



2018 Apex AGM National Convention



Hosted by
South Wagga Apex Club, NSW

2018 National Convention Agenda

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2018/2019 NATIONAL BOARD

(Elected Directors)

DIRECTOR - NATIONAL PRESIDENT	Neal Molineaux	NSW
DIRECTOR - SECRETARY	Leon Budden	SA
DIRECTOR - TREASURER	David Sloss	QLD
DIRECTOR – PROJECTS & COMMITTEES	Michael Godfrey	WA
DIRECTOR – COMMUNICATIONS	Bethany Patterson	SA
DIRECTOR – RC CO-ORDINATOR	Adam Stewart	QLD

2018/2019 NATIONAL MANAGERS

(Appointed Managers)

LEGAL & COMPLIANCE	Liam Scott	QLD
AWARDS & GRANTS	Brendan Hardy	QLD
BURSAY OFFICER	Craig Martin	QLD
IMMEDIATE PAST NATIONAL PRESIDENT	Moses Abraham	QLD

FOUNDERS

We pay tribute to the Founders of Apex and whilst they have passed from us, their ideals will never be forgotten:

Sir John Buchan • Ewan Laird • Langham Proud

2018 NATIONAL AGM PROGRAM

DAY	TIME	ACTIVITY
Friday 5 th October	7:30am – 8:30am	Breakfast
	9:00am – 12:00pm	National Board Meeting – (continued)
	9:00am – 12:00pm	Regional Communicator Training
	12:00pm – 1:00pm	Lunch
	1:00pm – 2:30pm	Members Training – Sessions 1 & 2
	2:30pm – 2:45pm	Break
	3:00pm – 4:30pm	Members Training – Sessions 3 & 4
	4:30pm – 5:30pm	Delegates Briefing (for Convention Business Session)
	5:30pm – 10:00pm	CONVENTION WELCOME DINNER & FELLOWSHIP (including National Public Speaking Competition)
Saturday 6 th October	7:30am – 8:30am	Breakfast
	9:00am – 10:00am	Official Convention Opening
	10:00am – 10:30am	Smoko
	10:30am – 1:00pm	Convention Business Session & National Awards (Non-Delegates & Kids Tours)
	1:00pm – 1:30pm	Lunch
	2:00pm – 5:00pm	'Taste the Riverina' (social function for all)
	5:00pm – 6:00pm	(free time)
	6:00pm – 11:00pm	GALA DINNER & NATIONAL PRESIDENT'S CHANGEOVER
	11:00pm – onwards	Fellowship

2018 CONVENTION AGENDA ITEMS

BUSINESS SESSION COMMENCES

Saturday 6th October 9:00am

(Order of Agenda items is subject to change during the Convention)

Business Session

1.0 Welcome

- 1.1 Convention open and attendees welcomed
- 1.2 One Minute Silence (to remember those Apexians that have left us)
- 1.3 Ideals of the Association of Apex Clubs of Australia
- 1.4 Charge to the Delegates

2.0 Roll Call

- 2.1 Attendees
- 2.2 Proxies
- 2.3 Introduction of Guests
- 2.4 Apologies

3.0 Appointments

- 3.1 Sergeant at Arms
- 3.2 Scrutineers
- 3.3 Appointment of Time Keeper

4.0 Announcements

- 4.1 Fixation of Time Limits
- 4.2 Motion to confirm proxies

5.0 Previous Minutes

- 5.1 Confirmation of the Minutes from the 2017 National Convention hosted by the Fraser Coast Apex Club, QLD.
- 5.2 Matters Arising from the previous minutes

Business Session

6.0 Reports

- 6.1 Presentation of 2017/2018 Apex National Accounts - Michael Godfrey
- 6.2 Immediate Past National President Report 2017/2018 – Moses Abraham
- 6.3 2017/2018 National President Report – Neal Molineaux
- 6.4 2017/2018 Budget – David Sloss

7.0 Agenda Items/Motions

- 7.1 Motion 1 – Endorse 2018/2019 National Executive & Board
- 7.2 Motion 2 – 2017/2018 Apex Australia Accounts
- 7.3 Motion 3 – 2018/2019 Apex Australia National Budget
- 7.4 Motion 4 – 2018/2019 Apex Australia Association Project
- 7.5 Motion 5 – Apex Australia Guidelines on Donations to Individuals
- 7.6 Motion 6 – Apex Mentors

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8.0 Presentations

- 8.1 Prostate Foundation – John Strachan (State Manger VIC/TAS)
- 8.2 Apex Foundation – Brian Powe
- 8.3 Apex Magic Castle – Jamie Vincent
- 8.4 AON Insurance – Maninder Sandhu
- 8.5 Bursary Update – Craig Martin
- 8.6 2019 National Convention – Kadina Apex Club, SA

Note; **All presentations are necessarily limited to a maximum of 10 minutes**
(Presentations will be interspersed throughout the business session)

9.0 National Awards

- 9.1 Travel Map Award
- 9.2 Senior Serving Apexian Awards (Saturday Night Dinner)
- 9.3 Mary Kathleen Membership Award
- 9.4 Fiji Kava Bowl Award
- 9.5 John Stokes Boomerang Award
- 9.6 Eric Hooper Service Award
- 9.7 Newman O'Dea Association Dinner Notice Award
- 9.8 Lorraine Jansen Electronic Newsletter Award
- 9.9 Mail Box Award
- 9.10 Apex Week Publicity Award
- 9.11 Donald Mackay Citizenship Award
- 9.12 Langham Proud Regional Communicator of the Year Award
- 9.13 Apex Australia Best Club Award (Saturday Night Dinner)
- 9.14 Harry Hodges Best First Year Apexian Award (Saturday Night Dinner)
- 9.15 Sir John Buchan Young Apexian of the Year Award (Saturday Night Dinner)
- 9.16 Ewan Laird Apexian of the Year Award (Saturday Night Dinner)

10.0 Fines Session

- 10.1 Fines Session
- 10.2 Motion for Donation of Fines Money
- 10.3 Golden Stirrer Delegate Award
- 10.4 Whopper Gavel Award

11.0 Meeting Closure

- 11.1 Closure and Charge to Delegates

DELEGATE'S RESPONSIBILITY

1. Important Rules and Responsibilities

You represent your Club's Members at this National AGM. The responsibilities of being the Representative of your Clubs are as follows:

- (i) You must not consume intoxicating liquor during the Business Session.
- (ii) Any proposed amendment to the Budget or any proposed alternative must be in writing and given to the National Secretary (or Fine Sergeants for delivery to the National Secretary) before being verbally moved on the floor.
- (iii) If any Club is unfinancial (i.e. owes money to the Association) then they may not be entitled to vote. This matter will be dealt with at the National Board Meeting and unfinancial Clubs will be named at the beginning of the Convention Business Session.

2. Delegate's Discretion

The question sometimes arises as to how Delegates should regard the view of their Members on various items on the Agenda. It is recommended that members discuss the AGM/Convention Agenda Items and indicate their views to their Club Representative (Delegate). Delegates should be free to vote according to their conscience after completion of the debate at AGM/Convention.

Delegates should have regard for the opinion expressed by the members, but in addition, should consider further information made available at AGM/Convention and further argument advanced during the debate. They should determine the matter on all information available to them at the time the vote is cast. At all times, Delegates should be prepared to change their vote if the information presented is good enough. Delegates will be expected to report the result of all Agenda Items at the conclusion of the AGM/Convention, advising if they did not follow the instruction of the majority of members in their club, and why.

3. Seeking Views

- (i) Ensure that all members in your club have received the Agenda, as it was mailed to all Clubs prior to the AGM/Convention.
- (ii) Seek input from Club Members on how they feel about the Agenda Items, elections, and the proposed National Budget.
- (iii) Discuss all Agenda Items at your club meeting and seek your club's view.
- (iv) Remind the members that at the AGM/Convention you may possibly vote differently to their direction, as a result of the discussion on the AGM/Convention floor. If delegates had to follow the Clubs direction we could do without the AGM/Convention and have a simple mail vote.

4. Preparation

- (i) Take time to read the enclosed Minutes of the previous National Convention. This will help you to understand the sequence of business and the manner in which the Agenda Items are presented.
- (ii) It will assist if you fully acquaint yourself with the Associations existing Constitution and Apex Manual under which this Meeting will be conducted.
- (ii) Familiarise yourself with the Rules of Debate and Meeting Procedure followed by the Association. Discuss any Rules you may not understand with more experienced Apexians.
- (iv) Assess your own ability as a public speaker. It may assist if you visit a debate and objectively compare your own delivery etc.
- (v) Obtain knowledge of the procedure and the atmosphere present at a National AGM by talking with previous Delegates and others who have attended the AGM.
- (vi) Study the items being presented from all angles - Member, Club, Association, both for and against. This will give you a better appreciation of the Agenda Items and possibly an idea of the arguments that may be presented. Ensure you gain as much background material as possible.
- (vii) The Agenda should be read in detail. The preparation of written notes will assist your preparation for the debate.
- (viii) Don't be afraid to contact the mover of an Agenda Item and ask why they want it passed.

5. Whilst at the National Convention/AGM

- (i) Delegates will be given ample time to ask questions during the Delegates Briefing. **The Business Session is a period for debate and not for questions and clarification that should have occurred at the Delegates Briefing.**
- (ii) At the Delegates Briefing, and on other occasions, take the time to compare notes with other Delegates.
- (ii) If you have a subject to introduce, ensure that you have assembled all the necessary information beforehand so that nothing is missed.
- (iv) Remember, the time for speaking is limited and you cannot have several attempts to get the message across. After introducing your Agenda Item, you only have one other opportunity to speak - the right of reply - and this is normally limited to two minutes, and this closes the debate.

6. Your role as Delegate

- (i) As a Delegate, you will normally move any Agenda Items submitted by members in your club, and speak in support of them. Make certain that you are fully prepared when the item is called, because it may well be called at a different time than that first printed in the Agenda.
- (ii) When voting is required on Agenda Items on which you have been given a club opinion, you should have regard to that opinion. However, where new material, Amendments or Late Agenda Items are introduced, you should always vote in what you consider is in the best interest of Apex as a single Association.
- (iii) It is important to be aware that you will be required to report back to your club on the discussion and decisions made at the AGM/Convention. There is a page at the end of each Motion to summarise your clubs direction, your vote, and the result of the Motion, amendments and any pertinent arguments and comments that were raised during the debate.
- (iv) Be short, sharp and concise when speaking. Get to the point! Don't preach or grandstand!

7. Candidates for National Office

It is your responsibility to seek out and talk to all candidates for National Office. There will be no election for National President, there being only one nomination for this position.

8. Finally

The cooperation of everyone in attending to matters in the Agenda will ensure that the Business of this National AGM/Convention is dealt with in an efficient manner.

This is important as the National AGM/Convention provides the direction for our Association, at a critical time in our Associations history. You are an integral part in this process. While the National AGM/Convention is the critical decision making process for our Association, which demands our serious and considered opinions, it is also an annual celebration for Apex. While all of the rules, the dos and don'ts might sound officious, they are designed to expedite the business of the AGM/Convention. By observing them, we will all enjoy the celebration of Apex fellowship, and continue to grow, learn, make friends and have fun!

NATIONAL CONVENTION PROCEDURES

1. Attendance

Delegates must attend all sessions of the National Convention, unless expressly excused by the National President.

2. Absence

Clubs not personally represented at the National Convention will only be entitled to a proxy vote if a correctly completed and signed proxy form is provided at the delegates briefing.

3. Agenda Items

All Agenda Items appearing on the Agenda, or added to the Agenda, whether or not they emanate from Reports, must be moved formally.

The proposer will be called upon to move the Agenda Item and a seconder will be called for. The proposer will then be called upon to speak to the Agenda Item, and then the Agenda Item will be open to the floor for debate. Debate on all Agenda Items will be on a "for" and "against" basis unless the Chairman sees fit to vary this procedure.

The proposer of each Agenda Item will be afforded the right of reply. No further debate will thereafter be allowed, and the matter will immediately be put to the vote.

There is no right of reply on an amendment; however the mover of an original Agenda Item, which has subsequently been amended, does maintain the right of reply to the amended Agenda Item in accordance with Apex Meeting Procedure.

4. Amendments

Any Delegate, other than the mover or seconder of an Agenda Item under discussion, shall be entitled to move an amendment.

A seconder shall be required for all amendments. Amendments will be dealt with one at a time, subject to the foreshadowing of further amendments.

5. Reports

Committee and other Reports will be introduced by the Business Session Chairman in the first instance.

The responsible Committee Chairman may update the Report if new information is to hand, following which questions from the floor will be invited. A Report may be formally moved for adoption, seconded and voted upon for acceptance, rejection or referred back to the Committee for further report.

6. Voting

Voting on all matters before the meeting is restricted to Delegates only. All voting will be by a show of voting sticks, or by written ballot [Poll Vote]. Voting sticks are to be held in such a manner as to allow the gallery to observe the voting.

The result of all votes will be announced by the Chairman, and will be recorded in the Minutes, if required.

The Chairman does not have a casting vote in the event of a tie.

All Constitutional Amendments, including amendments of existing clauses and addition of new clauses, will require a 3/4 majority of those entitled to vote and who vote. No Constitutional changes may be introduced as late agenda items.

All other matters will be decided by a simple majority, including voting for the admission of late Agenda Items to the Meeting.

All elections shall be determined by written ballot. All elections are preferential and require every Nominee to be voted upon in sequence (1, 2 etc).

7. Late Agenda Items

No late business items shall be admitted to the Agenda, unless notified in writing to the National Board before the close of the delegates briefing. Any late agenda items that **are not** in the best interests of the Association will be ruled as such by the Chairman of the meeting (usually the National President in consultation with his advisors). A late agenda item which is in the best interests of the Association but has good reason to be introduced to the members late, will be put to the floor for acceptance. The members will then decide by simple majority if the motion should be debated.

No document can be distributed to Delegates unless prior permission is received from the National President.

8. Quorum

A quorum is one half of the total number of Delegates entitled to attend the AGM.

9. Drinking and Smoking

Consumption of alcohol and smoking is forbidden in the Business Session at all times.

10. Dress Standards

Delegates are to be appropriately dressed for the occasion. Thongs, board shorts, singlets or other inappropriate dress will result in the delegate being refused entry to (or ejected from) the venue.

11. Trophies

All trophies are required to be sent to National Office for permanent storage. Individual trophies & certificates will be given to all trophy winners at the AGM.

It is the responsibility of the Regional Communicators to ensure that any National Trophy held by a Club in their Region are sent to National Office

Awards are;

National Award

Eric Hooper Service Award

Donald Mackay Citizenship Award

Mary Kathleen Membership Trophy

Sir John Buchan Young Apexian of the Year

Ewan Laird Apexian of the Year

Langham Proud Regional Communicator of the Year

Apex Australia Best Club Trophy

Newman O'Dea Dinner Notice Award

Lorraine Jansen Newsletter Trophy

Fiji Kava Bowl

John Stokes Boomerang

Apex Week Publicity Award

Harry Hodges Best 1st Year Apexian

12. General

All speakers must wait to be recognised or called upon by the Chairman (except that a point of order may be raised at any time). Speakers must stand, introduce themselves and identify the club that they are representing before speaking.

Apexians and guests in the gallery are invited to speak on any matter before the Chair. To be recognised by the Chair, they should move towards one of the microphones in the gallery, and await the call from the Chairman. However at all times, priority in speaking will be given to Delegates.

Speakers are requested to be brief and to the point. Time allocated to speakers will be strictly controlled by the Sergeants at Arms, on instruction from the Chairman, who will retain discretion at all times.

Speakers invited to address the AGM are to be afforded the respect of all in attendance.

MOTION 1. NATIONAL DIRECTORS – NATIONAL BOARD

Motion 1A:

“THAT the election of the following directors of The Association of Apex Clubs of Apex Australia Ltd (acting as the 2018/2019 Apex Australia National Board) be endorsed”;

DIRECTOR – SECRETARY (and Deputy Chairperson)	Leon Budden	SA
DIRECTOR - TREASURER	David Sloss	QLD
DIRECTOR - PROJECTS & COMMITTEES	Michael Godfrey	WA
DIRECTOR - COMMUNICATIONS	Bethany Patterson	SA
DIRECTOR - RC CO-ORDINATOR	Adam Stewart	QLD

LEGAL AND COMPLIANCE COMMENT:

Simple Majority Required

DIRECTION OF REGION:

FOR

☐

AGAINST

☐

COMMENTS FROM REGION:

NOTES OF DISCUSSIONS:

I VOTED: For / Against

RESULT: Carried / Lost

Motion 1B:

“THAT Neal Molineaux be confirmed as a Director of The Association of Apex Clubs of Apex Australia Ltd and endorsed as 2018/2019 Apex Australia National President”;

DIRECTOR - NATIONAL PRESIDENT

Neal Molineaux

NSW

LEGAL AND COMPLIANCE COMMENT:

Presidential Nomination received in time and in order. No other nominations received.

Members to endorse by simple majority vote.

DIRECTION OF REGION:

FOR

☐

AGAINST

☐

COMMENTS FROM REGION:

NOTES OF DISCUSSIONS:

I VOTED: For / Against

RESULT: Carried / Lost

MOTION 2 – 2017/2018 APEX AUSTRALIA ACCOUNTS – NATIONAL BOARD

An Electronic copy of the 2017/2018 Apex Australia Accounts can be located within Club Resources with the Apex Australia website www.apex.org.au

If your club needs access, or are having difficulties logging in please contact your Regional Communicator.

Motion:

“THAT the 2017/ 2018 Apex Australia accounts be accepted as tabled at the AGM (and as displayed on the Apex Australia website www.apex.org.au)”

LEGAL AND COMPLIANCE COMMENT:

Simple Majority Required

DIRECTION OF REGION:

FOR

☐

AGAINST

☐

COMMENTS FROM REGION:

NOTES OF DISCUSSIONS:

I VOTED: For / Against

RESULT: Carried / Lost

MOTION 3 – PROPOSED BUDGET - NATIONAL BOARD

An Electronic copy of the 2018/2019 National Budget can be located within Club Resources with the Apex Australia website: www.apex.org.au

If your club needs access, or are having difficulties logging in please contact your Regional Communicator.

Motion:

“THAT the proposed budget for the Apex Association for 2018/2019 be accepted as tabled at the AGM”.

LEGAL AND COMPLIANCE COMMENT:

Simple Majority Required

DIRECTION OF REGION:

FOR

☐

AGAINST

☐

COMMENTS FROM REGION:

NOTES OF DISCUSSIONS:

I VOTED: For / Against

RESULT: Carried / Lost

MOTION 4 - ASSOCIATION PROJECT APEX CHILDREN'S CHALET (THE MAGIC CASTLE) – APEX CLUB OF BLACKTOWN

Preamble/Introduction

The Apex Children's Chalet was built in 1979 and was built and paid for by Apexians from all over Australia. It was built in the year of the Child for Children. To our knowledge the only facility built in the year of the Child for Children. The Apex Children's Chalet better known as the **The Magic Castle** has provided holidays and respite for nearly 40,000 Aussie underprivileged Children that would otherwise not have the opportunity to have a holiday in the snow. The Magic Castle is a 3 storey 8 bedrooms that holds up to 24 Children at any one time. The Magic Castle is under the trust of the Apex Foundation and looked after on a day to day by a small group of current and past Apexians that have dedicated a life time to the running of this Magical place. Many current Apex clubs and current members have been heavily involved in the maintenance and up keep of the Magic Castle. As you can understand it is in the middle of the NSW alpine region and the weather is extreme. When the Magic Castle was built Apex Australia had a membership of over 20,000 with over 1000 clubs and many clubs would support by the way of funds and attending work parties and sending groups of Children to enjoy this magical place. As we all know Apex Australia has lost nearly 85% of its highest membership. This has had an effect on the amount of support it receives from Apex clubs.

Strategies and how Apex Clubs can get involved

It's not all about funds more about getting to know that the Apex Magic Castle is there as a facility for all Aussie Children that need a break and to get away from the busy city life. Making a special memory in a child's life and giving them opportunities to grow and experience something very special.

- Apex clubs can sponsor groups or even take a group down
- Apex clubs can hold a BBQ or Raffle to promote and help raise funds
- Apex clubs can get involved by attending work parties at the Chalet
- The Aim is to try and raise \$1 for every Child that has attended the Magic Castle over the last 40 years - \$40,000 for 40,000 Children over the last 40 years.
- Apex clubs can join the Apex Foundation
- Apexians become aware of the assets and facilities that the Apex Foundation are in trust off with the Apex family

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Costs to Clubs

There is no cost to clubs they support the project the best way they see fit, awareness.

An honour board will be displayed in the Chalet of all the Supporters, there will be 4 levels of Sponsorship being Platinum, Gold, Silver and Bronze.

Platinum Sponsor – Logo, name and message

Gold Sponsor - Name and message

Silver Sponsor - Name

Bronze Sponsor - Name

Apex Australia has 1250 members, to raise \$40,000.

That equals only \$32 per member or \$380 per Club.

Keeping the Magic Alive!

Motion:

“THAT the Apex Clubs of Australia Raise awareness of the Apex Children’s Chalet (The Magic Castle) and helps raise funds, to go towards the ongoing up keep of the Chalet, for its 40th year in 2019 as the 2018/19 Association Project to Help Raise \$40,000 for 40,000 Aussie Kids in the 40th Year”.

LEGAL AND COMPLIANCE COMMENT:

Delegate’s options are this project or no project. Projects run for a 12 month period and are voluntary participation by club. Simple Majority Required

DIRECTION OF REGION:

FOR

☐

AGAINST

☐

COMMENTS FROM REGION:

NOTES OF DISCUSSIONS:

I VOTED: For / Against

RESULT: Carried / Lost

MOTION 5 – APEX MENTORING – ALBURY APEX CLUB

Preamble/Introduction

Albury Apex Club has had a member write a mentoring program that has been put into practice and proven to work, (see attached). Dan Jackson is the author and is has designed the program in an easy step by step process to complete small projects or things on a larger scale. If a less-experienced Apexian tables an idea for their club it gives a more experienced member to become a “mentor” and supervise the project while passing on knowledge.

The motion is to endorse the mentoring program at a National level and have it adopted as a part of all national Apex club and RC training. However, Clubs could also, and would be encouraged to, access this independently at any time via the Apex Australia website. The Apex Mentor package would be available for electronic download and distribution to club members who want to adopt it. The program has all the needed instructions and is easy to follow and understand. RC's throughout Australia could use this to assist their regions and it may be talking point for an RC during a club visit.

However, our main reason for suggesting this motion is simply that it works. We believe it is essential to the longevity of Apex to have a proven program to pass on essential skills and knowledge to new members in a positive and structured way.

Costs to Clubs:

Nil – electronic information is already prepared and can be uploaded to the website and incorporated into existing national apex training packages immediately.

Motion:

"THAT the Apex Clubs of Australia accept and endorse the Albury Apex Mentoring program and that it be incorporated into the Apex national training agenda and it be placed on the Apex Australia website as a resource for clubs".

Legal and Compliance Comment:

Training resource - Simple Majority Required

DIRECTION OF REGION:

FOR

☐

AGAINST

☐

COMMENTS FROM REGION:

NOTES OF DISCUSSIONS:

I VOTED: For / Against

RESULT: Carried / Lost

**MOTION 6 – APEX AUSTRALIA GUIDELINES ON DONATIONS TO INDIVIDUALS –
FRASER COAST APEX CLUB**

Fraser Coast Apex Club have developed some Guidelines that may assist other Clubs when it comes to donations made to individuals, which seems to be a talking point in every Club at some stage. Remembering these are only Guidelines to assist Clubs, not a rule.

Guidelines on Donations to Individuals

The Association of Apex Clubs undertakes activities and fundraising efforts every year to build better communities. Throughout this process, monetary donations are often provided to support essential community services and assist those in need. At times clubs are approached by individuals seeking support for a variety of circumstances and needs, however care must be taken to ensure the legitimacy of such requests is determined and that the provision of any financial support is ethical, process (and not emotive) driven and an appropriate use of club money.

The following guidelines provide the basis for which Apex Clubs can respond to requests, and subsequently provide support to individuals while ensuring the appropriate, ethical and lawful distribution of community funds.

1. Individual Clubs should determine what level of financial risk they are prepared to accept in regards to donations to individuals and nominate a suitable amount that serves as a threshold. Clubs may also determine what circumstances would qualify for assistance that exceeds this threshold. The amount and qualifying circumstances for additional assistance should be included in the club's standing orders. It may be that a club can set aside its standing orders and that would need to be taken into account so that any new guideline on donations is not thwarted.
2. When a request for financial support for an individual is received by the Club, it shall be formally documented as inwards correspondence and recorded in Dinner Meeting Minutes. It should also be documented whether they are seeking a monetary, material or in-kind donation.
3. The Club should then investigate the legitimacy of the request by obtaining documented evidence of the circumstances surrounding the request. This documentation could include:
 - Additional evidence to support statements made by the individual making the request- these include verifying any references or letters of support, asking for a copy of any medical or other official reports relevant to the request.
 - Invoices where equipment needs to be purchased.

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- If contributions have been requested and/or received from multiple entities, a breakdown on what funds have been donated and how these funds were, or plan to be, utilised

4. Clubs should assess the conditions of the request to determine whether there are any legal ramifications associated with the donation. For example, if the request requires the club to be the ongoing bearer of money raised on behalf of an individual and to distribute the funds to the individual over an extended period of time, the club should consider whether the request is associated with an attempt to avoid taxation and/or financial reporting obligations. If the circumstances surrounding the request raises questions as to the legality of a potential donation, caution should be exercised and the club should seek legal advice and inform the National Board it has done so.

5. As a general rule, clubs should ensure that any donation considered is consistent with Objects of the Association listed in the Constitution of the Association of Apex Clubs, in particular Sec. 4.2 (G) (i)-(v):

To apply the income and/or assets of the Association:

(i) to any purpose that the Commissioner of Taxation would consider as charitable for the purposes of obtaining income tax exemption;

(ii) for the relief of poverty;

(iii) in the promotion and development of medical and/or scientific services as is necessary for the relief of suffering and disability;

(iv) in the promotion and development of international understanding and contact and welfare aid programmes by Australians with people of other nations;

(v) in pursuit of charitable purposes

6. Use discernment when assessing requests through online fundraising platforms (e.g. gofundme) as they have no obligation to verify the use of any funds raised (<https://au.gofundme.com/terms>).

7. Clubs may consider alternative means of providing assistance when receiving requests for monetary donations to individuals. This could include the purchase of goods to be donated to the individual, making payments to service providers to deliver the assistance or service, or providing the means for other fundraising, such as the purchase of a raffle item. These alternative methods can assist in reducing financial and/or legal risk to clubs.

8. Requests should be considered on a case by case basis. The agreed terms and conditions of the donation must be motioned and endorsed by the club

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and the monetary or material donation transferred to the individual or service provider within a reasonable time frame.

9. Following the donation, the club should make contact with the individual to obtain an update on how the donation has assisted their circumstances. Undertaking basic monitoring and evaluation enables clubs to measure the effectiveness of the contribution, identify opportunities for improvement from any lessons learned and continue to achieve our goal of Building Better Communities.

These guidelines are voluntary for clubs and members to adopt, they are not compulsory. We submit these guidelines will be useful assistance to a club that has no set guidelines already. We also believe that these will also support clubs by providing a reason for a refusal (ie a request did not meet the national guidelines).

Definitions

- Monetary Donation to Individuals; cash, cheque or EFT to an individual and/or their personal bank account
- Material Donation to Individuals; provision of goods to an individual

Motion:

“THAT the Apex Clubs of Australia accept the ‘Apex Australia Guidelines on Donations to Individuals’ to assist Clubs in making donations”.

LEGAL AND COMPLIANCE COMMENT:

Guideline only - Simple Majority Required

DIRECTION OF REGION:

FOR

☐

AGAINST

☐

COMMENTS FROM REGION:

NOTES OF DISCUSSIONS:

I VOTED: For / Against

RESULT: Carried / Lost

[APPENDIX 001 - 2017 NATIONAL CONVENTION MINUTES](#)

2017 NATIONAL CONVENTION – MEETING MINUTES



2017
National Convention
Meeting Minutes



Location: Apex Camp Mudjimba – Hosted by Fraser Coast Apex Club

Date: Saturday 7th October 2017

Meeting Start: 9:08am

Preliminary Business Session

1.0 Welcome

- 1.1 **Convention Opened** – Jim McNall Officially opened the Convention and welcomed the attendees.
- 1.2 **Minutes Silence** – National President Moses Abraham led a one minutes silence for those Past & Present Apexians who had passed away during the past year.
- 1.3 **Ideals of the Association of Apex Clubs of Australia** led by National Secretary Neal Molineaux – South Wagga Apex Club
- 1.4 **Motion of Loyalty**

Motion;

"That Apex Australia Director Leon Budden make the affirmation of loyalty to the people and the Commonwealth of Australia."

Moved; Leon Budden

Second; Blacktown Apex Club

Vote; Carried

- 1.4 **Delegates Briefing**
 - Moses Abraham & Neal Molineaux discussed the delegate's rules, respect to each other and the Expectations from them during the Convention proceedings.

2018 National Convention Agenda

2017 NATIONAL CONVENTION – MEETING MINUTES

2.0 Roll Call

2.1 Attendees

NATIONAL BOARD

ELECTED DIRECTORS

Moses Abraham	Neal Molineaux	Mark O'Donnell	Michael Godfrey
Leon Budden	David Sloss	Liam Scott	

APPOINTED

Richard Colwell	Mark Ballin
-----------------	-------------

REGIONAL COMMUNICATORS

Region 1 QLD	-	Region 9 VIC	Simon Grant
Region 2 QLD	Michelle Hansen	Region 10 TAS	-
Region 3 QLD	James Burleigh	Region 11 SA	Allen Wooldridge
Region 4 QLD/NSW	Steve Hutchins	Region 12 SA	Jared King
Region 5 NSW	Jamie Vincent	Region 13 WA	Allen Hingston
Region 6 NSW	Wayne McCloskey	Region 14 WA	Kevin Van Helfteren
Region 8 VIC	Karina Crutch		

CLUBS PRESENT/REPRESENTED

55 Clubs present out of 109 Clubs

<u>DELEGATE</u>		<u>CLUB</u>		<u>PROXY</u>
	2		3	
	9		6	
	0	ALBANY	1	Allen Hingston
	0	ALBANY CREEK	1	Steve Hutchins
	0	ALBURY	1	Wayne McCloskey
Karina Crutch	1	BAIRNSDALE	0	
	0	BALLARAT	0	
Simon Grant	1	BEAUFORT	0	
	0	BEROWRA	0	
	0	BIGGENDEN	1	Michelle Hansen
	0	BILOELA	0	
Jamie Vincent	1	BLACKTOWN	0	
	0	BORDERTOWN	0	
	0	BRAIDWOOD	0	Jamie Vincent (unfinancial)
	0	BRIDGETOWN	0	
Amit Jaura	1	BRISBANE CITY	0	
William Anscombe	1	BRISBANE VALLEY	0	
Tara Spotswood	1	BUNDABERG	0	
	0	BUNBURY	1	Allen Hingston
Allen Hingston	1	BUSSELTON	0	

2018 National Convention Agenda

2017 NATIONAL CONVENTION – MEETING MINUTES

	0	CABOOLTURE	1	Steve Hutchins
	0	CENTRAL AUSTRALIA	0	
Lynne Mason	1	CHINCHILLA	0	
	0	CLARE AND DISTRICT	1	Jared King
	0	COBRAM/BAROOGA	1	Wayne McCloskey
	0	COROWA	1	Wayne McCloskey
	0	CRYSTAL BROOK	1	Jared King
	0	DALBY	1	James Burleigh
	0	DARLINGTON POINT	1	Wayne McCloskey
	0	DELORAIN	0	
	0	DOWERIN/GOOMALLING	0	
	0	DROUIN	1	Karina Crutch
	0	ECHUCA MOAMA	0	
	0	ESPERANCE	1	Allen Hingston
	0	EUROA	0	
	0	FINLEY	1	Wayne McCloskey
Kaden Bryant	1	FRASER COAST	0	
Jakob Hercberg	1	GAWLER	0	
	0	GERALDTON	1	Kevin Van Helfferen
	0	GLOUCESTER	0	
Emily Clark	1	GOONDIWINDI	0	
	0	GOROKE	0	
	0	GUNNEDAH	1	James Burleigh
Michelle Hansen	1	GYMPIE	0	
	0	HERBERT RIVER	0	
Amanda Turner	1	HOPPERS CROSSING	0	
	0	HORSHAM	0	
	1	INVERELL	0	
	0	JAMESTOWN	1	Jared King
	0	JERILDERIE	1	Wayne McCloskey
Beth Patterson	1	KADINA	0	
Jared Whittaker	1	KARRATHA	0	
	0	KATANNING	1	Allen Hingston
	0	KEITH	1	Allen Wooldridge
	0	KIMBA	1	Jared King
	0	KINGBOROUGH	0	
	0	KOJONUP	0	
	0	KUNUNURRA	0	
	0	LATROBE	0	
	0	LEONGATHA	0	
	0	LOXTON	1	Allen Wooldridge
	0	MACKAY	0	
	0	MAITLAND SA	1	Jared King
Craig Simm	1	MALENY	0	
	0	MANJIMUP	1	Allen Hingston

2018 National Convention Agenda

2017 NATIONAL CONVENTION – MEETING MINUTES

	0	MANSFIELD	0	
	0	MILTON/ULLADULLA	1	Jamie Vincent
	0	MOE	1	Karina Crutch
	0	MONTO	0	
	0	MOUNT BARKER	1	Allen Wooldridge
	0	MOUNT ISA	0	
	0	MOURA	0	
	0	MURGON	0	
Allen Wooldridge	1	MURRAYLANDS	0	
	0	MURWILLUMBAH	1	Steve Hutchins
?	1	MUSWELLBROOK	0	
Mark Walls	1	NAMBOUR	0	
Brett Rumball	1	NARACOORTE	0	
	0	NORTHAM	0	
	0	OBERON	0	
	0	PADTHAWAY	1	Allen Wooldridge
	0	PERTH	1	Allen Hingston
	0	PINGELLY	1	Allen Hingston
	0	PORT AUGUSTA	0	
	0	RENMARK	0	
David Nielsen	1	ROMA	0	
	0	ROSS RIVER	0	
	0	RUTHERGLEN	1	Wayne McCloskey
	0	SANDON COUNTY	0	
	0	SARINA	0	
	0	SINGLETON	0	
James Burleigh	1	SOUTH TOOWOOMBA	0	
Andrew Roberts	1	SOUTH WAGGA	0	
Mark O'Donnell	1	SOUTHPORT	0	
	0	ST GEORGE	0	
	0	STAWELL	0	
	0	TAMAR	0	
	0	TARA	0	
Brett Coster	1	TOOWOOMBA	0	
Ryan Oliver	1	TOWNSVILLE	0	
	0	TRARALGON	1	Karina Crutch
	0	TULLERMARINE/ESSENDON	0	
	0	ULVERSTONE	0	
	0	WAIKERIE	0	
	0	WANDOAN	0	
	0	WARIALDA	0	
	0	WARRACKNABEAL	0	
	0	WARWICK	0	
	0	WAUCHOPE	1	Jamie Vincent
	0	WENTWORTH	0	

2018 National Convention Agenda

2017 NATIONAL CONVENTION – MEETING MINUTES

	0	WHYALLA	0	
Bernie Garvey	1	WODONGA	0	
	1	WONGAN HILLS	0	Kevin Van Helfferen
	0	YARRAM	1	Karina Crutch

2.3 Introduction of Guests

GUESTS

Doug McNally – Chinchilla/Wondoan	Tim Gross - Kadina
Jennifer McNally	Ben Graefe -Kadina
Jack Adams - Naracoorte	Chris Hill - Kadina
Melinda Godfrey – Wongan Hills	Adam May - Kadina
Rob Hingston - Busselton	Sam Wittwer -Kadina
Josh Meon - Muswellbrook	Shannon Jaye - Bundaberg
Craig Martin - Toowoomba	Brendan Hardy – Toowoomba
Tyson Campbell - Roma	

LIFE GOVERNOR

John Phillips – West Beach

INTERNATIONAL

Nil

PAST NATIONAL PRESIDENTS

Kate Huth - Albany

LIFE MEMBERS

Jim McNall – Fraser Coast	Jamie Vincent - Blacktown
Ian Curren – Barossa Valley	Richard Colwell - Redlands

Mark Ballin – Biloela & Ipswich

APEX FOUNDATION

Jamie Vincent

Apex National Office

Liam Scott

2.4 Apologies

Mathew O'Donnell

Apex Global Chair – Edward Mia

2018 National Convention Agenda

2017 NATIONAL CONVENTION – MEETING MINUTES

3.0 Appointments

3.1 Sergeant at Arms

Motion;

"That the Sergeant of Arms & be Mark Ballin & Richard Colwell"

Moved; National Secretary – Neal Molineaux

Second; Goondiwindi Apex Club

Vote; Carried

3.2 Scrutineers

Motion;

"That the National Convention Scrutineers be Mark Ballin & Richard Colwel"

Moved; National Secretary – Neal Molineaux

Second; Goondiwindi Apex Club

Vote; Carried

3.3 Appointment of Time Keeper

Motion;

"That Ian Curran – Life Member of Barossa Valley be appointed as the time keeper"

Moved; National Secretary – National Secretary

Second; Toowoomba Apex Club

Vote; Carried

2018 National Convention Agenda

2017 NATIONAL CONVENTION – MEETING MINUTES

4.0 Announcements

4.1 Fixation of Time Limits

Motion;

**“That the time limits be;
4 mins speakers for a motion
3 mins speakers against the motion
2 mins for a right of reply”**

Moved; National Secretary - Neal Molineaux

Second; Kadina Apex Club

Vote; Carried

4.2 Motion to confirm proxies

Motion;

“That the received Proxy forms be accepted by the meeting delegates”.

Moved; National Secretary - Neal Molineaux

Second; Naracoorte Apex Club

Vote; Carried

5.0 Previous Minutes

5.1 Confirmation of the Meeting Minutes of the 2016 National Convention held at Beaufort.

Motion;

“That the 2016 National Convention Meeting Minutes at Beaufort be accepted as a true and accurate record of proceedings”.

Moved; National Secretary – Neal Molineaux

Second; Hoppers Crossing Apex Club

Vote; Carried

2018 National Convention Agenda

2017 NATIONAL CONVENTION – MEETING MINUTES

Business Session

6.0 Reports

- 6.1 **Motion 1 – National Board – Endorse current appointment of the 2017-2018 National Executive & Board.**

Motion;

"That the election of the National board as follows be endorsed";

NATIONAL PRESIDENT	Moses Abraham	QLD
DIRECTOR	Neal Molineaux	NSW
DIRECTOR	Mark O'Donnell	QLD
DIRECTOR	Michael Godfrey	WA
DIRECTOR	David Sloss	QLD
DIRECTOR	Leon Budden	SA
DIRECTOR	Mathew O'Donnell	VIC

Moved; National Secretary - Neal Molineaux

Second; Blacktown Apex Club

Vote; Carried

- 6.2 **Presentation of 2016/17 National Apex Accounts – Michael Godfrey**
- Broader discussion of the Audited accounts as displayed on the Apex Australia website, (no questions were asked)

Motion 2;

"That the 2016 - 2017 Apex Australia audited accounts be accepted as tabled at the convention (and can be viewed on the Apex Australia website www.apex.org.au)"

Moved; National Board – Michael Godfrey

Second; South Toowoomba Apex Club

Vote; Carried

- 6.3 **Immediate Past National President Report 2017/2018 – (Mathew O'Donnell absent)**
In Mathew's absence Incoming Moses Abraham provided an overview on Mathew's year as National President and with a wrap up on the Association Project, being the replacement of Apex Park Signage. Mathew also expressed his thanks to the Regional Communicators for their efforts in continually fostering the relationship and communications between the Clubs and the National Board. Mathew thanks his Board for their professional commitment and approach to Apex at a National level over the recent year and the Mentors that supported and encouraged him throughout his year as National

2018 National Convention Agenda

2017 NATIONAL CONVENTION – MEETING MINUTES

President. Lastly, Mathew thanked his family for their support and understanding during his term as National President.

6.4 2017/2018 National President Report – Moses Abraham

Moses provided a brief summary of himself and his aspirations for Apex and how he wished to continue to move the Association forward like those many National Presidents before him. He discussed the key role of the Regional Communicators and how they are the key to the flow of communications between the Club and National Board, and Moses encouraged all Members to get behind and support their Regional Communicators.

6.5 Finance Report & 2017/2018 Budget – Michael Godfrey

- Further discussed the Report as displayed on the Apex Australia Website.

Motion 3;

“That the proposed budget for the Apex Association for 2017 - 2018 be accepted as tabled at the Convention, (and can be viewed at the Apex Australia website www.apex.org.au).”

Moved; National Treasure - Michael Godfrey

Second; Wogan Hills Apex Club

Speakers For;

National Board - Fair & reasonable budget for Clubs & National Board.

Questions;

Region 4 – Why aren't we seeing the total benefits from change of National Office now?

National Board – Need to reserve some of the cost savings to cover the costs of the changeover period of the National Office, where both the existing and new Offices will be working together to allow for a smooth transition.

Busselton Apex Club – With 4 drawdowns per year and the first having already be done, when will Clubs see the cost saving and in what draw down?

National Board – Drawdowns 2, 3 and 4 will be reduced to accommodate the cost savings from the change of the National Office.

Hoppers Crossing Apex Club – Please explain the increase in Data Base and the Staff Travel Line items?

National Board – Increase in Data Base is to allow for seed funding to further develop over the coming year and the increase in the Staff Travel is to allow for the National Office to attend nominated Board Meetings and the AGM/National Convention.

Vote; Carried

2018 National Convention Agenda

2017 NATIONAL CONVENTION – MEETING MINUTES

Presentation - Founders Fund

National Board – David Sloss; gave everyone a quick overview of the Founders Fund and how it could be applied.

Meeting adjourned for morning smoko 10:15am

Meeting recommenced at 10:45am

Presentation – Prostate Cancer Foundation

Past National President and current Chairman for the Prostate Cancer Foundation Jim Hughes provided an overview on the Foundation and some recent discoveries in the research of Prostate Cancer.

7.0 Agenda Items/Motions

7.1 Motion 4 – Association Project

Motion;

“That the Apex Clubs of Australia raise awareness of Prostate Cancer and raise funds for further Prostate Cancer research by implementing the ‘Biggest Ever Blokes Lunch’ as the 2017/2018 Apex Association Project”

Moved; South Wagga Apex Club

Second; Wodonga Apex Club

Speakers; For

South Wagga Apex - Gave an overview of the proposed project and the how all Clubs could be involved at any level, and how this project could assist in promoting Apex and individual Clubs within their communities whilst raising funds and awareness for something that has or may touch us all at some stage in our lives.

Against

Katanning Apex Club – Concerned about additional community requests and the project reflecting bad in the community.

For

Murraylands Apex Club – Due to personal experience, believe it is a great initiative and encourage all Clubs to get behind this proposed Association Project.

2018 National Convention Agenda

2017 NATIONAL CONVENTION – MEETING MINUTES

Amendment to the Motion;

“That any Apex Club of Australia can choose to endorse and/or raise awareness of Prostate Cancer and raise funds for further Prostate Cancer research by implementing the ‘Biggest Ever Blokes Lunch’ as the 2017/201/ Apex Association Project.”

Moved: Busselton Apex Club

Chairman: Amendment the Motion ruled out of order as under the rules in the Apex Manual, it only state that ‘National Board should encourage all Apex Clubs to take part in the Association Project’. Not that all Apex Clubs must participate.

(Back to original Motion – above)

Speakers: Right of Reply

South Wagga Apex Club – again gave an overview of the proposed project and the how all Clubs could be involved at any level, and how this project could assist in promoting Apex and individual Clubs within their communities whilst raising funds and awareness for something that has or may touch us all at some stage in our lives and asked the Clubs to support this proposed Project.

Vote: Carried

8.0 Presentations

8.1 AON Insurance

Maninder Sandhu gave an overview of the current market conditions and trends, then where Apex Australia sits within this. He also encouraged all Clubs to contact him so as he can further assist them with the checklists for any events they have coming up, to ensure these are all covered and no one is left exposed or at risk.

8.2 Cows for Cambodia

Kadina Apex Club President, Bethany Paterson provided a summary of the recent work the Kadina Apex Club undertook by sponsoring Cows in Cambodia.

8.3 Apex Foundation

Director Jamie Vincent provided all an update on a couple of the many Trusts within the Apex Foundation portfolio, being the Apex Magic Castle and the Autism Trusts. Jamie encouraged all to make contact with the Foundation to see how they can assist their Club.

8.4 Overseas Bursary

Craig Martin gave a details summary of the Bursary in the Philippines and Lombok, also an update on the current Teacher in Lombok and her experience to date.

2018 National Convention Agenda

2017 NATIONAL CONVENTION – MEETING MINUTES

8.5 2018 National Convention

South Wagga Apex Club gave a presentation on the 2018 National Convention and explained what delegates and guests would expect to partake and enjoy whilst in the NSW Regional City. 2018 National Convention is set for the 5th & 6th October 2018.

9.0 Fines Session

9.1 Motion for Donation of Fines Money

Motion;

“That moneys collected from this National Convention fines sessions get distributed to the Prostate Cancer Foundation”

Moved; Blacktown Apex Club

Second; Naracoorte Apex Club

Vote; Carried

9.2 Fines Session - \$90.10

9.3 Golden Stirrer Delegate Award - Not Awarded

9.4 Whopper Gavel Award - Kadina Apex Club, SA

10.0 National Awards – (were announced at Saturday Lunch & Gala Dinner)

10.1 Senior Serving Apexian Awards (Gala Dinner) 22 Years

- Greg Murdoch – Wodonga Apex Club
- Grant Albert – Yarram Apex Club
- Craig Murdoch – Wodonga Apex Club
- Don Horspool – Sarina Apex Club
- Matthew Mengal – Toowoomba Apex Club
- Dave Farley – Taralgon Apex Club

Lifetime Serving Apexian Award (Gala Dinner) 27 Years

- Anthony Packard – Port Augusta Apex Club
- Greg Murdoch – Wodonga Apex Club
- Jim Salmon – St George Apex Club
- Doug McNally – Wandoan Apex Club
- Terry Russell – Sandgate/Brisbane City Apex Club
- Craig Murdoch – Wangaratta Apex Club

2018 National Convention Agenda

2017 NATIONAL CONVENTION – MEETING MINUTES

- 10.2 **Mary Kathleen Membership Award**
- Not Awarded
- 10.3 **Fiji Kava Bowl Award**
- Blacktown Apex Club, NSW
- 10.4 **John Stokes Boomerang Award**
- Region 3
- 10.5 **Eric Hooper Service Award**
- South Wagga Apex Club, NSW
- 10.6 **Newman O'Dea Association E-News or Dinner Notice Award**
- Hoppers Crossing Apex Club, VIC
- 10.7 **Lorraine Jansen Best Website or Social Media Award**
- Bunbury Apex Club, WA
- 10.8 **Mail Box Award**
- Not Awarded
- 10.9 **Donald Mackay Citizenship Award**
- South Wagga Apex, NSW
- 10.10 **Langham Proud Regional Communicator of the Year Award**
- Allen Hingston – Busselton Apex Club, WA (Region 13)
- 10.11 **Apex Australia Best Club Award (Gala Dinner)**
- Bunbury Apex Club, WA
- 10.12 **Harry Hodges Best First Year Apexian Award (Gala Dinner)**
- Lachlan Monk – Chinchilla Apex Club, QLD
- 10.13 **Sir John Buchan Young Apexian of the Year Award (Gala Dinner)**
- Ben Graefe – Kadina Apex Club, SA
- 10.14 **Ewan Laird Apexian of the Year Award (Gala Dinner)**
- Tyson Campbell – Roma Apex Club, QLD
- 10.15 **Apex Month Publicity Award**
- Not Awarded
- 10.16 **Bevan Ruff Public Speaking**
- Not Awarded

2018 National Convention Agenda

2017 NATIONAL CONVENTION – MEETING MINUTES

11.0	Meeting Closure
11.1	Business Session closed at 1:15pm, where delegates and guests attempted challenge themselves on the high ropes course.
12.0	Attachments
12.1	2016 National Convention Meeting Minutes
12.2	2016/2017 Audited Accounts
12.3	2017/2018 National Budget

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[APPENDIX 002 – MENTORING PROGRAM](#)

Version 1.0 dated June 2018

Apex Club of Albury

Club Mentoring Program



Version 1.0 dated June 2018

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“A mentor is someone who sees more talent and ability within you, than you see in yourself, and helps bring it out of you.”

Bob Proctor

Introduction:

The of this manual to provide an insight to the mentoring program and act as a step by step guide to those participating in the club's mentoring program.

Connecting Experience and the Future

One of the many advantages of becoming a club member is access to the club's network of professional's, entrepreneurs, educators and community leaders. The club mentoring program provides aspirants who are generally new to community volunteer organisations, with the opportunity to connect with experienced more mature individuals as their mentor.

Mentors are fellow past or present club members who have experience, insight and practical know-how that aspirants benefit from greatly. Club mentors have often benefited from having an experienced mentor themselves and as a way of giving back to their community, commit their time willingly to assist aspirants.

How does the Mentoring Program work?

Generally mentors and aspirants establish a way of working together that suits both parties. They decide how often they meet and how they communicate at their initial meeting and make arrangements from there. The club will provide assistance in arranging the initial meeting as a way of instigating the program. It is then the responsibility of the mentor and the aspirants to go from there and to report the progress to the club. The club will provide assistance with the program when required and requested

Who benefits from the mentoring program?

We see this program as a significant advantage to junior members seeking to gain confidence and learn new life skills. To receive another perspective or approach can broaden the experience in giving back to the community and contribute to their own personal development.



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Case study

To understand the step by step program, a case study has been provided. During each step we will refer to this case study as our example on how the principals can be applied.

Case Study:

Sam, a Junior member new to the club would like to be more involved in arranging potential service work for the club and assist raising funds via a chocolate drive organised through ABC sweets to go to a cause. They have had some past experiences with assisting in various fund raises and two years ago he experienced the loss of a love one that suffered a serious illness.

XYZ for you, is a charity that is raising funds to go into medical research into the illness will be doing their annual national donation drive in 3 months. The junior member has once participated in a chocolate sale that successfully raises funds with minimal effort and feels it would be a good opportunity for the club to participate in raising the money required to make a substantial donation.

The junior member is hesitant about approaching the club as he is afraid that the club will reject the proposal especially as he is not sure on how to present the idea. From past experiences, the Junior member may have had negative experience in their past or may experience a lack of confidence, but feels that the cause is worthy of the clubs attention.

The Junior member then approaches the club to utilize the mentor program to seek guidance.

The club identifies a suitable and willing mentor named John, and after the initial introduction, the mentor and junior member (aspirant) begin the mentoring journey.

“We can help a person to be himself by our own willingness to steep ourselves temporarily in his world, in his private feelings and experiences. By our affirmation of the person as he is, we give him support and strength to take the next step in his own growth. “

Clark Moustakas

The mentoring Process.

Mentors:

Mentors have two roles — one as an expert and the other as a role model. Mentors help aspirants to learn new skills and knowledge. They help increase the achievement rates, self-esteem and confidences. A Mentors role is to help the aspirant to understand social behaviours/ acceptance, how the club works – its rules/ governance, formal and informal processes, and the correct dealing with politics - promotes learning, as well as to explore new and conflicting ideas. Mentors help the aspirant handle setbacks and problems, gain expert knowledge, acquire new knowledge and skills, help in personal development, and help in understanding changes and building values.

Tip:

Common mistakes mentors make include agreeing too early on internal conflicts, taking things personally and sharing too early your thoughts. Things a mentor must avoid is to tell the aspirant what to do to improve, do not give advice outside subject expertise and do not confuse mentor's issues with the aspirant's issues.

Tip:

Principles of good mentoring — listen, listen and listen, learn to understand how the aspirant feels with you, start from the aspirants current position, support / tweak ideas, fill the missing links, change must be measurable and if it is not working, change.

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Aspirants:

Aspirant must be willing to accept challenges, be committed to the mentoring process, be willing to learn and take risk. Above all, they must have *trust* and *confidence* in their mentor

Aspirants will gain from the challenges, friendship, learning from models, learning from errors, listen, build self-confidence and get wise advice. Beside this aspirants will also get:

- coached,
- support, encouragement; and
- Become more self-aware.

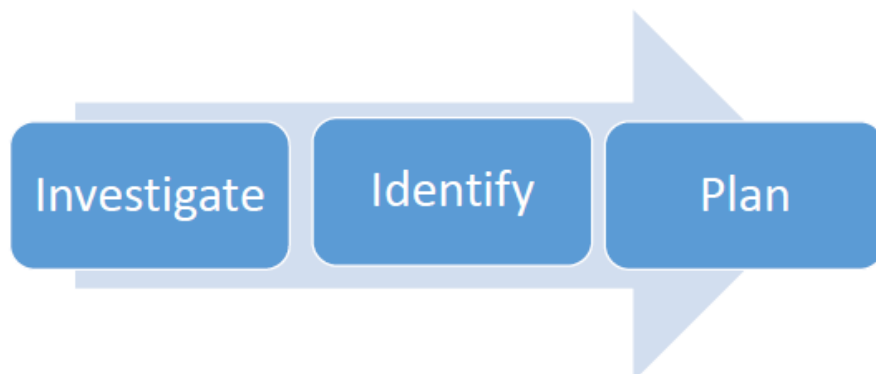
Aspirants should not expect the mentor to manage, solve problems, and tell them what to do, expect an easy ride, expect favours, engage in gossip and end the relationship when a problem is resolved.

Aspirants weakness can be turned into strengths, persistence usually will have positive results, treat everyone the way you want to be treated, must be willing to see things from a different prospective and be able to connect with others, take responsibility and have a willingness to take risk.



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Beginning the mentoring process.



Investigate

The mentoring process begins with getting-to-know-you session to develop a relationship of trust. Relationships need to be built before any effective engagement. An environment of trust and mutuality must be established. It is important for the aspirant and mentor to become acquainted with each other before planning the program. It is vital for the mentor to learn about the aspirant's educational background and experience, and share information about his or her own background and experience by asking open ended questions.

Identify

A mentor supports the aspirant in facing challenges by identifying and continuing to build upon the aspirant's strengths, needs, and goals throughout the period and helping him identify his weakness and pitfalls. A mentor shares their experiences which helps the aspirant in making informed decisions and prioritizing his work.

Plan

A mentor challenges the aspirant to think out of the box which allows them learn creative ways of thinking and tackling a problem. Mentor's role is only to leave the aspirant with food for thought and let the aspirant make the final decision. It is critical for a mentor to monitor the progress of the aspirant and have some checks and balances in place to see if the aspirant is heading on the right track.

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The Mentoring plan:

**“Knowing is not enough, we must apply. Willing is not enough,
we must do“**

Bruce Lee

The journey of turning the aspirant’s idea into a success can be broken down into 6 steps. It is important for the mentor to follow each step accordingly, keeping accurate file notes, and to apply positive reinforcement along the way.

Step 1: Setting the Goal	
Step 2: Putting the plan together	
Step 3: Presenting the Plan	
Step 4: Putting the plan into action	
Step 5: Completing the plan	
Step 6: Conclusion.	

**** A file note template is available in appendix 1.**

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Step 1: Setting the goal.

An idea is a wish until it has been written down then it becomes goal.

The part of this step is for the mentor to coach the aspirant in turning their ideas into goals. When planning a goal, it is good to use the **SMART** approach:

Specific - Goals should be simplistically written and clearly define what you are going to do. Specific is the What, Why, and How of the S.M.A.R.T. model.

Measurable - Goals should be measurable so that you have tangible evidence that you have accomplished the goal. Usually, the entire goal statement is a measure for the project, but there are usually several short-term or smaller measurements built into the goal.

Achievable - Goals should be achievable; they should stretch you slightly so you feel challenged, but defined well enough so that you can achieve them. You must possess the appropriate knowledge, skills, and abilities needed to achieve the goal. You can meet almost any goal when you plan your steps wisely and establish a timeframe that allows you to carry out those steps. As you carry out the steps, you can achieve goals that may have seemed impossible when you started. On the other hand, if a goal is impossible to achieve, you may not even try to accomplish it. Achievable goals motivate members. Impossible goals demotivate them.

Results focused - Goals should measure outcomes, not activities.

Time frame - Goals should be linked to a timeframe that creates a practical sense of urgency, or results in tension between the current reality and the vision of the goal. Without such tension, the goal is unlikely to produce a relevant outcome.



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Case Study Example:

Task 1: Set a goal using the SMART approach.

Referencing to the case study, the following demonstrates how Sam's idea can be tuned into a goal using the SMART approach:

Specific – By running a chocolate drive, the club is aiming to raise \$1,000 for XYZ for you to assist with their medical research.

Measurable – Each meeting a report will be presented to the club on the progress

Achievable – this can be achieved by 10 members selling one box of chocolates each raising \$100 per box.

Results focused - The aim is to reach a \$200.00 milestone each meeting over the next 5 meetings so that it can be presented to XZY during our 6th meeting.

Time frame – the timeframe has been selected as it will run in conjunction with XYZ for their major fund raiser driver.

Task 2: Give the project a name.

The second part of this step is to name the project. A name will give the project. The name should be simple and easily identified with the project. Clever use of acronyms or a play of words can be used. Encourage the Aspirant to identify a key list of words associated with the project and together come up with some clever names for the project. This will encourage the aspirant to be more creative and to encourage them to think out of the box.

Case Study Example:

Keywords:

Chocolate XZY Cure Money Charity Good Fund raiser Sell Eat
Sweet/s Candy <Community name> cause club Sugar Cash Help for you

After playing the words, Sam and John have come up with the project: name: AGKOC – A Good Kind Of Chocolate

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Task 3: Assign some homework to the Aspirant:

The Third part of Step one is to assign the Aspirant a take home exercise. Ask them to:

- Contact the charity and discuss the proposed idea. Ask the aspirant to collect details such as:
 - Points of contact
 - Contact details and preferred method of contact i.e. email/ phone etc.
 - Delivery methods for the club to present to the recipients upon completion.
 - Any promotional material that could be used to present to the club (in many cases a representative of the recipients may be willing to address the club to provide in depth details of the organisation/ cause).
- Have the Aspirant write a file note on their conversation with the information they have collected above.

This part of step 1 is to encourage the Aspirant to increase their research skills, communication skills and their record keeping skills.

When preparing this task, include items such as the proposal, have the key details written down for easy referencing, or alternatively, help the Aspirant to prepare a script if they are not confident in making the call. Also allow a section for them to write their file note to prompt them to remember

An exercise sheet template sheet is attached in the Appendix.

Tip:

It is important for the Mentor to make accurate file notes at the conclusion of each point of contact whilst the information is still fresh in their head.



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Step 2: Putting the plan together

Once the Aspirant has completed their exercise and has collected the relevant information from the recipient organisation, the next process is to formally document the plan.

This document should include:

- Project Name
- Mission Statement – A short statement.
- Club member in charge of the project.
- Contact details of all key parties involved.
- Key dates such as the start of the project, the target goal dates and dates when the project is expected to be completed.
- Budgeting expenses- if required
- List of resources available and information on accessing them.

This statement will form part of the records for the club and can be utilized to assist when presenting the project to the club.

A template of this document can be located in the appendix.

Case Study Example.

Club Project : AGKOC			
Mission Statement: Our goal is to raise to \$1,000 from a chocolate drive to present to XZY for you as part of their major fund raising drive to raise funds for medical research.			
Club Contact of person in charge:	Sam -22 0202 0202 – email@email.com		
XYZ for you contact:	Susan – 22 0202 0303 – email@xyz.com		
ABC Sweets	Tom 22 0202 0404 – tom@abc.sweets.com		
Start date:	1/1/2018	Project completion date	14/3/2018
Target goal dates:	14/1/2018 : \$200 – 28/1/218 :\$400 - 14/2/18 - \$600 28/2/18 : \$800 14/3/2018 : \$1,000 – Presentation to XZY: 1/4/18		
Budgeting/ expenses	Each box of chocolate is supplied by ABC and is valued at \$200. From the sale: ABC will receive \$100 allowing \$100 to go to XZY for you. There is no initial costs to the club, however, should a box be miss placed or damaged, it is the clubs responsibility to cover the \$100.		
Resources	Brochures and information packs can be provided by contacting Sam. XZY for you has on line information PDF's and resources which can be located at www.XZYforyou.com.notapp/information . ABC has information on chocolate drives which can be locate at www.abcsweets.com.chocolare/charity		

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Step 3: Presenting the plan.

The presentation is the most important part of the process, as it will be at this point that the Aspirant's idea is released to the public. Remember, it will be natural to feel overwhelmed at this point, however, keep in mind, ultimately, you are amongst friends.

Mentor:

Introduce your aspirant to the club with a brief summary of the topic:

Case Study:

John, "I would like to welcome Sam to talk to you all for a moment. Sam has been working on a project that you may all be interested in"

This will show the Aspirant that you are there to support them and have faith in them, which will result in increasing their confidence.

Aspirant:

When presenting your proposal to the club, you do not want to overload your audience with too much information.

For the presentation component, follow the KISS rule; Keep it Simple and Stupid. Provide your audience with enough information to allow them to make an informal decision on their own accord. To avoid losing your train of thought or your momentum, allocate enough time at the end of your presentation for your audience to ask questions and respectively request that they withhold from asking questions until this time as it may be too distracting.

Your presentation:

Make a brief introduction about yourself and a brief summary of how you came up with the idea.

From there, your proposal plan has the key information that you will need to discuss in your presentation, such as:

- Mission Statement
- Dates
- Budgeting and expenses
- Resources.

Conclude by thanking your audience for listening to you, then open the floor for discussions.

Every club has their own procedure for voting on proposals, once the question period is over, allow your club the opportunity to follow their procedures.

Tip: During this stage, the mentor should allow the aspirant to take the stage, this is their moment to shine. It will be at this point here the aspirant will receive the most confidence for the project as it will be the time the project will become public.

Tip: Should the Aspirant forget a key point, do not point it out to them. Instead, make it a discussion point for the Aspirant to recall the information on their own accord. Asking questions in the appropriate allocated time is a good way to open further discussions.

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Step 4: Putting the plan into action

Mentor:

It is at this point where you will need to encourage your Aspirant to start to take charge of the process and enhance their leadership skills. Provide them with assistance when required, however it is here where you will need to take a step back, remember, it is your Aspirants idea, their project, and as by now they should have found their confidence, your role is to be more of an observer then anything.

Aspirant:

Using the information from step 2, this is the process of identifying the "who, what and where" in the execution of the project and monitoring the project to the end.

Depending on the type of project, will depend on the specific information that you will need to do.

Generally speaking:

Who:

- Who is in charge of the project: this is the person responsible for monitoring the project and organising key aspects of the project:
 - Case Study: Sam is now in charge of the project, he has allocated a box of chocolates to the members, keeping track of who has received what, and is responsible to follow up with each member during this process.
- Who is participating: A list of each member who is participating in the project should be recorded to allow ease in liaising with them during each stage of the project.

What:

- Make it clear what each member's role is during the process of executing the project and ensure that they understand their roles.
 - Case Study: Sam is the project manager, he will oversee the project and monitor it. John is in charge of collecting the money during each meeting and ensuring that it is accurately recorded. Mike, Steve and Wayne are in charge of selling 4 boxes of chocolates, Matt and James will sell 6 boxes.

Where:

- These are key locations identified in the execution of the project:
 - Case Study: Mike, Steve and Wayne will go to local business in the CBD. Matt and James will approach HIJ Company as they have a personal connection there and HIJ in the past has been known to support such fund raises.

Each person will report to the project manager during the process for the project manager can update the club accordingly.

Develop a list of documents:

Check lists

Step by step guide.

List of people

Risk minimisation

List of what has been received etc.

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Key Tips and tricks for the Aspirant as project manager

- 1) Start with a clear project scope: You and your team should invest your time in gathering information, assigning tasks to specific people and having a good overview of your resources. The end result should be a well-rounded project plan with a clear scope, steps, implementation process and a well-defined target.
- 2) Put everything on a timeline: A visual timeline will give you a bird's eye view of your entire project and resources. On top of that, having a visual understanding of all the steps and tasks needed to be completed can help you figure out if you have set overly optimistic deployment dates. This can keep both you and your team grounded and focused on delivering results by realistic schedules.
- 3) Prepare to keep planning: Changes happen all the time. However, you can always have a basic plan for managing these changes. You have to set some expectations on how the team should manage unexpected issues, scope change, risks, quality, and communication and so on. Sometimes projects are smooth and easy to manage and sometimes they are a complicated.
- 4) Implement while keeping an eye on the metrics: Once the project has been planned accordingly to its scope and goals, the implementation phase can begin. In theory, since you have already agreed on your project scope and you have a basic backup plan if something doesn't work, the only thing remaining is to implement your plan and processes efficiently. As a manager, there are a few things you should keep an eye on.
 - a. Check the project timeline on a regular basis in order to determine how your team is progressing.
 - b. Keep your timeline updated and make sure that you and your team are still focused on the plan. Determine whether the project will be completed within the original effort, cost, and duration estimates. If the situation has changed, you should determine the critical path for continuing and look for ways to accelerate the activities to get you back on track.
 - c. Monitor your resources. You should look at the amount of money and time your project has actually consumed and determine whether you have spent more than you have originally estimated, based on the work that has been completed. If so, be proactive, and take smart business decisions that could potentially make the project more effective.
 - d. It is also important to look for signs showing that the project may be in trouble. Some of them could be:
 - e. Team morale starts to decline.
 - f. Deliverable quality starts to deteriorate.
 - g. Lack of communication.
- 5) Keeping an eye on the quality: You need to make sure that you deliver a quality product on top of everything else. Quality means making sure that you deliver what you said you would and that you do it as efficiently as you can. And that means trying not to make too many mistakes and always keeping your project on track to deliver the expected results.

Feedback is the cornerstone of most successful projects so don't be afraid to ask your team or outsiders to give you their input on the project. Feedback truly is something we all need,

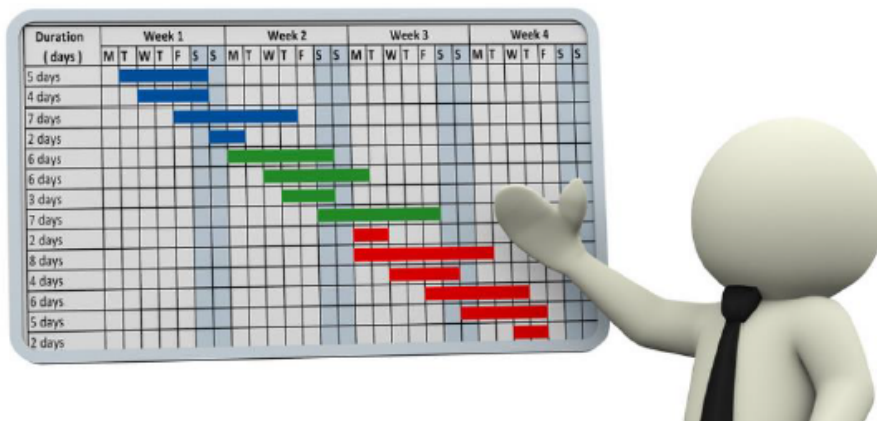
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no matter if we're intrinsically or extrinsically motivated to do something. It shows us what we already did correctly and where we need to develop to become better and more successful in helping others and achieving our goals.

Utilise your mentor if you are not sure about something or are concerned that the club may be losing money on this fundraiser

And remember most importantly, always have fun.



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Step 5: Completing the plan

There are two stages to completing the plan:

- 1) Delivering the goods:
- 2) Presenting the final results to the club:

1: Delivering of the goods

Depending on the project itself, will depend on how the delivery would be.

For instance, a project that requires physical labour, the "goods" would be the actual physical work and the delivery would be the agreed upon day that the labour would be performed.

Should there be a physical product involved, as with the case study, suitable arrangements should be made with the receiving organisation.

On both occasions, the Aspirant should be present, as after all, it was their project.

Mentor: During this process, it is a good opportunity to promote the club in the achievements that are made as well as promote the Aspirant for all of their hard work, time and effort they have invested in achieving this process. Be sure to make them the centre of attention as it will increase their confidence.

2: Presenting the final results

This should be a short, but informative report presented to all the members of the club by the Aspirant. This will provide the Aspirant with the opportunity to utilize their new skills and confidence.

The report should include:

- A brief description of the project.
- A step by step guide of the execution of the project, including the members who participated
- The final outcome, and
- Any messages that the receiving party wished to pass onto the club.



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Step 6: Conclusion

The 6th and final step is the most important part of the process. By now the aspirant has turned their ideas into a success and have learned some valuable life skills throughout the process.

To conclude the project, the Mentor, Aspirant and key members of the club should meet to do one final debrief, discussed what areas were the most successful and what could be needed to improve upon and highlight possible ways in which the project can be adopted for future endeavours.

During this process, the debrief should consist of 2 topics:

- 1) The project itself
- 2) The mentoring program.

The mentor should provide a brief report on the mentoring program to the club, whereas the Aspirant (whom is project manager) should provide the formal reports of the project.

The mentor should discuss in private with the aspirant on areas that they may benefit from working on to assist them into the future.

It is at this point, that all reports and paperwork should be provided to the clubs secretary to be archived. In some cases, the club may wish to continue with the project and make it an annual event, these documents would be a variable tool in this situation as it will already have the key points, contact details etc. of the entire process.

Mentor: Congratulate your Aspirant for their dedication to the project, provide them with positive feedback and encourage them to be future mentors themselves.

Aspirants: Be proud of what you have accomplished and be sure to personally thank your mentor and the club for giving you this opportunity.

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Appendix:
File note template

Mentor Name: _____

Aspirants Name: _____

Project Nmae: _____

Record of key communications / actions

Date	Case note description	Initial

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Exercise Sheet Template:

Service work proposal - _____

<Member name >

<date>

Proposed Name: _____

Brief Description

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Contact details

Organisation	
Contact person	
Address	
Email	

Script

--

Notes

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Project plan Template:

Club Project :			
Mission Statement:			
Club Contact of person in charge:			
Additional Contacts	Contact 1		
	Contact 2		
	Contact 3		
Start date:		Project completion date	
Target goal dates			
Goal	Date	Goal	Date
Budgeting/ expenses			
Resources			

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