

Raglan Club Executive Committee Minutes 30.07.2024

Present: Debbie Dalbeth, John Joensen, Maxine Picard, Kevin Larkin, Emma Landon, Gary Kite, Joe Webber, Glenn Rangitonga, Willy Cornes.

Apologies: None

That the minutes from the meeting held on 25.06.2024 be held as a true and correct record.

Moved Glenn

Seconded Gary

Carried

Matters Arising:

- Glenn will arrange the marking of the carpark and fixing the asphalt.
 - Willy will get a quote for bitumen at the front of the club

Correspondence:

None

Membership

That the membership be accepted subject to The Clubs Criteria.

Moved

John Joensen

Seconded Willie Cornes

Carried

Monthly Treasurers Report

3 Month YTD to the end of June 2024

- YTD Net Profit is (\$79,932) compared to 2023/24 Net Profit of \$8,684
- June 2024 Net Profit is (\$59,893) compared to June 2023 Net Profit of (\$50,818)
- June 2024 Net Profit is down on May 2024 Net Profit of (\$11,797)

KPI's

June 2024	MTH	LAST MTH	YTD	Recommended
Bar Purchases/Sales	31%	46%	42%	30% - 40%
Bar Wages/Sales	110%	48%	59%	30% - 40%
Bar Net Surplus/ (Deficit)	(\$6,710)	\$552	(\$8,982)	
Kitchen Purchases/Sales	33%	39%	42%	30%
Kitchen Wages/Sales	147%	63%	86%	30%
Kitchen Net Surplus/(Deficit)	(\$9,030)	(\$1,291)	(\$20,776)	

Gaming June 2024

- \$0 Authorised Purpose
- \$4,120 Reimbursement
- YTD Authorised Purpose % = 46.16% KPI > 37.12%
- Net Surplus June (\$17,544) May \$3,902 YTD \$1,760

Aged Payables June 2024

- \$32,713

That the treasurers report be accepted

Moved Gary Seconded Willy Carried

The Net Proceeds Committee consists of all Committee key personnel as below.

Debbie Dalbeth, John Joensen, Maxine Picard, Kevin Larkin, Gary Kite, Joe Webber, Glenn Rangitonga, Willy Cornes.

Maxine suggested we need to change the meeting date to earlier in the month so we can authorise the payments.

MANAGERS REPORT:

- There is rain getting into the smoking area in certain weather.
- Water stains on the ceiling around the pool tables need attention.
- Access to the wheelchair toilet is difficult because of the baby change table - Remove this table as its hardly ever used.
- There is bird guano on barbeque area that needs cleaning up and we should be looking at a way of preventing this from happening.
- We will have a Club market starting on Saturdays we will launch this with the café
- Prices are increasing but we will keep cheap twiggy's and a wine.
- Kitchen is doing well on Sunday's with a good profit margin. We have added \$28 option and specials.
- We are going to have a cooking demo in the kitchen.
- Raglan Radio want to have their 30th anniversary here. This will be on a Saturday and they are selling tickets. We will need to get a special licence for this.
- The Raglaners want to play on Friday night. This will be free of charge.
- Looking at bands on Sunday and paying \$40 per hour per Person.
- We are introducing a smaller portion size in the kitchen as an option for those who want a cheaper small meal.

GENERAL BUSINESS:

The Club has had a lot of recent interest from people wanting to use our front carpark for shops etc. In line with this Glenn suggested that we purchase three flatpack shops to rent out. This allows us to charge more and control the look. The units are around \$11,000 each.

Glenn moves that we purchase three flat pack buildings to rent out for extra income.

Moved Glenn Rangitonga

Seconded Willie Cornes

This was passed four to three. (John, Hook and Joe felt we should only get two.)

A member has asked for a reduced price for parking in the carpark. After some discussion we agreed to keep the carpark rules that same as they are.

Debbie presented a code of conduct to the committee (attached). This had been emailed previously so everyone had time to read it. The Committee unanimously agreed to accept it without change.

The Gambling (Class 4 net proceeds) Regulations state that we must have a net proceeds committee that will make decisions on how authorized purpose is Applied (Spent on certain Club expenses) or Distributed (Awarded to a nonprofit community group). These decisions must be made prior to actual payment.

The Committee decides what the authorised purpose is spent on according to the authorised purpose on the Clubs gaming license, the accountants recommendation and the spreadsheet distributed prior to the meeting. The authorised purpose spreadsheet has a permanent place in the drop box shared with the accountants.

Authorised Purpose needs to be approved before being spent and the signed documents kept for the DIA. A minimum of 3 will approve and sign off the accounts for payment each month in advance.

Because the NPC must sign off before payment the Committee has decided to move our meetings forward to the second week of the month so we can ratify the payments in advance.

Debbie raised that there is no oversight on the debit card if the Treasurer is using it as she is the one reconciling the payments. This goes against accounting advice. No one can use the debit card except the Manager, Mark or Debbie.

Debbie discussed that we need to have a separation of duties and more defined accounting processes. At the moment nothing is documented and we are not sure who

is doing what. Some invoices are handled by the manager, treasurer and book keeper. In order to make the process clearer Debbie, Maxine and Emma are meeting with the Accountant and book keeper.

Meeting ended at 7.49 pm

CODE OF CONDUCT

COMMITTEE MEMBERS:

- Will act honestly and in good faith at all times in the interests of Raglan Club Inc.
- Will carry out their duties in a lawful manner and ensure that Raglan Club Inc carries out its business in accordance with the law and the terms of its own constitution.
- Will avoid conflicts of interest in so far as this is possible. Where such conflicts arise, the member concerned will act within the terms of the committee's conflicts of interest policy and play no further part in the specific discussion;
- Will be diligent, attend committee meetings and devote sufficient time to preparation for committee meetings, including reading all agenda papers, to allow for full and appropriate participation in the committee's decision making;
- Will observe the confidentiality of information acquired by them in their role as committee members and not disclose such information to any other person or organisation;
- Will act in accordance with their fiduciary duties, complying with the spirit as well as the letter of the law, recognising both the legal and moral duties of the role;
- Will interact with the committee and Raglan Club Inc members in a positive and constructive manner
- Will be loyal to and supportive of the committee, abiding by committee decisions once reached;
- Will not do anything that in any way denigrates Raglan Club Inc or harms its public image.
- Will recognise that there is an agreed separation of duties between Committee and Management, and that it is not the role of committee members to become engaged in management matters.
- Will incur expenses on behalf of the committee only when such expenses have been authorised and are within agreed policy.

All committee members of the Raglan Club Inc will undertake to abide by these conditions.

Authorized purpose: An authorised purpose refers to the specific uses of funds raised through gambling activities that are permitted under New Zealand law.

Pursuant to section 67 of the Gambling Act 2003 Raglan Club Incorporated is authorised to conduct class 4 gambling by way of up to 18 gaming machines at Raglan Club for the sole objective of applying and/or distributing the net proceeds from the gambling to or for the following authorised purpose(s):

- 1. ASSIST SPORTING ADJUNCTS WITHIN THE CLUB THROUGH THE PROVISION OF UNIFORMS, EQUIPMENT, PREMISES AND ACTUAL AND REASONABLE EXPENSES TO TRAVEL TO AND COMPETE IN TOURNAMENTS WITH KINDRED GROUPS.*
- 2. PROVISION, MAINTENANCE AND DEVELOPMENT OF CLUB BUILDINGS, FURNITURE, FITTINGS, GROUNDS AND EQUIPMENT. EXCLUDES THE PROVISION AND MAINTENANCE OF THE BAR AREA.*
- 3. DONATIONS TO RECOGNISED CHARITABLE ORGANISATIONS SUCH AS PLUNKET OR RED CROSS IN THE WAIKATO REGION TO FURTHER THE AIMS AND OBJECTS OF THOSE GROUPS.*