



Secret Harbour Surf Lifesaving Club Inc

The Annual General Meeting of the Secret Harbour Surf Lifesaving Club was held on Friday 24 July 2016 at the Secret Harbour SLSC Club rooms.

The meeting commence at 7:00pm.

Attended:

Board of Management

Ron Wade	Vice President
Nicholas le Plastrier	Director Finance & Admin
Rick Lowe	Club Captain
Deb Bird	Director Surf Sports
Del Rule	Director of House & Social
Robyn Bevan	Director of Sponsorship

Life & Long Service members:

Billy Bevan, Stephen Ford, Max Hannah, Brendan Privilege, Digby Wilson,

Patrolling members:

Daniel Andrew, Robert Bates, Jillian Brown, Julee Butler, Joe Ford, Sharee Hart, David Howarth, Richard Janssen, Ian Noorman, Matthew Osborne, Ian Phillips, Jeff Poad, Sarah Pugh, Lorry Rule, Sarah Lowe, Samantha Lowe, Tina Runnion, Grant Stirling, Greg Stoot, Mark Thomas, Mark Turley, Kim Wade, Garry Williams, Megan Williams, Jessica Williams, Alannah Wilson, Sarah Wilson

Office & Committee Members:

Caroline Bates, Rebecca Hughes, Tracey Poad, Amanda Turner

General, Members:

Linda Carroll, Elaine Dexter, Sarah Pugh, Fran Meadley, Mark Muir, Anita Sharpes, Joanne Thodis, Jessica Tonkin, Matthew Tonkin, Robert Meek, Wendy Meek, Melissa Sharman, John Sharman,

Guests:

John Hawks, Juanita Remedio, Barry Jarrott,

Apologies:

Ben Bird, Breanna Bird, Karen Clay, Carig Graydon, Iain Lund, Ross Onion, Sean Phillips, Ryan Phillips, Alan Robinson, Zac Schurko, Graham Shackles, Jamie Thomas, Donna Williams, Carolyn Wilson, Matthew Wilson, Andrew Williams,

Minutes

1.0 Meeting Opening and Apologies

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

2.0 Confirmation of Minutes.

The minutes for the 2014/15 Meeting were put forward for approval:

Accepted: Garry Williams
Seconded: Stephen Ford
Result: The AGM membership unanimously approved the minutes.

3.0 Business Arising from Previous AGM Minutes

Nil

4.0 Presidents Report

The Acting Club President, Rick Lowe presented the club highlight for the 2014/15 season. He reported on the achievements enjoyed by the club over the previous season including, but not limited to:

- Completion of the building project and our relocation at the end of May 2016.
- Success of club athletes at the many carnivals and competitions throughout the season
- Another successful patrol season, with members having undertaken:
 - 5012.5 volunteer patrol hours
 - 72 rescues
 - 654 preventative actions
 - 47 first aid incidents
- Acknowledged it had been a difficult year, but updated processes and changes to the club ByLaws are currently occurring.
- Acknowledged the many successes of the pool rescue team at the recent SLSWA Pool Rescue Championships.
- Reported on the success of club member Brock Ingram in being selected for the 2016 Para-Olympics' and wished him every success during the competition.

On behalf of the Board and club membership the Acting President sincerely thanked every member involved with ensuring the success of the 15/16 season. Significant year for the club – acknowledge we still have a lot to do and would welcome the support and suggestions from the membership

5.0 Long Service Membership

Long Service Membership is awarded to a club member after at least 10 years of active membership at Secret Harbour or a total of 12 years of active service of any club, of which a minimum of 5 years must be at Secret Harbour. On behalf of the club the following members were presented with Long Service Membership in recognition of their patrolling service:

Joe Ford

Joe commenced his lifesaving career as a nipper. Over the years he has achieved many awards, including his bronze medallion and IRB Drivers certificate. He has completed over 361 volunteer patrol hours for Secret Harbour and has also been employed by SLSWA as a lifeguard for many seasons. Joe is well known for his many successes in surf sports, particularly the surf ski's. Joe has proudly represented Secret harbour at local, state, national and international surf sports events. Finally, Joe is the youngest club member to be awarded long service and we hope he continues to be strong presence around the club for many years to come.

Rohan Pugh

Rohan has been a member of the club since 2005, and from the fist moment extremely active around the club. Rohan has held both Board and committee roles within the club and has worked tirelessly to ensure the club's continued success. Rohan has completed 382 volunteer patrol hours for the club and is actively involved in both the lifesaving operations and surf boat sections of the club.

Rick Lowe

Rick has been a member of the club since 2006 and has undertaken over 714 volunteer patrol hours during this period. Rick has been both the Director of Life Saving and then Club Captain for many years. More recently, he stepped up to fill in as the club acting president. Rick has completed many awards through the club and has been actively involved as a surf boat competitor. He has also undertaken age management for the nipper program.

On behalf of the membership the sincere congratulations of all was extended to Joe Ford, Rohan Pugh and Rick Lowe in recognition of their years of service to patrolling at Secret Harbour.

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

Annual Report and Financial Statements

The Director of Finance and Administration Nick Le Plastrier presented the clubs 2015/16 Annual Report and Audited Financial Statements to the membership.

The Director of Finance and Admin was pleased to report the financial audit had progresses well with only 2 items requiring attention:

- Improving Stock take procedures
- Ensuring the club adheres to the changes associated with the new Associations Act to take affect 1 July 2016.

Pleasingly, this outcome is a reflection of club policy and procedures being followed appropriately.

It was noted the membership list and life membership list were incomplete in the 2015/16 Annual Report. The Club Administrator apologised for these admissions and an addendum insert to the annual report will be inserted.

The Director of Finance and Administration confirmed / advised the following:

- Club Membership was now over 1000 members
- The financial results were strong given the building project and a small decline in grants generally due to the decline in the WA economy.
- The year ended with an operating profit of \$38 290 and \$272 482 in the bank
- \$98, 334 has been set aside for the 16/17 financial year to complete fit-out of the new building.
- Pleasingly, the commencement of the 16/17 financial year is seeing positive financial results from function bookings.
- Club total assets have improved
- The future funds have been maintained and for this season the amount has been aligned to the clubs term deposit.

The following comments from the AGM membership were raised:

- The financial statements presented provided the overall financial position of the club, but members would like to view the Profit and Loss by portfolio groups
- The membership would like to have the portfolio financial profit and loss reports incorporated into the annual report , so the membership are able to view a summary/breakdown of income/expenditure by portfolio.
- Requests the Board to discuss with the Club Auditors alternative reporting structures for presenting the clubs financial reports in the annual report to the membership.
- Concern was expressed at the level of bar revenue, and would like to see a split between club and private function activities.
- Concern expressed at BBQ fund raising revenue and reporting of BBQ profits was confusing.
- The membership requested more detail on the income & expense areas of the club particularly those derived from the bar, BBQ's & fundraising
- The membership requested a clear delineation between club activities vs function booking.

Action Item

1. The Director of Finance and Administration will review the club financial procedures to include presentation of portfolio group profit and loss statements in the annual report for consideration by members.
2. The financial reports will be reviewed to improve clarity of reporting with the goal of presenting improvement in income and expenditure reporting particularly in the areas of fund raising and bar revenue.

Motion

The Director of Finance and Administration requested the AGM to approve the clubs financial statements and annual report, with addendum that the action items presented above are incorporated into the 16/17 Financial Reports

Accepted: Caroline Bates

Seconded: Digby Wilson

Result: The AGM membership unanimously approved the motion.

General Business

6.0 Building Project.

The Vice President Ron Wade presented an update of the Building Project. The following was advised / confirmed:

- The land transfer for the site was finalised in May 2016.
- This has allowed the club to enter to the finalisation of negotiations for the club lease with the City of Rockingham (CoR) which are still ongoing.
- Pleasingly, CoR have agreed to recognise the club as a lifesaving organisation rather than a sporting group. This has resulted in CoR agreeing to a lease length of 20 years @ \$1 per year rather than the usual 7 years.
- This will significantly improve our negotiations for the commercial space sub-leases.
- One of the major areas under discussion was responsibility for external building maintenance, which given the club's coastal environment would have proved extremely expensive in years to come. Pleasingly, consensus has been reached with CoR to ensure these expenses will not be incurred by the club.
- Should hopefully have the renegotiated lease finalised by the end of August 2106.
- The operational aspects of the club including security, maintenance contracts are currently being finalised. Members are asked to report any maintenance issues the eh club office.
- The Vice President is the primary contact coordinating all feedback, building, operational and maintenance to CoR and the Builder.
- A small group will be convened to look at the design of the club foyer, including placement of honour boards and other club memorabilia.
- Landscaping on external areas has commenced and CoR will be contacted to obtain a copy of the latest plans for review by members.
- The Vice President that throughout the building project process the importance of access for club and emergency vehicles was a priority for the club in the design of the landscaping plans.
- It was noted reception in the building was extremely poor and this will be reported to Telstra.

Items for Noting

9.0 Membership Fees

The membership noted the 16/17 Member Fees for the 16/17 Season. The following items were requested:

- Clarification and expansion of the rules & regulations in the explanatory notes to clearly articulate the discounts available to members. In particular, family membership structures, cadet discounts and membership cancellation refunds.
- It was noted the IRB drivers discount was introduced to provide an incentive for appropriately qualified members to take on this role when patrolling.
- It was confirmed an equipment levy would be introduced to replace the Building & Capital Levy that has been in place for many years. The equipment levy will be used to support the purchase of new equipment and equipment maintenance. The equipment levy will be prorata'd to different portfolios based on a members preferred affiliations within the club. Social members will not pay the equipment levy.
- As there have been no changes to SLSWA affiliation fees and charges, the club has not increased fees for the 16/17 season. Fees had been increased in the 15/16 season.
- The Board were requested to also investigate the possibility of introducing membership progress payments.

- The current liquor license has a membership ceiling of 1100 and as such the Board have previously approved social membership is restricted to no more than 300 members.

Action items

1. Clarification of the Member fees explanatory notes
2. Investigate membership progress payments

This item was noted by the AGM

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

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

SLSWA Affiliation

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

Accepted: Ron Wade
Seconded: Nick Le Plastrier
Result: The AGM membership accepted this motion.

Outgoing Board

On behalf of the members club members Rohan Pugh thanked the 15/16 Board for their work and commitment over the recent season.

15.0 Meeting Closed: 8.30 pm

Attachment 1

Office and Committee Positions Nominations as at 22 July 2015

Position	Nominations Received	Term
Board of Management		
President	Rick Lowe	1 year
Vice President	Ron Wade	2 years
Club Captain	Rohan Pugh	1 year
Director of Finance & Admin	Nicholas Le Plastrier (continuing appointment - Term expires 30 July 2017)	
Director of Sponsorship & PR	Matt Osborne	2 years
Director of Life Saving	Iain Lund	2 years
Director of Training & Education	Megan Williams	1 year
Director of Surf Sports	Deb Bird	2 years
Director of House & Social	Caroline Bates	2 years
Director of Youth	Rebecca Hughes	1 year
Finance & Administration		
Treasurer	Kim Wade	1 year
Archive Officer	Vacant	
Constitution & By-Laws Officer	Garry Williams	
IT Officer	Greg Stroot	
Sponsorship & Public Relations Committee		
Marketing Officer	Vacant	1 year
Fund Raising Officer	Robyn Bevan	
Grants Officer	Vacant	
Publicity Officer	Deb Bird	
House & Social Committee		
Building Officer	Ron Wade	1 year
Bar Manager	Linda Carroll	
Functions Officer	Vacant	
Social Convener	Elaine Dexter	
Canteen Officer	Tracey Poad	
Health & Safety Officer	David Howarth	
Life Saving Committee		
Patrol Officer	Daniel Andrew	1 year
Gear Officer	Vacant	
IRB Officer	Mark Turley	
Vehicle Officer	Bryce Pugh	
First Aid Officer	Jillian Brown	
Communications Officer	Stuart reeves	

Education Committee		
Bronze Medallion Coordinator	Ian Phillips	1 year
Surf Rescue Certificate Coordinator	Ian Phillips	
First Aid Awards Coordinator	Carolyn Wilson	
Power Craft Awards Coordinator	Jessica Williams	
Youth Development Committee		
Nipper Beach Coordinator	Vacant	1 year
YEPs Coordinator	Garry Williams (mentor Linda Carroll)	
Junior Competition Coordinator	Vacant	
Junior Gear Officer	Vacant	
Nipper Water Safety Coordinator	Grant Stirling	
Junior Captain	Brea Bird and Chris Howarth	To 31 December 2016
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	Joe Ford	
Board Captain	Mark Thomas	
Swimming Captain	Not required	
March Past Captain	Robyn Bevan	
Gymnasium Officer	Garry Williams	
Appointments		
Honorary Medical Officer	To be confirmed	
Chaplin	To be confirmed	
Patron	To be confirmed	
Vice Patrons	To be confirmed	
Delegate to SLSWA	Club President – Rick Lowe	1 year