

# KOTARA BOWLING & RECREATION CLUB CO-OPERATIVE LIMITED

ABN 13 708 432 461

## NOTICE OF ANNUAL GENERAL MEETING

**Notice is hereby given that the ANNUAL GENERAL MEETING of Members of the Kotara Bowling & Recreation Club Ltd will be held at the Clubhouse, 2 Howell Street Kotara NSW, on Sunday November 10, 2024 at 10:00am**

### ORDER OF BUSINESS

1. Apologies
2. Obituaries - 1 minute's silence.
3. Confirmation of minutes of the previous Annual General Meeting.
4. Presentation of Annual Financial Reports.
5. President's Report
6. Operations Manager's Report.
7. Consideration of Allowances.
8. Declaration by the Returning Officer of the ballots for the election of officers and members of the Board.
9. Determination of Club Membership Subscription Fees for 2025 – 2026.
10. Election of Returning Officer and Deputy Returning Officer.
11. Determine the appointment of an Auditor.
12. Election of a Publicity Officer
13. Election of Greens Liaison Officer or Greens Committee
14. Election of Newcastle District Bowling Association Zone 2 delegates.
15. Determine the number of selectors and method of selection for ensuing year.
16. Recommendations from the annual general meeting to be considered by the incoming board.
17. Special General Business of which due notice has been given.
18. General Business - to allow members a reasonable opportunity to ask questions about the Annual Financial Reports or comment on management of the co-operative.

**Taylor Barton-Bishop**  
**Operations Manager**

### NOTE TO MEMBERS:

Do you have a question you want to ask?

Please submit it to the Operations Manager, in writing, before the meeting! Seven (7) days should give us plenty of time to research an accurate informed answer for you.

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For more information go to;

[www.clubkotara.com.au](http://www.clubkotara.com.au)

### Here you will find;

- Notice of AGM
- AGM Minutes 2023
- Financial Statements 30 June 2024
- Operations Manager Report 2024

### CLUB DIRECTORS' ELECTION

Nominations are now being called for the election of Club Directors.

Positions required are:

- |         |                              |
|---------|------------------------------|
| 1 (one) | VICE PRESIDENT (3 YEAR TERM) |
| 2 (two) | DIRECTOR (3 YEAR TERM)       |
| 1 (one) | DIRECTOR (2 YEAR TERM)       |
| 1 (one) | DIRECTOR (1 YEAR TERM)       |

### **The Ballot will be conducted during the AGM**

Nominations for Board positions open

Monday 14<sup>th</sup> October 2024 and  
close 6pm Sunday 27<sup>th</sup> October 2024.

**Nomination Forms are available from the  
Operations Manager or at the Bar.**

**Completed Nomination Forms must be returned  
to the Operations Manager or the Bar staff on  
duty before closing.**

## NOTICE OF ORDINARY RESOLUTIONS – CONSIDERATION OF ALLOWANCES

### FIRST RESOLUTION

That pursuant to the Registered Clubs Act:

- (a) The members hereby approve and agree to expenditure by the Club in a sum not exceeding \$5,000.00 until the next Annual General Meeting of the Club for the following activities of directors.
  - (i) The reasonable cost of a meal and beverage for each director immediately 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 travelling to and from directors meetings or other duly constituted committee meetings as approved by the board from time to time on production of invoices, receipts or other proper documentary evidence of such expenditure.
  - (iii) Reasonable expenses incurred by directors in relation to such other duties including entertainment of special guests of the Club and other promotional activities performed by directors which activities and the expenses there from are approved by the board before payment is made on production of receipts, invoices or other proper documentary evidence of such expenditure.
- (b) The members acknowledge that the benefits in paragraph (a) above are not available to members generally but only for those who are directors of the Club.

### SECOND RESOLUTION

That pursuant to the Registered Clubs Act:

- (a) The members hereby approve and agree to expenditure by the Club in a sum not exceeding \$5,000.00 for the professional development and education of directors until the next Annual General Meeting and being:
  - (i) The reasonable cost of directors attending ClubsNSW Annual General Meeting, seminars, lectures, trade displays and other similar events as may be determined by the Board from time to time:
  - (ii) The reasonable cost of directors attending other Registered Clubs for the purpose of viewing and assessing their facilities and methods of operation provided such attendances are approved by the Board as being necessary for the betterment of the Club.
- (b) The members acknowledge that the benefits in paragraph (a) above are not available to members generally but only for those who are directors of the Club.

### THIRD RESOLUTION

That pursuant to the Registered Clubs Act the members approved that payment of the following Honoraria for the forthcoming year:

- (i) President's Honorarium \$ 2,200
- (ii) Vice President's Honorarium \$ 660 each
- (iii) Director's Honorarium \$ 440 each

## **NOTES TO MEMBERS – CONSIDERATION OF ALLOWANCES**

These notes are to read in conjunction with the proposed Resolutions:

1. The First Resolution is to have the members in General Meeting approve an amount no greater than \$5,000.00 for expenditure by the Club in relation to duties performed by the Club's directors.
2. The Second Resolution is to have members in General Meeting approve an amount no greater than \$5,000.00 for the expenditure by the Club for directors to attend seminars, lectures, trade displays and other similar events including the Clubs NSW Annual General Meeting and to visit other clubs to enable the Club's Board to be kept abreast of current trends and developments which may have a significant bearing on the nature and way in which the Club conducts its business.
3. The Third Resolution is to have the members approve Honoraria for the Club President and Directors.

## **NOTICE OF ORDINARY RESOLUTIONS – CLUB MEMBERSHIP FEES 2025-2026**

That pursuant to the Rules of the Club:

The members approve and agree to the Board of Directors determining the Club Membership Subscription Fees for the 2025-2026 financial year.

## **NOTES TO MEMBERS – CLUB MEMBERSHIP FEES 2025-2026**

The Club usually conducts its Annual General Meeting in September each year. It is too late to set the current year's subscription fees because the Club renewal period has ended. It is too early to set the following year's fees because the fees from Bowls NSW Limited and Newcastle District Bowling Association have not been determined.

For the Club to comply with its Rules it is recommended members approve the decision be made by the Board of Directors each year.