

Forster Tuncurry Memorial Services Club Limited

ANNUAL GENERAL MEETING

Monday 26th October 2020

NOTICE TO MEMBERS

Notice is hereby given that the Annual General Meeting of the Forster Tuncurry Memorial Services Club Limited will be held on club premises at Club Forster at 5.30 p.m. on Monday 26th October, 2020.
All Members are invited to attend.

Doors will open at 4.45 p.m. and no admittance will be permitted after the commencement of the meeting.

Current membership cards must be shown to gain admittance.

Food, refreshments & 1st class entertainment *may follow the meeting.

*Subject to the NSW Public Health Order Restrictions in place at the time.



NOTICE TO MEMBERS

In accordance with the Corporations Act and for Companies Limited by Guarantee, the Company is no longer required to send a copy of the Annual Financial Report to every member, only to those who elect to receive a copy either in hard or digital format (via email).

Any member electing to receive a copy of the Annual Financial Report must do so in writing, requesting a hard or digital copy from the Chief Executive Officer, by Friday 18th September, 2020, supplying their email address, if a digital copy is requested. The election by a member to receive a copy of the Annual Financial Report will be a standing election for future financial years.

Alternatively, members may download copies of the Annual Financial Report and last years Annual General Meeting minutes from the Club's website at www.clubforster.com.au, which will be available for download on or after 21st September, 2020.

Members requiring clarification of any matter appertaining to the Annual Report are requested to give your question in writing to the Chief Executive Officer no later than Wednesday 21st October, 2020 so that your query can be fully considered and answered at the meeting.

Dated 15th September, 2020

By Direction of the Board

A handwritten signature in black ink, consisting of several overlapping loops and a final horizontal stroke.

P. V. Clarke FCPA

Chief Executive Officer/Company Secretary

NOTICE OF 2020 ANNUAL GENERAL MEETING

NOTICE is hereby given that the Annual General Meeting of the Forster Tuncurry Memorial Services Club Limited will be held on the club premises at 5.30 p.m. on Monday 26th October, 2020 for the following purposes:

1. Apologies
2. Confirmation of the Minutes of the Annual General Meeting held 21st October, 2019
3. To receive and adopt the 2020 Annual Report including the Financial Statements for the year ended 30th June, 2020
4. Notice of Ordinary Resolutions:
To consider, and, if thought fit, to pass the following resolutions with such amendment, if any, as shall be determined at the meeting, as Ordinary Resolutions:

Ordinary Resolution 1

That pursuant to the Registered Clubs Act 1976:

1. The members hereby approve and agree to reasonable expenditure by the Club until the next Annual General Meeting of the Club for the following activities of Directors:
 - (a) The reasonable cost of a meal and beverage for each Director immediately before or immediately after a Board or Committee Meeting on the day of that Meeting where the Meeting corresponds with a normal meal time;
 - (b)
 - (i) Reasonable expenses incurred by Directors in relation to such other activities including entertainment of special guests to the Club;
 - (ii) Expenses involved in attendance at Intra-Club activities, sponsorship of sporting events deemed by the Directors to be of benefit to the Club and/or the community and other promotional activities performed by Directors;
 - (iii) Reasonable costs of Directors attending all functions and activities at the Club deemed by the Directors to be of benefit to the Club;
 - (iv) Reasonable costs for attendance at functions with spouses where appropriate, and required, to represent the Club; with the expenses of any of the aforementioned activities to be approved by the Board before payment is made on the production of receipts, invoices or other proper documentary evidence of such expenditure;
 - (c) Reasonable expenses for the provision of a Chairpersons Dinner once a year and on such other occasions as the Board might approve with the persons in attendance to comprise the Directors and their partners and persons chosen by the Chairperson who have supported the club during the relevant year and thereby promoted the success of the club;
 - (d) The payment of Directors and Officers insurance cover premiums;
 - (e) The Club to provide a uniform for Directors consisting of blazer, tie, trousers/skirt, shirt/blouse, sports jacket and cleaning expense of same;
 - (f) That each Director be entitled to a specified parking space in the car park;
 - (g) That each Director be entitled to be provided with an electronic device (for example a laptop computer, i-pad, tablet or other similar device) and an electronic storage device (for example a flash drive or portable hard drive);



- (h) That each Director be entitled to be provided with external access to the internet.
2. The members acknowledge that the benefits in paragraph (1) are not available to the members generally but only to those who are Directors of the Club and those members directly involved in the above activities.

Explanatory Note

Pursuant to the requirements of the Registered Clubs Act 1976, the Club is required at each Annual General Meeting to have members approve reasonable expenditure by the Club in relation to duties performed by the Directors.

To be passed, Ordinary Resolution 1 must receive a simple majority of votes in its favour from those members present at the meeting who are eligible to vote.

The Board recommends Ordinary Resolution 1 to the meeting.

Ordinary Resolution 2

That pursuant to the Registered Clubs Act 1976:

- (a) The members hereby approve and agree to reasonable expenditure by the Club for professional development and education of Directors until the next Annual General Meeting and being:
- (i) The reasonable cost of directors attending the Australasian Hospitality and Gaming Expo, Australasian Gaming Expo and Club's NSW Annual General Meeting and Conference;
 - (ii) The reasonable costs of Directors attending seminars, lectures, trade displays, organised study tours, fact-finding tours and other similar events as may be determined by the Board from time to time;
 - (iii) The reasonable costs of Directors attending other clubs or similar types of business for the purpose of observing their facilities and methods of operation;
 - (iv) Attendance at functions with spouses where appropriate, and required, to represent the Club.
- (b) The members acknowledge that the benefits in paragraph (a) above are not available to members generally but only to those who are Directors of the Club and those members directly involved in the above activities.

Explanatory Note

Pursuant to the requirements of the Registered Clubs Act 1976, the Club is required at each Annual General Meeting to have members approve reasonable expenditure by the Club for Directors to attend seminars, lectures, trade displays and other similar events including Australasian Hospitality and Gaming Expo, Australasian Gaming Expo and Clubs NSW Annual General Meeting and Conference and to visit other clubs to enable the Club's governing body to keep abreast of current trends and developments which may have a significant bearing on the nature and way in which the Club conducts its business.

To be passed, Ordinary Resolution 2 must receive a simple majority of votes in its favour from those members present at the meeting who are eligible to vote.

The Board recommends Ordinary Resolution 2 to the meeting.

Ordinary Resolution 3

Approval of Honoraria for Directors for the year 2019/2020

That pursuant to the Registered Clubs Acts 1976: as amended, the members hereby approve and agree to the members of the Board during the period preceding the next Annual General Meeting receiving Honoraria for the positions named and for the sums referred to below in respect of services rendered to the Club and the members further acknowledge that the Honoraria are not available to members equally but only those members elected to the Board of Directors of the Club:

- i. \$15,000 to the President;
- ii. \$10,000 to the Vice Presidents;
- iii. \$8,000 to each Director.



Explanatory Note

Pursuant to the requirements of the Registered Clubs Act, 1976 the Club is required to have the Honoraria for Directors approved by the members at the Annual General Meeting. The purpose of this resolution is to comply with the requirements of the Registered Clubs Act. The level of Honoraria proposed is the same amount paid last year.

To be passed, Ordinary Resolution 3 must receive a simple majority of votes in its favour from those members present at the meeting who are eligible to vote.

The Board recommends Ordinary Resolution 3 to the meeting.

Ordinary Resolution 4

Approval of Honoraria for the Social Bowls Co-ordinator for the year 2020/2021.

That pursuant to the Registered Clubs Act 1976, as amended, the members hereby approve and agree to the Social Bowls Co-ordinator receiving a Honoraria of \$7,500 per annum which is to be paid monthly in arrears for services rendered to the Sports Club. If the Social Bowls Co-ordinator only holds this position for part of the year, then the Honoraria shall be paid on a pro-rata basis.

Explanatory Note

The Social Bowls Co-ordinator administers social bowling events at the Sport's Club and is remunerated for such service in line with past years. In order for this to occur the Club Limited is required pursuant to the requirements of the Registered Club Act, 1976 to have the Honoraria approved by the members at the Annual General Meeting. The level of Honoraria proposed is the same amount paid last year.

To be passed, Ordinary Resolution 4 must receive a simple majority of votes in its favour from those members present at the meeting who are eligible to vote.

The Board recommends Ordinary Resolution 4 to the meeting.

5. Notice of Special Resolution

To consider and if thought fit, pass the following resolution which is proposed as a Special Resolution.

Special Resolution 1

To consider and if thought fit, pass as a Special Resolution that Honorary Membership for his Lifetime be conferred on Colin Patrick Cross Badge No. 10.

Moved Claire Fletcher Badge Number 303, seconded by Neil Stuckey Badge No. 521.

To be passed, Special Resolution 1 must receive votes from not less than three quarter of those members who being eligible to do so vote in person on the Special Resolution at the meeting.

The Board recommends Special Resolution 1 to the meeting.

6. Declaration of Ballot for Board of Directors
7. Any other business of which due notice has been given
8. Close

Election of Board of Directors for the Term 2020 - 2022

In accordance with Clause 35 and 36 of the Clubs Constitution the business and affairs of the Club shall be managed by a Board of nine (9) Directors consisting of a President, two (2) Vice Presidents and six (6) Ordinary Directors, all of whom shall be Ordinary Members and Honorary Life Members of the Club.

Eligibility to Vote

Financial members as at 15th September, 2020 & Honorary Life Members who must produce their current membership card in order to cast their vote electronically. Suspended members & club employee's are not entitled to vote.

Roll of Electors

The roll of members entitled to vote at this election will close on Tuesday 15th September, 2020.



Method of Voting and Counting

The election will be conducted under the procedures of the NSW Electoral Commission. The ballot will be determined by a simple majority of "first-past-the-post" system, with the amendments shown below.

Voters must vote by pressing the name against the candidates of their choice. Please carefully follow the voting instructions on the electronic ballot papers.

Where a ballot paper shows a preference for a candidate who has been elected to a higher position (President, Vice President) that preference will be disregarded and the vote will be allocated to the candidate with the next preference in the sequence.

When all votes have been allocated the votes will be tallied for each candidate remaining in the ballot and in the case of a ballot for the 6 Directors, the 6 candidates with the highest number of votes will be deemed elected.

This process ensures that votes cast for candidates that become ineligible for election in a ballot for Vice-President and Directors as a result of being elected as President or Vice-President are not exhausted.

If you have any questions in relation to the above instructions please feel free to discuss the matter with the Returning Officer or Assistant Returning Officer.

Ballot

If a ballot is necessary a draw will be conducted to determine the order of candidates' names on the ballot paper at Club Forster at 6.00 p.m. Monday 31st August, 2020. Candidates or their representatives are invited to witness the draw.

Voting Times

Voting for the Board of Directors of the Forster Tuncurry Memorial Services Club Ltd for the year 2020 - 2022 will take place as follows:

Voting for the Board will be available in the foyer of Club Forster, 19 Strand Street, Forster from 12 noon to 6.00 p.m. daily on Monday 19th October, Tuesday 20th October, Friday 23rd October and Saturday 24th October, 2020. Also at the Sports Club, 65 Beach Street, Tuncurry from 10.00 a.m. to 6.00 p.m. on Wednesday 21st October and Thursday 22nd October, 2020.

Closing

The Ballot will close at 6.00 p.m. Saturday 24th October, 2020.

Result of Electoral Poll

The Returning Officer will declare the results of the ballot at the Annual General Meeting to be held Monday 26th October, 2020.

How to Vote Material

Members shall not on either of the Club's premises or grounds issue or cause to be issued or distributed to other members any how to vote card or other similar documents or material advocating that members either vote for or against any candidate or group of candidates seeking election to the Board of Directors of the Club.

Returning Officer

Mrs. Barbara Smith has been appointed Returning Officer and Mr. John Smith as the Assistant Returning Officer for the 2020 - 2022 Election of the Board of Directors and can be contacted on 6555 8090.

Profile of Nominees for Board of Directors for the term 2020 - 2022

Listed following, are the nominees for the Board of Directors of the Forster Tuncurry Memorial Services Club Ltd in order as drawn from the ballot box on Monday 31st August, 2020.



Colin Patrick Cross

Membership No: 10

Occupation: Retired Telstra Communications Officer

Standing for the position/s of:

President, Vice President and Director

Nominator: Neil Stuckey

Seconder: John Mood

Telstra C. 04 Communications Officer (24 years) Taree RSL Club Employee (8 years), Vice President (Current) (8 years), Director (Current) (14 years), Past Vice President Skipjacks Bowling Club (8 years), Committee Cundletown Apex (3 years), Life Member Taree Race Club, Raffle, Disciplinary, Poker Machine & Future Development Committees, Vice President Far North Coast ClubsNSW Southern Region (3 years), Member of Club Director's Institute - ClubsNSW.



Claire Eileen Fletcher

Membership No: 303

Occupation: Retired Bank Clerk

Standing for the position of: President

Nominator: Paul Nicholas

Seconder: Carole Wright

Retired Bank Clerk, Supervisor Armaguard Currency Management (10 yrs), Pay Clerk K-Mart Forster, ANZ Business Bank Teller (10 yrs), President (Current) (7 yrs), Director (Current) (12 yrs), Past Vice President (3 yrs), Committee Member Tuncurry Forster Sports Women's Bowling Club, Past President Forster Women's Bowling Club (2 yrs), Disciplinary, House & Building, Sports Council, Poker Machine, Community Club Grants and Future Development Committees, President Far North Coast Clubs NSW Southern Region (3 yrs), Member of Club Director's Institute - ClubsNSW. Life Member



Darcy Warren Cheetham

Membership No: 3106

Occupation: Self Employed

Standing for the position/s of: Vice President & Director

Nominator: Claire Fletcher

Seconder: Larry Thompson

Self employed and sub-contractor in various businesses for over 44 years. Vice-President (Current) 6 years, Director (Current) (7 years) (Past) (2 years), Member of various registered clubs over the last 40 years - Past President, Nelson Sharks J.R.F.C., Past Treasurer, Nelson Sharks J.R.F.C. I have worked in the club/hotel industry for many years. Member FTMSC since 1997 also member of Forster Golf Club, Forster Bowling Club and Tuncurry Beach Bowling Club. Sports Men's Bowling Club, Skipjacks Social Bowling Club and Tuncurry Beach Bowling Club, Disciplinary, Poker Machine and Future Development Committees, Member of Club Directors Institute - ClubsNSW



Gail Elizabeth Stewart

Membership No: 15941

Occupation: Retired Partner in Mortgage Business

Standing for the position/s of: Vice President & Director

Nominator: James Simons

Seconder: Kay Griffiths

Retired Partner in own mortgage business - operating since 1999. Administrator for Auditing Dept. Price Waterhouse Chartered Accountants (3 years), Australian Govt. (14 years) various departments including the Australian Bureau of Statistics, Secondment to Australian Royal Commission of Inquiry into drugs. Past Secretary/Treasurer Club Forster Social Golf Club (4 years), Past President of Club Forster Social Golf Club (2 years), Member of Club Forster Social Golf Club (13 years), awarded Club Forster's Club Person of the year 2010, Community Club Grants, Staff Service Awards & Future Development Committees, Member of Club Director's Institute - ClubsNSW



Profile of Nominees for Board of Directors 2020 - 2022



Paul Nicholas

Membership No: 14788

Occupation: Retired Remuneration and Payroll Manager

Standing for the position/s of: Vice President & Director

Nominator: Neil Pizarro

Seconder: Claire Fletcher

40 years in the Remuneration & Payroll Industry with 27 of those years in the Banking & Finance Industry. Remuneration & Payroll Manager for 27 years, Awarded Payroll Officer of the Year in 2000 by the Assoc. of Payroll Specialists, Treasurer Club Forster Bluewater Fishing Club Current (6 years) & Nominee for 2016-2017. Current member of the Club Forster Social Golf Club (5 years), Current CEO & Treasurer of the Manning River District Cricket Umpires & Scorers Assoc. (4 years) Member of the NSW Cricket Umpires & Scorers Association. Umpired in the Sydney Grade Cricket at 1st Grade for 6 years (Member since 1993), Club Forster Member 7 years, House & Building, Future Development Committees, Internal Sports Club Financial Co-ordinator, Member of Director's Institute - ClubsNSW



Neil Douglas Stuckey

Membership No: 521

Occupation: Semi-Retired Food Safety Auditor with NSW Food Authority

Standing for the position/s of: Vice President & Director

Nominator: Barbara Smith

Seconder: John Smith

Semi-Retired Food Safety Auditor with NSW Food Authority (42 years), Club Forster Member (16 years), Club Forster Euchre Club Current Treasurer (7 years), Gloucester Senior & Junior Cricket Club Past President (5 years), W,H&S, Future Development, Assistant Raffle Director, Member of Club Director's Institute - ClubsNSW (3 yrs), Member of Club Director's Institute - ClubsNSW. Life Member



Peter Alexander Rayner

Membership No: 15006

Occupation: Retired Canon Customer Service Engineer

Standing for the position of: Director

Nominator: Paul Nicholas

Seconder: Wayne Hall

Semi Retired Maintenance Officer (5 years), Retired Customer Service Engineer Canon Australia (35 years), Club Forster Member (8 years), Director (Current) 2 years, Vice-President Club Forster Blue Water Fishing Club (Current) (2 years), Past Social Secretary Club Forster Blue Water Fishing Club (6 years), Future Development, House & Building committees, Member of Club Director's Institute-ClubsNSW



James Simons

Membership No: 10416

Occupation: Retired Toolmaker

Standing for the position of: Director

Nominator: Colin Cross

Seconder: Robyn Kirk

Past Secretary, Club Forster Skipjacks Social Bowling Club Committee (3 years). Past Secretary, Tuncurry Sporties Men's Bowling Club Committee (4 years), 2009 Club Person of the Year, 2010 Club Returning Officer for Election of Board of Directors 2010 - 2012, Director (Current) (8 years), Greens, Poker Machine, Disciplinary and Future Development Committees, Member of Director's Institute - ClubsNSW.



William Hardiman

Membership No: 14237
Occupation: Retired Automotive Spare Parts Manager
Standing for the position of: Director
Nominator: Denis Curry
Seconder: Peter Francis Murray

Retired Automotive Spare Parts and Accessories Manager (50 years). Past Vice-President Blackhead Bowling Club (3 years), Past Treasurer Blackhead Bowling Club (3 years) and Current Treasurer Tuncurry Sporties Men's Bowling Club (11 years).



Peter Fernandez

Membership No: 10615
Occupation: Retired NSW Fire & Rescue Inspector
Standing for the position of: Director
Nominator: Andrew Gordon Johnson
Seconder: James Lenton Whittaker

Retired Country Fire Inspector with NSW Fire & Rescue (30 years), Royal Australian Army Electrical & Mechanical Engineer's (6 years), Authorised Environmental Planning & Assessment Officer. Past Director Wyong RSL Club (3 years) and Past Secretary Tuncurry Sporties Men's Bowling Club (5 years).



Robyn Marion Kirk

Membership No: 11285
Occupation: Retired NSW Office Manager - Placard
Standing for the position of: Director
Nominator: Andrew Johnson
Seconder: Jean Donkin

Retired NSW Office Manager – Placard (13 years), Coles (9 years) and CBA (6 years), Director (Current) (4 years), Tournament Director & Future Development Committee, Former Hills Barbarians Cricket Club – President & Canteen Manager (Jnrs. 8 years), Social Co-ordinator (Sen. 8 years), Harbourside Gardens – Gold Coast – Social Co-ordinator (9 years), Past Social Committee, NSW Real Estate Bowlers Tour Co-ordinator (7 years), Great Lakes Evening View Club – Program Officer (3 years), Residents Assoc. – Past Crystal Waters – Secretary (3 years), Member of Clubs NSW Directors Institute.



Brian Ziebell

Membership No: 13830
Occupation: Retired Sales Manager Laminex Australia
Standing for the position of: Director
Nominator: Paul Nicholas
Seconder: Susan Nash

Retired Sales Manager Laminex Australia (25 years), Boral Timber NSW Sales Manager (5 years), Various sales roles with timber wholesalers, Board Member TABMA (4 years), Advanced Marketing Certificate, Harvard Diploma in Management & Business Services, Frontline Management Certificate, Logistics Management Certificate, Club Forster member (5 years).