



Secret Harbour Surf Lifesaving Club Inc

A Meeting of the Secret Harbour Surf Lifesaving Club Board of Management was held on Wednesday 20th Dec 2017 at the Secret Harbour SLSC Club rooms.

Meeting commenced at 7:00pm

Attendees:	Rick Lowe	President
	Ron Wade	Vice President
	Rohan Pugh	Club Captain
	Matt Osborne	Director of Sponsorship
	Stephen Pescud	Director of Fiance & Admin
	Brendan Privilege	Director of Surf Sports
	Ingrid Ostle	Director of House and Social
	Iain Lund	Diretor of Lifesaving
Apologies:	Megan Williams	Director of Education and Training
	Jesika Bussey	Youth Co-ordinator
Guests:	nil	
Secretary:	Rebecca Hughes	

Minutes

1.0 Previous Minutes

The Board is requested to approve

Board of Management Minutes dated 20th November 2017.

Accepted:	Ron Wade
Seconded:	Ingrid Ostle
Result:	The BOM unanimously approved this motion

2.0 Standing Notice:

2.1 **Any Conflict of Interest Declarations** (refer attachment 1 for register)
NIL

Any Occupational Health & Safety (OH&S) Declarations

The following items were advised:

- A 15 amp plug is required in the Boat Shed Boat shed. Quotes have been obtained and the work will be undertaken by Surfside Electrical
- The Boat trailer located on the sand area near basketball court will be relocated. Ron Wade will coordinate.
- The gates to the Bin area at the southern end of the club have come their off hinges and will be replaced with a stainless steel and padlock system. To be coordinated by Rick Lowe, Ron Wade & Ingrid Ostle.
- The grill in the Ladies downstairs toilet/change room area has fallen out. This has been reported to CoR for coordination of repairs.

Note: The declarations register is provided in attachment 1

ACTION ITEMS FROM PREVIOUS MEETINGS RECORDED IN ATTACHMENT 3

3.0 Directors and Other Reports

3.1 Monthly reports to be circulated and noted.

- President
- Vice President Report
- Director of Finance & Administration
- Club Captain Report
- Director of Lifesaving
- Director of House and Social
- Director of Sponsorship and Grants Report
- Director of Surf Sports
- Director of Education and Training
- Director of Youth

3.2 Finance and Administration reports

- November 2017 reconciliation & Financial reports

3.3 Other reports/correspondence to be considered / noted

- 3.3.1 Membership report as at 13 November 2017 (attachment 2)
- 3.3.2 New Member Report (attachment 4)
- 3.3.3 Club Bookings as at 18 October 2017 (attachment 3)
- 3.3.4 Functions Report October 2017
- 3.3.5 Bar License Restrictions
- 3.3.6 Proposed Hall Hire Fee Changes

4.0 Discussion Items from Directors Reports

4.1 President

The following was confirmed/advised:

Approved Ingrid Matt and Ron

- The loud speaker PQ to be put in the patrol vehicle.
- The agreed the new Building LCD Signs located on the road will be for safety and warning. messages only to be updated by office administration staff.
- The Building Signage has been approved and will be installed early in 2018.
- There have been many complaints and concerns expressed about the state of the grounds around the club, which are managed by CoR. The water mains were broken due to the new playground installation so no reticulation to gardens. This has been reported to and there are currently ongoing negotiations with CoR.

4.2 Vice President

The following was confirmed/advised:

- Currently undertaking a reviewing of the cost of providing services e.g cleaner to establish better hourly rate verses real cost to the club.
- Fine Tune fitness will be billed for cleaning services, at approx. half of clubs total cost.
- Discussion was undertaken about the clubs liquor license and if this can cover the café space.

4.3 Club Captain

The Board noted the Club Captains report.

4.5 Finance and Admin

The following was confirmed/advised:

- The Director of Finance raised concerns about payroll procedures and their timeliness.

- Staff are being requested to use the time in/time out functionality of the club POS system to confirm hours worked.
- The new accounts assistance will take on the responsibility for payroll procedures to ensure processing on same day.
- The Director of Finance or Vice President to sign off all timesheets and payroll prior to being sent for payment processing and this will be undertaken within a 24-hour timeframe.
- Concern breaks are not being taken by staff as specified by contract, which requires a 30 minute break after 5 hours of work. The Vice President will advise all staff to use of POS system for signing in/out and to take half hour break after 5 hours work.
- This highlights the need to develop clear position descriptions and procedures for the club.

5.6 Lifesaving

The Board noted the Director of Lifesaving report presented by the Club Captain.

- Some concern has been expressed about kiosk using the wet training area and safety with close access to the boat shed. The Club President will investigate more secure and permanent fencing between the wet training area and boat shed.

5.7 House and Social

The following was confirmed/advised:

- CoR are hosting an outdoor movie on 12th January 2018 at the northern end of car park and around the Lagoon area. Will investigate the possibility of running a nipper BBQ there and will investigate obtaining temporary license to run a pop up bar.
- The Board noted the Kiosk will be closed on public holidays through the Christmas/New Year period
- The Gofor Cup Golf afternoon will be again run on New Year's Eve, with the Sundeck Bar opened after the game.
- The Christmas Day patrol breakfast will again run this year, as a thank you to all patrolling members volunteering.
- The payroll will be delayed for 4 days due to the office closure over the Christmas period.

5.6 Education

The following was confirmed/advised:

- The Silver medallion course will be run soon.
- A request from Newport SLSC for the loan of a club IRB for Aussies 2018 has been received. They will reimburse the club \$3000 for its use. The Board unanimously approved this request.

5.8 Sponsorship

The following was confirmed/advised:

- The patrol vehicle will be getting stickers with sponsor names. Approximately \$1400 has been raised through fund raising.
- The Director of Sponsorship will liaise with Rockingham Holden to explore the possibility of changing the patrol vehicle over to a petrol model.
- Sponsorships are being negotiated with Daniel Battersby from Mulchers and More. Will need to ensure this does not conflict with Baldivis Landscaping, in their last season of club sponsorship.
- Funky Mexican sponsorship being discussed; suggest they can cater for our in-house events.
- Surf mania considering \$5000 sponsorship.
- Casino night being organised for the 24th February 2018.
- Street Appeal completed and funds being submitted to the club.
- Disability access grant for \$4500 successful. On hold while we investigate what people with disability actually want it spent on.
- A sponsors evening for a Friday evening in March approved

5.9 Director of Surf Sports

The following was confirmed/advised:

- \$2000 was made available in the budget for Aussies 2018 to help subsidise shirts and entry fees. The allocation of funds will be determined at the conclusion of the entry process to ensure funds are distributed equitably.
- \$3500 is budgeted for State Competition merchandise. The plan is to have one shirt for both States and Aussies.
- Matt Brehaut has advised he has an Olympic swimmer friend willing to do a workshop for the club. The Director of Surf Sports will obtain further information.
- The Director of Surf Sports confirmed damage to private nipper boards is not covered by member insurance.
- The Surf Sports Director and Carolyn Wilson will attend an illegal drugs in club course and develop policy for the club to manage this are if required.

5.10 Other Business

- The Vice President and Function Coordinator will meet to review charges and costs for functions as the club progresses establishment of functions as a viable business for SHSLSC.
- The Director of Sponsorship reported on sad feedback about members degrading comments of the BoM based on false information at a recent club event. The President confirmed a letter on behalf of the Board will be sent to this member to request this behavior is discontinued.
- The Surf Sports Director reiterated the idea of a “rumor mill” option on the app for members to anonymously ask questions that the Board can answer and reduce gossip.

6.0 Motions considered by the Board

6.1 Motion proposed by Steve Pescud, Director of Finance and Administration

The Board is requested to approve the following financial items:

- **November 2017 Financial and Reconciliation Reports**
- **Expenditure Ratifications:**
 - \$29,796.50, Danthonia Designs, 28/11/17, Stage 1 Payment signage
 - \$2,526.00, Avalon Sail Co, 1/11/17, 2 additional custom made sails
 - \$1,363.64, Frame It 4U, 1/11/17, frames for caps
 - \$1,080.61, Golden Bay Liquor, 29/11/17, bar supplies
- **Transfers:**
 - Cheque Account 8739 to Debit Card, 6/11/2017, \$2,000
 - Cheque Account 8739 to Debit Card, 9/11/2017, \$1,500
 - Cheque Account 8739 to Cash Reserve 6016, 17/11/2017, \$100,000.
 - Cash Reserve 6016 to Term Deposit, 21/11/2017, \$60,000.
 - Cheque Account 8739 to Debit Card, 28/11/2017, \$3,000.

Result: The BOM unanimously approved this motion

6.2 Motion proposed by Director of Lifesaving, Iain Lund

The Board is requested to approve spending \$500 for repair of the ATV and to sell the 2 old ATV's. It is expected receive between \$2 000 – \$4 000 for each vehicle. Club members Mark Turley and Ian Norman will coordinate the repairs and removal of stickers. The expected income will be put in the Club Future Funds future vehicle purchases

Result: The BOM unanimously approved this motion

6.3 Motion proposed by President, Rick Lowe

The Board is requested to approve the plans and designs for building signage as provided in the attached plans. Funding for the signage is provided through the Dept of Premier and Cabinet Grant awarded in October 2017. The Board is requested to ratify approval of the quote from

Danthonia Designs accepted by the Board of Management for \$75 267.50. The Board is requested to ratify the Stage 1 payment of \$32 776.15 paid 28 November 2017

Result: The BOM unanimously approved this motion

6.1 Motion proposed by Director of Lifesaving, Iain Lund

The Board is requested to approve purchase of 3 lifesaving rescue boards at a cost of \$3 285.

Result: The BOM unanimously approved this motion

6.2 Motion proposed by Director of Sponsorship, Matthew Osborne

The Board is requested to approve purchase of car seat covers for the patrol vehicle at a cost of \$400.

Result: The BOM unanimously approved this motion

6.3 Motion proposed by Director of Sponsorship, Matthew Osborne

The grant submission for expansion of the club solar system has been successful. The Board is requested to approve expenditure for the system. The total cost for the upgrade will be \$15 000, with the club meeting 50% of this cost. A deposit payment of \$1500 to Infinite Energy will be required over the next month, with an expected completion date of February 2018. The system will be 20 kw and will pay for itself within 3 years

Result: The BOM unanimously approved this motion

6.4 Motion proposed by Director of Sponsorship, Matthew Osborne

Approval is requested for a budget \$2 200 to host a sponsors evening in March 2018. This will cover the costs of catering, drinks and printing of certificates.

Result: The BOM unanimously approved this motion

6.5 Motion proposed by Director of Surf Sports, Brendan Privilege

Approval is requested to progress with the order of the new surf boat as previously endorsed by the Board. The Director of Surf Sports will obtain an updated quote from Perry Boats in NSW and investigate transportation costs. A new surf boat will take approx. 7 months to build, at an approx. cost \$35K for total project. Fund raising of funds sponsors Charter Hall has raised approx. \$20K.

Result: The BOM unanimously approved this motion

6.6 Motion proposed by Director of Surf Sports, Brendan Privilege

The Board is requested to approve in principal the development of an induction pack for new club members.

Result: The BOM unanimously approved this motion

ACTION ITEMS RECORDED ATTACHMENT 3

7.0 General and Other Business

7.1 SLSWA Circular & Bulletins

- 38. [2017-18 Hall of Fame](#)
- 37. [2018 Western Suns Ocean + Beach Interstate Team and Youth Development Squad Announcement](#)
- 36. [2017-18 Western Suns Surf Rowers State Team Nomination Application](#)
- 35. [2017-18 – Use of Remotely Piloted Aircraft \(Drones\)](#)

- 34. **2017-18 Notice of SLSWA Christmas Hours**
- 33. **2017-18 SLSWA Surf Rowers Series**
- 32. **2017-18 Charitable Licence**

7.2 SLSA Circulars

- **Circular 41: 2018 Australian Championships - Youth Appointments V1** *13 Dec 2017.*
- **Circular 40: 2018 Australian Championships - Masters & Opens Officials Appointments V1** *13 Dec 2017*
- **Circular 36: 2018 Interstate Championships - Officials appointments Version 2** *27 Nov 2017*
- **Circular 32: Call for Officials nomination - Australian Surf Rowers League Open 2018** *22 Nov 2017*

Next meetings: Wednesday: 17 January 2018
 Wednesday 21 February 2018
 Wednesday 21 March 2018

Meeting Closed at: 10: 30 pm

Endorsed: (President) **Date:**
 (Rick Lowe)

Attachment 1: Register of interests 2017/18 Season

Name of board member	Description of interest	Has the board been notified of the interest?	Date of disclosure	Steps taken by board for dealing with the conflict	Actions taken by the board member to address the conflict
Ron Wade	Company undertakes contract services for CoR	Yes	24 August 2017	Noted	Noted and conflict no longer exists effective 20 September 2017
Ron Wade	Family member undertaking management role for club canteen/kiosk	Yes	24 August 2017	The Vice President will not be part of discussions & decisions pertaining to the Club canteen/kiosk	Noted
Steven Pescud	Family member undertaking employment for club canteen/kiosk	Yes	18 October 2017	Noted disclosure	Noted

Attachment 2: Membership Reports

Membership Numbers as at 18 December 2017 for 2017/18 Season

Category	Total Members	Male Members	Female Members
<u>Junior Activity Member (5-13 years)</u>	389	197	192
<u>Cadet Member (13-15 years)</u>	36	19	17
<u>Active (15-18 yrs)</u>	24	14	10
<u>Active (18yrs and over)</u>	96	59	37
<u>Award Member</u>	13	3	10
<u>Long Service</u>	9	9	0
<u>Associate</u>	1	0	1
<u>Life Member</u>	8	6	2
<u>General</u>	363	159	204
<u>Non Member Participants</u>	1	0	1
Total	940	465	474

** Please note there are currently 58 memberships*

**Attachment 3
Action Sheet**

<i>Agenda Item Nbr</i>	<i>Action Item</i>	<i>Responsible</i>	<i>Due Date</i>	
<i>ACTION ITEMS From November 2017 Meeting</i>				
<i>Item 6.2 Dec 2017</i>	Recue Boards Purchase of 3 lifesaving rescue boards at a cost of \$3 285.	Dir Lifesaving Admin	January 2018	In progress
<i>Item 6.4 Dec 2017</i>	Sponsors Evening Coordinate sponsors evening for March 2018	Dir Sponsorship Function Coordinator Admin	February 2018	In progress
<i>Item 6.6 Dec 2017</i>	New Member Induction Pack The Board is requested to approve in principal the development induction pack for new club members.	Dir Surf sports Admin	2018	To be commenced
<i>Ongoing Action Items</i>				
<i>Item 5.1 August 2017</i>	Draft Constitution Has been circulated for review. Need separate meeting with other interested parties The constitution review has been flagged as an urgent item for early 2018.	Club Admin President	January 2018	In progress
<i>Item 5.2 June 2017</i>	Club Bar A Quote from Maurice Fabrication for a stainless steel frame of \$3686.30 has been obtained, with a deposit of \$1105.09 to be paid to accept the quote. Expected completion date end of January 2018. Cladding to be finished by carpenter, \$7500 budgeted for total job	Vice President	February 2018	In progress
<i>Item 5.1 May 2017</i>	Commercial Area – Café There are currently 2 expressions of interest being explored.	Vice President	2018	In progress
<i>Item 5.7 Sept 16</i>	Strategic and Marketing Plan Development of Club slogan has commenced. Development of the Strategic Plan has commenced (using the model provided by SLSWA as a guide). Coordination of plan development to be finalised and liaison with life members planned prior to presentation to the membership.	Dir of Sponsorship & Board	2018	In progress
<i>Item 6.1 Dec 16</i>	Staff Planning and Structure Currently being developed and reviewed in consultation with office staff. Pressing issue especially job descriptions and KPI for office staff	President Vice President Dir Finance Club Administrator	2017	In progress
<i>Items for Review</i>				
<i>Item 5.5 October 2017</i>	Club Kiosk Progress Review to be undertaken	Dir of Finance	May 2018	Review

Club Kiosk YTD loss of \$1700, but expecting to turn into profit with school holidays and summer season. The Board agreed it would be appropriate to continue to end of this season and re assess viability of the kiosk at this time.

*Item 2.0
August
2017*

Community Education Course delivery

Further to the November Board meeting Rick Lowe has met with Carolyn Wilson, and it was agreed courses would not be run with less than 9 attendees.

Carolyn Wilson
Joanne Thodis
Dir Finance
& Admin

June 2018

Review

The Board accepted agreement to undertake commercial course, with the understanding a review in 6 months would be undertaken.

*Item 6.1
Sept
2017*

Accounting Services

Steve Pescud confirmed Louise Brehaut will be employed for a period of 6 months for approx. 10 -15 hours per month, at a cost of \$30 to \$35 per hour. At the conclusion of this 6 month period the position will be reviewed. The role will be responsible for all payroll and accounting activities within the club.

Dir Finance &
Admin

June
2018

Review

Action Items Completed since Last Meeting

*Item 5.8
Nov 2017*

Junior Club Captain ByLaws

The nomination and selection process to be updated in the club ByLaws

There has been discussion on selection process. The Board agreed all cadets can nominate then the nippers vote and the Board of Management must endorse the vote based on credibility of candidate

Board

TBA

completed

*Item 5.1
Nov 2017*

No Smoking Signs

No smoking and vaping signs to be placed throughout the club.

Function
Coordinator

December
2017

Completed

*Item 5.5
October
2017*

Patrol Vehicle and Stamp Duty

To be claimed as vehicle can be categorized as emergency response vehicle.

Dir of Finance

2017

completed

*Item 5.2
March
2017*

Skills Maintenance

All members must complete skills maintenance no later than 31 December.

Club
Administrator

20

Completed