



**MASTER BUILDERS GOLF AUSTRALIA Inc.  
ANNUAL GENERAL MEETING**

**AGENDA**

**DATE:** 8 October 2023 **TIME:** 3:00 pm  
**LOCATION:** Rydges Geelong Hotel, Myers & Gheringhap Sts, Geelong VIC 3220  
**INVITEES:** Peter Di Prinzio\*, Neil Faulks\*, Jon Heppell\*, Peter Ewen\*, Ronaldo Fraser\*,  
 Garry Gibson, Geoff Hay, Richard Lees (host) Peter McClintock, observers (1 per member).  
**DISTRIBUTION:** Committee\*, Members, File (website)

1. MEETING OPENED: Co-Chair: Peter Di Prinzio (President), Wayne Berger (Host);  
 Minutes: Jon Heppell (Acting Secretary)
2. ATTENDANCE:
  - a) Maximum total 16 pax
  - b)
3. APOLOGIES: Denis Barnett, Ron Fraser, Geoff Hay
4. COMMITTEE MEMBERS: Offices are declared vacant. In the absence of other nominations the following are elected unopposed.....

Office	Nominee
President	Peter Di Prinzio
Treasurer	Neil Faulkes
Secretary/Public Officer	Vacant, effective at tournament end
Committee	Peter Ewen
	Ronaldo Fraser

5. PROPOSE & RATIFY PREVIOUS MINUTES Ref. 01/2023

Proposed .....Seconded.....

6. ITEMS CARRIED OVER: REVIEW OF TO DO LIST See Appendix 1
  - a) 7.02 Letter of appointment (Secretary) P di P, lack of other member feedback
  - b) 14.04 Discussion: Hornibrook host insurance all members
  - c) 15.01 Trophy location: impact on insurance P di P
  - d) 15.02 Updated Valuation of Trophy Gold Coast
  - e) 16.02 Replacement value of scoreboard discussion

## 7. MEMBERSHIP STATUS.

Date submitted	State or regional club	Applicant	Capacity	Please confirm below (Intellectual property)	Please confirm below (Member email list)	\$
14/02/2023	NSW MB & E	Garry Gibson	Club Captain	We grant to MB Golf ... YES	We DO authorise the ... YES	✓
12/02/2023	Queensland	Ron Fraser	Club Captain	We grant to MB Golf ... YES	We DO authorise the ... YES	✓
12/02/2023	Victoria	Wayne Berger	Secretary	We grant to MB Golf ... YES	We DO authorise the ... YES	✓
15/12/2022	Tasmania	Neil Fawkes	Club Captain	We grant to MB Golf ... YES	We DO authorise the ... YES	✓
23/10/2022	Gold Coast	Peter McClintock	Club Captain	We grant to MB Golf ... YES	We DO authorise the ... YES	✓
20/10/2022	Newcastle	Mark Connors	Secretary	We grant to MB Golf ... YES	We DO authorise the ... <b>NO</b>	✓
19/10/2022	South Australia	Peter Ewen	President / Secretary	We grant to MB Golf ... YES	We DO authorise the ... YES	✓
8/10/2022	MBGA ~ National Governing Body	VACANT	Secretary / Public Officer	n/a	n/a	n/a

## 8. PRESIDENT'S REPORT

Congratulations to the G.C. committee and team for a very successful tournament in 2022. Golf courses , accommodation , lay day and entertainment were all excellent. Thanks to our National Sponsors Cbus & Master Builders Australia for their continuing support, and to CEO Denita Wawn for accepting the role of club Patron. Thanks to Jon Heppell for acting as Secretary and the facilitation of our Incorporation. Thanks to all the Captains and committees for their help and support in transitioning to the Inc: body.

## 9. TREASURER'S REPORT

Banking facilities have been established, and ZipBooks app utilized for basic financial recording/reporting. Approval is sought to upgrade this software for complete utility @ cost of \$15 per month, to prepare mandatory Annual Reports . The obligation to prepare financial statements and present these to the association's members is separate from the obligation to lodge an annual statement with Consumer Affairs Victoria each year. Interim reports to date include, but are not limited to:

BALANCE SHEET ..... See Appendix 2

INCOME REPORT ..... See Appendix 3

## 10. SECRETARY'S REPORT

Assistance in establishing the Association's infrastructure and procedures from fellow committee members, especially President Peter and Treasurer Neil, has been invaluable.

The response of the members and supporters to our initial mass [e]mail-outs has been very encouraging in building value within the website for our sponsors, and is only limited by the infrequency of newsworthy feedback. REPORTS ..... see Appendix 4

It is saddening in the wake of the recent fatal bus tragedy in the Hunter, on a route travelled previously by this very organisation, to take a degree of comfort from the fact that we, as a corporate entity, are now protected from personal liability and protracted litigation, should this have occurred on our watch. Fortunately, our only concerns now are for the welfare and recovery of the victims and families of those lost.

## 11. APPOINTMENT OF SECRETARY (vacancy, effective at tournament end)

- a) Candidate
- b) Terms of engagement



- 12. MEMBER CLUB EMAIL LISTS.
- 13. WEBSITE MANAGEMENT
- 14. WEBSITE TRANSFER TO MBGA Inc.
- 15. AUXILIARY WEBSITE ADMINISTRATORS
- 16. EXISTING INSURANCE POLICY DETAILS ~ CERTIFICATE of CURRENCY
- 17. STATUS OF H R HORNIBROOK TROPHY
- 18. STATUS OF TOURNAMENT SCOREBOARD
- 19. STATUS OF BADGES
- 20. ATTENDENCE RECORD
- 21. 2023 HORNIBROOK PROGRESS REPORT.
  - a) Accommodation & Booking
  - b) Welcome Dinner
  - c) Golf: Carts all round, all 3 days.  
Tee off around 8:30/45am, BBQ lunch, Buses depart approximately 3pm.
    - a. Day 1
    - b. Day 2
    - c. Day 3
    - d. Day 4
  - d) Guests: CBUS ( how many)?
    - a. Will CBUS be playing golf on Thursday at .....( how many)?
    - b. Number of our own extra sponsors. TBA
- 22. NEW BUSINESS
  - a) 2024 Hornibrook (Newcastle) ~ Preview.

NEXT MEETING: Place:..... Date: .....

Secretary: ..... Meeting Closed [time].....

Appendix 1

Action List – arising from Meeting 01/2023 – as at 01-Sep-2023				
Minutes Item #	Comments/Action	by	Due date	Done date
4.03	Research re mandated use of Inc. on all manifestations. <b>ACTION:</b> as stated	JH	31-Mar-23	3-Mar-23
6.01	NSW MB & E Golf Club is an unincorporated entity and as such is represented by Club Captain Garry Gibson. These representations are temporary, subject to re-application of each club upon incorporation. <b>ACTION:</b> incorporation.	MB & E	ADR listing error remains as at	1-Sep-23
	MB Tasmania Golf Club is an unincorporated entity and as such is represented by Club Captain Neil Faulks. These representations are temporary, subject to re-application of each club upon incorporation. <b>ACTION:</b> incorporation.	Tas	at own convenience	
7.01	A comprehensive <u>Responsibilities of Secretary of MBGA Inc</u> memo, prepared and circulated by Newcastle MBA GC Treasurer Lynn Gray in October last for team review/feedback was tabled by President Peter, and re-circulated by direct email to the table. <b>ACTION:</b> candidate and team review/feedback.	JH		17-Mar-23
		GC	31-Mar-23	
		N'cle		24-Mar-23
		MB&E	31-Mar-23	
		QLD	31-Mar-23	
		SA	31-Mar-23	
		TAS		19-Mar-23
		VIC	31-Mar-23	
7.02	Letter of appointment to be prepared, subject to acceptance of Terms of Engagement <b>ACTION:</b> as stated (dependent upon Item 7.01)	P d P	31-Mar-23	
8.03	At this stage, Tasmania reports conducting a poll amongst their members, recommending but requesting agreement to sharing email addresses. Newcastle reports that whilst the committee members are comfortable with the concept, they also feel obligated to poll their members.	TAS	31-Mar-23	
		N'cle		23-Mar-23
8.04	Notice explaining the motives expressed above favouring the collation and utilization of this database, <b>ACTION:</b> transmission to the members' Secretaries & Captains to relay to the respective club members.	JH	31-Mar-23	
9.01	Gold Coast apologized for delay in invoice payment. <b>ACTION:</b> prompt payment upon availability of cheque book.	GCMBGC	ASAP	
10.02	It was therefore proposed that Jon empower additional competent members as auxiliary administrators. <b>ACTION:</b> formulate succession plan.	JH	31-Mar-23	29-Mar-23
11.01	Peter Ewen questioned (a) comment (poor email response) as a generalization for which there was no evidence. JH apologized & took the question on notice. <b>ACTION:</b> explanation/response to question.  <i>REPORT: The emails "poorly responded to" referred to by JH at the meeting requested that the Secretary's desk be copied in on the proposed mass e-mail-out(s). See copies attached:  ... "Should you adopt this advice, it is requested that you include this desk <a href="mailto:Secretary-MBGolfAU@gmail.com">Secretary-MBGolfAU@gmail.com</a> in the mail out to your members..."</i>  Either individual club mail-outs did NOT occur, or the mail-out failed to include a monitoring copy to the Secretary's desk, thereby justifying the "poor email response" observation.	JH	31-Mar-23	31-Mar-23
11.02	<b>ACTION:</b> all correspondence emanating from the MBGA Inc. desk be addressed to the member clubs' Secretaries and Captains and not include sundry others	JH	going forward	going forward
13.01	A NOTICE + Draft AGENDAS will be distributed to allow pre-consideration of the issues therein, team committee consultation and preparation of any timely response...and opportunity for requests for additional agenda issues, but only within the specified timeframes. <b>ACTION:</b> Be prepared to review and respond to DRAFT AGENDAS in a timely manner.	All clubs	going forward	going forward
14.03	It was determined that each club should seek an independent quote from a broker of their choice, for comparison with this initial estimate. <b>ACTION:</b> seek quote...  <i>Feedback: SA &amp; Vic ... SA is happy to consider this proposal. We won't be seeking an alternative quote. Cheers, Peter, for MBA of SA GC.  ... Vic is happy to accept the decision from MBAG on suitable selection .... Generally, if MBAG feel the quote they have is appropriate, Vic is happy to join the status quo. Cheers, Wayne Berger. Secretary, MBAV Golf</i>	GC		
		N'cle		13-Mar-23
		MB&E		
		QLD		
		SA	31-Mar-23	17-Mar-23
		TAS		14-Apr-23
		VIC		28-Mar-23
	The Secretary will furnish each club with the brief provided to MGA. <b>ACTION:</b> email...	JH	asap	3-Mar-23
14.04	Discussion: This is an opportunity to relieve the financial burden on Hornbrook hosts for separate insurance for their event. An adjustment to the MBGA Inc. Annual Fee may well spread this annual cost more equitably across the organisation, whilst eliminating potential duplication: <b>ACTION:</b> consider and prepare member club response, settle at next meeting.	All clubs	B4 next meeting, approx. Jun	
15.01	It may well be that the location of the TROPHY be monitored to ensure compliance with any INSURANCE requirements. <b>ACTION:</b> enquiry with insurer, inform stakeholders  One suggestion was display in secure premises such as the incumbent holder's Master Builders parent organisation. <b>ACTION:</b> Consult parent MBA, consider and prepare club response, settle at next meeting.	P d P	31-Mar-23	
		All clubs	B4 next meeting, approx. Jun	
15.02	There was discussion about a perceived disparity in the valuation of the trophy, by a factor as much as 10 times. A fresh valuation, at today's replacement value, was proposed. <b>ACTION:</b> Secretary to obtain, will perhaps delegate to the current possessors ?	GC MBA Golf Club	B4 next meeting, approx. Jun	
16.01	GC MB GC is currently in possession of the scoreboard. Will send on when a destination address is provided. <b>ACTION:</b> determine and advise recipient address.  Paul Pridham confirmed GC MB GC had considered electronic scoring for their last event and found it to be reasonably cost effective, perhaps \$1k. <b>ACTION:</b> Forward details to the Secretary for membership club distribution.	MBAV Golf Club	ASAP	ASAP
		PP	31-Mar-23	9-Mar-23
16.02	There was no discussion about the replacement value of the scoreboard, should it be lost or destroyed. <b>ACTION:</b> agenda item, next meeting.	JH	B4 next meeting	
17.02	Neil Faulks confirmed the last badge order was made in Tasmania, and in the interests of consistency, would look into a repeat order. <b>ACTION:</b> as stated	NP	B4 next meeting	28-Aug-23
18.02	Tournament Results tabled, Financials and photographs deferred (PP). <b>ACTION:</b> expedite deferred documents/pix	Financials		25-Feb-23
		Photographs	31-Mar-23	
21 c)	A letter of acknowledgement of support and sponsorship to Denita Wawn CEO, MBAus was discussed, as appropriately coming from President Peter Di Prinzio. <b>ACTION:</b> as stated	P d P	31-Mar-23	6-Mar-23
21 f)	Hornbrook Medallions' supply is exhausted. To simplify, and reduce cost of production, it was suggested new medals be struck BLANK, with details engraved locally. Richard Lees undertook to investigate. <b>ACTION:</b> as stated  <i>REPORT: Sufficient supply found for use at 2023 event. Moving beyond that, SET-UP costs approximate \$450, with a minimum production run of 100 @ = \$60 = \$6.5k. for 12 successive tournaments. Should there be a general acceptance of the idea from STATES for the future, more accurate costs for the MBAG's ongoing investment will be distributed to the States/Regions and orders made accordingly.</i>	RL	B4 next meeting, approx. Jun	19-Mar-23
		Richard Lees; Wayne Berger		

Appendix 2

ZipBooks Jump to (Ctrl+J) Invoices Transactions Reports More Jon Heppell Master Builders Golf...

Financial Statements Export

Income statement  
**Balance sheet**  
 Income statement - % of sales  
 Cash flow statement

Quick Reports  
 As of today  
 Last year  
 Month-to-date  
 Last month

Tags

Start date: 9/1/2022 | End date: 9/30/2023 | Columns: Total | Basis: Accrual | Transactions: All

### Balance Sheet

Master Builders Golf Australia Inc.  
 Sep 2022 - Sep 2023

	Total
<b>Assets</b>	<b>(101.00)</b>
Current assets	
Cash	9,901.00
Accounts receivable	800.00
<b>Current assets total</b>	<b>10,701.00</b>
<b>Assets total</b>	<b>10,600.00</b>
Liabilities	0.00
Equity	
Retained earnings	10,600.00
<b>Equity total</b>	<b>10,600.00</b>
<b>Liabilities and Equity total</b>	<b>10,600.00</b>

Appendix 3

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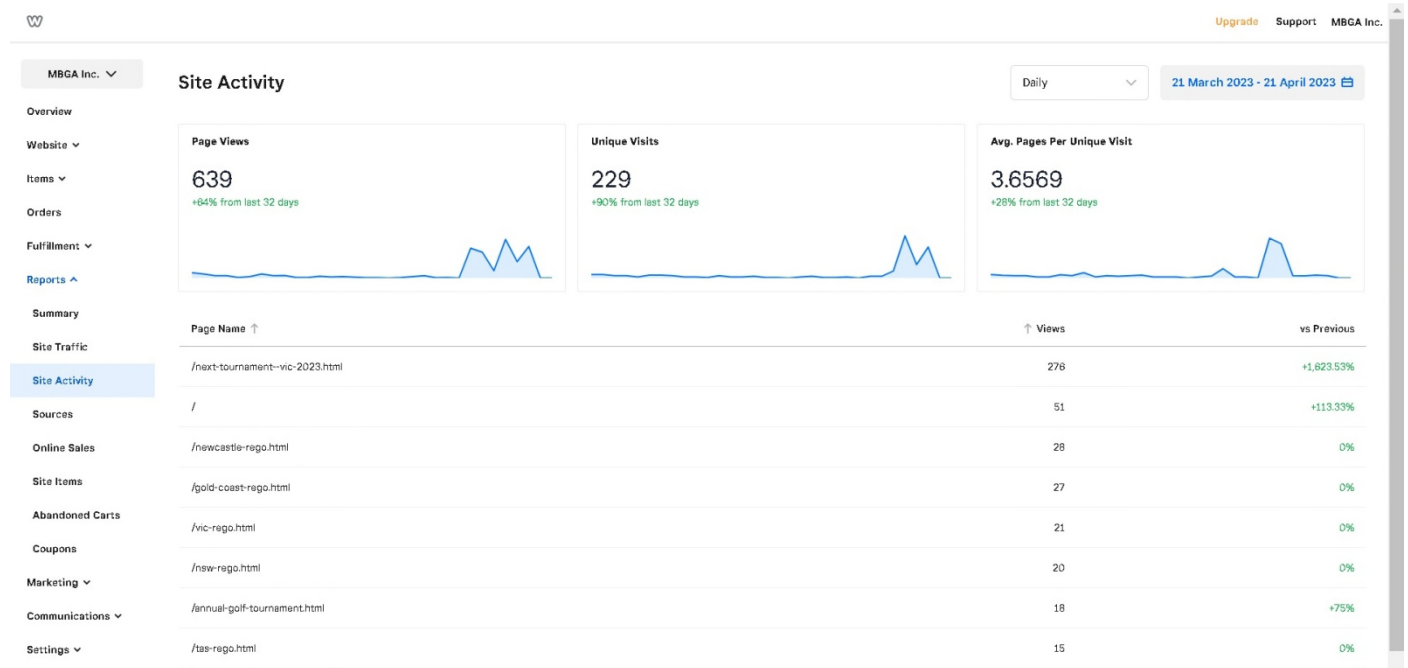
### Income Statement

Master Builders Golf Australia Inc.  
 Sep 2022 - Sep 2023

	2022 Nov	2023 Feb	Total
<b>Sales</b>	<b>5,000.00</b>	<b>5,600.00</b>	<b>10,600.00</b>
<b>Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Operating income	5,000.00	5,600.00	10,600.00
Other revenue	0.00	0.00	0.00
Other expenses	0.00	0.00	0.00
<b>Net income</b>	<b>5,000.00</b>	<b>5,600.00</b>	<b>10,600.00</b>

## Appendix 4

The spikes on the reports below represent the members' and supporters' "hits" on the MBAGolf.org website, in response to 2 mass mail-outs (April & May) to over 300 member recipients, of appropriate news items. This is the only measure of exposure of those respondents to the promotional presence of our major sponsors, and is a vital means of attracting and retaining sponsor support. More regular "news" items required.



MASTER BUILDERS GOLF AUSTRALIA INC. is supported by



and

