

Minutes of Tarragal Glen Bar Committee Meeting

held at 1.30 pm on Tuesday 21st July 2026

Present: Warwick Phillips (Chairman), Rick Bruce (Vice Chairman), Hugh Sykes (Treasurer), Peter Klatt, Peter Krumm (Secretary), Brian McMahon, Colin Moss, Gavin Shepherd, Nerida Ware, Sue Krollpfeiffer, Val Parker.

1. Chair Welcome:

The Chairman opened the meeting and welcomed those present. He thanked all members of the committee for their contribution in the last quarter where 23 functions had been held.

2. Apologies:

Deborah Umpleby, Edwina Barnes, Helen Davis, John Barker, Margaret McDonald, Margaret Williams, Paula Benbow, Peter Speers, Trevor Hall.

The Bar Committee extended its condolences to Trevor and Marion Hall and family on the passing of their daughter.

3. Minutes of Meeting held on 21st April 2026 (previously circulated)

Acceptance proposed by Val Parker and seconded by Nerida Ware.

4. Matters arising from previous minutes.

1) Action item 1 – Print Revised Drinks Menu when list finalised.

- Rick advised that there had been no response to the request for suggestions. We are retaining the existing menu until the changes are agreed. The new menu will be issued when finalised.

2) Action item 2 – Purchase bottle of gin for the Crestani event. Done.

3) Action item 3 – Warwick to advise Helen of Crestani event bar takings to enable 25% donation to be finalised.

- 25% of takings totalled \$44.62.
- The bottle of gin donated cost \$90.00. **Done.**

4) Action item 4 – Helen to arrange payment of donation to Crestani Foundation. Done.

5) Action item 5 – Organise for printing of new drink vouchers. Done.

6) Action item 6 – Configure new credit card terminal and update instructions for powering on. Done.

7) Action item 7 – Key Bar Documents are to be held on a platform that is independent from our personal computers. Discuss this issue further with Bob Howe.

- As a minimum we want the essential bar documents (the published meeting minutes, quarterly and monthly financials) to be held on a platform that is independent from our personal computers.
- Warwick has spoken to Bob Howe about us wanting to do this asap.
- Bob Howe advised the Residents Committee are looking at adopting ideas from the Wood Glen website and will advise when they have spoken to their website developer, about what they plan to do.
- Warwick asked to be included on that discussion, but Bob wanted to have the RC changes made first. Warwick will continue to follow this up.

- 8) **Action item 8 – Allow for assistance in operation of dishwasher for identified volunteers.**
 - Hugh advised that Margaret McDonald had not had feedback on this issue. **Considered done.**
- 9) **Action item 9 – Discuss provision of non-slip floor coating/painting of floor in bar and coffee area with Jodie.**
 - Warwick advised that after analysis they are now looking at options specifically for bar areas such as anti-slip floor tiles or matting that has drainage holes, and anti-fatigue properties. Need non trip edges and be practical for cleaning. Currently waiting for samples from Toowoon Bar Carpets.
 - Colin Moss stressed the need for bar staff to wear flat heels as a safety precaution when working on the type of flooring proposed.

5. Bar Committee Membership changes.

- 1) Warwick noted that **Margaret Ducote** and **Howard Bowen** had resigned during the quarter. A thank you email sent to Margaret by Warwick was tabled under correspondence. Warwick also thanked Howard Bowen for his contribution.
- 2) **Hugh Sykes** has resigned as Treasurer as he has taken on the Vice Chairmanship of a Probus Group and not surprisingly found he just doesn't have time to do it all. As a result, Hugh will be presenting his last report as Treasurer, at this meeting.
 Hugh has done a terrific job since he took on the role after our AGM last year. He was totally invested in doing it properly, executed the role with great care, diligence and precision, and helped to reconcile anything that didn't quite line up between the banking and the financial reporting.
 Warwick thanked Hugh for stepping in to help us at a time of significant personnel change, and put his own stamp on the role.
- 3) **Peter Klatt** has agreed to join the Bar Committee as our new Treasurer. The Treasurer's role is time consuming with counts and banking after every event, so should be treated as non-serving bar role going forward.
 Peter has been doing the cash count and banking with Hugh and Warwick since early June. Hugh has done a handover to Peter of his Xero reconciliations, and the monthly and quarterly spreadsheet completion process. Peter's prior experience includes acting as Treasurer for the Griffith Archery Club for 15 years, Treasurer for the Woy Woy Peninsula Branch Ulysses (Motor Bike) Club for 11 years, as well as their Newsletter Editor.
- 4) **Neil Magnay** has recently joined the Bar Team. Neale did a great job on his first shift at the French-themed BBQ night in early July - everything went like clockwork and to cap it all off, the cash count balanced. Neale will be another great addition to our team - please make him welcome.
- 5) Role of **Assistant Treasurer**, we are also now looking for a person to add important cover for the future, as back-up to the Treasurer as well as to help share the load with the counting and banking after every event. For this role it is best if we look outside our team of bartenders.
 Possibilities:
 Michael Whipps (0408 612 030, domic@bigpond.com, Villa 95)
 Any other suggestions?
 Hugh Sykes offered his help in the interim in the event of an emergency.

6. Correspondence.

1) Bar Staff Roster Christmas I July.

- Warwick referred to correspondence from Margaret McDonald regarding the Christmas in July roster. It was confirmed that Warwick Phillips and Sue Krollpfeiffer were to handle the first shift and Margaret McDonald and Peter Krumm the second shift.

7. Treasurers report.

- Hugh Sykes presented the Treasurers report for the year ended 30th June 2026.
- Hugh noted that overall, it was a good result with Total Revenue of \$38972.04, Expenses of \$30,041.19 and a Net Contribution to Residents Funds of \$8930.85.

8. Bar Trading Report and Quarterly Bar Summary.

- Warwick Phillips presented the Bar Trading Report for the 2025/2026 year.
- Sales for the 2025/2026 year at \$39,189 were \$2,640 greater than the previous year.
- Net Profit was marginally down as compared to the prior year due to an increase in the cost of drink vouchers and an increase in Sundry Expenses. This included expenditure of \$600 on a new Eftpos machine that had to be purchased at short notice to enable the bar to continue to function effectively.
- Warwick noted that the Net Contribution to Residents Funds per the Treasurers Report totalled \$8,930.85 versus the \$8,651.24 on the Bar Trading Report. He would investigate and report back.
- Colin Moss asked what the total stock spillage and overpour was, he questioned whether this could be negotiated with the supplier. Warwick advised that this was automatically accounted for through the stock take. The amount was reported in the monthly trading analysis issued separately. In the case of red wine any leftovers that were likely to exceed the use by date at the next function were given to bar staff on duty. He was not prepared to approach the supplier on this issue as we are receiving excellent service at very competitive prices.
- It was resolved that the committee approve the expenditure on the new Eftpos machine.
- Nerida Ware asked whether Retire Australia should be approached to reimburse the cost of the new Eftpos machine. After some discussion and a show of hands it was agreed that Warwick would approach Jodie regarding a refund of the cost of the machine.

9. Operational Changes, Notes and Tips.

1) Increased till float and change handling

- We have increased the Till float to \$650 and have \$150 in the Reserve Float.
- This will enable us to better meet the increasing demand for change from \$50 notes.
- When presented with small change, customers are to be advised that 50 cents is our minimum denomination and where possible, residents asked to pay with other coins, notes, or card.

2) New products

- **Zero Rose and Sav Blanc** – limited demand and mixed feedback so far but continuing to stock for now.

- **Moscato 200ml bottle.** - We will be trialling a new product for a fruitier wine style that we haven't catered for - to be offered at an introductory price of \$4.50, to gauge demand. This is priced at a slight loss (based on 4-pack purchases), but that will change if we buy in 24-pack bottles or better still if lower cost 250 ml cans are acceptable.

3) Repeat request - Limit stock on top shelf of Main Fridge

- A repeat request - please do not load up the top shelf of the main fridge with any more than 6 small bottles/cans and 4 large wine bottles wine.
- We never sell more than 3 bottles at an event, most people cannot reach them, and old stock will likely be left at the back - so it's bad practice to overload the main fridge top shelf.
- Note the wine bottles on the top shelf are only for 'glass from a bottle' sales. Orders for a large bottle of wine should be taken from the Reserve fridge along with a wine bucket.

4) Bar staff meal payments – further thoughts

- Easiest process is to use cash from the bar till to pay for bar staff meals.
- Leave a note in the till, indicating number of meal and total cost.
- Record this as a sundry expense on that date
- However, if on Bar Duty and wanting a meal at the Xmas in July event, you will need to order and pay for it in advance and then take the \$45 from the till.
- Can we get a reduced 'Meal only' price for Bar staff? Warwick to follow up.

10. Other Business Clarification of our Bar License

1) Clarification of our Bar License

- After Warwick had advised that the Bar would be open for Mark Brown's retirement send-off, Gordon Crawford warned that there may be a TG Bar Licensing issue. That prompted discussions with Jodie, and as a result clarification was sought from Melissa Hamilton of Retire Australia.
- On 10 July, we received a letter from Melissa Hamilton (RA Assistant Manager – Regional Operations NSW) re Liquor Licence Exemption Bar trading in the village.
An extract from the letter reads as follows:
"Section 4(3) of the Liquor Act 2007 provides an exemption for retirement villages in certain circumstances. The exemption applies to the sale or supply of liquor to village residents (and their guests) at gatherings held within the village, provided that:
 1. A member of the Residents Committee, or a person nominated by the Residents Committee, is present to supervise the sale and supply of liquor and the conduct of the gathering.
 2. The liquor sold or supplied has been purchased on a retail basis; and the gathering is not organised or conducted by the retirement village operator.
- Based on our understanding of the arrangements currently in place at the village, these requirements are satisfied. In particular, the bar is operated and managed by residents rather than Retire Australia. Retire Australia does not organise or conduct the bar's operations and does not receive any profit from the sale of liquor. Accordingly, it is our view that the village's bar operations fall within the exemption provided under Section 4(3) of the Liquor Act 2007."

2) Bar AGM in October

- Note that all Bar Executive positions become vacant at the end of each year.
- We will send out to everyone the Executive Roles and the job descriptions / expectations, by the end of August. Warwick Phillips and Peter Krumm to action.
- We plan to formalise the appointment of members to Executive roles and will follow the Residents Association Constitutional model where relevant, in that each candidate for an executive role needs to nominate in writing at least 14 days prior to the AGM date, and nomination needs a seconder.

Next Meeting.

- The 2026-2027 Q1 meeting to be held at 1.30 pm on Tuesday 20th October 2026.
- The 2026-2027 Annual General Meeting to be held immediately after the Q1 meeting.
- There being no further business the meeting was closed at 2.45 pm.

Action items from Meeting.

Date	Item	Action	Responsibility
21/4	1	Print revised drinks menu when list finalised.	Rick Bruce
21/7	1	Storage of key bar documents to be held on platform independent of members personal computers. Continue to follow up with Bob Howe.	Warwick Phillips
	2	Provision of non-slip floor coating. Warwick to continue follow up on resolution with Jodie.	Warwick Phillips
	3	Reconcile difference between the Bar Report and Treasurers in contribution to resident's funds.	Warwick Phillips.
	4	Check on "Meal only" price for Bar Staff when volunteering at events involving the serving of meals.	Warwick Phillips
	5	Executive Roles and Job Descriptions/Expectations to be prepared and sent out by end August.	Warwick Phillips Peter Krumm