

# Finance, Membership & Insurance Subcommittee Report



**Meetings held: May 29 and June 9, 2014**

Members attending: Cass Gye, Chair; Alan Gaines; Graeme Crayford; David Hegarty; Debbie Cordukes; Colin Batt (insurance)

## **Insurance Review:**

Col Batt raised points on aspects of our insurance cover; letter sent to broker, Altiora, requesting clarification of our cover, namely: Association Liability fidelity cover; Public Liability: private hire of Hall and associated activities on the premises; other uses of the Hall; major community events; Personal Accident: number of volunteers; Community Vehicle drivers

Altiora has responded as follows:

- Fidelity cover is for employees/volunteers only and does not cover Office Bearers.
- Insurance covers all SIRA events, including SI Players rehearsals and performances. Alcohol consumption and Hall capacity must comply with relevant regulatory requirements.
- Insurance also covers Hall Hirers who are not-for-profit provided there is no alcohol and the number of attendees does not exceed 50.
- The policy also covers one major event per year (e.g. recent Winter Solstice Festival).
- All other Hall Hirers will need to provide their own insurance cover.
- Smoking is prohibited both inside the Hall and on all outside balconies.
- The number of volunteers referenced in the policy is the maximum at any one time.
- Work cover is outside the scope of the policy (NSW Work Cover have confirmed that work cover is not required for volunteers).

Amendments to Hall Hire documents to be made following advice

## **Membership Form:**

Updated as agreed by SIRAC and covering letter drafted; approved and sent in mailout

## **FMI Charter:**

Revised; attached for SIRAC approval

## **Community Vehicle Budget:**

2014-2015 Budget submitted to Transport for NSW; included revenue from passenger fees; meeting with Transport for NSW held regarding surplus funds (see Treasurer's Report/CV Report)

## **SIRA Accounts:**

Reviewed @ 31.03.14; additional amount to be posted into Community Vehicle Provision; new GF expense account item Social Functions (see P&L attached); it was noted that the Hall is showing a loss pending June sales; higher electricity usage to be investigated and steps to mitigate increase in charges to be taken; discussion with cleaner to formulate a fortnightly schedule to reduce cleaning costs.

## **Banking:**

Term Deposit or Savings account to be opened to transfer some funds from the main working account for the benefit of monthly interest; Business Banking Online to be implemented for electronic payments as required

## **Tennis User Group Insurance:**

It was agreed that a letter be sent to TUG Co-ordinator, Colin Haskell:

- Requesting compliance certificate for the pontoon and associated access ramp in accordance with the Pittwater Council's License Agreement;
- Advising that SIRA requires all TUG members to be fully paid up members of SIRA as per the User Agreement prior to insurance cover taking effect