

**Probus Club of Kincumber Inc.**  
**Minutes of the meeting of the Management Committee**  
**held at the home of Thelma and Patrick Leonard on 2 April 2013**

The meeting opened at 2.30pm. Those present were Thelma Leonard (President), Diane Rudd (Junior Vice President), Barry Riley (Treasurer), Richard Collins (Secretary), Marie Riley (Speaker Convenor), Wally Tuffs (Editor), Ruth Charlesworth (Social Convenor) and John Rudd (Membership Officer). There was an apology from John Sutton (Vice President). President Thelma welcomed members to the meeting.

Minutes of previous Committee meeting on 4 February 2013: The draft Minutes had previously been circulated and changes requested by members had been made. The Minutes were agreed.

Business arising from Minutes: Diane will look into purchasing 100 pens engraved “Probus Club of Kincumber” to use as gifts to speakers and at outings. The cost will be about \$4.00 each.

Correspondence: News Sheets from other Probus Clubs; Travel brochures; letter from PSPL about the abandoned changes in the Constitution. The Committee decided to take no further action on this matter at the present time.

President’s Report: President Thelma thanked all of the Committee for agreeing to serve. She said that during her Presidency she wanted to create more opportunities for interaction between members. She has suggested an informal dinner at Mac’s Surf Clubhouse “after 6pm” on Fridays. She would also like to have a trip away.

Treasurer’s Report: Treasurer Barry Riley provided the following information about the Club’s accounts with unrepresented cheques included in the figures:

<i>Cheque Account</i>			
	Balance at 1 March 2013	\$312.58	
	<i>Year to date</i>	<i>March</i>	
Income	\$1170.00	\$1170.00	
Expenses	\$123.95	\$123.95	
		<b>Balance</b>	<b>\$1358.63</b>
<i>Savings account</i>			
	Balance at 1 March 2013	\$1006.14	
	<i>Year to date</i>	<i>February</i>	
Deposits	nil	nil	
Interest	\$2.77	\$2.77	
Withdrawals	nil	nil	
		<b>Balance</b>	<b>\$1008.91</b>
	<b>Combined net balance at 31 March 2013</b>		<b>\$2367.54</b>

Barry reported that 30 members have paid their fees. He is also arranging to change the signatures for the two cheque accounts.

Membership Report: Membership Officer John Rudd advised that we currently have 68 members. He has all the Membership papers from John Pagett, and the historical material from Anne Mulford. John will continue to maintain the Historical membership records. Richard will maintain the Office Bearer and Speaker records. John will also send to Richard the current list of Clubs to whom we circulate News Sheets. Richard will advise of any that can be sent by email.

The Committee accepted Membership applications from Alan and Isabelle Drew, Cecilia Donnelly and Jenny Godfrey. John will inform them. They will be inducted at the next meeting.

Richard will ask Lorraine Southgate to send the Emergency contact list (the contact names provided on the Application form) to the new Welfare Officer, Elizabeth Butler.

Editor’s Report: In the future Editor Wally Tuffs will produce the long service certificates as he has the necessary software (Microsoft Publisher).

Speaker Convenor’s Report: Speaker Convenor Marie Riley advised the following speakers: In April Diane Rudd about her and John’s trip to South Africa; May: Little Pattie; June: Graham Harrison, on organ donations; July: Andrew Kfoury about the history of the ambulance service; September: Arthur Adeney.

Social Convenor’s Report: Social Convenor Ruth Charlesworth advised that the current bank balance in the Social account is approximately \$611. 33 people have booked for the Alexander the Great exhibition in April. Ruth has

one extra ticket and will prepare an email for Richard to send around advising members of its availability. In May we will go to the Gosford Regional Gallery, and in June we will visit St. James Church in Sydney. The Committee agreed to charge \$20 for the sing-along night at Thelma and Patrick's place on 13 July. Ruth has booked Tree Tops restaurant for the Christmas lunch.

Welfare: Helen Sutton has offered to assist Elizabeth Butler. The Committee decided that, subject to their agreement, they should be joint Welfare Officers. Lorraine Southgate will mentor them.

Bushwalking: We are still looking for someone to coordinate this activity. Thelma will discuss with Cecilia Donnelly whether she may take on this job. At present, the following walks are arranged: Bullimah Spur in April, led by Richard; and along the waterfront at Point Clare in May, led by John Sutton.

Golf: Barry asked for some good Golfing news to put on the web site.

Theatre: We are still looking for someone to coordinate this activity.

Assistant Secretary: Yvonne Chandler has indicated that she would be prepared to help with the Secretary's responsibilities this year, and take on the job next year. The Committee agreed to appoint her Assistant Secretary, and invite her to all Committee meetings.

Web site: Webmaster Barry Riley advised that the material to be engraved on the back of the Lerryn Mutton Debating Shield has been put on the web site.

Annual return to the Department of Fair Trading: Richard will submit this return. The cost is \$51.00.

Annual return to PSPL: For our 68 current members and the \$7.00 Capitation fee, the cost is \$476.00. The Committee agreed that we have no non-members who regularly attend our meetings and other activities for whom we should pay fees. We will purchase 35 magazines at \$8.00 each, costing \$280.00. The total payment to be made with the return is \$756.00. Richard will submit this return.

Meetings: The following talks have been arranged at meetings: April: Arthur Adeney (Profile talk); May: David Butler (Profile talk); June: Jean Johnson (5 minute talk); July: Jan Costigan (Profile talk); August: George Pendergast (Profile talk) + the Debate.

Debates: Richard is about to start planning the Debates. He will seek suggestions from members for topics.

Lerryn Mutton: Richard has ordered the engraving for the plaque to be attached to the back of the shield. John and Diane Rudd will visit Lerryn to present him with his 25 year Certificate, and photos taken at the last meeting when John named the shield. Richard will prepare a letter to Lerryn. John and Di will also try to get a photograph of Lerryn with the shield to accompany the planned article on the Debates to be submitted to Active Retirees.

General Business: The Committee decided to continue the practice started last year of not including names of past members and widows on the Membership Register. Contact details for all of these people are in the Club's records.

Barry confirmed that Kincumber Uniting Church is booked for the indefinite future for 11 meetings each year. He will receive a Tax Invoice every 6 months. Richard will write to Sheila Craig requesting a duplicate set of keys. Venue Officer Reg Charlesworth has prepared a detailed list of duties.

The Committee confirmed the following duties for Officers: John Sutton: wine; Diane Rudd: 5 minute and Profile talks; All: seeing that visitors and new members are welcomed.

We have two "Emergency Contact Lists". The Committee agreed to call the list of names for the ring-around after the death of a member the "General Contact List". The list of additional contact names provided on Application forms will continue to be called the "Emergency Contact List".

Wally is making a printing grant application to Gosford Council and advised that, for the first time, they want an Australian Business Number. Richard has applied for and received an ABN for the Club: 31 775 654 253. The Club has subsequently been issued with a Tax File Number: 945 395 239.

The next meeting will be held at 2.30pm on Tuesday 4 June 2013 at Richard Collins' place: 737 The Scenic Road MacMasters Beach.

On behalf of the Committee, John Rudd thanked Thelma for hosting this meeting.

The meeting closed at 4.15pm.

Signed as a correct record: Thelma Leonard (President): .....