



**Secret Harbour Surf Lifesaving Club Inc**

**A Meeting of the Secret Harbour Surf Lifesaving Club Board of Management was held on Wednesday 17<sup>th</sup> January 2018 at the Secret Harbour SLSC Club rooms.**

**Meeting commenced at 7:00pm**

<b>Attendees:</b>	Rick Lowe	President
	Ron Wade	Vice President
	Matt Osborne	Director of Sponsorship
	Stephen Pescud	Director of Finance & Admin
	Brendan Privilege	Director of Surf Sports
	Ingrid ostle	Director of House and Social
	Iain Lund	Director of Lifesaving
	Megan Williams	Director of Education

<b>Apologies:</b>	Rohan Pugh	Club Captain
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**Guests:** nil

<b>Secretary:</b>	Rebecca Hughes
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**Minutes**

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**1.0 Previous Minutes**

**The Board is requested to approve**

Board of Management Minutes dated 20<sup>th</sup> December 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)  
The Vice President will present to the BoM a preliminary proposal for leasing the café space within the club. The Club President declared a conflict of interest and will not be present or participate in any BoM discussions and decisions pertaining to the proposal.

2.2 Any Occupational Health & Safety (OH&S) Declarations  
Nil

**Note:** The declarations register is provided in attachment 1

**ACTION ITEMS FROM PREVIOUS MEETINGS RECORDED ON ACTION SHEET IN ITEM 8.0**

### **3.0 Directors and Other Reports**

#### **3.1 *The following Directors and other monthly reports were 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

#### **3.2 Finance and Administration reports**

- December 2017 reports for consideration and approval

#### **3.3 Other reports/correspondence to be considered / noted**

- 3.3.1 Membership report as at 15 January 2017
- 3.3.2 New Member Report
- 3.3.3 Bar License Restrictions
- 3.3.4 Proposed Hall Hire Fee Changes

### **4.0 Discussion Items from Directors Reports**

#### **4.1 President**

The following was confirmed/advised:

- The Board noted a confidential correspondence forward to a member of the club providing information about incorrect assumptions being communicated by the member.
- In conjunction with the Vice President, the President has met with CoR to rectify some building issues and acknowledged SHSLSC has been a little remiss in own care of building duties which need to be regularly undertaken e.g. glass cleaning on sun deck, clean foyer, cob web removal etc.
- The President has written to a club member regarding unacceptable parent behaviour at nippers.
- The President advised the BoM of a request from LostxFound, the organisers hiring the club sundeck for the "Melo" events requesting additional services. The Board unanimously agreed these services would not be undertaken without additional payments to cover the increased costs of services.
- The President advised the BoM of the importance of maintaining confidentiality of all items discussed and presented at meetings.

#### **4.2 Vice President**

The following was confirmed/advised:

- The Vice President requested clarification on hours worked/paid for on public holidays by administrative staff. The BoM confirmed staff should be paid for Public holidays as per their normal hours of work. This is to be confirmed by utilising the award conditions by the incoming accountant.
- The President confirmed the hours worked by the Function Coordinator over the Christmas break were appropriate.
- Staff to receive training on use of the POS system for recording start and finish times, in addition to recording breaks undertaken. It was noted for casual staff the award requires a 30 minute break is required over 6 hours.
- The Club President left the meeting for this discussion item.
- The Vice President presented a preliminary expression of interest for the café space. The Board agreed further information regarding aspects of the proposal would be sought.

#### **4.3 Club Captain**

The Board noted the Club Captains report.

Nil

#### **4.4 Finance and Admin**

The following was confirmed/advised:

- Noted the need to investigate electricity cost of gym for bill splitting
- Installation of new solar panels will assist with reduction of the power bill, which is still very high.

#### **4.5 Lifesaving**

The following was confirmed/advised:

- One patrol radio has been damaged and the cost of a replacement is \$1 715. The BoM has requested an audit of need for more radios prior to purchase approval.
- The club will be providing 2 water safety lifesavers for the CoR Youth Beach party on 24 February 2018.
- A request for water safety at the Rockingham Triathlon, including use of an IRB has been received.
- A beach wheel chair has been donated to the club. A thank you letter will be forwarded to acknowledge this kind donation.
- Two abalone patrols remaining for this season.

#### **4.6 House and Social**

The Board noted the House and Social report.

#### **4.7 Education**

The following was confirmed/advised:

- A Silver medallion course will be offered soon.
- Last skills maintenance scheduled for 20 January 2018.

#### **4.8 Sponsorship**

The following was confirmed/advised:

- The seat covers for the patrol vehicle have been fitted at a significantly reduced price by Supafit, Welshpool. A thank you letter will be provided to the company.
- The names to be included on the patrol vehicle is currently being put together.
- The building Signage applications has been approved by CoR, with the requested engineers report to be forwarded by the Director of Sponsorship.
- Channel 9 are hosting the nippers BBQ on the 21 January 2018.

#### **4.9 Youth**

The following was confirmed/advised:

- Nominations for Junior Club Captains have been called and are due 31 January 2018.
- Voting for junior club captains will be undertaken on the 25 February 2018 after the nipper carnival.
- The Nipper championship carnival is scheduled for 25 February 2018. Nicola Awang, Deb Bird and Rebecca Hughes are organising the event.
- The BoM noted Jesika Bussey is unable to continue in the role of Youth Coordinator due to work commitments and Rebecca Hughes will undertake the role until the end of the season. The BoM thanked Jesika for her work in getting the season started.

#### **4.10 Director of Surf Sports**

The following was confirmed/advised:

- The new surf boat quote has been updated and there is an increase of \$500.
- The IRB shifts at the country carnival have been coordinated by Megan Williams.

#### **4.11 Other Business**

- The Board noted there will be a hall hire rate increase in line with CoR generalised pricing of community venue hire.

### **5.0 Motions considered by the Board**

**5.1 Motion proposed by Steve Pescud, Director of Finance and Administration**  
**The Board is requested to approve the following financial items:**

**December 2017 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

**5.2 Motion proposed by Steve Pescud, Director of Finance and Administration**

The Director of Finance & Admin has undertaken a review of the GST requirements applicable to membership income received by the club. After extensive review it is determined as a charitable and not-for-profit organisation membership fees can be treated as GST free income. The Board is requested to approve this change to membership income for the club.

**Result:** The BOM did not make a decision and agreed to investigate further.

**5.3 Motion proposed by Kristie Nicholas, Function Coordinator**

The Board are requested to ratify the request to reduce social memberships by 50% for the last half of the season to bring in new members to the club.

**Result:** The BOM unanimously approved this motion

**ACTION ITEMS RECORDED ON ACTION SHEET IN ITEM 8.0**

**7.0 General and Other Business**

**7.1 SLSWA Circular & Bulletins received and circulated**

- No new circulars since November 2017 meeting

**7.2 SLSA Circulars**

- Circular 42/17-18 National Leadership College 2018 19 Dec 2017

**Meeting Closed at: 8.40 pm**

**Next meetings:** Wednesday: 21 February 2018  
21 March 2018  
18 April 2018

**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
Rick Lowe	Expression of interest for lease of café space	Yes	17 January 2018	The President will not be part of any discussions, review or decisions pertaining to this request	Noted and actioned

### Membership Numbers as at 15 January 2018 for 2017/18 Season

Category	Total Members	Male Members	Female Members
<u>Junior Activity Member (5-13 years)</u>	391	197	194
<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>	99	60	39
<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> *	364	162	202
<u>Non Member Participants</u>	1	0	1
<b>Total</b>	<b>946</b>	<b>470</b>	<b>476</b>

**\* Please note there are currently 58 memberships**

## 8.0 Action Items

<b>Agenda Item Nbr</b>	<b>Action Item</b>	<b>Responsible</b>	<b>Due Date</b>	
<b><i>ACTION ITEMS From November 2017 Meeting</i></b>				
<i>Item 4.5 &amp; 4.8 January 2018</i>	<b>Thank you letters</b> <ul style="list-style-type: none"> <li>Wheelchair donation</li> <li>Patrol vehicle seat covers</li> </ul>	Club Administrator	February 2018	To be commenced
<i>Item 4.8 January 2018</i>	<b>Patrol Vehicle</b> Finalise sponsorship names for patrol vehicle.	Club Administrator Dir of Sponsorship	February 2018	To be commenced
<b><i>Ongoing Action Items</i></b>				
<i>Item 6.4 Dec 2017</i>	<b>Sponsors Evening</b> Coordinate sponsors evening scheduled for 9 March 2018.	Dir Sponsorship Function Coordinator Admin	February 2018	In progress
<i>Item 6.6 Dec 2017</i>	<b>New Member Induction Pack</b> 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>Item 5.2 June 2017</i>	<b>Club Bar</b> The Vice President has purchased stainless steel benching from Bunnings, achieving considerable savings. Cladding to be finished by carpenter, \$7500 budgeted for total job.	Vice President	March 2018	In progress
<i>Item 5.1 May 2017</i>	<b>Commercial Area – Café</b> There are currently 3 expressions of interest being explored.	Vice President	2018	In progress
<i>Item 5.7 Sept 16</i>	<b>Strategic and Marketing Plan</b> Development of the Strategic Plan has commenced (using the model provided by SLSWA as a guide).  The Executive committee will meet to finalise draft plan.  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>	<b>Staff Planning and Structure</b> Currently being reviewed in consultation with office staff and progress has been achieved in finalising documentation.	President Vice President Dir Finance		
<i>Item 4.2 Jan 2018</i>	Staff hours for public holidays to be confirmed.  Staff to receive training on use of time in/out functionality of POS system.	Club Administrator Club Accountant	February 2017	In progress
<b><i>Items for Review</i></b>				

Item 5.5 October 2017	<b>Club Kiosk</b> Progress Review to be undertaken	Dir of Finance Dir House & Social	May 2018	Review
Club Kiosk YTD loss of \$1 7 00, 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	<b>Community Education Course delivery</b> 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	<b>Accounting Services</b> 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 6.2 Dec 2017	<b>Recue Boards</b> lifesaving rescue boards ordered at a cost of \$3 285 plus \$700 freight charge noted and approved by the BoM.	Dir Lifesaving Admin	January 2018	completed
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