



Secret Harbour Surf Lifesaving Club Inc

The Annual General Meeting of the Secret Harbour Surf Lifesaving Club was held on Friday 21 July 2017 at the Secret Harbour SLSC Club rooms.

The meeting commence at 7:00pm.

Attended:

Board of Management

Rick Lowe	President
Ron Wade	Vice President
Matt Osborne	Director of PR & Sponsorship
Megan Williams	Director of Education & Training
Rebecca Hughes	Director of Youth
Iain Lund	Director of Lifesaving

Life & Long Service members:

David Andrew, Joe Ford, Stephen Ford, Ross Onions, Brendan Privilege, Garry Williams, Carolyn Wilson, Digby Wilson

Patrolling members:

Laura Adolphus, Daniel Andrew, Nicola Awang, Matthew Brehaut, Julie Butler, Sarah Hull, Jeninne Jansen, Samantha Lowe, Sarah Lowe, Ingrid Ostle, Sharon Phillips, Lorry Rule, Grant Stirling, Greg Stroot, Matthew Tonkin, Mark Thomas, Courtney Wade, Kim Wade, Jessica Williams, Alannah Wilson, Tim Wilson, Mick Wyburd,

Office & Committee Members:

Mark Muir, Jeff Poad, Tracy Poad,

General, Members:

Kristie Nicholas, Anita Sharpes, Del Rule, Jo Thodis, Amanda Turner, Yvette Wyburd

Apologies:

Vanessa Atkin, Billy Bevan, Robyn Bevan, Deb Bird, Mark Dove, Max Hannah, David Howarth, Stephanie Lowe, Fran Meadley, Steven Pescud, Ryan Phillips, Sean Phillips, Rohan Pugh, Stuart Reeves, Graham Shackles, Derry Smith, Jaimie Thomas, Andrew Williams

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, and all other club members to the meeting. The apologies were read.

The Club President apologised for the omission of the Bevan Medallists from the 16/17 Season Annual report. An insert for page 52 of the Annual Report has been prepared.

2.0 Confirmation of Minutes.

The minutes for the 2015/16 Meeting were put forward for approval:

Accepted: Del Rule
Seconded: Garry Williams
Result: The AGM membership unanimously approved the 2015/16 Season AGM Minutes.

3.0 Business Arising from Previous AGM Minutes

3.1 Section 5: 15/16 AGM Minutes

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.

Response

The Club President confirmed the Portfolio Profit & Loss Statements are now provided as an attachment to Board of Management Minutes, which are available for viewing from the club website. Additionally, a cash flow statement has been provided with the audited financial statements in the 2016/17 Annual Report

Action Item

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.

Response

The Club president confirmed the Port Folio profit & Loss Statements were being expanded and additional work to improve clarity will be undertaken with the appointment of the new Director of Finance & Administration.

Motion

The Club President requested the Membership accept the financial reporting changes presented above.

Accepted: Sarah Lowe
Seconded: Kim Wade
Result: The AGM membership unanimously accepted the reporting changes undertaken in response to the action items from the 2015/16 AGM Minutes, Section 5.

4.0 Presidents Report

The Club President, Rick Lowe presented the club highlights for the 2016/17 season. He reported on the achievements enjoyed by the club over the previous season including, but not limited to:

- Relocation to the new building for a complete season
- Noted the many achievements of our club members, which were recently acknowledged at the Club Awards Night.
- Sincerely thanked all our competitors and coaches for their efforts and achievements at local, state and national competitions throughout the season on the beach and in the pool.
- Congratulated Carolyn Wilson for being presented as the SLSWA Official of the Year and Daniel Andrew for his nomination in support operations at the SLSWA Awards of Excellence. On behalf of the club, we wish Carolyn Wilson every success later in the year at the SLSA Awards of Excellence.
- Congratulations to Wayne Weller, who was recognised at the SLSWA Coastal Bravery Awards
- Sponsorship funding has been very successful over the season; unfortunately, the club has received advice that Rockingham Holden will no longer be able continue supplying the club with a patrol vehicle. The club is currently exploring possible options to purchase a new vehicle. The Club sincerely thanked Rockingham Holden for their many years of sponsorship.

- Pleasingly, the club has obtained a grant of \$100 000 from the State Government thanks to the support of Paul Papalia and options for this funding are being explored by the Vice President.
- A member survey and member workshop was contacted recently, and we thank the members for their feedback. This feedback will be used to develop a new strategic plan, vision and mission statement and new club motto.
- Given the relocation to the new building and the associated set up costs the club has had a very pleasing financial result for the 16/17 season.
- Pleasing to note over 400 members are now using the club app and the club website is currently being redeveloped.

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

5.0 Lifesaving Report

The Director of Lifesaving Iain Lund presented the following highlights from the 16/17 lifesaving season:

- Members completed
 - 4, 777 patrol hours
 - 79 rescues
 - 42 first aid incidents
 - 1, 112 preventative actions
- The Peel Wesfarmers Lifesaver Jetski Team completed 568 hours
- Visitor numbers to the beach were down on previous years, which may be attributed to the weather.
- The club participated in a surveillance drone trail being coordinated by SLSWA.

On behalf of the Board, the Director of Lifesaving thanked the Lifesaving Committee, patrol captains, vice captains and patrolling members for their contributions to another successful season.

6.0 Vice President Report

The Vice President Ron Wade presented the following:

- Acknowledged the club had now completed a full year in the new building and there are still some maintenance issues being worked through. Policies and procedures are being developed to ensure the appropriate use of the building.
- The club is very thankful for the receipt of a grant of \$100 000 from the State Government. In conjunction with the City of Rockingham and Paul Papalia's office, plans for fund expenditure are being developed. This will include a Patrol Tower at Secret Harbour beach.
- Pleased to confirm the club has signed a commercial sub-lease with Fine Tune Fitness. It was noted active members who have completed their patrolling requirements for the 16/17 season will receive gym membership.
- Confirmed the leasing of the café/restaurant was proving difficult and a sub-committee has been formed to explore other options.
- The possible installation of a mezzanine floor in the gear shed is being explored to expand storage areas across the club.
- The design of a bar for the first floor hall is currently being developed.
- Sun Shades have been approved for installation on the sundeck.

7.0 Presentation of 2016/2017 Season Annual Report and Audited Financial Statements

The Club President presented the 2016/17 Annual Report and audited Financial Statements to the membership. The following was noted:

- The year ended with a net profit of \$6, 391. Despite being down on the 15/16 financial year, this result was very pleasing given the increasing operational expenditure required by the new building.
- Total revenue for the year was \$478, 222
- Cash on hand was \$278, 426, a slight increase of \$3, 944 over the previous year.

- Membership continues to grow, with 1, 055 members for the 16/17 financial year.

It was noted the award of long service membership for Iain Phillips had not been annotated in the annual report.

The membership requested / noted the following:

- Review of bar revenue financial reporting for the 17/18 financial year is improved to include cost of sales and income for private and member usage.
- The membership noted there is now 2 x part time administrative and 1 x part time function staff members employed by the club.
- Staffing costs have increased due to the employment of casual staff for private functions

Motion

The Club President requested the Membership to accept the 2016/17 audited financial and annual reports.

Accepted: Kim Wade
Seconded: Ross Onion
Result: The AGM membership unanimously accepted the 2016/17 audited financial and annual reports.

9.0 2017/18 Membership Fees

The Club President presented the 2017/18 Membership Fees and Charges.

The following were considered by the Board of Management when developing the 2017/18 fees and charges schedule:

- Action Items Section 9 – Member Fees from the 2016/17 AGM
 1. Clarification of the Member fees explanatory notes
 2. Investigate membership progress payments
- Comments received from the club member wide survey requesting:
 - Greater equity and clarity of the fee structure across the member categories.
 - Improved discounts for active members that have undertaken and met their rostered patrol requirements.
- Reviewing member fee comparison with other surf clubs
- The operational costs for conducting lifesaving, youth, education and surf sports programs within the club.
- The availability of gym memberships for Active Patrolling Members that have met their rostered patrol requirements of 24 hours in 16/17 season

The following feedback was received from the membership:

- Should patrolling members only receive a discount of \$40, when patrol captains and IRB drivers receive a discount of \$50?
- Should only patrol rostered IRB Drivers receive the discount or should all IRB drivers that complete a prescribed number of driving hours receive the discount?
- Concern that no family memberships were being offered.
- Noted membership for active members and long service members had been reduced.

The Club President confirmed this feedback would be reviewed by the Board of Management.

Motion

The Club President requested the Membership to accept the 2017/18 Membership Fees and Charges.

Accepted: Kim Wade
Seconded: Daniel Andrew
Result: The AGM membership unanimously accepted the 2016/17 audited financial and annual reports.

Action Item

- i) Board of Management to review the patrolling and IRB Driver membership discounts.

9.0 Bylaw Amendments

The AGM are requested to note the amendments made over 2016/17 Season to the Club Bylaws as provided in the agenda as follows:

Amendment to Section 15.2 Membership – Long Service

Approved: Board of Management Meeting 19 April 2017

15.2 Membership - Long Service

- a. ~~A member, after at least ten (10) years of Active membership at Secret Harbour SLSC, or a Long Service total of twelve (12) years of Active service at any Surf Life Saving Australia affiliated club, of which a minimum of five (5) years must have been at Secret Harbour SLSC.~~

Replace with

- a. Long Service Membership may be granted by the Club to a member, after at least ten (10) years of Active membership at Secret Harbour SLSC or to a member that has completed eight (8) years Active Service plus four (4) years of Reserve Active Service.
- b. Notwithstanding the above, Long Service Membership may also be granted under any exceptional circumstances such as:
- (i) a member who has become incapacitated in the performance of duty as a surf lifesaver; and
 - ~~(i) A members service over a shorter period is considered so significant that in the opinion of their peers should be considered for the early award of Long Service Membership~~

Motion

The Club President requested the Membership to accept the amendment to 15.2 Membership- Long service subject to replacement of the word “membership” to “service on line 2, point as above.

Accepted: Sarah Lowe
Seconded: Digby Wilson
Result: The AGM membership unanimously accepted the revised By Law amendment.

Election of Officers

13.0 Nominations for Board, Office and Committee Positions

The Club President noted membership feedback from the recent club survey that the Board of Management was not thinking strategically towards the future. The Board have noted this feedback and will be reviewing the current club structure over the coming season. However, members are requested to join committees and support portfolios, so that the operational areas of the club can be managed, freeing up time for the Board of Management to undertake further strategic planning.

On behalf of the Board of Management, the Club President sincerely thanked:

- Deb Bird, who was stepping down as the Director of Surf Sports this season. Deb had been on the Board for many years and has tirelessly provided many hours of service.
- Rebecca Hughes who was stepping down as the Director of Youth.
- The 2016/17 Board of Management and Committee Holders

All 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.

Accepted: Kim Wade
Seconded: Digby Wilson
Result: The AGM membership unanimously accepted all appointments without any objections.

13.0 SLSWA Affiliation

Motion

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

Accepted: Tim Wilson
Seconded: Ross Onion
Result: The AGM membership accepted this motion.

14.0 Other Business

On behalf of the members, Life Member Digby Wilson sincerely thanked the 2016/17 Board for their work and commitment over the recent season.

15.0 Meeting Closed: 7.30 pm

Attachment 1

Office and Committee Positions Nominations as at 22 July 2017

Position	Nominations Received	Term
Board of Management		
President	Rick Lowe	2 years
Club Captain	Rohan Pugh	2 years
Director of Finance & Admin	Steven Pescud	2 years
Director of Training & Education	Megan Williams	2 years
Director of Surf Sports	Brendan Privilege	1 year
Director of House & Social	Ingrid Ostle	1 year
Director of Youth	to be advised	1 year
Finance & Administration		
Treasurer	Caroline Bates	1 year
Archive Officer	Vacant	
Constitution & By-Laws Officer	Garry Williams	
IT Officer	Derry Smith & Daniel Andrew	
Sponsorship & Public Relations Committee		
Marketing Officer	Vacant	1 year
Fund Raising Officer	Sarah Hull	
Grants Officer	Vacant	
Publicity Officer	Vacant	
House & Social Committee		
Building Officer	Ron Wade	1 year
Bar Manager	Vacant	
Functions Officer	Kristie Nicholas	
Social Convener	Vacant	
Canteen Officer	Vacant	
Health & Safety Officer	David Howarth	
Life Saving Committee		
Patrol Officer	Daniel Andrew	1 year
Gear Officer	Vacant	
IRB Officer	Mark Turley	
Vehicle Officer	Jeff Poad	
First Aid Officer	Vacant	
Communications Officer	Stuart Reeves and Greg Stroot	

Education Committee		
Bronze Medallion Coordinator	Sarah Hull	1 year
Surf Rescue Certificate Coordinator	Sarah Hull	
First Aid Awards Coordinator	Carolyn Wilson	
Power Craft Awards Coordinator	Jessica Williams	
Youth Development Committee		
Nipper Beach Coordinator	Graham Shackles	1 year
YEPs Coordinator	Garry Williams	
Junior Competition Coordinator	Nicola Awang	
Junior Gear Officer	Vacant	
Nipper Water Safety Coordinator	Russell Tierney and Julie Butler	
Junior Captain	Brooke Poad and Michael Hall	To 31 December 2017
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	Michael Wyburd	
Surf Boat Captain	Courtney Wade	
Ski Captain	Joe Ford and Garry Williams	
Board Captain	Mark Thomas	
Swimming Captain	Matthew Brehaut	
March Past Captain	Vacant	
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