



Secret Harbour Surf Lifesaving Club Inc

The Annual General Meeting of the Secret Harbour Surf Lifesaving Club was held on Friday 3 August 2018 at the Secret Harbour SLSC Club rooms.

The meeting commenced at 6:30pm.

Attended:

Board of Management

Rick Lowe	President
Ron Wade	Vice President
Steven Pescud	Director of Finance & Administration
Rohan Pugh	Club Captain
Matt Osborne	Director of PR & Sponsorship
Megan Williams	Director of Education & Training
Iain Lund	Director of Lifesaving
Brendan Privilege	Director of Surf Sports
Ingrid Ostle	Director of House & Social

Life & Long Service members:

David Howarth, Garry Williams, Alannah Wilson, Matthew Wilson, Digby Wilson

Active Members:

Laura Adolphus, Daniel Andrew, Julie Butler, Lee McGovern, Stuart Reeves, Lorraine Rule, Samantha Lowe, Sarah Lowe, Sharon Phillips, Greg Stroot, John Turner, Matthew Tonkin, Amanda Turner, Mick Wyburd

Office & Committee Members:

Mark Muir, Matthew Brehaut

Award Members:

Joanne Thodis, Digby Yeoward

General, Members:

Jerome Anderson, Renee Bennett, Louise Brehaut, Michael Collins, Kristie Nicholas, Jeff Poad, Tracy Poad, Jo Thodis,

Apologies:

David Andrews, Caroline Bates, Joe Ford, Stephen Ford, Max Hannah, Jane Howarth, Rebecca Hughes, Stevenm Hughes, Greg Kingston, Stephanie Lowe, Sam Maurice, Fran Meadley, Iain Noorman, Ross Onions, Amily Pugh, Bryce Pugh, Ethan Pugh, Alan Robinson, Del Rule, Jade Rule, Ian Phillips, Ryan Phillips, Sean Phillips, Mark Thomas, Jaimie Thomas, Mark Turley, Kellie Turner, Tina Runnion, Lisa Sertorini, Grant Stirling, Jessica Williams, Andrew Williams, Carolyn Wilson, Joanne Wilson, Tim Wilson

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 and all other club members for attending the meeting.

The apologies were read.

2.0 Confirmation of Minutes.

The minutes for the 2016/17 Meeting were put forward for approval:

Accepted: Laura Adolphus
Seconded: Digby Wilson
Result: The AGM membership unanimously approved the 2015/16 Season AGM Minutes.

3.0 Business Arising from Previous AGM Minutes

Nil

4.0 Presidents Report

The Club President, Rick Lowe presented the club highlights for the 2017/18 season. He reported on the achievements enjoyed by the club over the previous season including, but not limited to:

- Purchase of the new club patrol vehicle, equipment hoist for the gear shed, patrol tower, solar panels and club signage (thanks to state & federal government grants coordinated through both Madeleine King & Paul Papalia's office).
- On behalf of the club the president sincerely thanked sponsors and partners for their ongoing support, in particular major sponsors Nine, Alcoa, Baldivis Landscaping, Secret Harbour Shopping Centre (Charter Hall), OCE Cleaning, City of Rockingham and Goodland Building Company.
- Commended Harry Collins for receiving the Coastal Bravery award
- Commended Abby Poad & Lewis Harrison for receiving the club state Junior Achiever Award.
- Commended SLSWA Awards of Excellence nominees Carolyn Wilson, Daniel Andrew & Brett Wood.
- Congratulated all the members who were recipients of club awards recently presented at the Club Award night
- Commended Oliver Brehaut & Sophie Turner for their selection to the Western Suns Youth Development Squad.
- Commended Mark Muir for his selection as the Youth Manager/Coach for the Western Suns Youth Development Squad.
- Commended Ashlin Traeger for selection to the Western Suns Pool Rescue squad.
- Thanked the Functions Coordinator for her dedication and hard work during the year, with coordinating Sunday afternoon sessions at the club member bar (with some great musicians) and coordination of some very successful functions such as the Melbourne Cup and Christmas in July.
- Sincerely thanks Yvette Wyburd for coordinating the Club High Tea & Kim Wade for coordinating the club quiz night, both highly successful fund raisers for the club.
- It was pleasing to note nippers had another successful year under the guidance of Jesika Bussey & Rebecca Hughes. A big thank you to all those members that had volunteered as age managers & water safety volunteers
- A very successful lifesaving season & thank you to Iain Lund and the lifesaving committee. Despite lower numbers to the beach our lifesavers had a very successful season. An overview of the statistics were:
 - Visitors: 34, 654
 - Rescues: 24
 - First Aid: 47
 - Preventive actions: 1119
 - Patrol hours completed: 5100 hours
 - Number of members completing patrols: 102
- It was very pleasing to see the successful resurgence of surf sports across the club with increasing competitor numbers. It was very pleasing to see increasing participation, particularly:
 - Our young nippers attending the new "Little Nipper carnivals";

- the successes of our junior and senior competitors across carnivals;
- The great response to participation at the Country State Carnival (hoping we may beat Bunbury SLSC next season);
- The success achieved by our boat crews;
- The introduction of IRB racing and participation at carnivals this season coordinated by Garry and Megan Williams;
- The participation and growing interest in Pool Rescue competition and the success achieved at the recent Pool Rescue Championships, resulting in a record medal hall. In particular, thanks to Carolyn Wilson and Lisa Sertorini for your support of pool rescue.
- Thank you to all the coaches, water safety, officials and support teams in particular Mark Muir, John Turner, Michael Wyburd & Nicola Awang.
- Once again thanks to Megan Williams and all the trainers for another successful year of training new lifesavers and upgrading existing lifesaver awards. It was very pleasing to note the increased interest and attendance at the recent Trainers course.
- Thank you to the staff in opening and managing the Club kiosk, in particular Robyn Bevan, Katherine Pescud and Kim Wade.
- A very special thank you to the Board of Management for your support, hard work and commitment over the season. A special mention and thank you to outgoing members Matt Osborne, Rebecca Hughes, Brendan Privilege and Ingrid Ostle.
- Thank you to Megan Anderson who stepped down this season as the club book keeper after many years supporting the surf club and a welcome to Louise Brehaut who has taken on the role of Accounts Officer.
- A special thank you to Anita Sharpes, Member Services Officer who is leaving us on the 21 August and Sharon Phillips, Club Administrator leaving on 30 August 2018. Both staff members have provided outstanding support and commitment to the club over many years and they will be missed. On behalf of the club the President wished them every success in the future.

On behalf of the Board and club membership the President sincerely thanked every member involved with ensuring the success of the club over of the 16/17 season.

5.0 **Vice President Report**

The Vice President Ron Wade presented the following:

- Was pleased to report the club gymnasium space was leased to Fine Tune Fitness and this has resulted in a very successful partnership.
- Despite a numbers of expressions of interest, the club has been unable to secure a tenant for café/restaurant space in the building. Unfortunately, the fit out costs for the space would be very high and this is providing difficulties for interested parties to secure the appropriate financial support. Pleasingly, however there has been some further interest with the opening of the inclusive playground, which are currently being pursued.
- The City of Rockingham (CoR) were approached with the possibility hosting a pop up market within this space and this was not approved by them.
- CoR are being approached with the possibility of modifying the liquor licensing for this area.
- The President has written to CoR requesting a review of this area and the lease requirements, with the goal of removing the many restrictions for this space .

6.0 **Presentation of 2017/2018 Season Annual Report and Audited Financial Statements**

The Director for Finance and Administration presented the 2017/18 Annual Report and audited Financial Statements to the membership. The following was noted:

- The year ended with a net profit of \$50, 830. This result was a pleasing given the increasing operational expenditure required for the club building.
- Membership numbers were maintained for 17/18 financial year.

Motion

The Director of Finance and Administration requested the Membership accept the 2017/18 audited financial and annual reports.

Result: The AGM membership unanimously accepted the 2017/18 audited financial and annual reports.

7.0 2018/19 Membership Fees

The Club President presented the 2018/19 Membership Fees and Charges, noting there had only been a minor increase of \$5 for nipper and social memberships.

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.

8.0 SLSWA Affiliation

Motion

The Club President requested the membership to approve pursuant to Section 20 Business of the Club Constitution continued affiliation with SLSWA

Result: The AGM membership unanimously accepted this motion.

9.0 Club Strategic Plan

The Director of PR and Sponsorship presented to the membership a draft of the Club Strategic Plan (refer to attachment 2).

The following was noted:

- The plan is the outcome of a lengthy consultation process including the club survey in the 16/17 season and member meetings.
- At the club's core is lifesaving, surrounded by 4 strategic pillars
- The proposed pillars are:
 - Club Development
 - Surf Sports
 - Education and Training
 - Culture & Ethos
- Each pillar will develop our nippers, who are the future of our core purpose.
- The key statement for the club will be "Developing lives that save lives"
- Members are invited to provide feedback on this draft.

In response to the presentation:

- the membership sincerely thanked Matthew Osborne for his commitment to developing the clubs strategic plan.
- The membership was pleased to see nippers as underlying value of each pillar
- The membership agreed lifesaving is at the core of what the club is about
- In general, agreed with the draft plan.

The membership is invited to provide any feedback to Matthew Osborne, with the goal of having the plan approved by the Board of Management at the September / October 2018 Board of Management meeting.

10.0 Club Constitution

- The President presented the draft club constitution to the membership for approval.
- The following was noted:
 - Surf Life Saving Australia (SLSA) have very recently advised clubs throughout Australia of their decision to update club membership categories after an extensive review. The changes have been formally advised in the ***SLSA Circular dated 13 July 2018: SLSA Regulations Review and Update.***

- These changes are being rolled out through the 2018/19 season and are being introduced to reduce the number and complexity of membership categories.
 - All clubs have been requested to update their membership categories in constitutions over the next 12 months.
 - The club's new constitution is based on the template provided by Surf Life Saving WA and reviewed by their in-house solicitor.
 - The draft constitution was circulated in April for feedback from members.
 - To alleviate the need for another revision of the club constitution and the need to hold a Special General Meeting, the club has reviewed the new membership categories and consulted with SLSWA and SLSA.
 - As such, the Board have updated the current draft constitution previously circulated to members with the new membership categories for presentation and approval at the AGM.
- The following questions were raised by the membership:
 - Section 17.1 Composition of the Board point (a) states: *"Up to 10 Elected Directors..."*
 - It was agreed the words *"Up to"* would be removed.
 - Clarification of the new categories in relation to members voting rights.
 - The current club constitution and club bylaws define the voting rights of members.
 - The new membership categories will not change which members of the club have the ability to vote at an AGM or General Meeting.
 - It was noted the Club Bylaws will require review and update to ensure consistency with the new club constitution. This process will be undertaken over the 2018/19 season.

Motion

The Club President requested the Membership accept and approve by special resolution the new club constitution subject to the removal of *"Up to"* at Section 17.1 (a) and noting there will be a review over the 18/19 season of the Club ByLaws.

Result: This motion was accepted by a majority of members with voting rights in attendance at the AGM and is taken as approved.

Election of Officers

13.0 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 17/18 Committee holders for their hard work over the previous season.

Positions were declared vacant and open for election.

Motion

The Membership was requested to accept the appointments to the Board of Management and Committee Positions as provided in attachment 1, with the inclusion of a Junior Education Officer to be filled by Matthew Wilson for the 2018/19 season and consideration for the introduction of a Club Induction Officer to be reviewed by the Board.

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

14.0 Other Business

- On behalf of the members, Life Member Digby Wilson sincerely thanked the 2017/18 Board for their work and commitment over the recent season.
- Life member Digby Wilson requested clarification on the purpose of a new surf boat by the club.
 - It was advised the surf boat was being purchased from sponsorship funds provide specifically for this purpose by Charter Hall.

- A surf boat had not been purchased by the club for many years.
- The new surf boat will be part of the surf sports equipment assets and will be used to promote further youth involvement and development of rowing across the surf sports disciplines offered by the club.
- Club member Mark Muir was concerned at the lack of and quality of surf sports equipment available for this area of the club. It was recommended, in conjunction with the new Director of Surf Sports, a complete audit of surf sports equipment is undertaken to determine the number of items held, its quality and repairs required. From this a plan can be established and presented to the Board for future purchases and costs. This can then be reviewed for incorporation into the Club Budget. The surf sports area is also strongly encouraged to seek out sponsorship and grants for the purchase of future equipment.
- Life Member Deb Bird requested the Board ensure there are role boundaries between volunteer & paid staff. The Board noted this advice.

15.0 Meeting Closed: 8.30 pm

Attachment 1

Office and Committee Positions Nominations as at 03 August 2018

Position	Nominations Received	Term
Board of Management		
Vice President	Ron Wade	2 years
Director of Lifesaving	Iain Lund	2 years
Director of Surf Sports	Sam Maurice	2 years
Director of Sponsorship and PR	Laura Adolphus	2 years
Director of House & Social	vacant	2 years
Director of Youth	vacant	2 year
Finance & Administration		
Treasurer	Louise Brehaut	1 year
Archive Officer	Vacant	
Constitution & By-Laws Officer	Louise Brehaut	
IT Officer	Greg Stroot & Derry Smith	
Sponsorship & Public Relations Committee		
Marketing Officer	Vacant	1 year
Fund Raising Officer	Vacant	
Grants Officer	Stuart Reeves	
Publicity Officer	Vacant	
House & Social Committee		
Building Officer	Matthew Brehaut and Ron Wade	1 year
Bar Manager	Kristie Nicholas	
Functions Officer	Role undertaken by paid Function Coordinator	
Social Convener	Vacant	
Canteen Officer	Deb Bird	
Health & Safety Officer	David Howarth	
Life Saving Committee		
Patrol Officer	Samantha Lowe	1 year
Gear Officer	Greg Stroot, Iain Lund & Rohan Pugh	
IRB Officer	Mark Turley & Garry Williams	
Vehicle Officer	Jeff Poad	
First Aid Officer	Lorraine Rule & Joanne Thodis	
Communications Officer	Stuart Reeves	

Education Committee		
Bronze Medallion Coordinator	Matthew Tonkin	1 year
Surf Rescue Certificate Coordinator	Garry Williams, Rhania Gorman & Lewis Taylor	
First Aid Awards Coordinator	Joanne Thodis & Carolyn Wilson	
Power Craft Awards Coordinator	Jessica Williams	
Youth Development Committee		
Nipper Beach Coordinator	vacant	1 year
YEPs Coordinator	Garry Williams, Lorraine Rule, Amanda Turner, Mick Wyburd, John Turner & Matthew Brehaut	
Junior Competition Coordinator	Vacant	
Junior Gear Officer	Vacant	
Nipper Water Safety Coordinator	Julie Butler, Mark Ashurst & Russell Tierney	
Junior Captain	Lewis Harrison & Tahlia Wyburd	To 31 December 2018
Age Group Managers (Under 6, 7, 8, 9, 10, 11, 12, 13, 14)	To be confirmed	
Surf Sports & Coaching Committee		
Coaching Convenor	Mark Muir	1 year
Interclub Competitions Officer	Alannah Wilson	
Surf Boat Captain	Vacant	
Ski Captain	Joe Ford and Garry Williams	
Board Captain	Mark Muir	
Swimming Captain	Matthew Brehaut	
March Past Captain	Vacant	
Gymnasium Officer	Garry Williams	
Appointments		
Delegate to SLSWA	Club President – Rick Lowe	1 year

