location. No injuries occurred.

## 17.8 Bob Iskov Memorial Kokoda Scholarships (President)

We have firmed up some documentation and process for the scholarship. This includes taking advice to move the closing date to the end of school holidays in September. During August, Craig and Ash will work with Tim McCurdy on visiting school principles and year 10 coordinators to get their support in engaging students regarding the opportunity. Advice from experts advise that a group of 3 selected students is a good option. A group of 3 has more depth of companionship during the training phase; and minimises the risk/fail factor if 1 student pulls out late in the process.

That option is of course driven by the funding available vs the increasing costs of the package.

Craig and some RSL members attended the recent Masonic Lodge trivia night, and we came a respectable 3rd by only 2 points. The event raised over \$600 for the Kokoda Scholarship.

## 18 General Business:

### 18.1 Secondary School Scholarships 2022

As per our Secondary Schools Scholarship Policy, this time each year the Committee confirms the amount of money to be allocated to each of our three Secondary Schools. The scholarships are limited to four per school to 4. In 2019 the scholarships were substantially increased to \$6,000, but because of the COVID 19 lockdowns in recent times the Committee decided to reduce the scholarships to a total of \$3,000.

We also insist on the wording at the presentation to be as below.

***The Wangaratta RSL scholarships are provided to assist students who have displayed abilities and initiative to achieve higher standards of academic achievement, who display leadership potential, and who have had a high degree of involvement in a wide range of other school activities.***





# Wangaratta RSL Sub-Branch Inc.

The Secretary is scheduled to write to each of the three local secondary schools advising them of our intent to again provide scholarships. Prior to doing so, the Committee needs to pass a motion declaring the amount to be donated as per item 5 of the policy.

MOTION: That the Sub-Branch allocates \$6,000 for the provision of Wangaratta RSL Scholarships from the working account.

MOVED: C Davis  
SECONDED: L Rouse  
Salmon

**CARRIED**

## **18.2 Diggers Golf Day**

Diggers Golf Day is usually held on the last Sunday of November. This year it will be Sunday 20<sup>th</sup> November at Jubilee Golf Club.

## **18.3 RSL 2022 Hall of Fame Awards**

Pre-COVID RSL Vic held a quarterly regional C&BS Forum at a Sub-Branch whereby a dinner was held the night before and then the C&BS quarterly Forum the next day. They recommenced this last year after COVID-19 at Wangaratta RSL in December and it was very well supported by Sub-Branched.

In addition to the above they also held an end of year Hall of Fame Gala Dinner Awards Night for the 10A Sub-Branch network. This is a long-standing tradition whereby on a Saturday night in the Melbourne CBD an award to those in the network who have demonstrated outstanding achievement. Awards presented include Sub-Branch of the Year, Manager of the Year, Achievement & Recognition and Hall of Fame.

There was no Hall of Fame Gala event held in 2020 and 2021 due to COVID-19. The plan this year is to hold the normal regional quarterly Forum that will incorporate the Hall of Fame Awards night dinner the night before.

This planned evening will provide a great opportunity, not only to showcase the great work of the Victorian RSL network, but also to recognise the outstanding efforts of many individuals who have made a significant contribution to the success of the local RSL Sub-Branch.

Bairnsdale RSL Sub-Branch have kindly volunteered to hold the Awards Night and the quarterly Forum at their Sub-Branch. It will be a great opportunity to get together as a network to celebrate the contributions by Sub-Branched and volunteers. The Awards Night/ dinner is planned for Monday 28<sup>th</sup> of November and followed by the quarterly regional C&BS forum on Tuesday 29<sup>th</sup> of November.

The event is run cost neutral for State Branch due to support from corporate partners which enables ticket prices for Sub-Branched to be as low as possible.



# Wangaratta RSL Sub-Branch Inc.

This is a unique event in that it rewards those within the RSL network who contribute in not one, but several ways to their Sub-Branch.

The event would include a three-course dinner, entertainment and awards night.

MOTION: That the Sub-Branch nominates both the Wangaratta RSL Sub-Branch and our General Manager for an award.

MOVED: L Rouse Salmon

SECONDED: C Davis

**CARRIED**

## 18.4 Leave of absence

The Senior Vice President has requested a leave of absence owing to work commitments covering the July and August Committee meetings. Due to an administrative oversight this request was not tabled at our July meeting and a motion is now put to the Committee that a leave of absence be granted for August and retrospectively for July.

MOTION: That the Sub-Branch approve a leave of absence for the Senior Vice President for the August Committee meeting and retrospectively for the July Committee meeting.

MOVED: R Sneddon

SECONDED: L Rouse Salmon

**CARRIED**

## 19.0 From the floor:

Secretary – the next Ordinary Meeting of Members will be held on Tuesday 20<sup>th</sup> Sept @ 1700hrs.  
Secretary – the local CFA is holding a medal presentation on this coming Remembrance Day at the Gateway in the evening & they are looking for someone to read the Ode at the event.

C Davis – Flyer on student ceremonial involvement will be distributed.

C Davis – RSL Teams meeting in Oct will allow Sub-Branch to sprook what we do.

N Couch – Local Liquor Accord has been resurrected and met yesterday. Future meetings will be held either quarterly or half yearly.



# Wangaratta RSL Sub-Branch Inc.

## 20.0 Confirmation of next Committee Meeting date:

The next scheduled meeting of Management Committee is Thursday 22<sup>nd</sup> September 2022.

## 21.0 Meeting Close:

There being no further business, the meeting was declared closed at 1700hrs.

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

PRESIDENT

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

SECRETARY