



Secret Harbour Surf Lifesaving Club Inc.

The Annual General Meeting of the Secret Harbour Surf Lifesaving Club was held on Friday 14th August 2020 at the Secret Harbour SLSC Club rooms.

The meeting commenced at 6:30pm.

Attended:

Board of Management

Brendan Privilege	President
Vacant	Vice President
Jess Williams	Club Captain
Iain Lund	Director of Lifesaving
Rebecca Hughes	Director of Youth
Vacant	Director of Education
Sam Maurice	Director of Surf Sports
Laura Adolphus	Director of PR & Sponsorship
Vacant	Director of House and Social
Vacant	Director of Finance and Administration

Life Members

Stephen Ford, Garry Williams, Megan Williams, Carolyn Wilson, David Andrew, Richard Lowe, Ross Onions

Long Service members:

Brendan Privilege, Joseph Ford, Ron Wade, Alannah Maurice, Sam Maurice

Members Attended: Laura Adolphus, Daniel Andrew, Rebecca Hughes, Mark Rigg, Vanessa Aikins, Lorry Rule, Jacqui Towell, Jane McCrea, Stu Reeves, Liam Van der Heyden, Ian Noorman, Lucy Kennedy, Jessica Williams, Michelle ~~Dodunski~~, ~~Lorna~~ Dodunski, Lorna Buchan, Grant Stirling, Jack Stirling, Iain Lund, , Tim Wilson, Liam Bates, Samantha Lowe, Stephanie Lowe, Sarah Lowe, Josh Maurice, Tony Maurice, Graham Shackles, Anne Evans, Lee McGovern, Kate Russell, Rachel Ward, Kim Wade

- **Apologies:** Mark Dove, Mark Turley, Greg Stroot, Peter Traeger, Derry Smith, Debbie Bird (Life Member), Pugh, Craig Andrews Jasmine Noorman, Max Hannah (Life Member), Lisa Sertorini, Mark Thomas, Ashlin Traeger, Katii Traeger, Joanne Wilson, Rohan Pugh, William Bevan (Life Member), Robin Bevan (Life Member) , Digby Wilson (Life Member), Andrew Williams, Craig Graydon, Nicholas Graydon

Minutes

1.0 Meeting Opening and Apologies

The Club President declared the meeting open.

The Club President welcomed and thanked the life members, long service members, active members, members leaving, volunteers and all other club members for attending the meeting.

The Club President welcomed special guest Lorna Buchan

2.0 Confirmation of Minutes.

The minutes for the 2018/2019 Meeting were put forward for approval:

Accepted: *Jack Stirling*
Seconded: *Grant Stirling*
Result: The AGM membership unanimously approved the 2018/2019 Season AGM Minutes.

3.0 Business Arising from Previous AGM Minutes

Action for previous AGM Minutes

The incoming Board of Management to comprehensively review the existing governance structure and management of the Club. Outcomes of the review and any recommendations to ensure compliance with best industry practice to be reported to members prior to December 31, 2019.

The President briefed the following:

The Board performed a comprehensive review and reported outcomes of the review to the membership in both the November and December newsletters.

A BOM structure committee TOR was then created and broadcast to the membership with members asked to form the committee.

The president thanked Ian Noorman and Sam Lowe for taking on this important task. The committee have met with the SLSWA Club development officer who provided valuable information and guidance.

The Committee have agreed an upper level structure and are now working on the lower level and committee structures. Once this has been finalised it will be distributed to the membership and a general meeting will be called to ratify the adoption of the new model.

Actions Arising

- Ian Noorman: Noted that the question he had raised from last AGM had not been addressed - Why is the insurance so high –Taken on board, Board will review and provide feedback
- Board Restructure – Ongoing Action BoM and Committee Members Noorman /Sam Lowe

4.0 Secret Harbour SLSC 19/20 Season Achievements / Presidents Report

The President provided the following address

I would like to begin by thanking the Board, it has been a unique and very challenging year.

He then presented the club highlights for the 2019/2020 season. He reported on the achievements enjoyed by the club over the previous season including, but not limited to:

The Board have had successful and challenging year. With the Communications and technology upgrades, which continue, we have dealt with disciplinary action towards a member, concerns regarding the location of the patrol tower, which we have gained council approval to move to the North side of the beach access track, which should increase its use over the course of the season and opens up opportunities to enhance our patrolling capability.

Nalu, although they did not pay the club the hire fee for using the Club Kitchen, which is disappointing and remains in debt collection, it did provide a much needed boost to the community with regards to food and drink, which we can further explore next season. Nalu also provided us an opportunity to understand the challenges and risks a business faces wanting to establish a food business at this location. It confirmed that the leasing of the Café space in the near future is highly unlikely. A survey of the membership highlighted that the members want this space for the Club. Based on all of this information, we had a meeting with the COR, who share a similar view to us. As such we will be putting in a proposal for the Café space to be amended as club/gym space. Fine Tune

fitness have already expressed a desire to lease up to 50% of the café space. This will allow us to generate more commercial income for the Club.

- Comment from the Floor - Kim Wade stated that we have three different groups of people who are looking at the café space to lease in the last two weeks, we are waiting to hear from them.

Action

Kim to provide details of the submissions to the BoM

Nipper numbers were down from the previous year and the Woodside sponsorship provides an opportunity for the Club to put part of these funds aside to support growth opportunities such as the Academy of Surf sports.

The Academy of Surf sports is a vision to make the Club the place where, if you are serious about being the best that you can be, then Secret Harbour is where you need to be. It is an opportunity for the Club to provide clear surf sports pathways to its members, whilst also providing support pathways for those who don't want to do surf sports, but whose contribution is invaluable to the success of the academy, making it a whole of Club Team effort. It's an opportunity to reverse the outward flow of our competitors to other clubs, and create an inward flow where we are the Club people transfer too. It's an opportunity to retain our members. It's an opportunity to lift our brand amongst both the surf lifesaving community, but also the local community we support. It's an opportunity to be the best.

Success won't be quick, but with each step we take, we will get better, until we get to a tipping point when each step will become a leap. And I thank the committee who are working to make this vision a reality.

Covid-19. Covid-19 has created many challenges for the Board and interrupted the natural flow the season. Just as we were ramping up and preparing for the end of the season, everything just stopped and we then needed to understand this new environment and how the Club would progress during the shutdown.

We were fortunate to be eligible for job keeper and so were able to keep both Trish and Jacqui on.

Financials. Covid-19 affected the Clubs income for the last quarter of the year. Bar takings stopped, functions stopped and deposits paid were handed back in most cases. Fine Tune fitness rent was stopped in an effort to support our tenant. The rent was stopped for two months and then we charged a half rental fee for a month before going back to full rent. This strategy worked Fine Tune Fitness remains a strong partnership with the Club.

Comment for the Floor

- Ian Noorman Covid 19 only effected 6 weeks not all the months. This effect will be felt next season.

Woodside Nippers stopped. All of this is reflected in the financial report. From a financial perspective, the impact of Woodside Nippers on our merchandise sales due to the sponsorship deal providing caps and rashies etc was unplanned. Entry fees for the States and Aussies were impacted as these events were cancelled. Income from members training was down as we decided to trial not charging for the Bronze Medallion. This trial was successful and as such we have decided to not charge for the Bronze again next season.

The Clubs overall expenses were down and the sale of the Club ute due to the fantastic sponsorship deal with Rockingham Toyota impacted our assets. Despite effectively a full quarter of little to no income, we ended the year with a deficit of \$4,654. From a financial perspective the Club remains highly financial with our cash reserves far exceeding our liabilities.

Challenges the Board face in the coming year include Covid-19 impacts, which we just do not know how that will affect us. Improving profitability, which we have begun to work on via things such as reviewing what we charge for functions. Jacqui identified that our cost structure for functions was not providing the level of profit we should see with each function and created a more profitable cost structure, which we adopted and early indications suggest that this new structure will be beneficial to the club's income. We will amend the leasing contract and then approach local food and coffee providers to lease the Club Kitchen over Summer so that food and coffee is again available to the community. This reduces the angst some within the community have regarding the Club and the café space whilst also reducing angst with the Council who like to see this service available to the community.

Membership, we believe that we are likely to suffer a downturn in membership as result of Covid-19 in line with other Clubs. We will attempt to mitigate this through advertising with local schools and sporting Clubs etc.

Maintenance of this building is a big issue that we need to get on top of. Effective maintenance of the building creates friction between the Club and the council. The Board are going to have to explore ways of ensuring that we meet our agreed maintenance schedules as per the lease and the aesthetics expected of a building like this in this location.

I would like to thank Mark Thomas and Jeff Poad along with those that have helped them for the fantastic work they have personally done and the work they have coordinated that has really improved the boatshed.

I would like to thank the following members

Lisa Sertorini and her band of BBQ helpers for doing a fantastic job with the Nipper BBQ.

Anne Evans who has taken on the Communications role and really improved Club comms. The work Anne is doing to further improve the Clubs comms is exciting and will streamline and professionalise our comms significantly.

Greg Stroot who has upgraded the Clubs Wi-Fi capability. I am excited with where this capability can take us.

Stu Reeves for the work he does on getting Grants for the Club. The new ATV is down stairs and looks fantastic.

Mark Turley for the work he does on the IRB's.

Patrol Captains, Vice Patrol Captains and all of our patrolling members for the fantastic job they have done yet again.

Trainers, assessors, coaches and officials for the awesome work you all do and the contribution that you make. Age group managers and water safety for the great job that they all have done.

They are just a few of the people who help and so I would also like to thank everyone who volunteers their time to help make this Club the success that it is.

I would finally like to thank Rick Lowe, Ross Onions, Ian Noorman, Sam Lowe, Matt Evans, Joe Ford and Simon Mladineo who all have or are members of committees that have and are helping guide this Club into the future.

Finally, I would like to welcome Michelle and Jane to the team, and farewell Trish and Jacqui. Trish who is going on maternity leave, we wish you well with the birth of your first child.

Jacqui, we wish you well with your new role and thank you for all of the hard work you have put in, your suggestions for improvements and your willingness to go the extra mile.

5.0 Presentation of 2018/2019 Season Annual Report and Audited Financial Statements

The President presented the 2018/19 Annual Report and audited Financial Statements to the membership. The following was noted:

- Garry Williams: Posted a question around the sale of the Ute and where those proceeds have been captured with regard to the Profit and loss income and how had the new ute been accounted for in our financials. Garry also raised some other inconsistencies in with regard to the background behind the 15K increase in Account Keeping/Book Keeping Costs up from \$4,318 to \$19,248 and Camp income of \$7,183 did not match the Youth Camp expenses of \$3,640.

Garry went on to make the point that at the AGM in raising these items that the Financials need to be presented with the deviations between years – by exception explained to the membership. and also that it appeared that a

'common sense' check of what was being reported had not been really conducted – Camp expenses are the case in point, also the fact that we have \$24 record around Training Income (Members).

- Chair agreed to take on the comments and provide feedback on the questions

Motion

The President requested the Membership accept the 2018/19 audited financial and annual reports.

Accepted: Garry Williams

Seconded: Rick Lowe

Result: The AGM membership unanimously accepted the 2018/19 audited financial and annual reports.

6.0 2018/19 Membership Fees

The Club President presented the 2018/19 Membership Fees and Charges:

The 2020-2021 membership fees have been amended. The main changes are that it is cheaper to join the Club this season for youth, Students, and active members. Due to the overall reduction in cost for these categories, the IRB driver and Patrol Captain discounts were removed. It is now also free to do your Bronze Medallion as it has been for the SRC. This all helps support those who directly contribute to our core business.

In an effort to support our fantastic age group managers, we have reduced the cost to join as an age group manager and in an effort to encourage more nipper water safety, we have reduced the cost of membership if you do your SRC. We have reduced the cost of joining as a Nipper parent, however increased the cost of Nipper membership. Analysis of the changes indicates that overall, there is a neutral benefit to the Club. In other words, the profit from Club memberships money will effectively be the same as the previous structure. However, we are expecting a reduction in Nipper number numbers this season due to COVID-19, which is in line with the reduction in member ships other sporting organisations have suffered.

- Daniel Andrew asked why Nipper Membership has been increased when we were expecting an decline in Nipper Numbers. There was a short discussion on comparative Sport costs (Graham Shackles) how supported the increase based on higher comparative costs for other sports.

Motion

The Club President requested the Membership to accept the 2018/19 Membership Fees and Charges.

Result: The AGM membership unanimously accepted the 2018/19 audited financial and annual reports.

7.0 Special Business - Special Resolution

I move that a motion to be put to the meeting, for season 20/21 that BoM IAW with Para 17.5 Remuneration of Directors, subject to where approved by resolution of the General Meeting, that BOM members may be paid by the Club for services rendered to it other than as a Directors – specifically for services in relation to the Bar and or Functions i.e. Function Staff.

Proposer: Garry Williams

Secunder: Richard Lowe

Motion passed

GENERAL QUESTIONS FROM THE MEMBERSHIP PRESENT.

Election of Officers

9.0 Nominations for Board, Office and Committee Positions

On behalf of the Board of Management, the Club President sincerely thanked all volunteers, the Board of Management and 19/20 Committee holders for their hard work over the previous season

The following BOM positions are declared vacant and open for election for a period of two years.

- Vice President;
- Director of Lifesaving;
- Director of youth;
- Director of Surf Sports;
- Director of Sponsorship;

The following BOM positions are declared open and vacant for a period of 1 year

- Director of Training and Education
- Director of Finance and Administration
- Director of house and Social

Ian Noorman speaking on behalf of himself

Ian Noorman Elected	Vice President
Samuel Maurice Elected	Director of Surf Sports
Derry Smith Elected	Director of Education and Training

Committee Position

Anne Evans	Marketing Officer, Publicity and Communications Officer
Garry Williams	Power Craft Awards Coordinator and RWC Officer
Greg Stroot	IT Officer
Jo Thodis	First Aid Officer
Stu Reeves	Grants Officer
Carolyn Williams	First Aid Awards Coordinator

Result: **The AGM membership unanimously accepted all appointments without any objections.**

The President advised the AGM that as a Quorum had not been met, that the Board of Management now only had the power to act to appoint to the casual vacancies and invited members to approach him if interested in taking on a BoM position.

Garry Williams thank the BoM for their service over the last season

15.0 Meeting Closed: 7.30 pm

Attachment 1

Office and Committee Positions Nominations as at 14th August 2020

Position	Nominations Received	Term
Board of Management		
President	Not Due (Brendon Privilege)	1 year
Vice President	Ian Noorman	2 years
Club Captain	Not Due (Jessica Williams)	1 year
Director of Lifesaving	Vacant	2 years
Director of Education	Derry Smith	1 year
Director of Surf Sports	Sam Maurice	2 years
Director of Sponsorship and PR	Vacant	2 years
Director of House & Social	Vacant	1 years
Director of Youth	Vacant	2 year
Director of Finance and Admin	Vacant	1 year
Finance & Administration		
Treasurer	Vacant	1 year
Archive Officer	Vacant	
Constitution & By-Laws Officer	Vacant	
IT Officer	Greg Stroot	
Sponsorship & Public Relations Committee		
Marketing Officer	Anne Evans	1 year
Fund Raising Officer	Vacant	
Grants Officer	Stu Reeves	
Publicity Officer	Anne Evans	
House & Social Committee		
Building Officer	Vacant	1 year
Bar Manager	Vacant	
Functions Officer	Role undertaken by paid Function Coordinator	
Social Convener	Vacant	
Canteen Officer	Vacant	
Health & Safety Officer	Vacant	
Life Saving Committee		
Patrol Officer	Vacant	1 year
Gear Officer	Vacant	
IRB Officer	Vacant	
Vehicle Officer	Vacant	
RWC Officer	Garry Williams	
First Aid Officer	Joanne Thodis	
Communications Officer	Vacant	

Education Committee		
Bronze Medallion Coordinator	Vacant	1 year
Surf Rescue Certificate Coordinator	Vacant	
First Aid Awards Coordinator	Carolyn Wilson	
Power Craft Awards Coordinator	Garry Williams	
Youth Development Committee		
Nipper Beach Coordinator	Vacant	1 year
YEPs Coordinator	Vacant	
Junior Competition Coordinator	Vacant	
Junior Gear Officer	Vacant	
Nipper Water Safety Coordinator	Vacant	
Junior Captain	Jasmine Noorman and Patrick Walsh	To 31 December 2020
Age Group Managers (Under 6, 7, 8, 9, 10, 11, 12, 13, 14)	To be confirmed	
Surf Sports & Coaching Committee		
Coaching Convenor	Vacant	1 year
Interclub Competitions Officer	Vacant	
Surf Boat Captain	Vacant	
Ski Captain	Vacant	
Board Captain	Vacant	
Swimming Captain	Vacant	
March Past Captain	Vacant	
Gymnasium Officer	Vacant	
Appointments		
Delegate to SLSWA	Club President – Brendan Privilege	1 year

