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President: David Swindail

CEO: Damian Clements

Dear Member

FULL FINANCIAL REPORT

If you wish to receive a full financial report one is available for collection from the reception desk, downloadable from our website or if you are unable to collect one in person please forward to the General Manager a written request to have a report sent to you by mail in hard copy.

NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the 72nd Annual General Meeting of members of the Forster Bowling Club Limited will be held at the premises of Forster Bowling Club situated in Strand Street, Forster on Sunday 29th of October 2023, 12pm.

BUSINESS

The business of the meeting will be as follows:

1. Minutes

To confirm the minutes of the 2022 Annual General Meeting.

2. Reports

To receive and consider the Club Reports as stated in Rule 39.3 of the Club's Constitution being:

2.1 Financial Report;

2.2 Directors Report; and

2.3 Auditors Report on Financial Report.

For the year ended 31 May 2023

3. Election

To declare the results of the election of Directors to hold office in accordance with the Constitution and to conduct any further elections that may be necessary.

4. Special Resolutions to amend the Club's Constitution

To consider and if thought fit pass the Special Resolutions contained in the Notice of Special Resolutions attached to this Notice of Meeting.

5. Board Honorariums & Expenses

To approve the payment of honorariums and other expenditures.

5.1 First Ordinary Resolution

(a) That the members hereby approve expenditure by the Club until the next Annual General Meeting of the Club for the following:

(i) The reasonable costs of Directors attending seminars, lectures and other educational activities as determined by the Board from time to time.

- (ii) The reasonable costs (including travel and accommodation expenses) of Directors attending meetings, conferences and trade shows conducted by Clubs NSW, the Club Managers Association and such other conferences and trade shows as determined by the Board from time to time.
 - (iii) The reasonable cost of Directors attending any other registered club for the purpose of viewing and assessing its facilities as determined by the Board as being necessary for the benefit of the Club.
 - (iv) The reasonable cost of Directors attending any club, community, or charity function as the representatives of the Club and authorised by the Board to do so.
 - (v) The reimbursement of reasonable out of pocket expenses incurred by Directors travelling to and from Board meetings or other duly constituted meetings of any committee of the Board.
 - (vi) The reasonable cost of a meal and beverage for each Director before and after a Board or committee meeting on the day of that meeting when such meeting coincides with a normal meal time.
 - (vii) The reasonable expenses incurred by Directors either within the Club or elsewhere in relation to such other duties including entertainment of special guests of the Club and other promotional activities approved by the Board on production of documentary evidence of such expenditure.
 - (viii) The provision of designated car parking spaces for Directors in the Club's car park.
- (b) The members acknowledge that the benefits in paragraph (a) are not available for members generally but are only for those who are Directors of the Club.

5.2 **Second Ordinary Resolution**

- (a) That the members hereby approve the payment of the following honorariums to the Directors of the club for services as Directors of the Club until the next Annual General Meeting:
- (i) President - \$5,000; and
 - (ii) Directors - \$1,500 each.
- (b) Such honorariums to be paid by weekly or such other instalments as the Club and the President or Director may agree from time to time.
- (c) If the President or a Director only holds office for part of the term, the honorarium shall be paid on a pro-rata basis.

Amendment to 5.2 (a) Second Ordinary Resolution

Amendment members hereby approve the payment increase of \$10 per week of the following honorariums to the Directors of the club for services as Directors of the Club.

5.3 **Third Ordinary Resolution**

- (a) That the members hereby approve the payment of the following honorariums to the following committee-members of the Club for services as committee-members of the Club until the next Annual General Meeting:
- (i) Lady President - \$1,320; and
 - (ii) Lady Secretary - \$1,120; and
 - (iii) Lady Treasurer - \$920; and
 - (iv) Vice President x 2 \$620 each

- (v) Men President - \$1,320; and
 - (vi) Men Secretary - \$1,120; and
 - (vii) Men Treasurer - \$920; and
 - (viii) Vice-President x 2 \$620 each
- (b) Such honorariums to be paid by weekly or such other instalments as the Club and the Lady President, Lady Secretary, Lady Treasurer, Men President, Men Treasurer or Men Secretary may agree from time to time.
 - (c) If the Lady President, Lady Secretary, Lady Treasurer, Men President, Men Treasurer or Men Secretary only holds office for part of the term, the honorarium shall be paid on a pro-rata basis.

6. Change to 5.3 Third Ordinary Resolution

- (a) That the members hereby approve the Unification of Men bowlers and Ladies bowlers, which will become Bowling Members (as per Club Ltd Constitution) and payment of the following honorariums to the following Bowling Members Committee of the Club for services as committee-members of the Club until the next Annual General Meeting:
 - (i) Bowls President - \$1,320; and
 - (ii) Bowls Vice President - \$1,120; and
 - (iii) Bowls Secretary - \$920; and
 - (iv) Bowls Treasurer - \$920; and
 - (v) Bowls Committee - \$620 each
- (b) Such honorariums to be paid by monthly or such other instalments as the Club and the President, Vice – President, Secretary, Treasurer, Committee may agree from time to time.
- (c) If the President, Vice – President, Secretary, Treasurer, Committee, only holds office for part of the term, the honorarium shall be paid on a pro-rata basis.

6.2 Explanatory Notes On Ordinary Resolutions

These notes are to be read in conjunction with the Ordinary Resolutions set out above:

- (a) The First Ordinary Resolution is to have the members in general meeting approve expenditure by the Club for directors to attend seminars, lectures, trade displays and other similar events to be kept abreast of current trends and developments which may have a significant bearing on the Club and for other out of pocket expenses. Included in the First Ordinary Resolution is the cost of directors attending functions as representatives of the Club.
- (b) The Second Ordinary Resolution is to have the members in general meeting approve honorariums for the directors of the Club for duties to be performed by them until the next Annual General Meeting. However, the honorariums will be paid on a pro-rata basis which means that a director who only holds office for part of the year will only receive part of the honorarium.
- (c) The amounts of the honorariums have not increased in many years. (A)
- (d) The Third Ordinary Resolution is to have the members in general meeting approve the Unification of Men bowlers and Ladies bowlers, which will become Bowling Members, approve honorariums for the committee members, President, Vice – President, Secretary, Treasurer, Committee for duties to be performed by them until the next Annual General Meeting. However, the honorariums will be paid on a pro-rata basis which means

that a committee member who holds office for part of the year will only receive part of the honorarium.

6.3 Procedural Notes

- (a) To be passed each ordinary resolution must receive votes in its favour from not less than a simple majority of those members, who being entitled to do so, vote in person at the meeting.
- (b) Only Life members and financial Bowling Members are entitled to vote on the First Ordinary Resolution.
- (c) In accordance with Clause 36.16 of the Club's Constitution, only Life members, financial Bowling Members and financial Non-Bowling members are entitled to vote on the Second and Third resolutions.
- (d) Under the Registered Clubs Act, members who are employees of the Club are not entitled to vote.
- (e) Proxy voting is prohibited by the Registered Clubs Act.

Any clarification on any matter relating to the club needs to submit your question in writing to the CEO no later than the Wednesday 25th of October 2023

A handwritten signature in black ink, appearing to read 'D Clements', with a stylized flourish at the end.

Damian Clements CEO, ACCM. LREA. Bbus. JP