WAIKANAE CHARTERED CLUB (INC)

ANNUAL REPORT

2018/2019

President:
C Edlin

Sec/Manager:
G Dalziel

Board:
J Cook (Chairman) J Adair, M Cardiff, C Edlin, G Gowland, S Padamsey

Club Solicitor:
Kapiti Law

Club Auditor:
M Baxter

WAIKANAE CHARTERED CLUB (INC)

ANNUAL GENERAL MEETING

The AGM of the Club will be held in the clubrooms
Sunday 30th June 2019 commencing at 2.00pm.

AGENDA

1. Apologies
2. Confirmation of 2017/2018 AGM minutes.
3. Presentation of Governance Board Report.
4. Presentation of Financial Report for 2018/2019 Financial Year.
5. Appointment of Club Solicitor
6. Appointment of Club Auditor
7. Election of Appeals Committee
8. Election of Benevolent Committee
9. Life Membership
10. Notices of Motion
11. General Business

BOARD ATTENDANCE 2018/19

From April 2018 until May 2019, 10 Board Meetings
were called and attended as follows:

J. Cook	10	M. Goodwin	1
J. Adair	9	S. Robertson	0
G. Gowland	8	P. Charlesworth	0
M. Cardiff	9	S. Padamsey	5
C. Edlin	8		

Note: (i) Following the meeting complimentary refreshments including hot meat sandwiches will be available to members

(ii) If members have questions relating to the Financial Statements please submit these to the Secretary/Manager prior to the meeting in order that the accounting team can research the required information prior to the meeting

Governance Board Report 2018-2019 Year

The current year has seen the Board involved in a wide range of activities resulting from the changed operating structure of the Club as agreed to by Members last year.
The Board continues to provide a governance role with the Social and Events Committee together with the Club Adjuncts being responsible for the various member activities which continue to provide for a wide range of interests enjoyed by our membership.
Membership numbers remain at a constant level with a regular uptake of new Members.
The Board recognises the need to ensure the Club keeps abreast of all changes of both policy and licencing regulations and to this end both the President and Board Chairman attend regular District meetings of Clubs facilitated by Clubs NZ, together with attendance at the Annual Conference of Clubs NZ.
Progress is being made with the development of the Club Strategic Plan, which is being overseen by a Board Member in conjunction with the Club Secretary/Manager and staff. In addition the Board is giving serious consideration to the upgrading of the Club premises and facilities.
The Restaurant continues to enjoy good support from the Membership. In addition, there has been an increase in the requests to hold special functions, with such functions resulting in an increased awareness of the services that can be provided by the Club.
Staff changes in the kitchen have at times created challenges, but thanks to the support of Bar and other staff the Restaurant has continued to meet the dining requirements of the Membership.
During the year the Club Secretary/Manager, Stefan Leach, made the decision to seek new opportunities and accordingly resigned from the role.
In his place we secured the services of Graham Dalziel who initially ‘stepped into the breach’ on a temporary basis and subsequently was appointed permanently to the position, this resulting from the outcome of a rigorous appointment process, which attracted a number of competent applications for the position.
Thanks are extended to all of our operations staff, who in many ways, assisted in the operation of the Club in various additional roles, whilst the management changes were in progress.
There was also a change in our administration officer with Ngaire Hepworth electing to follow other interests and we welcome Jan Cook to the position.
There have been changes to Board Membership and we welcome Salima Padamsey to the Board
During the year Dennis Blank, the Club Auditor, retired from professional practice. Accordingly, the Board appointed Murray Baxter to this role.
Thanks are extended to Dennis for the assistance he has given to the Club during his term as Auditor.
The financial results for the year show a deficit of $24,286. However, prior to taking Depreciation and Interest into account, the net result shows a small surplus of $17,951.

The Board has carried out an extensive review of the cost structures, together with investigating the reasons for movements in the levels of turnover.
It is apparent, which is the position with many other Chartered Clubs throughout New Zealand, that there is a nationwide decline in Bar turnover.
There are several reasons for this which include a greater awareness by Patrons of the drink driving laws together with an intergenerational change in drinking patterns.
This is a situation which will continue to evolve and for this reason it will be necessary for Clubs such as ours to further develop the activities of Adjuncts and other social opportunities.
The Board has been cognisant of the need to upgrade our gaming machines, and as a result of research into changes which are occurring in this area throughout the country a decision was made recently to replace several of our machines. It is anticipated this will have a positive effect on our income from this source.
It has been a somewhat difficult and challenging year for the Board including difficult matters covered by confidentiality and as Board Chair I wish to record my thanks to the Board Members for the professional manner in which they have carried out their responsibilities.
Thanks are recorded to all our hard working and loyal staff who have contributed so much in helping to ensure the effective operation of the Club.
Finally, thank you to all Members who have supported the various activities of the Club throughout the year. Without your continuing support the Club would not be in a position to provide the amenities which are currently enjoyed by all of us.

Christine Edlin	John Cook
Acting President	Board Chairman

SECRETARY/MANAGER'S REPORT

I came here at the end of November as a temporary manager to oversee the Club and to ensure everything was compliant.

When the Managers job became vacant and was advertised I was asked to apply so I did.

Since being here there has been a purchase of new Gaming Machines to revamp the Gaming room along with a planned paint job. This is important as this is a main revenue stream for the Club.

We did purchase some round tables for the restaurant along with table cloths so we can do some functions that will help our revenue.

Friday night roasts have been popular and now Saturday nights are getting popular.

We do have entertainment on the first Friday of each month and Make Believe band playing 20th July and Fleetwood Mac 31st August. Do patronise these as the more members come to these the more entertainment can be put on.

Overall a positive attitude and happy staff the Club will move forward and the better the Club does the better everyone will be.

Graham Dalziel
Secretary/Manager

ADJUNCT REPORTS

SNOOKER ADJUNCT REPORT

The Snooker Adjunct continues to see a good number of players on Monday and Wednesday Adjunct Nights. With a small donation on each night the most successful players going home with a small prize. Many players continue to play during the week on organised games for practice.
This year the committee have introduced several new inhouse tournaments. These being a **B Grade Tournament** and a **Masters Tournament** (over 55 on Hcp). With these two new tournaments we now run a total of 10 Snooker Tournaments throughout the year. Any member of the Waikanae Chartered Club can enter.
Many players represent the Waikanae Chartered Club throughout the year in various tournaments up and down the country. Two items of note are - Neil Cameron playing through to the CCBSA Final of the Wellington A-Grade in February 2019 and Mark Parson & Neil Cameron playing on to win the Taratoa/Osbourne Invitational Pairs played at Otaki in March 2019.
The Snooker Adjunct run an Invitational Pairs Tournament towards the end of the year when we put up our 4th table to accommodate 32 Players (16 pairs). This continues to go from strength to strength with many teams already asking for the dates of the tournament. Held over a Saturday/Sunday it is very well worth coming into the club and watching some excellent snooker played.
This year we had a long-standing committee member Frank Adams (17yrs) decide to take a break from Adjunct/Committee duties. Frank was instrumental in introducing the Invitational Pairs Tournament. Although standing down from adjunct duties he will still be a supportive member of the adjunct.
Before I finish off, I must have a special mention to a certain member of the adjunct. Our thoughts go out to **Billy Humphries**. A stalwart of the adjunct for many years Billy at present is not very well. Billy – we as players would love to see you come down and spent some time with us around the tables. We are always mentioning amongst ourselves just how funny your sense of humour was. Our thoughts are with you Billy. Looking forward to having a laugh with you again soon mate.
Many thanks to all the players who make the Snooker Adjunct a great adjunct.

Mark Parsons
(President)

GOLF ADJUNCT REPORT

Golf adjunct is very strong this year with 3 away games and one home game. Planning 3 more away games to Foxton, Levin and Rangatira .We also have a Tournament against Palmerston North and Paraparaumu Beach later in the year. Also a home game against Johnsonville in August.

We have 28 paid members this is 4 more than last year so any new members are very welcome .We support the the club in many ways from after match functions to bringing other teams back to the club. We support the club using the raffle money we make. We understand what they spend that money on an how we have to applied for funding

Gary Mabey
President – Golf Adjunct

FISHING ADJUNCT REPORT

Report to follow

GOLDIES ADJUNCT REPORT

It is my pleasure to present my report for the past year.

We welcome all new members to the Goldies Adjunct, membership is over 100 at present.

We had a trip to Life Flight Trust in February which was very interesting, then went to Shelley Bay for lunch which was enjoyed by all.

With the large number of members you must get your names on the list on the notice board early or you could miss out.

Thank you to the committee for their work during the past year and thank you to Helen for the Raffles on Goldies Day.

Looking forward to another good year of friendship and trips.

Judith Nagel
President

LAWN BOWLS ADJUNCT REPORT

The last twelve months has been difficult for the adjunct due to the placement of the tournaments and their duration. The result was that no tournaments were played. Additional factors were the age of most members and working commitments for others.

The committee is mindful of the popular Naenae days outing and propose a repeat this year.

A survey is to be made from all members of their commitment for future tournaments this coming summer.

Financial, The Treasurer Report will outline a reasonable position for future tournaments.

Moving forward I am stepping down as President as I feel it’s time for a new person at the top with new ideas. I’m still happy to stay on the committee to help with raffles.

A big thank you from all especially Bob and Jane for their extra support throughout the year.

With thanks

Keith Redmond
President
Outdoor Lawn Bowling Adjunct

8 BALL ADJUNCT REPORT

Report to follow

DARTS ADJUNCT REPORT

Report to follow

2018/2019 Donations from Gaming Authorised Purposes	
Recipient	**Amount**
Rotary Club Of Mt Victoria	150.00
Waikanae Estuary Care Group	500.00
Kapanui School	425.50
WCC 8 Ball Adjunct	2000.00
Rotary Club of Paraparaumu	100.00
NZME - Special Childrens Christmas Party	345.00
Kapiti Run For Youth	250.00
WCC Snooker Adjunct	750.00
WCC 8 Ball Adjunct	2000.00
Total	**6,520.50**

WAIKANAE CHARTERED CLUB INCORPORATED
PERFORMANCE REPORT
FOR THE YEAR ENDED 31 MARCH 2019

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WAIKANAE CHARTERED CLUB INCORPORATED
ENTITY INFORMATION
FOR THE YEAR ENDED 31 MARCH 2019

Legal Name of Entity:

Waikanae Chartered Club Incorporated

Type of Entity:

Incorporated Society

Registration Number:

217768

Entity's Purpose or Mission:

The Club was incorporated in April 1975 under the Incorporated Societies Act 1908. The Club aims to provide amenities and cultural activities and promote sports and generally to provide an atmosphere where members may meet and enjoy companionship with one another.

Entity Structure:

The governance of the Club is vested in the Management Board and operates under the provisions of the Club's Constitution. The Board consists of five appointed members (one of whom is elected to chair the Board) together with the President and Vice President of the Club. The Board appoints a suitably qualified Manager, who is responsible for the day-to-day maintenance, operations and services of the Club.

The Manager is responsible for the engagement and dismissal of such employees as may be essential to provide adequate and efficient services, maintenance of the assets and control of the Club and such other duties as are conducive to the office.

Main Sources of the Entity's Cash and Resources:

The Waikanae Chartered Club caters to members and their guests, who are admitted to the premises under legislated provisions, and is a hospitality business based around the provision of food and beverage to a social audience. It provides lounge, entertainment and dining areas for that audience. The club provides appropriate areas for gaming and sports as well as function, conference and events facilities. The Club's revenue stems from members' subscriptions, sales of beverages, alcoholic and non-alcoholic products provided through the bar, food products provided through our restaurant, Social and function facilities, adjunct activities and gaming revenue.

Physical Address:

8 Elizabeth Street, Waikanae 5036

Postal Address:

PO Box 73, Waikanae 5250

Murray Baxter
Chartered Accountant

WAIKANAE CHARTERED CLUB INCORPORATED
STATEMENT OF SERVICE PERFORMANCE
FOR THE YEAR ENDED 31 MARCH 2019

Description of the Entity's Outcomes:

The Waikanae Chartered Club aims to provide facilities that are a safe, secure, clean and comfortable environment where social needs and support functions can be provided through delivery of our goods and services as required by members and their guests.

	This Year	Last Year
Description and Quantification of the Entity's Outputs:		
Special Licences for Functions provided	4	4
Monthly Committee Meetings	-	10
Monthly Board Meetings	10	4
Entertainment Nights	12	25
Extraordinary General Meetings	0	3
Other Information		
Number of Members at yearend	1,003	1,189
Prizes given to members in the Membership Draw	$ 15,350	$ 15,750

Murray Baxter
Chartered Accountant

WAIKANAE CHARTERED CLUB INCORPORATED
STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 31 MARCH 2019

	Notes	This Year		Last Year	
		$	$	$	$
Revenue					
Members Subscriptions			47,619		49,135
Revenue from Providing Goods & Services:					
Bar Sales	1-A	471,676		559,526	
Restaurant Sales	1-B	187,385		193,612	
Gaming Income	1-C	500,140		518,491	
Raffles Income	1-D	4,001		2,866	
Entertainment Income	1-E	1,913		6,501	
Jokers' Wild Income	1-F	17,370		25,988	
			1,182,485		1,306,985
Interest Received			120		70
Gaming Interest Received			30		46
Pool & Snooker Meters			2,445		2,492
Hire of Club Premises			192		-
Donations Received			-		-
Sundry Income			6,780		4,874
Vending Machine Commission			4,066		5,574
TAB Commission			5,000		5,000
Sale of Assets			-		-
Total Revenue			1,248,738		1,374,176
Expenses					
Employee Related Costs:					
Bar Wages	1-A	123,509		95,739	
Restaurant Wages	1-B	131,843		127,771	
Gaming Wages	1-C	19,600		19,600	
Administration Wages		153,774		168,739	
Kiwi Saver		12,479		12,345	
Staff Training		217		365	
Staff Hospitality		3,699		6,674	
Staff Uniforms		1,295		151	
Staff Recruitment		179		591	
ACC Levies		2,921		3,644	
			449,517		435,620
Costs Related to Providing Goods & Services					
Cost of Sales & Expenses Bar	1-A	201,586		238,896	
Cost of Sales & Expenses Restaurant	1-B	109,308		120,727	
Gaming Direct Costs	1-C	178,495		187,176	
Raffles Purchases	1-D	2,770		1,853	
Entertainment Costs	1-E	13,200		27,848	
Jokers' Wild Payouts	1-F	14,550		18,118	
			519,909		594,616
Expenses Sub-Total Carried Forward			969,426		1,030,236

The financial information should be read in conjunction with the accompanying Statement of Accounting Policies, Notes to the Performance Report and the Audit Report

Murray Baxter Chartered Accountant

WAIKANAE CHARTERED CLUB INCORPORATED
STATEMENT OF FINANCIAL PERFORMANCE CONTINUED
FOR THE YEAR ENDED 31 MARCH 2019

	Notes	This Year		Last Year	
		$	$	$	$
Expenses Sub-Total Brought Forward			969,426		1,030,236
Administration Expenses	2		107,645		99,495
Operations & Maintenance Expenses	3		88,914		75,259
Promotions & Hospitality Expenses	4		68,491		60,574
Donations			1,771		6,004
Donations to Adjuncts			3,750		4,478
Depreciation			33,027		41,659
Total Expenses			1,273,024		1,317,705
Operating Surplus/(Deficit) for the Year			(24,286)		56,471

The financial information should be read in conjunction with the accompanying Statement of Accounting Policies, Notes to the Performance Report and the Audit Report

Murray Baxter
Chartered Accountant

WAIKANAE CHARTERED CLUB INCORPORATED
STATEMENT OF CHANGES IN NET ASSETS
FOR THE YEAR ENDED 31 MARCH 2019

	Notes	This Year		Last Year	
		$	$	$	$
ACCUMULATED FUNDS					
General Funds					
Opening Balance 1 April			1,007,750		911,845
Net Surplus/(Deficit) for the year		(24,286)		56,471	
Less: Gaming Surplus/(Deficit)		29,708		(39,434)	
			(53,994)		95,905
Closing Balance 31 March			953,756		1,007,750
Gaming Funds					
These funds are the surplus funds from the Gaming Activities and are available for future Authorised Purposes					
Opening Balance 1 April			873		40,306
Net Surplus/(Deficit) for the year			29,708		(39,434)
Closing Balance 31 March			30,581		873
Total Accumulated Funds					
Opening Balance 1 April			1,008,623		952,152
Net Increases/(Decreases)			(24,286)		56,471
Closing Balance 31 March			984,336		1,008,623

The financial information should be read in conjunction with the accompanying Statement of Accounting Policies, Notes to the Performance Report and the Audit Report

Murray Baxter
Chartered Accountant

WAIKANAE CHARTERED CLUB INCORPORATED
STATEMENT OF FINANCIAL POSITION
AS AT 31 MARCH 2019

	Notes	This Year $	This Year $	Last Year $	Last Year $
Assets					
Current Assets					
Cash at Bank and on Hand	5	189,504		217,142	
Debtors & Accounts Receivable		3,364		3,301	
Prepayments		4,436		1,012	
Stock on Hand	6	19,897		14,881	
NZ Racing Board		5,000		5,000	
Adjuncts Bank Accounts		46,631		41,795	
Total Current Assets			268,832		283,131
Less: Current Liabilities					
Accounts Payable & Accruals	7	80,564		93,776	
GST Payable		10,632		12,845	
Membership Subscriptions in Advance		31,529		34,972	
Current Portion of Bank Loans	10	8,835		3,563	
Adjuncts Funds		46,631		41,795	
Total Current Liabilities			178,192		186,951
Working Capital			90,640		96,180
Non-Current Assets					
Fixed Assets	8	1,042,586		1,070,148	
Total Non-Current Assets			1,042,586		1,070,148
			1,133,227		1,166,328
Non-Current Liabilities					
Long Term Portion of Bank Loans	10	148,890		157,705	
Total Non-Current Liabilities			148,890		157,705
Total Net Assets			984,336		1,008,623
Represented by:					
Retained Earnings - General Fund			953,756		1,007,750
Gaming Funds			30,581		873
Total Equity			984,336		1,008,623

Vice President

Board Chairman

The financial information should be read in conjunction with the accompanying Statement of Accounting Policies, Notes to the Performance Report and the Audit Report

Murray Baxter Chartered Accountant

WAIKANAE CHARTERED CLUB INCORPORATED
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2019

		This Year $		Last Year $
Cashflow from Operating Activities				
Cash was provided from:				
Bar Sales		471,676		559,526
Gaming Machine Takings		500,140		518,491
Restaurant Sales		188,326		195,141
Donations Received		-		-
Income from Raffles & Jokers Wild		21,371		28,854
Entertainment Income		1,913		6,501
Membership Subscriptions		44,177		53,321
Interest Received		150		116
Other Income		17,479		15,580
		1,245,233		1,377,531
Cash was applied to:				
Bar Purchases	209,082		248,389	
Gaming Expenses	180,327		185,199	
Restaurant Purchases	114,101		120,214	
Raffles & Entertainment Purchases	31,348		51,370	
Wages and Salaries	442,753		430,421	
Interest Paid	9,210		9,238	
Administration Expenses	104,377		90,552	
Operations and Maintenance	92,395		80,178	
Promotions and Hospitality	72,306		54,403	
Donations & Donations to Adjuncts	5,751		10,252	
Income Tax	-		184	
Net GST paid	2,213		(26,671)	
		1,263,862		1,253,729
Net Cash Inflow/(Outflow) from Operating Activities		(18,629)		123,802
Cashflow from Financing Activities				
Cash was provided from:				
BNZ New Loan		-		-
Increase in Adjuncts' Funds		-		(10,261)
		-		(10,261)
Cash was applied to:				
BNZ Loan Repayments		3,543		-
Net Cash Inflow/(Outflow) from Financing Activities		(3,543)		(10,261)
Cashflow from Investing Activities				
Cash was applied to:				
Purchase of Fixed Assets		5,466		24,481
Net Cash (Outflow) from Investing Activities		(5,466)		(24,481)
Net Increase/(Decrease) in Cash Held		(27,637)		89,060
Cash and Bank Balances at Beginning of year		217,142		128,082
Cash and Bank Balances at End of the Year		189,504		217,1[illegible]

The financial information should be read in conjunction with the accompanying Statement of Accounting Policies, Notes to the Performance Report and the Audit Report

Murray Baxter Chartered Accountant

WAIKANAE CHARTERED CLUB INCORPORATED
STATEMENT OF ACCOUNTING POLICIES
FOR THE YEAR ENDED 31 MARCH 2019

Basis of Preparation

The Club has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses of equal to or less than $2,000,000 for the last two annual reporting periods. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

Measurement Basis

Unless otherwise stated the measurement basis adopted is that of modified historical cost

Goods and Services Tax (GST)

All amounts are recorded exclusive of GST, except for Debtors and Creditors which are stated inclusive of GST. The Club is registered for GST.

Income Tax

The Club is liable for Income Tax on its interest income, which this year is below the $1,000 exemption. All other Trading is with Club Members and is within the tax principle of mutuality,

Bank Accounts and Cash

Bank Accounts and Cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

Property Plant, Equipment and Depreciation

Fixed Assets are shown at cost less accumulated depreciation, except for Land which is shown at cost. The depreciation rates used are as set out in the Income Tax Act 2007 as follows:

Buildings	2.5%-4.0% on the Diminishing Value
Plant & Equipment	8.0%-67.0% on the Diminishing Value
Gaming Machines	39.6% - 40.0% on the Diminishing Value
Land	Nil

Revenue Recognition

Subscription revenue is recognised on an accruals basis, the subscription period is 1 January to 31 December. All other income is recognised as it is received when all risks and rewards of ownership have been passed to the customer and can be reliably measured.

Valuation of Inventories

Inventories are valued at the lower of cost and net realisable value. Cost has been assigned to inventory items on hand at balance dated using the first-in-first-out basis.

Accounts Receivable

Accounts Receivable are stated at realisable book value after providing against debts where collection is doubtful

Employee Entitlements

Employee entitlements to salaries and wages, annual leave and other benefits are recognised as an expense in the period when they accrue to the employees

Leases

Operating lease payments are recognised as an expense in the period when the amounts are payable.

Functional Currency

These financial statements are presented in New Zealand dollars ($), which is the Club's functional currency. All financial information presented in New Zealand dollars has been rounded to the nearest whole dollar.

Changes in Accounting Policies

There have been no changes in accounting policies and there were none for the previous year

Murray Baxter
Chartered Accountant

WAIKANAE CHARTERED CLUB INCORPORATED
NOTES TO THE PERFORMANCE REPORT
FOR THE YEAR ENDED 31 MARCH 2019

Note 1 Analysis of Revenue

	This Year		Last Year	
	$	$	$	$
1-A Bar Trading				
Bar Sales		471,676		559,526
Less: Cost of Sales				
Opening Stock	13,713		10,353	
Bar Purchases	193,064		227,291	
Less: Closing Stock	(18,165)		(13,713)	
		188,612		223,930
Gross Profit	60%	283,064	60%	335,596
Less: Loyalty Points Issued		12,190		13,874
Gross Profit	57%	270,874	57%	321,722
Less: Bar Wages	123,509		95,739	
Glasses Replacement	784		1,091	
		124,293		96,830
Net Bar Income		146,581		224,892
1-B Restaurant Trading				
Restaurant Sales		187,385		193,612
Less: Cost of Sales				
Opening Stock	1,168		3,817	
Purchases	98,214		101,151	
Less: Closing Stock	(1,732)		(1,168)	
		97,650		103,800
Gross Profit	48%	89,735	46%	89,812
Less: Wages	131,843		127,771	
Other Restaurant Expenses	11,658		16,927	
		143,501		144,698
Net Restaurant Income		(53,766)		(54,886)

Murray Baxter
Chartered Accountant

WAIKANAE CHARTERED CLUB INCORPORATED
NOTES TO THE PERFORMANCE REPORT
FOR THE YEAR ENDED 31 MARCH 2019

Note 1 Analysis of Revenue

	This Year		Last Year	
	$	$	$	$
1-C Gaming Trading				
Gross Income from Gaming Machines		500,140		518,491
Interest on Gaming Funds		30		46
Depreciation Recovered		-		-
		500,171		518,538
Less: Direct Costs				
Accounting Fees	1,400		1,400	
Audit Fees	900		900	
Gaming Duty	115,845		120,840	
Problem Gambling Levy	7,530		7,855	
EMS Charges	12,930		13,557	
Gaming Licences	10,439		14,058	
Gaming Machines Maintenance	17,750		17,616	
Electricity	8,950		8,950	
Insurance	2,750		2,000	
	178,495		187,176	
Wages	19,600		19,600	
Loss on Sale of Gaming Machines	-		-	
Depreciation on Gaming Machines	10,495		17,476	
		208,590		224,252
Net Gaming Income		291,581		294,285
Less: Authorised Purposes (Note 14)		261,873		333,719
Gaming Surplus/(Deficit)		29,708		(39,434)
1-D Raffles Trading				
Raffles Income		4,001		2,866
Less: Purchases		2,770		1,853
Raffles Net Income		1,232		1,014
1-E Entertainment Trading				
Entertainment Income		1,913		6,501
Less: Costs		13,200		27,848
Entertainment Net Income		(11,287)		(21,347)
1-F Jokers Wild Trading				
Income		17,370		25,988
Less: Payouts		14,550		18,118
Net Income		2,820		7,870

Murray Baxter Chartered Accountant

WAIKANAE CHARTERED CLUB INCORPORATED
NOTES TO THE PERFORMANCE REPORT
FOR THE YEAR ENDED 31 MARCH 2019

Note 2 Administration Expenses

	This Year	Last Year
	$	$
Accountancy Fees	5,950	5,070
Audit Fees	3,035	3,635
Bank Charges	4,882	4,474
Interest	9,207	9,236
Computer Expenses	7,349	6,248
Professional Fees & Legal Expenses	21,303	15,960
General Expenses	2,496	3,451
Insurances	23,300	18,962
Honorarium	5,000	-
Postage & Stationery	6,939	9,254
Printing	4,157	3,377
Rates	7,505	9,850
Telephone & Internet	3,513	3,472
Secretarial	-	1,435
Conference Expenses	2,388	3,269
IRD Penalties	423	-
AGM Costs	200	1,804
	107,645	99,495

Note 3 Operations & Maintenance Expenses

Cleaning & Laundry	17,348	17,654
EftPos Rentals	1,381	1,710
Electricity	21,453	23,423
Licences	5,380	4,398
Capitation Costs	4,032	3,912
Repairs & Maintenance	34,032	19,036
Subscriptions	498	517
Security	4,791	4,611
	88,914	75,259

Note 4 Promotions & Hospitality Expenses

Advertising	15,716	17,233
Committee Hospitality	1,009	1,873
Members' Hospitality	543	567
Membership Draw	15,350	16,150
Promotional Expenses	9,427	9,944
Subscriptions Sky TV	12,696	11,985
Members Taxi Fares	7,154	8,536
Welfare	1,770	2,059
Tournament Expenses	2,429	(8,818)
Club Marketing Expenses	2,398	1,045
	68,491	60,574

Murray Baxter
Chartered Accountant

WAIKANAE CHARTERED CLUB INCORPORATED
NOTES TO THE PERFORMANCE REPORT
FOR THE YEAR ENDED 31 MARCH 2019

Note 5 Analysis of Cash and Bank Accounts

00 Bank Account	12,781	41,372
01 Raffles Account	9,699	10,513
26 Tournament Account	806	3,191
02 Gaming Account	44,340	1,492
25 Call Deposit Account	83,886	122,161
Cash on Hand	37,993	38,413
Total Cash & Bank Balances	189,504	217,142

Note 6 Analysis of Stocks on Hand

	This Year	Last Year
	$	$
Bar Stock	18,165	13,713
Restaurant Stock	1,732	1,168
	19,897	14,881

Note 7 Analysis of Accounts Payable

Trade Creditors	40,305	48,125
Gaming Duty	9,805	12,175
Audit Fees	3,000	3,000
Holiday Pay & Wages Accrued	16,802	17,302
PAYE	9,496	7,622
Bank Loan Interest	148	151
Capitation	1,008	1,008
Subscription Vouchers	-	3,589
Members Loyalty Points	-	470
	80,564	93,442

Murray Baxter
Chartered Accountant

WAIKANAE CHARTERED CLUB INCORPORATED
NOTES TO THE PERFORMANCE REPORT
FOR THE YEAR ENDED 31 MARCH 2019

Note 8 Fixed Assets

This Year					
Asset Class	Opening Carrying Amount	Purchases	Sales/ Disposals	Current Year Depreciation	Closing Carrying Amount
	$	$	$	$	$
Land	40,672				40,672
Buildings	190,461			5,792	184,669
Building Refurbishment	743,311				743,311
Plant & Equipment	69,455	5,466		16,740	58,181
Gaming Machines	26,249			10,495	15,754
Total	1,070,148	5,466	-	33,027	1,042,587

Last Year					
Asset Class	Opening Carrying Amount	Purchases	Sales/ Disposals	Current Year Depreciation	Closing Carrying Amount
	$	$	$	$	$
Land	40,672				40,672
Buildings	196,446			5,985	190,461
Building Refurbishment	743,311				743,311
Plant & Equipment	63,172	24,481		18,198	69,455
Gaming Machines	43,725			17,476	26,249
Total	1,087,326	24,481	-	41,659	1,070,148

Note 9 Related Party Transactions

All Members of the Executive are members of the Club. As members they enjoy the services and facilities of the Club on the same terms and conditions as other members.

Note 10 BNZ Bank Loan

The loan is secured by a first mortgage over the property at 8 Elizabeth Street, Waikanae
The interest rate is 5.69% per annum as at 31 March (Last year - 5.69%). The loan is interest and principal with monthly repayments of $1,465.13.
The loan has a maturity date of 26/10/2031

The loan is made up as follows:

	This Year	Last Year
	$	$
Current Portion - payable within 12 months	8,835	3,563
Long Term Portion - payable after 12 months	148,890	157,705
	157,725	161,268

Note 11 Contingent Liabilities and Capital Commitments

At balance date there were no capital commitments (2018 - $Nil).
At balance date there are no known contingent liabilities (2018 - $Nil)

Note 12 Subsequent Events

No adjusting or significant non-adjusting events have occurred between the reporting date and the date of authorisation of these financial statements (2018 – Nil).

Murray Baxter Chartered Accountant

WAIKANAE CHARTERED CLUB INCORPORATED
NOTES TO THE PERFORMANCE REPORT
FOR THE YEAR ENDED 31 MARCH 2019

Note 13 Gaming Authorised Purposes

	This Year $	Last Year $
Accounting Fees	5,950	5,070
Audit Fees	3,035	3,635
Bank Charges	4,882	4,474
Capitation Fees	4,032	3,912
Cleaning	17,348	17,654
Conference Expenses	2,388	3,269
Electricity & Gas	21,453	23,423
Insurance	23,300	18,962
Loan Interest	9,207	9,236
Maintenance	24,274	13,410
Club Premises Refurbishing	2,991	-
Maintenance - Computer Systems	7,349	6,248
Postage	-	-
Printing	4,157	3,377
Rates	6,658	5,709
Secretarial	-	1,435
Security	4,791	4,611
Sky TV	12,696	11,985
Stationery	6,939	9,254
Telephone	3,513	3,472
Water Rates	846	4,141
Welfare	1,770	2,059
Wages - Administration & Cleaning Part Only	88,775	167,904
Adjuncts Authorised Purposes	3,750	4,478
External Authorised Purposes	1,771	6,004
	261,873	333,719

Note 14 Reconciliation of Gaming Funds

		This Year $		Last Year $
Gaming Bank Account Balance		44,340		1,492
Gaming Cash to be banked		-		5,871
Refund to Gaming - Paid in May		-		8,342
		44,340		15,705
Less: March Gaming Duty paid in April	9,805		12,175	
Gaming GST - March	3,954		2,657	
		13,759		14,832
Gaming Funds as at 31 March		30,581		873

Murray Baxter
Chartered Accountant

INDEPENDENT AUDITOR's REPORT

To the Members of the Waikanae Chartered Club Inc. (the "Club") *and the Department of Internal Affairs*

Report on the Performance Report:
I have audited the accompanying performance report of the Waikanae Chartered Club Inc. (the "Club") which comprise the entity information, the statement of service performance, the statement of financial performance and the statement of cash flows for the year then ended 31 March, 2019, the statement of financial position as at 31 March, 2019, and the statement of accounting policies and other explanatory information.

The Performance Report has been prepared for the main purpose of reporting to Club Members. In addition, the performance report has suitable additional notes about the management gaming activity specifically for the Department of Internal Affairs.

The Responsibility of the Club's Management Committee for the Performance Report:

(a) Identifying outcomes and outputs, and quantifying the outputs to the extent practicable, that are relevant, reliable, comparable and understandable, to report in the statement of service performance;

(b) The Club's Management Committee is responsible for the preparation and fair presentation of the performance report which comprises:

- The entity information; and
- The statement of service performance; and
- The statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report

In accordance with the Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) issued in New Zealand by the New Zealand Accounting Standards Board, and

(c) For such internal control as the Management Committee determine is necessary to enable the presentation of the performance report that is free from material misstatement, whether due to fraud or error, and

(d) Including in the performance report suitable additional notes about the management gaming activity specifically for the Department of Internal Affairs.

Auditor's responsibility:
My responsibility is to express an opinion on the performance report based on my audit. I conducted my audit of the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report in accordance with the International Standards on Auditing (New Zealand) (ISAs (NZ)), and the audit of the entity information and statement of service performance in accordance with the audit of the entity information and statement of service performance in accordance with the International Standard on Assurance Engagements

INDEPENDENT AUDITOR's REPORT (continued)

(New Zealand) ISAE (NZ) 3,000 (Revised). Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the performance report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the performance report, including performing procedures to obtain evidence about and evaluating whether the reported outcomes and outputs and quantification of the outputs to the extent practicable, are relevant, reliable, comparable and understandable.

The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the performance report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the performance report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the performance report.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion. Other than in my capacity as auditor, I have no other relationship with, or interests in, the Club.

In my opinion

(a) the reported outcomes and outputs, and quantification of the outputs to the extent practicable, in the statement of service performance are suitable;

(b) the performance report on pages 1 to 15 present fairly, in all material respects
- The entity information for the year then ended; and
- The statement of service performance for the year then ended; and
- The financial position of the Club, and its financial performance, and cash flows, for the year then ended

In accordance with Public Benefit Entity Simple Reporting – Accrual (Not-For-Profit).

(c) The additional notes about the management gaming activity, specifically for the Department of Internal Affairs, have been reliably reported.

Murray Baxter CA
Qualified Auditor
31 May, 2019
Waikanae

CHARTERED ACCOUNTANTS
AUSTRALIA • NEW ZEALAND

MINUTES OF THE EXTRAORDINARY MEETING OF THE WAIKANAE CHARTERED CLUB HELD ON 25 JUNE 2018

FOR THE PURPOSE OF APPROVING THE ADOPTION OF A NEW CONSTITUTION

The Secretary confirmed a quorum was in place for the meeting.

The chair of the Board, John Cook talked about the Board and their responsibility for the operation of the Club and the different areas of the Club. John also noted the line of responsibility from the Manager, the President and then himself as chair of the Board. It was noted the Board had been operating in a constitutional manner since the Special General Meeting. He also outlined the process that had taken place in appointing the new Board. He assured members that the Board was operating in accordance with the resolution that was passed at the Special General Meeting in November 2017.

John noted the process for accepting the new constitution.

The floor was opened for comment from members.

Hugh Simonsen. 543 noted that in the previous Constitution there was provision to circulate the Minutes of the Committee to the members and that the previous Secretary used to place the minutes on the noticeboard in the Club, but this has not been done for some time. There was no provision in the new Constitution for this to take place. He recommended inserting a new Clause 13.9 *"that the Board minutes will be published within seven days of confirmation"*. He felt it important for members to have an understanding of the nature and process within the Club. John Cook asked Graeme Gowland to comment. Graeme noted the need for confidentiality regarding disciplinary matters, the need for the Board to be able to speak freely and express their views. He also noted that the Club would be informed of any decisions that are made but that the members did not necessarily need to know how the decision had been arrived at and who had voted. He felt this was not helpful.

The chair appreciated the concerns of Hugh, but backed what Graeme had stated. He also noted that the Board being a governance board, was not involved in the day to day activities of the Club. It was proposed to have a Board update document for members which would note matters of interest to members. He also noted at times the Board discusses matters that are highly confidential and that the Board operate under a confidentiality agreement.

Gary Nagel, 109 noted in the past if the committee had something of a confidential nature to discuss that they had gone in-committee, which did not go to the rest of the members and asked whether the Board could also operate in this manner. The chair noted that the minutes of the Social and Events Committee would be made available and he was happy to report on matters of a general nature of interest and that were important for members to know.

Constitution Section 31.5, Appeals Committee. He noted previously the Appeals Committee adjudicated on any matter before them and their decision was binding and he noted that this had now been removed from the Constitution and substituted with "*the Board will make a final decision*". He asked whether a decision by the Appeals Committee could now be overturned by the Board.

John asked Graeme Gowland to comment due to the technical nature of the question. Graeme talked about judicial process and noted the appeal process. He felt the Board would not usurp a decision of the Appeal Committee. There was further discussion regarding the wording of section 31.5 in relation to the Board having the final decision. It was suggested to amend the section to "*the Board would ratify the Appeals Committee's decision*".

It was **MOVED** that the Waikanae Chartered Club adopt the new Constitution as presented.
John Cook / Graeme Gowland **CARRIED**

MINUTES OF WAIKANAE CHARTERED CLUB ANNUAL GENERAL MEETING HELD ON 25 JUNE 2018

Chairman: John Cook

The Secretary advised there was a quorum in place for the meeting.

There was a comment on the size of the report booklet and that it was a bit difficult to read. The chair noted that it was in the standard format that was used in the previous year. It was also noted that the cost to print pages on A4 was prohibitive.

The chair noted that several members had passed on and asked members to stand for a minute's silence to recognise those people. A minute silence was then observed.

APOLOGIES
29 apologies had been received.

It was moved that the apologies be accepted.

John Cook / Marilyn Billing **CARRIED**

1. CONFIRMATION OF MINUTES

It was **MOVED** that the minutes of the 2017 AGM dated 19 June 2017 were a true and correct record.

John Cook / Sally Robertson **CARRIED**

MATTERS ARISING
There were no matters arising from the previous minutes.

2. BOARD REPORT
It was **MOVED** that the Board Report be taken as read and adopted.

John Cook / John Adair **CARRIED**

The chair noted that he had explained at the Extraordinary General Meeting the steps that had been taken to put the governance board into operation. He also noted some operational changes in the Club due to this and recorded the Board's thanks to Stefan and his staff for having to take on board new approaches to the running of the Club and having worked well with the Board to implement these changes. He also noted the work that Fred Dodds had carried out in establishing the Board process. Fred had done a lot of work behind the scenes.

The chair noted the turnaround in profitability of the Club, which had resulted from controlling expenditure and lifting turnover from the previous year. He also noted that the results of the Club year by year are determined by the support received from the members.

The financial period covers 1 April to November 2018, when the previous committee was in control, then December 2018 to 31 March 2019 under the new Board. It was noted that the restaurant was of some concern and the Board was addressing that and looking at the possibility of a change of approach and operation but had nothing further to report at this time. He talked about other Clubs also struggling to make a profit from their restaurants.

Keith Heather, 300 talked about the restaurant's loss in regard to the percentage of the building and allocation of costs, which would make the loss worse. Colin Stuttle talked about allocation of costs in regard to the building.

The chair asked the Manager to explain the legal situation relating the restaurant operation. The Manager then talked about the different options the Club could look at for the restaurant.

There was some further discussion from the floor about the restaurant and its use. The Manager also noted a new menu had been released with more mid-range prices for meals. He also noted the Club was trying to adapt and change the operation based on member feedback. There was also a brief discussion on TV dinners.

The Manager noted that there had also been a question from Gill Warren, regarding the tax status of restaurant if it became its own entity. It was noted that it would need to have its own on-licence, separate from the Club and drinks could not be taken between the two areas. Also a company would need to own the on-licence, and the company would be owned by the Club and would have a taxable status. The Club has a $1.6m asset and a great opportunity to look at utilising the Club and creating a legacy.

Rochelle Dennis, 156 noted she was an architectural designer and stated that subdividing part of the building was problematic. She felt the building needed to be brought up to date and to make it multifunctional, having areas that can be opened up or closed off and able to invite the community in.

3. FINANCIAL STATEMENTS TO 31 MARCH 2018

It was **MOVED** that the Financial Statements of the Waikanae Chartered Club for the year ended 31 March 2018 be adopted.

John Cook / John Adair **CARRIED**

The motion was opened for discussion.

Hugh Simonsen, 543 had a question about page 4, with revenue from entertainment income showing $6,501 and costs item 1E showing costs of $27,848, and that entertainment was losing $20,000 a year and asked why the Club was doing that. He said he would understand if it was driving revenue, with more attending for functions and spending at the bar. But he also noted that the bar sales had been $592,000 the previous year, but this year had been $559,000, which was a $33,000 gap. So entertainment was not driving sales. He moved on to make comment on the restaurant income on page 10 and reiterated the need for more bums on seats. He also noted that the Club's losses had increased by $47,054 and asked what the other restaurant expenses of $16,000 were for.

His also had a question relating to figure on page 15, $167,900, which was $67,000 more than last year. External authorised purposes of $6,000, which were $5,500 more than last year, what were those for? He also noted that the surpluses had been stripped out and the reserves had been spent.

The chair handed over to the Club's accountant to talk to the issues raised. He referred to page 4 of the annual accounts in regard to the registration wages, employee related costs of administration wages of $168,000 compared to $155,000 last year. He also referred to the back page, the money allocated from gaming income to cover administration wages. As gaming income increased in the year, more money had been allocated from gaming to cover administration wages, which is allowed by the Department of Internal Affairs.

Regarding the losses in entertainment, it was noted that a Club needed to have entertainment but again, needed to get bums on seats. There was some further discussion on bar revenue and entertainment. It was noted in regard to the $6,000 authorised purposes a lot of it would have been new crockery for the restaurant, creating new name and new menus. It was agreed to provide further analysis in future.

The chair noted regarding the finances, that the accounts cover the previous period, and the Board is working very closely with the budget situation for the current year. He had also been concerned about the losses and believed the Club would be in a profit situation in the next year. He also noted that wider issues needed to be looked at including the entrance to the Club. Need to move forward with the times. Need to be profitable in operations and need the members to come and use the facilities.

Keith Redmond, 478 noted on page 12, 13, the membership had dropped by 8% in the last 12 months but income had increased. He felt that this showed that members were paying too much for their membership and asked whether the Board had considered reducing the membership fee or having a husband and wife membership. John Adair noted if the membership was lower the Club would be in a far worse position. He also felt that $50 over a period of 52 weeks was not a lot.

There was a short discussion on the increased cost of living in general.

Duncan Banks, 670 noted that having looked at other models of Clubs and being on the committee for several years, it was all percentages. The more members you have the more people come to your Club. He gave Porirua as an example, in that they had reduced the membership fee and had increased their membership and had more bums on seats. He agreed that memberships should be looked at, especially partners and families.

Pat Shannon, 739 noted that she felt they were all doing a fantastic job and that the entertainment had been excellent. She encouraged people to come to the entertainment.

The chair thanked Pat for her comments and noted that the Board would take on board the comments from members.

Lorraine Mitchell, 1021 noted she was new to the Club and thought it was an amazing place to be. Felt the Board should market the Club to get bums on seats. Important to get a marketing strategy and show the place for what it really is and what it can be. The chair noted that the Board was looking at the points she had made about making the Club appear more friendly and marketing the Club.

John Adair also noted the Board would be looking at strategic planning and future proofing the Club. Need to get the community to realise it was a place to come with the family. The Board would be working on one year, five year and 10 year plans.

4. APPOINTMENTS

The chair noted an apology from Jane Stevenson for not being able to attend the meeting.

It was **moved** that the Club's solicitor, Kapiti Law, be re-appointed.

John Cook / John Adair **CARRIED**

The chair noted an apology from Dennis Blank, Club auditor who had a prior family commitment.

It was **moved** Dennis Blank continues as the auditor of the Club's financial records for the year ending 31 March 2019.

John Cook / Marilyn Billing **CARRIED**

Appeals Committee Members
The chair noted in accordance with Rule 31.1 the following current Appeals Committee members were:

- Bill Cranston
- Judith Nagel
- Rob Ward
- Scott Dennis

Those above had indicated their willingness to continue as the Appeals Committee for the 2018/2019 financial year and offered their names for the Committee. One further nomination was required.

John Adair noted that the new Constitution says that the chair of the Appeals Committee should have a law background. The Constitution was consulted to confirm this. Bill Cranston, 1029, noted that once the Appeals Committee had been elected, they would then meet and elect the chairman. It was confirmed that the AGM appoints the Appeals Committee and then they move to appoint one of the members to chair the committee.

It was noted that Mark Parsons was currently the fifth member of the Appeals Committee but had not been able to be contacted to see whether he would be willing to remain on the committee.

From the floor Christine Edlin nominated Tony Edlin, Seconded: John Adair.

It was **moved** that Tony Edlin be appointed as the fifth member of the Appeals Committee.

John Cook / John Adair **CARRIED**

5. LIFE MEMBERSHIP NOMINATIONS

It was noted that there were no nominations to bring forward to the AGM. The chair noted there were however some under consideration at the present time.

Hugh Simonsen, 543 felt they had not completed the elections and referred to Section 18 of the new Constitution, 18.3 which reads "*the President, vice President and members of the Social and Events Committee shall be elected at the AGM*". The chair noted that the President and Vice President had been elected last year for a two year term. There was some discussion on whether appointments still needed to be made as they had been elected under the old Constitution. Noted Clause 11.2 provides the term for the President and Vice President. After taking advice from the legal representative on the Board it was agreed that an election was not required.

There was a question from the floor on who was on the Social and Events Committee. The chair noted that the current Committee consists of the President and the Vice President, and called on the President to confirm the other members of the committee who are Anne, Lorraine, Peter Thompson, Abel, Ann Joines and Bruce Johnson.
Another question from the floor was asked whether Mike Cardiff, Fred Dodds, Mr Hedland, Lisa Scott and Davidson were no longer on the committee. This was confirmed.
The chair recommended that the Club accept that the present Social and Events Committee as presently structured, continue in office until the next Annual General Meeting.

It was **moved** that the present members of the Social and Events Committee as stated, continue as the committee for the current financial year.

John Cook / Christine Edlin **CARRIED**

6. GENERAL BUSINESS

Alan Campbell, 660 noted three points:

- *Security and the open-door policy*. Alan talked about the Quiz on a Thursday night and that he had noticed that there was only one person on the bar counting money between 9.15 and 9.30 with the door being still open. Felt the Club needed to look at members using their cards to access the building. The Club Manager was asked to comment and he said that in normal circumstances the door would be put on exit mode, so members are required to swipe their cards. The previous committee had looked at security due to public coming in. The Manager talked further about security in the Club and noted that the security system had been upgraded. He also noted he was happy to receive feedback from members regarding having the Club more open.
- *Ruling of Hats:* Asked to consider changing the hat rule. The chair noted the Board had discussed the question of hats or burkas etc and considered under religious situations such as burkas, that would need to be taken into consideration. Noted the standard of dress for entering the Club would be enforced but also that at times, there were certain exceptions that would need to be taken into account.
- *Jokers Wild:* Alan noted there had been some negative comments regarding the staff being able to buy tickets and asked whether a ruling needed to be made about it. The chair noted that this had also been considered by the Board but at the present agreed to accept the status quo. If however this was a concern of the membership the Board could look at this again. The Manager also commented that he had allowed the staff to enter, with the main reason being that they were members. He talked further about why he felt the staff should be allowed to continue to enter. He also noted that staff being members had been a long-standing allowance and if the members wanted this to change, it would be a matter for the Board to discuss.

A member asked whether the visitor system still operated where after three visits they were approached to become a member. The Manager noted that this was raised at the Board level recently, and he encouraged members who brought guests to the Club weekly to recommend such guests should become members.

There was comment from the floor that at quiz nights a lot of new members had joined after being encouraged to do so after regular quiz attendance. The chair noted that at the regional Club's meeting recently the local police officer who was responsible for the administration of the law, made it clear that surveillance of Clubs had been increased and Clubs could expect to see licence privileges being tested to a greater degree than previously.

He also noted that the Board were aware of this and that the rights of members under the Constitution would be closely watched.

Marise Mettrick, 643 asked the Board what they deemed as an acceptable timeframe to respond to a disciplinary letter that had been given to a member by the Manager, and goes to the Board for their consideration. The chair noted that the subject matter was currently before the Board and that the details could not be discussed. Ruth noted that the question was about the acceptable timeframe for a response from the Board. The chair noted there was not a finite time in which to respond to letters of that nature. Ruth stated that the letter was issued on 21 December, but there had been no response from the Board through to renewal of membership. There had now been three members who had not renewed due to the non-response from the Board. The chair noted he would follow up on the situation relating to the circumstances which could not be discussed further at the meeting.

David Sherar, 1033 noted he had been a member for just 12 months so was a new member, he noted he had also joined the Paraparaumu Country Music Club and every second and fourth Sunday of the month the Music Club are supposed to be at our Club. He had heard there had been times when sessions had been cancelled because of other events. If they were looking to have groups use the facilities this was not a good situation to be in. The chair appreciated that there had been some concern relating to programming of events. This was the function of the Social and Events Committee and David's point was noted.

A member of the Social and Events Committee noted that up until today the Committee was not aware that the Social and Events Committee were responsible for the Country Club coming in. An apology was made for the oversight and it was noted that hopefully it would not happen again.

Marilyn Billing, 654 wanted to reiterate what she stated at the 2017 AGM about the Executive wearing identification for all members of the Club. She thanked the Board for introducing themselves. For the new members if they come in and see people wearing identification they can go and talk to them. The chair acknowledged this and noted that this would be looked at.

A member asked about name cards being provided in front of the Board for the meeting. The chair agreed to note this for the next meeting.

There was a house keeping question for the Manager about Tuesday and Friday draws and asked whether consideration had been given to changing the order and having the jokers wild first, due to members leaving after the main draw and people not being able to hear. The Manager noted it was not an issue to change the order and also noted that the wider issue with the member draw was a timing matter. He also talked about different ideas that the Club could look at.

The meeting closed at 2.05pm

_____ _____

JOHN COOK
BOARD CHAIR

DATED

WAIKANAE CHARTER CLUB ANNUAL GENERAL MEETING

APPEAL COMMITTEE REPORT

The Appeals Committee dealt with one appeal being the expulsion of a Member during the year. We provided the Board with a written report and recommendation/s as required but the Board did not agree with those recommendations and subsequently requested the Committee reconvene so they could explain their reason for the Expulsion which we did. However their further submissions did not shed any additional light on the matter or give us any reason to alter our original recommendation/s and we notified the Board accordingly. The Board continued with the Expulsion of the Member under Rule 37.1. which we do not believe is legally binding.

Chairman

14 June 2019

Committee.

WAIKANAE CHARTER CLUB ANNUAL GENERAL MEETING

NOTICE OF MOTION

Rule 31 requires each Annual General Meeting to elect an Appeal Committee and this is not a function of the Board.

We believe the Committee is therefore required to report to the Annual General Meeting, through the Board, on Appeals that have been dealt with. Ref Rule 27.1-5

In the proposed new Constitution the Board appears to want to remove the democratic right of members and the Appeals Committee (ref rules 31, 32 33, 34.1 and 37.1). The Board be instructed by this Annual General Meeting to re-consider the consequences of such changes because if adopted they remove this democratic right.

The proposed new rule 31.6 " The opinion of the Appeals Committee shall be passed to the Board in the form of a written recommendation and in so far as the scope of the appeal shall be ratified by the Board as a determination that's final" was to be amended, at the previous Annual General Meeting, to "The opinion of the Appeals Committee shall be passed to the Board in the form of a written recommendation and in so far as the scope of the appeal shall be binding on the Board that is final." was not acted upon at that meeting although they indicated it would be.

It is also believed that Constitution has not been ratified by a special Annual Meeting.

Proposed by; W Cranson Chairman Appeals Committee W Cranson

Seconded by: Judith ~~Nathan~~ Judith Nagel Jnagel.