



Secret Harbour Surf Lifesaving Club Inc

The Annual General Meeting of the Secret Harbour Surf Lifesaving Club was held on Friday 24 July 2015 at the Secret Harbour SLSC Club rooms.

The meeting commence at 7:00pm.

Attended:

Board of Management	Digby Wilson	President
	Wendy Malcolm	Vice President
	Nicholas le Plastrier	Director Finance & Admin
	Rick Lowe	Club Captain
	Deb Bird	Director Surf Sports
	Joanne Thodis	Director of House & Social
	Rob Bates	Director Lifesaving
	Carolyn Wilson	Director of Sponsorship
	Alexis grayson	Director of Youth

Life & Long Service members:

Brendan Privilege, Paul Bird, Ron Wade, Garry Williams

Patrolling members:

Daniel Andrew, Danica bates, Liam Bates, Brea Bird Karen Clay, Joe Ford, Chloe Hart, David Howarth, Samantha Lowe, Sarah Lowe, Nick McIvor, Lee McGovern, Ian Noorman, Sharon Phillips, Brooke Poad, Jeff Poad, Rohan Pugh, Alan Robinson Christine Runnion, Lorry Rule, Luke Stafferton, Grant Stirling, Greg Stroot, Anthony Taylor, Matthew Tonkin, Peter Traeger, Mark Turley, Megan Williams, Jessica Williams, Alannah Wilson,

Office & Committee Members:

Tracey Poad, Caroline Bates, Scott Aberhart,

General, Junior & Associate Members:

Bob Meek, Wendy Meek, Lisa Serotini, Kim Wade, Anita Sharpes

Guests:

Cr Chris Elliott, Elaine Dexter

Apologies:

Matthew Evans, Robyn Bevan, Billy Bevan, Max Hannah, Fran Meadley, Stephen Ford, Ian Noorman, Matthew Osborne, Ian Phillips, Ryan Phillips, Sean Phillips, Dion Stroot, Matthew Wilson, Sarah Wilson, John Turner, Kelly Turner, Tim Wilson, Jo Wilson, Barb Sarich. Graham Shackles, Sharee Hart, Garry Hart, Stephen Bridges, Mark Dove, Matt Osborne, Sarah Pugh, David Andrew

Minutes

1.0 Meeting Opening and Apologies

The Club President declared the Annual General Meeting open and read the apologies.

2.0 Confirmation of Minutes.

The minutes for the following meetings were put forward for approval:

- Minutes from 2013/14 Annual General Meeting
- Minutes from Special General Meeting held on 31 October 2014

Accepted: Greg Stroot

Seconded: Sarah Lowe

Result: The AGM membership unanimously approved the minutes.

3.0 Business Arising from Previous AGM Minutes

At the 2014/15 AGM it was requested the fee structure for Long Service members are reviewed. The Club President and Director of Finance & Admin advised the membership whilst undertaking the club fees and charges review in May 2015 the fees for long service membership were considered. It was noted long service members were not required to undertake patrols in recognition of their years of service. However, it was considered in further recognition of the support long service members have provided to the club, they would be provided with an additional fee discount. Therefore long service member's fees have been reduced from \$150 to \$120 for the 2015/16 season.

4.0 Presidents Report

The Club President, Digby Wilson presented the Presidents report for the 2014/15 season. He reported on the many successes enjoyed by the club over the previous season including:

- The award of the SLSA DHL National Club of the Year
- The award of SLSA DHL Lifesaver of the Year to Rob Bates
- The award of SLSA Assessor of the Year to Sharee Hart
- The recent award of the SLSWA Patrolling Club of the Year for the fifth consecutive Year
- The recent award of SLSWA Volunteer of the Year to Carolyn Wilson
- The recent award of SLSWA Administration Club (Haywood Shield).
- The recent award of the State Surf Sports Handicap Banner for the 2014/15 season.
- Commencement of the new surf lifesaving community building project
- Club membership has reached nearly 1000.

In recognising the above achievements, he also congratulated the membership on their hard work and support over the season. The Club President took the opportunity to thank everyone who has made a positive contribution to the club and devoted many volunteer hours to supporting the clubs operations in a variety of capacities, from patrolling to BBQ's and age managers. The clubs success could not be achieved without the support of its members, supporters and the community.

The President thanked the Board of Management for their continued support and thanked the following members who would be stepping down from their positions at this AGM:

- Rob Bates, Director of Lifesaving
Rob was appointed to Director of Lifesaving in the 2013/14 season and has had a major influence on the clubs lifesaving operations.
- Joanne Thodis, Director of House & Social
Joanne was appointed to Director of House & Social in the 2013/14 season and has created a dynamic and successful social calendar for the club.
- Wendy Malcolm, Vice President
Wendy was appointed in 2013/14 season and has very successfully provided a solid structure and leadership for the club.
- Alexis Grayson, Director of Youth
Alexis was appointed to the Director of Youth in the 2012/13 season and has provided strong leadership and undertaken the implementation of many initiatives to promote the development of youth within the club.
- Carolyn Wilson, Director of Sponsorship & PR
Carolyn originally commenced her time on the Board as the Director of Surf Sports in the 2008/09 season. She then took on the role of sponsorship & PR. Carolyn has achieved many successes and her contributions to the club over many years have been extremely positive. She will be missed on the Board, but we look forward to her continued involvement in other areas of the club.

The President also took this opportunity to thank all the other club members who held committee roles over the 2014/15 season.

The President also noted to the AGM that as we move forward, many changes are likely to be experienced as our membership continues to grow and we move into the new community facilities. The challenges ahead will continue, but we look forward to the journey with the support of our members, their families, sponsors, supporters & the community.

5.0 Presentation of 2014/2015 Season Annual Report and Audited Financial Statements

The Director of Finance & Administration Nick Le Plastrier presented the clubs 2014/15 season Annual report and audited financial statements.

The Director of Finance & Admin was pleased to report once again the club had achieved a surplus of over \$60 000 this financial year. Though this was not as high as the previous season it was pleasing to see solid growth in the clubs financial position given expenditure is increasing, which can be attributed to additional wages with the appointment of the Member Services Officer over the 2014/15 season and rising operational costs associated with our increasing membership.

The Director of Finance & Admin was pleased to advise the AGM the audit report of the clubs financial records were extremely good, confirming club policy & procedures were being followed.

The Director of Finance & Admin advised the membership member fees had been raised slightly for the 2015/16 season, which will be the first time in 5 years. Additionally, procedures were currently being implemented by the club administration to ensure the accurate tracking and reporting of expenditure for the new club building. This process will also include the management of club assets. It was also noted due to the expected expenditure associated with the Building Project additional funds had not been allocated to the club future funds. It was also noted the Board approved that \$100 000 would also be retained in the clubs bank accounts to ensure sufficient funds were always available for the clubs day-to-day operational needs.

Motion

The Director of Finance and Administration requested the AGM to approve the clubs financial statements and annual report.

Accepted: Brendan Privilege

Seconded: Ian Noorman

Result: The AGM membership unanimously approved the motion.

6.0 Patrol Report presented by Director of Life Saving

The Director of Lifesaving Rob Bates presented the clubs lifesaving report. He sincerely thanked patrolling members for their service over the 2014/15 season. The Director of Lifesaving also took this opportunity to thank the lifesaving committee, comprising Sharee Hart, Alexis Grayson, Rohan Pugh, Luke Stafferton & Rick Lowe for their dedication and contributions to the successful lifesaving operations over the season. He also took the opportunity to thank Ian Noorman, who has achieved significant patrolling expenditure savings and Steve Gunther, the Club Chaplain for again undertaking the Blessing of the Patrol at the start of the season & leading our Sunset Anzac service.

It was pleasing to report the club has maintained 10 lifesaving patrol teams and the number of youth members on patrolling teams has been increasing, due to successful education & training programs being offered by the club in conjunction with positive patrol mentoring programs. It was pleasing to again report we have experienced no fatalities at Secret Harbour Beach and preventive and first aid responses were also lower.

The Director of Lifesaving advised the membership ongoing discussions were occurring with SLSWA about the possibility of patrol towers at Secret Harbour & the Penguin Island Sandbar. Also, SLSWA were coordinating the implementation of a digital radio service which may be phased in later in the year. In summary, the lifesaving area is in great condition and a very sound financial position, which will allow the club to move into the 2015/16 patrolling season very effectively.

General Business

7.0 Building Project.

Ron Wade presented the latest report on the status of the Building Project.

Ron confirmed the construction of the building was progressing with a current expected completion date of late January 2016. The handover date for the building has been pushed out by a couple of weeks due to delays caused by the weather. Once the club has moved into the new building, the current building will be demolished and landscaping will commence. Work on widening and improving the beach access track in front of the club is planned to commence in October 2015, and the club will be able to use the access track to the beach north of the club during this period.

Ron confirmed in conjunction with Billy Bevan they were attending regular Building Site meetings and the relationships with City of Rockingham and the builder Bistel Construction have been extremely positive. Both the Council & Builder have ensured the club is kept informed & involved over every step of the project.

The AGM noted also that it should be emphasised this is a community building, designed to provide a home for our life saving operations. The membership was advised expression of interest for sub-lease tenancies of a café and gym on the current floor are currently being advertised and close the middle of August 2015. The membership was also advised the club have appointed a function coordinator, who will commence the middle of August. The primary role of this position will be to promote the use of the community hall & sundeck for functions.

The Board of Management have created 2 sub-committees:

- i) Building Project Commercialisation Sub Committee; and
- ii) Building Project Transition & Operational Sub- Committee

To work through the issues associated with our relocation to the new building & ensure our operations are maintained and identified difficulties are kept to a minimum. The club has also appointed a hospitality consultant who has guided us through the development of the tenancy sub-lease Expressions of Interest and transferring the club liquor license.

The Building Project has taken many years of planning & negotiations and on behalf of the membership we sincerely thank Max Hannah, Billy Bevan, Ross Onions, Ron Wade and Digby Wilson for the dedication, efforts and resolve to progress this project.

8.0 Club Constitution

The club membership approved the adoption of a new club constitution at its Special General Meeting on 31 October 2014. Approval of the club constitution was provided by the Department of Commerce and Department of Racing, Gaming and Liquor (copies of the approval letters were circulated with the agenda). In providing approval both agencies requested some administrative amendments be made to the constitution at the next full meeting of the club membership.

The Club Constitution and Bylaws Officer and the SLSWA Legal Officer have liaised with both government Departments to ensure the amendments were updated appropriately. The recommended amendments were approved at the June 2015 Board of Management meeting.

The constitutional amendments were circulated to the membership for consideration and any comment.

Special Resolution Motion Proposed by Club President Digby Wilson

On behalf of the Clubs Constitutional and By Law Committee and the Board of Management the members of the Secret Harbour Surf Life Saving Club are requested to adopt and accept the new Club Constitution (version 2.1, dated 12 June 2015) at this Annual General Meeting.

Accepted: Rohan Pugh

Seconded: Grant Stirling

Result: The meeting members unanimously approved this special resolution motion to adopt and accept the new Club Constitution (version: 2.1 dated 12 June 2015).

Items for Noting

9.0 Bylaw Amendments

The AGM are requested to note the amendments made over the 2014/15 to the Club Bylaws as provided in an attachment to the agenda. In summary amendments were made to the following sections:

- Administrative roles
- Lifesaving
- Youth
- Surf Sports

In addition, at the June 2015 Board meeting, it was agreed Volume 1 & 2 of the club ByLaws would be combined to form one volume titled "The Club Bylaws" to achieve administrative efficiencies and management of the document. The updated Bylaws with the amendments discussed above can be downloaded from the club website.

This item was noted by the AGM

10.0 Member Fees and Charges

The AGM noted the member fees and charges for the 2015/16 season considered and approved at the May 2015 Meeting of the Board of Management. The SHSLSC 2015/16 Membership & Fee Schedule was provided in an attachment to the agenda.

This item was noted by the AGM

11.0 Life & Long Service membership

The AGM noted the award of Life Membership was recommended by the Life Membership Committee for Carolyn Wilson and was ratified at the June 2015 Board meeting. Carolyn was presented with Life Membership at the recent club awards night.

The AGM noted the award of Long Service Membership was recommended by the Life Membership Committee for Garry Williams and was ratified at the June 2015 Board meeting. Garry was presented with Long Service Membership at the recent club awards night.

On Behalf of the membership Carolyn and Garry were congratulated for their achievements.

This item was noted by the AGM

12.0 Club Business Plan

The club business plan was approved at the May 2015 Board of Management Meeting and circulated as an attachment with the agenda. The AGM were advised the business plan was a "living" club document, which would be updated as required.

This item was noted by the AGM

Election of Officers

13.0 Nominations for Board, Office and Committee Positions

All Positions were declared vacant and open for election.

Board & Committee appointments are provided in attachment 1 to the minutes.

All appointments were unanimously selected by the AGM without any objections.

Other Business

14.0 Other Business

Outgoing Board of Management Members

Outgoing Board of Management members Carolyn Wilson, Rob Bates, Wendy Malcolm, Joanne Thodis and Alexis Grayson took the opportunity to thank the club membership for their support and assistance during their terms of office. They wished the club every future success and look forward to being part of the clubs future evolution.

Pool Rescue

The AGM took this opportunity to congratulate and wish the members of the pool rescue team attending the SLSWA State Pool Rescue Championships this weekend the very best of luck and extended their congratulations to Caroline Bates for again providing coaching support to this growing surf sport discipline in the club.

Long Service Member Paul Bird presented the following motion to the AGM

On behalf of the membership we extend our sincere thanks to the Board of Membership who have again led the club through a very successful season.

This motion was unanimously endorsed and supported by the AGM

15.0 Meeting Closed: 8.20 pm

Attachment 1

Office and Committee Positions Nominations as at 22 July 2015

Position	Nominations Received	Term
Board of Management		
President	Digby Wilson	2 years
Vice President	Ron Wade	1 year
Club Captain	Rick Lowe	2 years
Director of Finance & Admin	Nicholas Le Plastrier	2 years
Director of Sponsorship & PR	Lisa Sertorini	1 year
Director of Life Saving	Sharee Hart	1 year
Director of Education	Garry Hart	2 years
Director of Surf Sports	Debbie Bird	1 year
Director of House & Social	vacant	1 year
Director of Youth	Anthony Taylor	2 years
Finance & Administration		
Merchandising Officer	Member Service Officer	1 year
Treasurer	Caroline Bates	1 year
Banking Officer	Barb Sarich	1 year
Archive Officer	vacant	1 year
Constitution & By-Laws Officer	Garry Williams	1 year
IT Officer	Greg Stroot	1 year
Sponsorship & Public Relations Committee		
Marketing Officer	Vacant	1 year
Fund Raising Officer	Vacant	1 year
Grants Officer	Rob Bates	1 year
Publicity Officer	Sharon Phillips	1 year
House & Social Committee		
Liquor License Nominee	Digby Wilson	1 year
Building Officer	Paul Bird	1 year
Bar Manager	Helen Nell / Joanne Thodis	1 year
Functions Officer	Vacant	1 year
Social Convener	Vacant	1 year
Canteen Officer	Vacant	1 year
Health & Safety Officer	Brendan Privilege	1 year
Life Saving Committee		
Patrol Officer	Alannah Wilson	1 year
Gear Officer	Nick Mclvor	1 year
IRB Officer	Mark Turley	1 year
Vehicle Officer	Rohan Pugh	1 year
First Aid Officer	Chloe Hart	1 year
Communications Officer	Stuart Reeves	1 year

Education Committee		
Bronze Medallion Coordinator	Sarah Hull	1 year
Surf Rescue Certificate Coordinator	Sharee Hart	1 year
First Aid Awards Coordinator	Chloe Hart	1 year
Power Craft Awards Coordinator	Megan Williams/Jessica Williams	1 year
Youth Development Committee		
Nipper Beach Coordinator	Vacant	1 year
YEPs Coordinator	Garry Williams	1 year
Junior Competition Coordinator	Alexis Grayson	1 year
Junior Gear Officer	Liam Bates / Samantha Lowe	1 year
Nipper Water Safety Coordinator	Grant Stirling	1 year
Junior Captain	Samantha Lowe & Liam Bates appointed to December 2015	1 year
Age Group Managers (Under 6, 7, 8, 9, 10, 11, 12, 13, 14)	To be advised	1 year
Surf Sports & Coaching Committee		
Coaching Convenor	Alexis Grayson	1 year
Interclub Competitions Officer	Debbie Bird	1 year
Surf Boat Captain	Matt Osborne	1 year
Ski Captain	Matt Evans	1 year
Board Captain	Lee McGovern	1 year
Swimming Captain	Daniel Andrew	1 year
March Past Captain	vacant	1 year
Gymnasium Officer	Garry Williams	1 year
Appointments		
(Honorary) Auditor	Vacant	1 year
Honorary Legal Officer	Vacant	1 year
Honorary Medical Officer	Dr Simon Smith	1 year
Chaplin	Stephen Gunther	1 year
Patron	Mayor Barry Sammels	1 year
Vice Patrons	Hon Gary Gray AO MP, Paul Papalia CSC, Hon Mark McGowan MLA, Cr Chris Elliott, Hon Kate Doust MLC	1 year
Delegate to SLSWA	Digby Wilson	1 year
Trustees	Ross Onions, Stephen Ford, Billy Bevan	1 year