Annual General Meeting

Held 7:00 pm WEDNESDAY **20 AUGUST 2025**
PRSC CLUB HOUSE, WHARF ROAD, GLADESVILLE

MINUTES

The meeting opened at 7:10 pm

AGENDA

1. Welcome, Attendance and Proxies.

Michelle Dudgeon, Commodore, welcomed all those in attendance, particularly the new faces to an AGM, and thanked them for making the time to attended. Based on the number in attendance and the proxies received, as below, Michelle confirmed that there was a quorum and that the meeting could proceed.

Attendance: Michelle Dudgeon (Chair), Brian Mariner (online), Pat O'Brien, Vince Hantos, Steve Hantos, Carolyn Howe, Mathew Hurston, Guy Pollock, Jennifer McTavish, Morteza (Maurice) Poorvadi, Alex Schefer, Mark Rutherfrod, David Sanders, Monica Byatt.

Apologies / Proxies: Belinda Bardsley – proxy to Michelle Dudgeon
Melanie Ahmad – proxy to Guy Pollock
Stephen Glassock – proxy to Mark Rutherford
Melanie Ahmad – proxy to Guy Pollock
Nick Hassler – proxy to Guy Pollock
Bruce Wilson – proxy to Brian Mariner
Brad James – proxy to Michelle Dudgeon

2. Confirm Minutes of the last Annual General Meeting, held on 21 August 2024.

The minutes for the 2024 AGM were presented to the meeting and were adopted without change or correction.

Proposed: Carolyn Howe Seconded: Mathew Hurston Carried: Unanimously

3. Receive and adopt Reports.

Treasurer's Report: The Treasurer reported on the financial statements, highlighting the approx. $10K loss overall for the year. He explained this was due to increases in the operating expenses of the club and that the Club needs to increase its revenue through bar sales and events. The Treasurer noted the increase in membership fees and bar prices to assist in overcoming the loss. In addition, he suggested that the new marketing initiatives may also assist, if they result in increased membership.

Secretary's Report: As the Secretary was an apology for the meeting, a written report was tabled at the meeting – see attached. Those at the meeting acknowledged the increased communications and engagement outlined in the report.

4. Receive and adopt Financial Statements for 2024 - 2025.

The Financial Statements for 2024 – 2025 were presented by the Treasurer for adoption and received without amendment.

Proposed: Carolyn Howe Seconded: Mark Rutherford Carried: Unanimously

5. Receive and adopt Auditors Statement for 2024 - 2025.

The Auditors' Report for 2024 - 2025 was presented by the Treasurer for adoption and received without amendment.

Proposed: Vince Hantos Seconded: Morteza Poorvadi Carried: Unanimously

6. Election / Re-election of Directors.

The 2024 - 25 Directors are as below, along with the details of their current elected term. In accordance with rules 46 and 47, three Directors are due for retirement, based a two-year term, and are eligible for re-election, as indicated below, as well as one Director indicating their intention to retire at this AGM, creating an addition vacancy.

- Michelle Dudgeon (Commodore) – Re-elected AGM August 2023 – eligible for re-election.
- Vacant (Vice Comm.) – Nominations to be called.
- Brad James (Rear Comm.) – Re-elected AGM August 2024 till Aug 2026.
- Brian Mariner (Treasurer) – Re-elected AGM August 2023 – eligible for re-election.
- Stephen Glassock (Secretary) – Re-elected AGM August 2024 till August 2026.
- Mark Rutherford (Director) – Re-elected AGM August 2024 till August 2026, however, is intending to retire at this AGM.
- Guy Pollock (Director) – Elected AGM August 2023 – eligible for re-election.

Two nominations for the position of Director were received. These were from Belinda Bardsley and Morteza (Maurice) Poorvadi and both accepted their nomination. Guy Pollock was nominated for Vice Commodore and accepted the nomination.

Elections were held and the following Members were Elected / Re-elected as Directors of PRSC Co-op Ltd.

- Michelle Dudgeon (Commodore) – Re-elected as Commodore.

Nominated By: Pat O'Brien Seconded: Guy Pollock Carried: Unanimously

- Guy Pollock (Director) – Elected as Vice Commodore

Nominated By: Michelle Dudgeon Seconded: Mark Rutherford Carried: Unanimously

- Brian Mariner (Treasurer) – Re-elected as Treasurer Director

Nominated By: Mark Rutherford Seconded: Guy Pollock Carried: Unanimously

- Belinda Bardsley – Elected as a Director, replacing Mark Rutherford.

Nominated By: Michelle Dudgeon Seconded: Guy Pollock Carried: Unanimously

- Morteza (Maurice) Poorvadi – Elected as a Director.

Nominated By: Guy Pollock Seconded: Caroline Howe Carried: Unanimously

7. Election of Division and Cruising Captains.

It was determined these positions are not required for the 2025 – 26 Season.

8. Election of Official Starter for 2025 – 2026 Season.

It was determined to continue with the Automated (Big Screen) starting system, therefore an official starter is not required.

9. Proposed Resolutions.

No proposed resolutions were received.

10. General Business.

The following matter were covered:

a. **Marketing Workshop Report -** Mathew Hurston gave a report on the Marketing Workshop which he conducted on Saturday 16th August and which he prepared with the assistance of Melanie Ahmad. It was attended by 10 members and commenced a positive discussion on setting a Mission and Vision for the club. Members were alerted to a future committee on marketing, to further develop this discussion. Mat indicated a full report will be provided to the Board.

b. **Kitchen Refurbishment Project -** Michelle gave an update on the successful grant the club had obtained to refurbish the kitchen over the next twelve months. She tabled a summary of the project - see attached - and advised that a project team is being established to both plan/ design the new kitchen and to be hands with the work required. Michelle acknowledged the time and effort Stephen put in to prepared and submit the grant application.

c. **Club Events -** Michelle followed up on the Treasurer's earlier comments regarding the need for the club to run more events. To assist members wishing to host a club event, Michelle tabled an Event Guide - see attached - to provide advice and ideas for them. It is hoped events can be held on Opening Day, the start of Daylight Savings, and the End of Season.

d. **Handbook** - The 2025 - 26 Season PRSC Handbook and Sailing Instructions will be finalised ASAP with the outcomes of this AGM and published on the club's website for the information and reference of all Members. Members were reminded that the courses remain the same as last season.

e. **Sailing Calendar** – The 2025 - 26 Sailing Season Calendar will be published on the club's web site along with the Handbook and Sailing Instructions. Those at the meeting were reminded the 2025 - 26 season commences on Saturday 6th September 2025.

f. **Safety** – On Water: Safety Inspections will be conducted as a self- audit, based on the current Cat 7 Equipment Audit form, by skippers prior to their boats first race. Skippers are to advise the club once they completed the self- audit. In addition, Skippers are remaindered that they should have emergency contact details for their crew.

Off Water: Members were reminded that there is currently construction taking place at the club, with the entry ramp being replaced and further construction is planned with the kitchen being refurbished, and they should exercise caution in and around the club.

g. **Vote of Thanks** - as Mark Ruthford has stepped down for his director role, Pat O'Brien, on behalf of all members thanked Mark for his contribution to the club over the number of years he had been a director, particularly for his efforts with membership matter and with implementing, then managing the club's 'tap and go' system for items such as bar and canteen sales, membership renewals.

h. **Note of Appreciation –** A Note of Appreciation for Michelle and the work she does for the club was table at the meeting – see attached. This note was supported by all the Directors and strongly endorsed by all those at the meeting.

The meeting closed at 8:00 pm.

PRSC Annual General Meeting
20 August 2025

Secretary's Report for 2024 – 25.

This report outlines the activities undertaken by the PRSC Club Secretary during the 2024 – 25 season.

Key Responsibilities:

- Preparing for and recording the outcomes of club meetings; comprising of the 2025 AGM and 11 monthly Director's meetings (NB: meetings are not held in January)
- Managing club communication with members, including the club email data base and sending 17 club email over the season to an average of 92 recipients.
- Managing the club's website and updating key documents such as Membership Forms and courses as well as posting important club announcements.
- Establishing and maintaining the Sailing Calendar, including posting it on the Club's web site.
- Managing the Club's Face Book page as part of the promotion of the club, including posting key club events.
- Monitoring the Club email account – info@prsc.org.au, along with the Commodore, Treasurer and Membership Director.

Additional Activities

- Representing the Club at the Australian Sailing Sailing Summit.
- Liaising with the Social Media worker engaged by the club.
- Preparing and submitting grant applications on behalf of the club, including the Community Building Partnership application, for the kitchen refurbishment.

Report prepared by:
Stephen Glassock
PRSC Secretary

19 August 2025

PRSC Kitchen Refurbishment Project - Call for Committee Members

We have been successful in a bid for funding to refurbish our kitchen (galley) as part of the NSW government Community Building Partnership 2025 grants, funding that aims to deliver community infrastructure projects that deliver positive social, environmental and recreational outcomes.

This grant has provided the club with a significant opportunity for renewal and a generational improvement to the club house. In terms of the grant, it provides sufficient funds to replace all cabinetry, sink, dishwasher and oven/stove top. We have considered both Bunnings and Ikea kitchens as our base design for simplicity. We will retain the large bar-fridge, and, at this stage, we are considering keeping the microwave units and smaller domestic fridge. The committee would be responsible for fulfilling a brief of functionality required.

As part of this project, the club will be making '*In Kind* 'contributions, so we would like to call upon the membership for volunteers to assist in the various stages of this rather large and time-consuming project (i.e. finalizing design, strip out, fitting and all the trades associated).

Concepts for consideration in our development of the brief include (but are not limited to):

- Maximising bench space to facilitate ease of food preparation;
- Clear, simple lines for ease of cleaning (including splash backs);
- Cabinetry with doors to assist in keeping dust off food preparation equipment;
- Safe access to microwave/s to avoid lifting above chest height;
- Energy efficiency;
- Durability and serviceability of appliances;
- Ease of service at the bar while food preparations are underway;
- Kitchen workflow i.e. location of tap and go, till:
- Open storage space under the bar for bar supplies (boxes);

Ideally, it is hoped that while this project is being undertaken, the bar will continue to remain operational.

A draft project plan exists for a timetable of work completion. A requirement of the grant is that the funding is exhausted and works completed by September 2026.

For further details of this project, please contact Stephen Glassock, Secretary

Guide for hosting a PRSC Club Dinner /Meal

This guide is intended to assist members to support the club by 'hosting' a club dinner.

These functions, run by members for their fellow members, have two main aims. One is to build social relationships within the club and the second is to produce some income for the club. These dinners are also open to friends and family of members, and they are welcome to be invited.

These dinners are conducted post-racing, with all members encouraged to stay on after racing to share a meal and make the most of the club. It is hoped, with the cooperation of members, to hold a Club meal several times throughout the sailing season, such as on Opening Day, at Christmas, and Closing Day.

Planning Considerations:

In planning to host a dinner, the typical charge is $35 for a club dinner, so keep that cost in mind when planning to ensure there is at least a small margin for the club per head, but also to provide value to the diners. Dinners are typically attended by about 20 people. They are promoted to the membership through club emails, web site announcements and Face Book posts/events. This is done to both promote the event and get an indication of numbers.

The 'Host' is expected to plan the menu, shop for the ingredients, then cook/prepare and serve the meal on the day. In planning the menu, please consider the kitchen facilities, crockery and cutlery available at the club. Costs will be reimbursed with a receipt (i.e for food, condiments, etc.). Serving is pretty straightforward using a self-serve approach: prepare a table near the entry to lay out the food and condiments and cutlery For Bring a Plate, you may consider serving the food as diners come past, to ensure there's enough for everyone.

Suggested Dinner Options

BBQ Dinner

- Source scotch fillet steak (or a cut of similar value) and sausages from a butcher. Having quality steak is important (we've gone cheap before and had disappointed diners).
- Consider a vegetarian option as well.
- Prepare a basic salad (e.g. green: tomatoes, lettuce, cucumber; pasta salad; noodle salad, potato salad), it can be prepared at the club after the race.
- Consider some bread rolls to accompany dinner
- Prepare steak on paper plates for people to take to the BBQ for cooking, provide ceramic plates for the cooked product.
- Consider a simple dessert (e.g. fruit, ice cream, cheesecake)
- Don't forget to check if the BBQ has gas

Bring a Plate (Host Party)

- Decide on a theme for dinner where everyone in your (host) party can prepare a plate for sharing
- Dessert is optional
- Examples (to name a few stereotypes):
  - Italian: pastas/lasagnas/salads/gelato
  - Asian: noodles/fried rice/meat and vegetarian dishes
  - Indian: curries (meat and vegetarian)/naan/papadums/condiments/rice

Build a Burger

- Concept is to supply a burger bun and a variety of burger fillings and let the diner assemble their own burger with fillings of their choice. Allow for two burgers per person.
- Dessert is optional
- Meat/vegetarian patties: Can be homemade, or good quality pre-made (one you have tasted before)
- Fillings can include (but not limited to):
  - Lettuce/greens
  - Tomatoes
  - Pineapple
  - Beetroot
  - Onion
  - Cheese
  - Pickles

Chicken Dinner

- Concept of this dinner is to serve BBQ chicken and salad. Chicken can be pre-ordered from a local chicken shop
- Consider a vegetarian option
- Salads as suggested above
- Consider bread rolls to accompany the meal
- Desert is optional

With all the above options – a simple soup could be added in, in place of a Desert (e.g. Pumpkin soup, vegetable soup).

For all club functions the bar will be open to serve drinks to accompany the meals, staffed by a RSA qualified person.

Finally, the clean up after a club dinner is shared by all who attend and not a responsibility of the Host specifically.

If you are interested in being a Club Dinner Host, please speak to any Club Director to make the arrangements for your event.

A Note of Appreciation to Michelle

While the members see the work done by our Commodore Micheel Dudgeon, on Race days and at club events, it is more than appropriate at this AGM to give her the acknowledgement she rightly deserves.

To give you all an insight into the behind the scenes work she does for the club, which she is very passionate about, this work includes:

- Coordinating and chairing the monthly Director's meetings, often setting them up as an online meeting when required. Thru this the club meetings are run effectively and efficiently and are productive.
- Acting as a sound source of knowledge for the practices and procedures of the club, resulting from her long association with the Club
- Sharing her knowledge of sailing on the river, particularly those new to the club and sailing on the river. She points them in the right direction, so to speak
- Being the social centre of the club – simply, Michelle knows everyone, and everyone knows Michelle.
- Representing the club at inter club activities and events, keeping the PRSC flag flying
- Putting in for race day and events, such as assisting in the bar, running the Annual Presentation days, helping with set up/ pack up, coordinating trophy engraving as well as their delivery and pick up, ensuring the bar/galley is stocked.

While this may not be a complete list of the work Michelle does and I am sure there is more, what does deserve a special mention is related to Michelle being the social centre of the club.

During this season Michelle, on behalf of all club members, attend a number of funerals for former long standing club members that she knew well. Going to a funeral is never easy, however, Michelle volunteered to attend these funerals, showing that PRSC cares for its members, new and old, and their families, to which Michelle provided support not just at the funerals.

A very big thank you, Michelle, for all you do for PRSC.

Your leadership of the club does not go unappreciated.