

Yarra Ranges Ulysses

Notice of Committee Meeting Tuesday 25 September 2007

The next meeting of the Yarra Ranges Committee is to be held on Tuesday 21 August 2007 at **the Croydon Soccer and Darts Club Croydon at 7.30 PM.**

Agenda

1 Minutes:

To confirm the minutes of the meeting of the Committee held on the 24 July 2007
(Refer to attachment A to this agenda)

2 Matters arising from the minutes

- a.. Motorcycle first aid course.
- b. Twin Spurs Rally co ordination and other issues.(see attachment B)
- c. Contact list privacy

3 Correspondence

- a. Advice from Dave King that he wishes to resign from the club as he is no longer riding.

Reports

- a. President
- b. Secretary
- c. Treasurer. (see attachment C)
- d. Quartermaster
- e. Ride Coordinator
- f. Social Coordinator
- g. Other committee members.
- h. Rally Coordinator

General business

- a. Other general business
- d. Other matters

Date Time Place next meeting.

Confirm Tuesday 27 November 2007 at Croydon Soccer and Darts Club Croydon at 7.30 PM.

Attachment A

**Minutes of Meeting
Yarra Ranges Ulysses Committee of Management
Tuesday 21st August 2007
At the Croydon Soccer & Darts Club Rooms at 7 PM.**

Present:

J. Anderson	Committee
B. Campbell	Committee
N. Cole	Committee
S. Knowles	Quartermaster
B. Malpas	Webmaster
J. Malpas	Social Co-ordinator
E. Ralph	Committee
H. Rokx	Ride Co-ordinator
D. Blythe	Committee
C. Ellicott	Committee

Apologies:

T. Ashton	Secretary/Treasurer
D. Yeouart	President

1 Minutes of Previous Meetings:

The Secretary circulated draft minutes, via email, of the 24 July, 2007 minutes for consideration with the agenda papers.

Moved B Campbell seconded N. Cole

“that the minutes as circulated and discussed be confirmed as a true and correct record of the meeting, With the exception that the price for Spring Racing Carnival Dinner Dance should have read \$30.00 not \$35.00 .”

Carried

2 Matters arising from the minutes

(a) Motorcycle first aid course

Janine advised the Motorcycle First Aid Course will take place on 28th October, 2007, not 26th as minuted, at the Croydon Soccer & Darts Association rooms, at a cost of \$100 for hire of hall.

Noted

(b) Program of meetings

It was decided that committee meeting should begin at 7.30 pm from now on as a few of the members find it difficult to arrive at 7.00 pm.

Motion Carried unanimously

(c) Twin Spurs Issues

David Eagles, Rally Co-Coordinator was absent.

- (i) That a committee meeting should be held prior to the rally, on 20th November, not 27th. Also, that there will be no meeting directly after the rally.
- (ii) John Korrs and Janine are going to speak on Thursday with regard to donating chains for Rally Raffle.
- (iii) Rally patches are going to cost \$6.95+ gst, the go ahead was given for Charles to order them.
- (iv) Rusty Nails have been booked.
- (v) It was discussed that the Karaoke at last years rally was a great success and we should do it again this year.
- (vi) Confirmation of Menu and costs are required ASAP.
- (vii) We need to sort out if the Rally should be Committee run. The sub-committee seems to be non-operational and this needs to be addressed.

No one has been able to contact David Eagles.

3 Correspondence

Brian Malpas advised of the receipt of the following correspondence:
Madeline Foundation, Andrew McCallum wants us to put the Charity Ball on 27th October on our website. We don't believe it's a club thing, we believe the Arthritis Foundation is our charity but we will advertise it for him by putting on the Notice board. Moved S. Knowles Seconded. D. Blyde

Noted

4 Reports

a. President

The president was an apology for the meeting and had not provided a report .

b. Secretary

The secretary was an apology for the meeting and had not provided a report .

c. Treasurer.

The treasurer was an apology for the meeting and had not provided a report .

Noted

d. Quartermaster

Steve advised he had contacted Andrews Clothing, re prices:

College Jacket	(Black):	Cost: \$80.00 + gst	Sell:	\$110.00
Long Sleeve Tee's		Cost: \$18.00	Sell:	\$20.00
Fleecy Vest		Cost: \$22.00 + gst	Sell:	\$30.00
Tiger Polo		Cost: \$29.00 + gst	Sell:	\$35.00
Plain Blue Polo		Cost: \$18.00 + gst		
Caps		Cost: \$8.80 inc	Sell:	\$12.00

He is still awaiting a cheque from Treasurer to pay for stock.

Noted.

e. Ride Coordinator

Henry Rokx advised that he had updated the ride calendar and it now included rides into 2008.

Rally flyers taken to Shearwaters Branch.

Noted

f. Social Coordinator

Janine Malpas reported the First Aid Course will Run on 28th October, 2007, no money will be collected it is to be paid for on the day by participant.

Spring Carnival was a great success and made a profit of \$236.00.

Xmas Dinner will be held on 15th December, 2007 and she will be issuing receipts in the form of tickets with paid stamped on it.

Progressive Dinner has been postponed until February next year.

Ros Humphries and co want to do things like an egg and spoon race, thong-throw and fun things to do at the rally, we will wait till we see what Natcom has to say.

It was decided to leave the raffle procedures the way they are at the moment.

Noted

g. Webmaster

Nothing to report.

h General issues.

- (i) Belinda showed Patches she found on EBay, “Ulysses adventure before dementure” worth \$6.50 each. Would sell for \$8.00.
- (ii) Soccer club returned a cheque for \$250 being for bond return on hire of rooms for Spring Racing Carnival Dinner.
- (iii) An outline of Welfare Officer was discussed, it was decided to ask Sylvia if she would like to continue in this role. We need to give her a copy of the updated members list, and also she is to have an email.
welfare.officer@yarrangesulysses.org.

Motion carried unanimously.

- (iv) Questions were raised as to the Privacy Act and our member’s database and list. Some members are being put in the directory even though they didn’t want it to be, some others are not on the list even though they want to be! We need a protocol of procedure for this list. Tony to look into it.
Noted.
- (v) December meeting to be a committee BBQ to be held at D. Yeouart's home.
Noted.
- (vi) A motion was put forward to pay a Bookkeeper once a month. Tony to investigate the cost. Motion Carried.

Date Time place next meeting

Tuesday 25th September, at 7.30 PM at Croydon Soccer and Darts Club

Attachment B Twin Spurs Rally Issues

Background

The committee appointed David Eagles to co ordinate the twin spurs rally and set certain criteria to be complied with , principally this involved regular reporting and accountability, he was also to co ordinate volunteers to carry out functions on his behalf.

David appears to believe he is accountable to no one, it also appears that he has not held a single co ordinator's meeting, has been uncontactable, and generally unhelpful when asked questions by the committee.

He failed to attend the last committee meeting, and has told at least one committee member he forgot, this is just unacceptable.

The rally involves considerable expenditure by the branch, and cannot be allowed to fall over because of one person's failure to play the role allocated to him.

Issues

1 Consider removing D Eagles from the position and appointing a new co coordinator from the committee.

2 Sponsors

3 traders

4 lay out Tentage
 Panteck
 Power

4 Entertainment

 Karaoke

 Band

5 Food and catering

 Friday Evening meals

 Saturday Breakfast

 Lunch

 Dinner

6 Rides

7 Show and shine

8 BBQ on Sunday

Attachment C
Treasurer's report on accounting
24Sept 07

Back ground.

The committee expressed a desire to explore the prospect of having a book keeper run the clubs books , and as a consequence I have had a discussion with a bookkeeper to see what is needed to get things into line.

The cost of a book keeper would be in the order of \$40 per hour, and the time required each month would be dictated by the complexity of three issues

- Cash control,
- Stock control
- Transactions volume

Volume of transactions is negible and would not be a real cost factor, perhaps 5 per month on average.

The real issues identified in relation to the other two are as follows,
Firstly there is no monthly cut off date, that is transactions are often reported across several months e.g. sales of apparel cover a 4, 5,or 6 week period .

Cash is received by Janine for issues such as lotto, payments for social functions and expenditure comprises of purchases of raffle prizes, party supplies, occasionally BBQ supplies. To this end Janine runs a float and draws against this float as required. The problem with this approach is that the transactions are not being passed through the books and as treasurer I have no idea from month to month what she has taken in and spent. The mere appointment of a book keeper will not solve this problem

Quartermaster sales as mentioned above are not broken into periodic reporting and there are problems with the stock control sheets, which I will discuss later.

When Steve provided cash for banking from his activities, there is no reconciliation between the values of sales made, the amount handed to the treasurer, and the cash on hand, so If for example I am handed \$600 for sales, I do not know if the total sales were \$600 or \$1000 of which Steve is holding back \$400.

Again a book keeper will not solve this problem, which is systemic.

Stock control is provided by spread sheet which rolls up the stock numbers, and shows sales and calculates profit, and whilst this is fine, there is no monthly balance of stock with which to compare with the ledger stock control. The consequence of this is there is no control. The matter is made worse by the fact that only photocopies of the sales / stock control spread sheet are available which makes it virtually impossible to work backward, to check imbalances. For example I have noted on my stock control sales of Items of which I have none, and negative sales?

Given the above I believe that the first step is to implement some policy changes as follows.

Petty cash-Social Co-ordinator.

We have agreed that the Social Coordinator should maintain a float of \$300 henceforth this is to be fore such items as purchasing prizes, raffle tickets, party supplies etc.

Each purchase is to be recorder in a petty cash book and receipts are to be maintained equal to the amount expended.

Receipts Lotto

All lotto receipts to be banked the first day following a draw these are specifically earmarked for the arthritis research.

Raffle receipts to be banked via the treasurer as soon as possible following collection, the Treasurer in turn will issue a receipt to the social co coordinator for the amount received.

Monthly the following return will be provided to the treasurer.

Petty cash at start of period		\$300	
Payments per petty cash book	(e.g.)	\$125	
Net petty cash		-----	\$275
Treasurers cash cheque			<u>\$125</u>
Petty cash at start next period		\$300	
Lotto funds in hand start of month	(e.g.)	\$200	
Treasurers receipt No 222			<u>\$200</u>
Balance held			\$0
Funds in hand not banked at end of month			\$100
Other receipts e.g. social function not yet transferr4ed to treasurer			\$300
Funds brought forward as not yet transferred to treasurer			\$300
As per schedule of names		\$900	
Receipts as per receipt book		<u>\$255</u>	
			<u>\$1155</u>
			\$1455
Less Transferred to treasurer rec no			<u>\$1300</u>
Funds on hand at end of period			\$ 155

The effect of this approach is that all transactions are passing through the bank account, there is a written record, and there are receipts issued.

In relation to Twin Spurs,

Receipts should be entered from a specific receipt book,

Receipts are to be split as follows.

- Registrations
- Badges,
- Patches
- Rally apparel.
- Raffle receipts

Quartermaster operations.

As previously explained it is necessary for regular periodic cut off of sales in order to produce a proper set of accounts. This entails a reconciliation of sales and purchases and banking records.

I propose that at the end of each month that is following the last day of trading the Quartermaster completes the following reconciliation

Quartermasters report month of ----- 2007

ITEM	Yarra Ranges	Ulysses	Twin Spurs	Cash / cheques
Stock at start of month				\$
Purchases during month				
Sales at cost				
Donations at cost				
Stock at end of month				
Sales at retail				\$
Transferred to treasurer				\$
On hand at end of month carried fwd	\$	\$		\$

In addition a soft copy of the stock control/ sales sheets to be provided to the treasurer..

Conclusion

Not with standing whether or not the club uses a bookkeeper the above measures will need to be implemented in order to maintain a set of accounts. My feelings on this are that if the above measures are put in place commencing with the end of the current month I will be able to get on top of the accounting issues.