

Pacific Palms Recreation Club



PACIFIC PALMS RECREATION CLUB LIMITED

ABN 47 000 910 378

ACN 000 910 378

ANNUAL REPORT

FOR THE YEAR ENDED

30 JUNE 2020

TO BE PRESENTED AT THE
ANNUAL GENERAL MEETING
TO BE HELD AT THE CLUB ON
SUNDAY 25 October 2020 at 10:15am

3957 THE LAKES WAY, ELIZABETH BEACH, NSW

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NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the Annual General Meeting of the Pacific Palms Recreation Club Limited (ABN: 47 000 910 378) will be held on Sunday 25 October, 2020 commencing at 10.15am.

AGENDA

1. Apologies
2. Minutes Silence
3. Confirm the minutes of the Annual General Meeting held on Sunday 27 October 2019
4. To appoint from among the members present five (5) persons who shall appoint one (1) of their number Returning Officer with the remainder being Assistant Returning Officers all of whom shall act on and for the purpose of the ballot
5. To receive and adopt the Auditor's and Director's reports for the financial year ended 30 June 2020
6. To receive and adopt the Full Financial Report for the year ended 30 June 2020
7. To declare all Board of Directors positions vacant
8. To appoint a temporary Chairman
9. Election of the Board of Directors for the ensuing year
10. To consider and if thought fit approve payment of Honorariums to the Board of Directors
11. Ordinary Resolutions – to consider and if thought fit pass Ordinary Resolutions conferring benefits on Directors
12. To deal with any business of which due notice in writing has been given
13. To receive recommendations for the incoming Board

Nominations for Board positions must be received by no later than Saturday 17 October 2020 at 12 Noon.

Any clarification of the Full Financial Statements that requires an answer at the Annual General Meeting to be placed in writing to the Club President Mr L Schubert by Saturday 17 October 2020 at 12 Noon.

DIRECTORS HONORARIUMS

That the members approve an honorarium of \$2000 each for the Executive Directors which include the President, Vice President and Treasurer. Further, that the members approve an honorarium of \$1000 each for the remaining four (4) directors.

FIRST ORDINARY RESOLUTION

“That pursuant to the Registered Clubs Act:

- (a) The members hereby approve and agree to reasonable expenditure by the Club for the following activities of the Directors:
 - (i) The reasonable cost of a meal and beverage for each director immediately before or after a Board or Committee meeting on the day of that meeting when that meeting corresponds with a normal meal time;
 - (ii) Reasonable expenses incurred by directors in relation to such other activities including entertainment of special guests of the Club;
 - (iii) Reasonable expenses involved in attending intra-club activities at the Club or the community and other promotional activities performed by directors and supported by the Board;

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- (iv) Reasonable costs of Directors attending functions and activities at the Club which are deemed by the Board to be of benefit to the Club;
 - (v) Reasonable costs of Directors and their spouses in attending functions as required by the Board and the above expenses are to be approved by the Board before payment is made on the production of receipts;
- (b) The members acknowledge that the benefits referred to above are not available to members generally but only those who are Directors of the Club and those members directly involved in the above activities”.

SECOND ORDINARY RESOLUTION

“That pursuant to the Registered Clubs Act:

- (a) The members hereby approve and agree to reasonable expenditure by the Club for the professional development and education of Directors such as:
 - (i) The reasonable cost of Directors attending the Clubs NSW General Meeting;
 - (ii) The reasonable cost of Directors attending seminars, lectures, trade displays and similar organized events as may be determined by the Board from time to time;
 - (iii) The reasonable cost of Directors attending other clubs or similar types of business for the purpose of observing their facilities and methods of operation;
- (b) The members acknowledge that the benefits referred to 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”

THIRD ORDINARY RESOLUTION

“That pursuant to the Registered Club’s Act the members hereby approve and agree to permit members who are directors of the Club to utilise dedicated parking spaces. The members agree that this benefit is not open to members who are not Directors of the Club”

NOTES TO MEMBERS

First Ordinary Resolution

The First Ordinary Resolution is to have the members in General Meeting approve reasonable expenditure by the Club in relation to duties performed by the Club’s Directors.

Second Ordinary Resolution

The Second Ordinary Resolution is to have the members in General Meeting approve reasonable expenditure by the Club for Directors to attend seminars, lectures, trade displays and other similar events including Clubs NSW Annual General Meeting and to visit other clubs to enable the Board 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.

Third Ordinary Resolution

The Third Ordinary Resolution is to have members approve preferential car spaces for Directors.

General

Each of the resolutions must be passed as a whole and cannot be amended from motions from the floor of the meeting or divided into two or more parts.

President's Report

On behalf of the Board of Directors, I submit for your consideration and adoption the Annual Report for the year ended 30 June 2020.

I am pleased to report a profit of \$160,922 for the 2019/20 financial year.

Thank you to my fellow Directors, our staff, and all members who have supported the Club throughout the year.

During the year we have continued to improve the facilities available for members and guests including:

- New furniture in the Bistro
- Upgraded furniture in the auditorium (utilising the old Bistro furniture)
- New raffle fridge
- New Disabled Access doors
- New heaters in our outdoor area behind the Gaming Lounge
- New poker machines and an additional poker machine link.

The Club has also provided support to local groups through grants, sponsorship, donations, and the opportunity to run community raffles on Friday nights and weekends. Groups include Pacific Palms Soccer Club, Pacific Palms SLSC, Bungwahl P&C Association, Pacific Palms Public School, Pacific Palms Netball Club, Boomerang Beach Boardriders, Wallis Spirit Dragons, Coomba Golf, Sandbar Ladies & Mens Golf, Pacific Palms Social Golf, Special Children's Christmas Party, Koori Kids, and many local fundraisers including the fundraiser for Bobin Public School.

The Club also helped support our local Rural Fire Service Brigades during the summer bushfires by providing at cost meals to firefighters and putting on a thank you evening for the firefighters and their families. The Club also supported Rural Aid by participating in the Parma for a Farmer initiative which saw the Club donate \$3 from every Parmy sale to Rural Aid to provide water and hay to struggling farmers.

We are also pleased to advise that the Club is once again offering around \$10,000 in grant funding to local Community Groups. Submissions close in late September, and grant funding will be allocated prior to the AGM in late October.

Thanks again for your support throughout the year, and hope to see you at your Club soon!

Larry Schubert
President

Secretary Manager's Report

Well, what a year! Bushfires, flooding rain, and the Covid-19 pandemic.

During this tumultuous year the Club has endeavoured to respond nimbly to the many changes thrown our way, including:

- Instituting a weekend cocktail offering
- Instituting a takeaway and delivery food service whilst the Club was closed down from March 23 until June 1 to continue to support the community (which proved to be very popular)
- Running our raffles online during the lockdown
- Creating new menus to suit operating conditions – takeaway and delivery, limited in house dining, table service dining and eventually back to full service dining.

When we finally opened the doors in June it was great to see all of our regulars back. Whilst not back to “normal” yet, we have been able to slowly bring back some of your favourites including happy hour, \$12 dinner specials, Seniors Lunch, and in-house raffles.

We now have a new electronic sign in system, an absolute must during these difficult times as a means of being able to quickly identify people potentially at risk should someone attend the Club who has Covid-19.

We have also upgraded some of our equipment including replacing our aging (and failing) Combi Oven in the Bistro.

I would like to give a shout out to all of my staff for their willingness to adapt and change under some fairly trying circumstances. I think they have done a tremendous job.

And I think it is testament to the hard work of all Staff and the Board of Directors that the Club has been able to post a profit even though we were locked down with minimal income for 10 weeks. My thanks go to them all.

Diane Ellis
Secretary Manager

Treasurer's Report

Financially the Club has again reported another successful year. Whilst our usual fixed and variable expenditure were contained within budgeted levels our debts continued to reduce within arrangements which, in turn, strengthened the Club's balance sheet.

Further the cash position improved which is reflected in the Club's various gearing and working ratios. Even with the closure of trading for two months the Federal Government's stimulus package was of great assistance in enabling the Club to maintain staff and recommence trading.

Moving forward the Club will continue to be an industry leader for the Pacific Palms area.

This is my final Treasurer's report as I will not be seeking re-election after 25 years service to the members. The Club is in good hands with its management structure and Board experience. Thank you to everyone over the years with whom I have worked or had an acquaintance. Ann and I wish you health and happiness for the future.

Ted Lawson
Treasurer

DIRECTORS' REPORT

The directors present their report together with the financial report of Pacific Palms Recreation Club Ltd ("the Company") for the financial year ended 30 June 2020 and the auditor's report thereon.

Directors

The names of directors in office at any time during or since the end of the financial year are:

Diane Ellis	President to 16 October 2019 Elected to the Board - January 2009 Life Member Resigned 16 October 2019 Project management and IT
Larry Schubert	President from 16 October 2019 Vice President to 16 October 2019 Elected to the Board - October 1993 Life Member Electrician
Ted Lawson	Treasurer Elected to the Board - February 1996 Past President Life Member Banking & Finance
Claire Maclure	Elected to the Board - 29 October 2017 Business management & hospitality
Ken Reynolds	Elected to the Board - 28 October 2012 Past President Life Member Business owner
Nick Montague	Vice President from 16 October 2019 Elected to the Board - April 2013 Business owner
Mark Workum	Elected to the Board - September 2013 Printing and hospitality
Saimaa Miller	Elected to the Board - 27 October 2019 Health & Wellbeing, Marketing

Directors have been in office since the start of the financial year to the date of this report unless otherwise stated.

Company Secretary

Ms Diane Ellis was appointed as company secretary on 17 October 2019. Ms Ellis is the Secretary Manager of the Club.

DIRECTORS' REPORT

Life Members

S Allan, K Clifton, D Hughes, J Palmer, S Kenyon, B Stone, T Johnston, J Blanche, K Reynolds, T Lawson, L Schubert, D Ellis.

Meetings of Directors

During the financial year 28 meetings of directors were held. Attendances by each director during the year were as follows:

Director	Board of Directors Meetings		Special Director Meetings	
	Eligible to Attend	Attended	Eligible to attend	Attended
Diane Ellis (1)	3	3	5	5
Larry Schubert	12	11	16	14
Ted Lawson	12	8	16	11
Claire Maclure	12	11	15	11
Ken Reynolds	12	11	15	15
Nick Montague	12	12	16	16
Mark Workum	12	11	15	11
Saimaa Miller (2)	8	5	8	8

(1) Resigned 16/10/19

(2) Elected to the Board 27 /10/19

Description of Company

This report covers the single entity Pacific Palms Recreation Club Ltd a public company limited by guarantee.

Description of Objectives

The principal objective of the company is to promote sporting and social activities and citizen recreation and to aid in the civic development of the district.

Specific objectives are:

Short-term

Our short term objective is to make the Pacific Palms Recreation Club the hub of the community by offering entertainment, sporting activities, dining and other recreation options for the benefit of members whilst being financially responsible.

Long-term

As per our Constitution, the long term objective of the Pacific Palms Recreation Club is:

1. To promote sporting and social activities and citizen recreation and to aid in the civic development of the district.
2. To form friendly associations with other social groups.
3. To establish and maintain a Club for the benefit of its members and their friends.
4. To provide Clubhouses, lounges, refreshment rooms, recreational rooms and properly maintain same
5. To provide meals and other refreshments and to purchase and sell foodstuff and liquors both intoxicating and non-intoxicating, tobacco, cigars and cigarettes, sports equipment and other goods, wares and merchandise likely to be required by members.

DIRECTORS' REPORT

6. Subject to the provision of any relevant statute and to the conditions attached to any licence issued therein, to conduct or assist or take part in the conduct of art unions dances, balls or other public or charitable balls, entertainments or functions for the purpose of raising funds and to accept donations or gifts from any source for all or any of the above purposes or for the benefit of or to carry out the objects of the Club.
7. To diffuse and disseminate knowledge and information or otherwise further the objects of the Club by the printing, publication, issue and circulation of papers, periodicals, books, circulars, brochures and other literary or artistic matter and by advertisement of all kinds and by purchase of the exhibition of works of art or interest and by granting prizes and donations.

Strategy for Achieving Those Objectives

To achieve these objectives, the company has adopted the following strategies:

- ensure a wide variety of activities and entertainment is available to members which reflects local interest and tastes
- explore additional options to encourage more visitors to the Club, especially during the quieter months
- sponsor and support local sporting and community groups.

Principal Activities

The principal activity of the company during the year was operating as a licenced club and there has been no change in that activity from the prior year.

Measures of performance

The key performance indicators that the Board of Directors use to monitor the overall performance of the Club are:

- Profit & loss statements
- Cash flow
- Wages versus Sales
- Gross Profit in Bar and Bistro
- Poker Machine Retention.

Operating Results

The result of the company was a profit of \$160,922 (2019: profit \$96,766).

Guarantee of Members

The company is incorporated under the *Corporations Act 2001* and is a company limited by guarantee. If the company is wound up, the constitution states that each member is required to contribute a maximum of \$2.00 each towards meeting any outstanding obligations of the company. At 30 June 2020, the total amount that members of the company are liable to contribute if the company is wound up is \$7,068 (2019: \$6,870).