



# ST HUBERT'S ISLAND RESIDENTS ASSOCIATION INC

*'The Central Coast's Island in the Sun'*

Secretary  
PO BOX 247  
ETTALONG BEACH NSW 2257

Web Site: <http://sthubertsisland.nsw.au>

## COMMITTEE MEETING OF THE ST HUBERTS ISLAND RESIDENTS ASSOCIATION

**Purpose of Meeting:** Committee Meeting  
**Location:** 40 Helmsman Blvd.  
**Date:** Wednesday 5<sup>th</sup> February 2020  
**Time:** 7.00pm

<b>Present</b>		
Ron Stapleton (VP)	Annabel McMillan (Secretary)	Steve Steele (PO)
Dave Mason (Treasurer)	Geoff Flynn	Jo-Ann Edwards
<b>Apologies</b>		
Rod Blake (President)	Lindsay Edgar	Kim Blake
Vic Deeble		
<b>Special Guest</b>		

### See Actions of the Minutes Below

No.	Item
<b>1.</b>	<b>Confirmation of Previous Minutes</b>
	Confirmation of previous committee Meeting minutes as tabled. Moved and Seconded by Dave and Geoff
<b>2.</b>	<b>Matters arising from Previous Minutes</b>
	Done.
<b>3.</b>	<b>Correspondence</b>
	NIL
<b>4.</b>	<b>Presidents Report</b>
	The President and VP need to have a meeting with new General Manager of CCC to discuss the Island and the Island Funds.
	Need to speak with Lucy Wicks about painting the fence and also the CCC about the fencing to stop the bridge jumpers.
<b>5.</b>	<b>Treasurers Report</b>
	Not much movement with the finances in the past 2 months. David went through Financial Report. Reinvested our term deposit interest - \$15437. Final bottom line in our account. \$4650
	Moved and seconded by: Jo and Steve

<b>6.</b>	<b>Secretary Report</b>
	We will commence doing reminders for those who have reached their 4 years as well as those who have annual review.
	Only 25 residents joined this year and the majority of them paid \$20s.
	We still having issues people joining the Association.
	Welcome Pack needs to go back onto the Agenda for the new members to encourage them to join association.
	Annabel has advised that she is not continuing on in the role as Secretary from March 2020.
	Future secretary to start sending out a FB notice and email asking residents for Agenda items.
<b>7.</b>	<b>Event Update</b>
	<b>SHI Annual BBQ</b> – was a disappointing turnout this year, with only about 80 in attendance. Hardly any kids to use the jumping castle or face painting. We need to review for next year.
	15 <sup>th</sup> Feb – Sunset Sips – Attunga – 5pm
	14 <sup>th</sup> of March – Sunset Sips – Beachfront – 5pm
	11 <sup>th</sup> of April – Easter Sunset Sips – Solstice
	AGM – 12 <sup>th</sup> of March
	25 <sup>th</sup> of July - Xmas in July – Daleys Kitchen
	<b>Ideas</b>
	Pop Up Marquee
	Sunday Sips
	Community Garden
	Community Hall – The Boat House
	Welcome Pack - the committee need to agree on what the best way to deliver the welcome pack and then we need to determine who will prepare this. In some ways; we need a Welcome Pack Subcommittee.
<b>8.</b>	<b>Newsletter/Website Update/Social Media/Merchandise</b>
	Cut off for the Newsletter is 19 <sup>th</sup> of Feb.
	Ron/Ros will pick up the newsletter on the 27 <sup>th</sup> of Feb.
	Steve to do a big write up about the committee and the positions which will be available.
<b>9.</b>	<b>General Business</b>
<b>10.</b>	<b>Public Officer Report</b>
	Steve discuss about the changes the Association would have to make if we wanted to collect and manage Pontoon Licence Fee Funds.
	Minimum of number of committee members is 3. Minimum number of Association numbers is 5.
<b>11.</b>	<b>Meeting Concluded and Next Committee Meeting</b>
	The meeting concluded at 9.15pm.
	Next Meeting: AGM - 12 <sup>th</sup> of March 2020, 7.30pm

<b>Actions</b>	<b>Who</b>	<b>When</b>
Rod will write to the pontoon residents to see if they are up to move their fees into a SHI trust account. <b>CARRY OVER</b>	RB	Next Meeting
The President and VP to go and have meeting with the new CCC General Manager.	President	Next Meeting
Rod to book the Hall for the AGM – 12 <sup>th</sup> of March	RB	Next Meeting
Vic to speak with Dave around the Portable Bush Fire Unit - <b>CARRY OVER</b>	VD	Next Meeting
Annabel to inform Steve Brooks that we will do the Classic Car Sunset Sips. Move to the Beachfront Sunset Sips	AL	Next Meeting
Update FB to be a chit chat. <b>CARRY OVER</b>	AL/SS	Next Meeting
Rod to find a sponsor for Sunset Sips	RB	15 <sup>th</sup> Feb 2020
Annabel to ring Steve Brooks re; Classic Car Event for March Sunset Sips.	AL	14 <sup>th</sup> March
Ron to organise a councillor for the AGM.	RS	12 <sup>th</sup> of March

<b>Sunset Sips Organisation Task List</b>
Jo will order Sausages/onions
Ken to do all the shopping for bread, milk, condiments
Steve will organise with Ken the BBQ, Tables, etc
Rod/Ron to purchase alcohol
Rod to find a sponsor
Rod/Ron – ice and eskies

**ST HUBERTS ISLAND RESIDENTS ASSN INC**  
**TREASURERS REPORT**  
**Feb 2020 (1-2-2020 to 29-2-2020)**

DATE	DESCRIPTION	DEPOSIT	PAYMENTS	BALANCE
1-Feb-20	Opening Balance			4650.47
4-Feb-20	Memberships	205.00		
10-Feb-20	Sunset Sip Drinks		236.70	
11-Feb-20	Advertising	850.00		
15-Feb-20	Sunset Sips Meat		244.88	
	Sunset Sips Exp - Blake		74.00	
18-Feb-20	Sunset Sips BBQ		57.55	
29-Feb-20	Merchandise	18.00		
	March Newsletter - Peninsular		351.50	
29-Feb-20	Closing Bank Statement Balance	1073.00	964.63	<b>4758.84</b>

<b>Petty Cash</b>			
	Carried Forward		482.75
	BBQ Hire	20.00	502.75
	Tressel Hire		502.75
	Balance	20.00	0.00
	Reimbursement	500.00	-2.75

<b>Available Fund at Call</b>			
	Bank Account		4758.84
	Petty Cash		502.75
	<b>Total</b>		<b>5261.59</b>

	<b>Term Deposit</b>		15437.86
	500 Shares in Ettalong Beach Financial Services @ \$1.00		500.00

David Mason Treasurer St Huberts Island Residents Assn Inc

## What do we have to do if we want to collect and manage Pontoon Licence Fee funds

May need to change date of AGM to be within 6 mnths of end financial year in terms of reporting (NSW)

May need to change to a Tier 1 Association due to increased incomes OR assets (NSW)

May need to change the stated Objects of the Association to conform to ATO Not-for-Profit Association status (ATO)

### NSW FAIR TRADING ISSUES

Tier 2 Association (CURRENT)

Total revenue for a financial year < \$250,000

OR

Current assets < \$500,000

Financial statements basic and un-audited

Tier 1 Association (PROJECTED)

Total revenue for a financial year > \$250,000

OR

Current assets > \$500,000

Financial statements by Australian Accounting Standards - although if revenue < \$2mill then only NSW Fair Trading Class Order 11/01 financial reporting requirements

Statements audited before AGM

Minuted approval of true and fair view by committee

Tighter reporting documents back to Fair Trading

### ATO / TAX ISSUES

We need to be a Not-For-Profit organisation AND not a charity

Some NFPs are tax exempt - we should be and we "self assess" using a flowchart -

1. From the exempt list we are a **Community service organisation**

2. We pass one of the three tests, namely...

Physical presence in Australia, and we pursue our objectives and incur our expenditure in Australia

3. We should comply with all the substantive requirements in our governing rules - as in our "Objectives"...?

4. We will apply our income and assets solely for the purpose for which it (SHIRA) was established.

We finally complete the "**Income tax status review worksheet for self-assessing non-profit organisations**" to show the ATO we don't need to pay any tax.

What we need for this worksheet:

- SHIRA's constituent or governing documents – for example, the constitution, rules, memorandum and articles of association.
- Information about SHIRA's activities, finances, plans, advertisements and history.
- Access to information at the ato.gov.au website, and use the quick codes (QC) provided in the worksheet to help us find the information we need using the search function.

Steve Steele  
Public Officer  
5 Feb 2020