



**Secret Harbour Surf Lifesaving Club Inc**

A Meeting of the Secret Harbour Surf Lifesaving Club Board of Management was held on Wednesday 15<sup>th</sup> November 2017 at the Secret Harbour SLSC Club rooms.

**Meeting commenced at 7:30pm**

**Attendees:**

Ron Wade	Vice President
Megan Williams	Director of Education & training
Matt Osborne	Director of Sponsorship
Stephen Pescud	Director of Finance & Admin
Ingrid ostle	Director of House and Social
Iain Lund	Director of Lifesaving
Jess Bussey	Youth Coordinator

**Apologies:**

Rick Lowe	Club President
Rohan Pugh	Club Captain
Brendan Privilege	Director of Surf Sports

**Guests:**

Holly Leech	SLSWA RTO Compliance Officer
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**Secretary:**

Rebecca Hughes
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**Minutes**

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**The meeting was chaired by the Vice President, Ron Wade**

**1.0 Previous Minutes**

**The Board is requested to approve:**

- 1.1 Board of Management Minutes dated 20 September 2017.
- 1.2 Board of Management Minutes dated 18 September 2017

<b>Accepted:</b>	Ron Wade
<b>Seconded:</b>	Megan Williams
<b>Result:</b>	The BOM unanimously approved this motion

**2.0 Standing Notice:**

- 2.1 Any Conflict of Interest Declarations (refer attachment 1 for register)
- 2.2 Any Occupational Health & Safety (OH&S) Declarations  
It was noted the Boat shed required a 12 amp plug changed out for a 15 amp plug.  
2 quotes from electrician to wire into switch board will be obtained  
The Vice President noted CoR had been advised of the cracks in the wall at the top of the stairway.

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

**ACTION ITEMS FROM PREVIOUS MEETINGS RECORDED ON ACTION SHEET IN ITEM 9.**

#### **4.0 Directors and Other Reports**

##### 4.1 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

##### 4.2 Finance and Administration reports

- October 2017 financial reports

##### 4.3 Other reports/correspondence to be considered / noted

- 4.3.1 Membership report as at 13 November 2017
- 4.3.2 New Member Report
- 4.3.3 Club Bookings as at 18 October 2017
- 4.3.4 Functions Report October 2017
- 4.3.5 Bar License Restrictions
- 4.3.6 Proposed Hall Hire Fee Changes

#### **5.0 Discussion Items from Directors Reports**

##### **5.1 President**

The following was confirmed/advised:

- The Club president has requested additional non-smoking signs (including no vaping) are placed around the club and advertised in the club newsletter.

##### **5.2 Vice President**

The following was confirmed/advised:

- Further clarity on the break down for functions will be sought, to confirm profit and loss.
- GST in invoicing requirements will be reviewed to ensure the club is billing correctly
- Regular stock takes of bar stock will be undertaken to improve management
- Bookings for club functions are being undertaken using the Trybooking web site.
- The Board provided consent for installation of solar panels at a cost to club of \$7500, but will reduce overall electricity bill.

##### **5.5 Finance and Admin**

The following was confirmed/advised:

- The purchase of club merchandise based on a history of yearly replenishment, however concern was expressed that at end of last financial year had 20K stock level. The aim this financial year will be to plan to minimize stock levels as much as possible by the end of the financial year.
- There is no major income expected now the membership period is completed, so spending to be closely monitored.

##### **5.6 Lifesaving**

The following was confirmed/advised:

- The ATV has a flat tyre, but hesitant to fix as new ATV coming from SLSWA in about 1 month. The old ATV will sell at an approximate cost of \$2500.

- Quotes for water proof car seat covers have been sort, and best price is \$400 from a company in Whelshpool. The Director fo Education, Megan Williams will take ute there for fitting of seat covers front and back.
- Abalone patrols will commence soon.
- The John Calvin water safety event is approaching.

### 5.7 House and Social

The following was confirmed/advised:

- Will be reviewing the EBA for Kiosk staff regarding the rates and conditions
- Will be obtaining quotes on additional security roller shutters for top deck servery, which may need some minor structural modification to fit them.
- A safe for the kiosk will be installed to improve security and access issues.
- Christmas party costings to be developed.
- Noted the implementation of more regular stock takes , as advised by the Vice President earlier.

### 5.6 Education

The following was confirmed/advised:

- Board approved purchase of industrial fan for wet training area at a cost of \$149 industrial fan.
- A Nipper Rescue Certificate short course will be run. This course allows parents to provide water safety at nippers on Sunday mornings only. Expression of interests via Facebook has been requested.

### 5.8 Sponsorship

The following was confirmed/advised:

- Fund raising for the Club ute has been slow. It will finish at the end of November so donors names can be placed on the vehicle. Pleasingly, two people have indicated a willingness to sponsor a door each with a donation of \$5000 per door.
- Concerned the new boat sponsored by funding from Charter Hall sponsorship has not been purchased. There is a need to act on this sponsorship agreement as soon as possible.
- Have been communicating with Mexican Cantina for sponsorship of \$5000.
- LCD signage being installed in January. The light will have a 5 year warranty and 10 year operating expectation.
- Request acknowledgement of sponsors in the club newsletter.
- Access to the flag poles is being investigated by Ron Wade.
- The club will be hosting a Casino night in February, being coordinated by Lisa Sertorini.
- Restore carpet cleaners have agreed to provide in-kind sponsorship for carpet cleaning \$3000 worth of carpet and tile cleaning for the club.

### 5.8 Youth

The following was confirmed/advised:

- The nominations for Toad and Rise up camp have closed and will be reviewed by Jesika Bussey, Garry Williams and Rohan Pugh for ranking.
- Nominations for Junior club achiever to be called.
- Nominations for Junior Club Captains to be called. The Director of Education, Megan Williams proposed the nominations are considered via a Board selection process based on merit, not a popularity vote. If this process is agreed the club by laws will need to reflect this proposed change. This recommendation was supported by The Director of Sponsorship and Vice President.

### 5.9 Director of Surf Sports

The following was confirmed/advised:

- The Shannon Eckstein visit for 25 - 26<sup>th</sup> November is progressing. The Board noted that framing for a five signed competition caps at a cost of \$300 each, will be recouped by the event and noted funding not approved in the budget.

### 5.10 Other Business

- Hall hire charges need to be standardised.
- Bar License restrictions need to be known and enforced to ensure any review undertaken by Dept of Racing, Gaming & Liquor of our procedures are appropriate for maintaining the club liquor license.

## 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:*

***Expenditure Ratifications:***

- \$4,660.80, Skye Group Finz, 1&12/10/17, bathers
- \$3,019.55, Lucor, 1/10/17, Melbourne Cup catering
- \$2,371.51, Golden Bay Liquor, 12&18/10/17, bar supplies

***Transfers:***

- Cash Reserve 6016 to Cash Reserve 6016, 4/10/2017, \$10,000
- Cash Reserve 6016 to Debit Card, 16/10/2017, \$2,000.
- Cheque Account 8739 to Debit Card, 24/10/2017, \$2,000.

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

### 6.2 Motion proposed by Club President Rick Lowe

The Board is requested to approve the Westpac Bank & Internet Banking Signatories

***The following signatories remain unchanged***

Caroline Bates:	Club Treasurer
Rick Lowe:	Club President
Ron Wade:	Vice President
Rohan Pugh:	Club Captain

The following Signatory to be added

Steven Pescud:	Director of Finance and Administration
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***Accepted:*** Megan Williams

***Seconded:*** Ingrid ostle

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

## **ACTION ITEMS RECORDED ON ACTION SHEET IN ITEM 9.0**

## 7.0 General and Other Business

### 7.1 SLSWA Circular & Bulletins

32. [2017-18 Charitable Licence](#)
31. [2017-18 Western Suns Representative Teams Information](#)
30. [2017-18 Western Suns Team Manager Nomination Form](#)

### 7.2 SLSA Circulars

- [Circular 26: 17-18 Aussies 2018 Call for expressions of interest for event volunteers 2 Nov 2017](#)
- [Circular 27: 17/18 Interstate Championships 2018 – Officials Appointments Circular \(Version 1\) 31 Oct 2017](#)
- [Policy 1.02 Use of SLSA Equipment - Clarified Oct 2017 27 Oct 2017](#)
- [Bulletin 03: 17/18 35th Edition Revised August 2016 Surf Sports Manual – Update October 2017 27 Oct 2017](#)

**Next meetings:** Wednesday: 20 December 2017  
17 January 2018  
21 February 2017

**Meeting Closed at: 9.25**

**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 13 November 2017 for 2017/18 Season

Category	Total Members	Male Members	Female Members
<u>Probationary</u>	1	0	1
<u>Junior Activity Member (5-13 years)</u>	389	199	190
<u>Cadet Member (13-15 years)</u>	35	17	18
<u>Active (15-18 yrs)</u>	23	14	9
<u>Active (18yrs and over)</u>	94	57	37
<u>Award Member</u>	13	3	10
<u>Long Service</u>	8	8	0
<u>Associate</u>	1	0	1
<u>Life Member</u>	8	6	2
<u>General</u>	351	154	197
<u>Non Member Participants</u>	1	0	1
<b>Total</b>	<b>924</b>	<b>458</b>	<b>466</b>

**\* Please note there are currently 51 memberships**

### Attachment 3

#### 1.0

<b>Agenda Item Nbr</b>	<b>Action Item</b>	<b>Responsible</b>	<b>Due Date</b>	
<b><u>ACTION ITEMS From November 2017 Meeting</u></b>				
<i>Item 5.1 Nov 2017</i>	No Smoking Signs No smoking and vaping signed to be placed throughout the club.	Function Coordinator	December 2017	In progress
<i>Item 5.8 Nov 2017</i>	Junior Club Captain ByLaws The nomination and selection process to be updated in the club ByLaws	Board	TBA	To be commenced
<b><u>Ongoing Action Items</u></b>				
<i>Item 5.5 October 2017</i>	<b>Patrol Vehicle and Stamp Duty</b> To be claimed as vehicle can be categorized as emergency response vehicle.	Dir of Finance	2017	In progress
<i>Item 5.5 October 2017</i>	<b>Club Kiosk</b> Progress Review to be undertaken	Dir of Finance	January 2018	To be commenced
<i>Item 6.1 Sept 2017</i>	<b>Accounting Services</b> Steve Pescud received a quote from a recruiting company to employ an accountant for club at a cost of \$5000 and the quote was high and did not proceed any further. Rebecca Hughes will provide contact details for a 4 <sup>th</sup> Year accounting student.	Dir Finance & Admin	November 2017	In progress
<i>Item 2.0 August 2017</i>	<b>Community Education Course delivery</b> The courses to be delivered have changed as has fee structure BoM only willing to permit previously agreed upon 6 courses with fees as presented and agreed upon at first presentation 24/8/17, THREE MONTH TRIAL all accounting details need to be formalised for correct account/book keeping purposed	Joanne Thodis Dir Finance & Admin	September 2017	In progress
<i>Item 5.1 August 2017</i>	<b>Draft Constitution</b> Has been circulated for review. Need separate meeting with other interested parties The Club Captain and Dir Surf Sports have read, and noted members are able suggest changes and we then forward to SLSWA lawyer for review. It was noted the revised constitution was to be complete within 2 years, but the original draft developed is in accordance with SLSWA and Associations Act of WA. There are suggestions from Garry Williams for SHSLSC board to consider.	Club Admin President	November 2017	In progress
<i>Item 5.2 June 2017</i>	<b>Club Bar</b> Accept Maurice fabrication Quote, confirm it still stands then order bar	Vice President	November 2017	In progress
<i>Item 5.1 May 2017</i>	<b>Commercial Area – Café</b> Ron Wade spoke with Mark Irwin, SLSWA Club Development Officer (previous SLSWA President) who is willing to guide us further through this process from his prior experience.	Vice President	August 2017	In progress

<i>Item 5.7 Sept 16</i>	<p><b>Strategic and Marketing Plan</b> Development of Club slogan has commenced. Development of the Strategic Plan has commenced (using the model provided by SLSWA as a guide).</p> <p>Coordination of plan development to be finalised and liaison with life members planned prior to presentation to the membership.</p>	Dir of Sponsorship & Board	November 2017	In progress
<i>Item 5.2 March 2017</i>	<p><b>Skills Maintenance</b> All members must complete skills maintenance no later than 31 December.</p> <p>Incorporate into Bylaws requests after the 1 January must be applied for in writing outlining the circumstances for the request and submitted to the Director of Education and Club Captain.</p>	Club Administrator	20	In progress
<i>Item 6.1 Dec 16</i>	<p><b>Staff Planning and Structure</b> Currently being developed and reviewed in consultation with office staff. Pressing issue especially job descriptions and KPI for office staff</p>	President Vice President Dir Finance Club Administrator	2017	In progress
<b><u>Action Items Completed since Last Meeting</u></b>				
<i>Item 5.8 October 2017</i>	<p><b>Club Newsletter</b> Will be produced and circulated tot eh membership 3<sup>rd</sup> Friday of every month.</p>	President Admin Staff	October 2017	Completed
<i>Item 2.0 August 2017</i>	<p><b>Club Insurance</b> Further to item above Brendan Privilege, Director Surf Sports had raised concerns about insurance in general as club is growing in its operations.</p> <p>A review of all club insurance is currently underway by ty the Club Administrator and Club President is coordinating.</p> <p>Insurance coverage of trailers, patrol vehicle and IRB are currently being undertaken in consultation with Club Captain and Director of Lifesaving.</p> <p>Dir of Finance confirmed the insurance is valid for all surf related activities.</p>	President Club Admin	October 2017	complete
<i>Item 6.3 Nov 2016</i>	<p><b>Storage</b> Mezzanine floor cad drawings have been forwarded to builder for drafting plans and final costings by prospective. Unfortunately, infrastructure grant proposal to CoR has not been approved.</p> <p>Currently submitting another grant application to fund this with the assistance of club member Laura Adolphus aimed at being to install at the end of the 17/18 season</p>	Club Captain Vice President	November 2017	On hold



