



Secret Harbour Surf Lifesaving Club Inc

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

Meeting commenced at 7:06pm

Attendees:	Rick Lowe	President
	Ron Wade	Vice President
	Rohan Pugh	Club Captain
	Stephen Pescud	Director of Finance & Admin
	Brendan Privilege	Director of Surf Sports
	Iain Lund	Director of Lifesaving
Apologies:	Megan Williams	Director of Education & training
	Matt Osborne	Director of Sponsorship
	Ingrid ostle	Director of House and Social
Secretary:	Rebecca Hughes	

Minutes

1.0 Previous Minutes

The Board is requested to approve the Board of Management Minutes dated 24 August 2017.

Accepted:	Rohan Pugh
Seconded:	Ron Wade
Result:	The BOM unanimously approved the minutes

2.0 Standing Notice:

- 2.1 Any Conflict of Interest Declarations (refer attachment 1 for register of conflict)
It was noted the Vice President Ron Wade is no longer contracted with the City of Rockingham
- 2.2 Any Occupational Health & Safety (OH&S) Declarations
Nil reported since last meeting
The Board thanked all the members who assisted the Club Captain with installation of new shelving and organising space for the patrol vehicle.

Note: The declarations register is provided in attachment 1

4.0 Directors and Other Reports

- 4.1 *The following Directors and other monthly reports were circulated and noted.***
- President Report
 - Vice President
 - Director of Finance & Administration
 - Club Captain Report

- Director of Sponsorship
- Director of Education
- Director of Lifesaving
- Director of Surf Sports

5.0 Discussion Items from Directors Reports

5.1 President

The following was confirmed/advised:

- Clarification on purchasing Equipment guidelines was provided. Items over \$500 require at least 2 quotes preferably 3 and anything over \$300 requires approval of at least 2 board members (can be via email), purchases then need to be ratified at next BoM meeting.
- There is an urgent need for clarification on contracts, awards, trainers, superannuation's and workers compensation responsibilities with KIOSK staff; we want junior staff to apply and be trained for roles, to clarify award rates with Director of House and Social, to match those used by her McDonalds restaurant
- The ABC Nippers show is a 10 week program focusing on different nippers and their family each week. The first series was undertaken at Maroubra SLSC and our Club president will be contacting Maroubra SLSC to discuss the experience, as there are concerns about creating divisions within the club.

5.2 Vice President

The following was confirmed/advised:

- Signage for the club on the main road had some complicating issues raised, so just the blue and white road signage will be placed on the main roads and primary signage will be placed on the building. There is a grant application being submitted.
- The grant application submitted to the Dept of Premier and Cabinet, Local will be used to support purchase of a watch tower on Secret Harbour SLSC beach. This will be a removable structure and the CoR will be approached to provide storage over the winter months. Needs accurate acquittal in accounts to satisfy granting requirements. CoR and SHSLSC to sign documentation agreeing the tower is of benefit to people on the beach. Tower designed for minimal maintenance which will be SHSLSC responsibility
- Fine Tune Fitness will be ready to operate over the next couple of weeks. They have requested approval to place a vending machine in the corridor, but due to blockages and congestion in this area and the impact for fire evacuations, the club has not supported this request.
- The Board will be reviewing Fine Tune Fitness membership allocations over the next month. To be eligible for a membership members must hold a minimum award of Bronze medallion holders or above and completed their 24 patrolling hours over 2016/17 season. The club will fund any additional memberships to ensure this is equitable to all qualifying members.
- The Vice President expressed concern he had not been sighting administrative staff time sheets or pay slips.

5.3 Club Captain

The following was confirmed/advised:

- The allocation of space in the gear shed: is being developed and will be reviewed by Daniel Andrews, Brendan Privilege, Garry Williams, Iain Lund and Rohan Pugh to designate keeping in mind plan for lift in the future
- It is expected the club not provide patrols at Penguin Island this season, however may undertake roving Patrols on Jet Ski if circumstances demand/permit.
- Options for Lifeguard Support from SLSWA over the upcoming season are being considered, in particular New Year's Day. The cost would be \$35 per hour for nonpublic holidays and \$87 per day for public holidays, per lifeguard.
- The Club has received \$800 form SLSWA for fuel for Jetskis over the 2017/18 season.
- The Memo of Understanding from SLSWA for Club Jetski Operations has been signed, with a course to run soon.
- The club has recently signed their lifesaving agreement with CoR and will receive \$12 000 to support patrolling/lifesaving operations for the 2017/18 season.

5.5 Finance and Admin

The following was confirmed/advised:

- Portfolio budgets to be emailed to Steve Pescud by Friday 22/9/17, with the finance meeting for budget planning to be undertaken on the 1 October 2017.
- Procedures for processing bank transfers to be reviewed by the Director of Finance and Admin.
- Have requested confirmation of pay rates trainers undertaking delivery of first aid courses and they have suggested \$33.50 per hour, which is consistent with SLSWA pay rates and the Board have agreed. However, need clarification of the award and superannuation and workers compensation requirements to be confirmed with the Commercial Course Coordinator. Additionally, a plan to Review operation of First Aid courses and cost/benefit to SHSLSC to be undertaken in one year.
- The Club Captain expressed concern a course had been run and it was not officially endorsed by BoM and as such insurance and contracts had not been established. He has requested a letter of concern be sent to the coordinators to please follow Board guidelines. This will be completed by the Director of Finance and Admin and Club President.

5.6 Lifesaving

The following was confirmed/advised:

- Patrol Rosters have been open for members to put their names down for over a week and a number of patrols are already full. Pleasingly all IRB driver spots have been filled this season. We still have some vacancies in the patrol leadership positions as we haven't had sufficient volunteers to fill all the positions. The October patrols all have sufficient personnel rostered.
- The intention at this stage is not to conduct patrols at Penguin Island in addition to the Lifeguard patrols unless we receive a request from the City Council or Parks and Wildlife.

5.7 House and Social

- The Board noted the Director of House and Social report.
- The Club Kiosk grand opening was held on 23 September 2017, and after a 2 week trial and there is a need for 2 staff members per shift.

5.6 Education

- The Board noted the Director of Education and Training report.
- The Request for the purchase of wet suits for IRB trainers, not clearly understood so will hold over decision until next meeting.
- The Board has requested clarification for first aid training undertaken at Bethanie Waters and Coogee Beach SLSC.

5.8 Sponsorship

- The Board noted the Director of Education and Training report.
- Safety management posters to be publicised in the club newsletter.
- Publicise success of grant applications in the club newsletter.
- Publish club policies on Facebook, with Facebook site to be linked to club app by end of October 2017
- The Director of Sponsorship requested finalisation of purchase of new surf boat with the funds provided by donated by Charter Hall, so the acquittals can be completed.
- Board noted it was pleasing to have OCE Cleaning for purchase of lift/hoist for boat shed to come on as new sponsors.

5.8 Youth

- The first Pool proficiencies session has been completed with over 70 nippers attending.

5.9 Director of Surf Sports

The following was confirmed/advised:

- The club is currently committed to host 4 carnivals this season, with change of date for the state championships noted.
- IRB competition information session will be coordinated by Garry Williams.

- The Director of Surf Sports suggested attaching a rumor mill submission to the club app for people to submit questions to get true answer from Board members to issues that are becoming troublesome to the club.
- Surf sports committee have decided to not charge \$5 to train with Shannon Eckstein
- Mark Irwin and James O Toole are trying to build support for surf league competition as it increases in popularity, SHSLSC does not feel ready to put a team together for this competition in 2017/18.
- Basketball court being developed in site of old volleyball court. There may need to be consideration of night time security to minimise risk of vandalism. The Director of Surf Sports will approach CoR security services.

5.10 Other Business

- The Club Registration day was a good success, with over \$30 00 taken in new memberships, still awaiting renewals by existing club members.
- The Board noted upcoming function bookings.

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:

Financial Summary

Profit – loss in August \$1000 loss; \$2000 in website development, net loss \$5000, \$4000 depreciation

1. August 2017 made an operating loss of ~\$(1)k mainly due to one-offs expenses for \$2k of computer & IT expenses (website redevelopment) and a net loss of ~\$(5)k due to an additional \$4k depreciation expense.
2. August 2017 YTD there has been an operating loss of ~\$(22)k mainly due to one-offs expenses for \$5k insurance (CoR building), \$5k rates & water (CoR rates), \$5k merchandise (Nipper/Comp caps & Club polo shirts) and \$2k computer & IT expenses (website redevelopment) and a net loss of ~\$(37)k due to an additional \$15k depreciation expense.
3. Cash at August 2017 was \$265k being \$(3)k less than the \$268k at June 2017. The reduced cash flow month on month was due to reduced trade creditors, \$(3)k, payment to CoR (\$3k rates). There was no cash outflow from investing activities in the month of August 2017 due to no purchase of capital items.
4. Cash at August 2017 was \$265k being \$(13)k less than the \$278k at the end of April 2017. The reduced cashflow YTD is mainly due to operating activities and the YTD operating loss of ~\$(22)k but offset by a \$9k increase in trade payables. There has been no cash movement from investing activities in the period August YTD due to no purchases of capital items.

Expenditure Ratifications:

- \$1,172.73 Oven & BBQ Cleaning, oven cleaned, 21/8/17.
- \$1,818.18 W3IT Web Design, website redevelopment, 22/8/17.
- \$1,670.70 Australian Grown, club polo shirts, 28/08/17.
- \$300.00 a month lease for coffee machine over 1 year for canteen.

Transfers:

- Cash Reserve 6016 to Cheque Account 8739 top up 7/08/2017 \$5,000.
- Cheque Account 8739 to Debit Card top up 7/08/2017 \$1,000.
- Term Deposit 159008 to Cash Reserve 6016 7/08/2017 \$37,869.92, For new patrolling vehicle.
- Cheque Account 8739 to Debit Card top up 31/08/2017 \$2,000.

Other Approval Requests

1. Club Kiosk

Expenditure for Oven, Shirts, coffee machine lease (\$300 a month)

2. Accounting Services

The Director of Finance & Admin expressed concern that the administration staff are being overwhelmed with the finances as the club has grown. Admin staff was not initially directly responsible for the financial management of the club. The Director has suggested sourcing a person to remove the burden from the admin staff. This will enable a dedicated management accounting system to be utilised. Additionally, the Director of Finance & Admin would like to account for expenses in kind e.g. volunteer time and patrol time, to give a clear cost of running expenses for the club. The Director of Finance & Admin assured the BoM the cash finances of the club are accurate and he has no concerns, he believes a single person doing the end to end processes will make reporting more efficient.

Proposal: to employ an accountant approx. 15 hours a week at about \$40 an hour to manage the club finances. The Director to Finance and Admin investigate options to provide this service and to develop to develop job description and KPI for accountant.

Accepted: Rick Lowe

Seconded: Rohan Pugh

Result: The BOM unanimously approved this motion

6.2 Motion proposed by Club Captain, Rohan Pugh

The Club Captain has obtained a second quote for the sunshades to extend them in front of the gear shed and/or get spare sails for replacement in future as we need to match the CoR grant of \$4780. The current preferred supplier is Avalon, with a decision for neutral colors for the shades to be adopted due to satisfying functions e.g. weddings, not wanting red/yellow or club colors for wedding photos and the likes. The Board is requested to progress with installation of sails and sail fixtures, noting to be undertaken after 28 October 2017, as a wedding booked previously requested the sales not be in place.

Result: The BOM unanimously approved this motion

7.0 General and Other Business

7.1 SLSWA Circular & Bulletins received and circulated

- 25. [2017 BeachSAFE Appeal](#)
- 24. [Skills Maintenance – Delegation Process](#)
- 23. [Youth Development Camp Opportunities 2017/18](#)
- 22. [Expression of Interest for General Standing Committees \(2017/18\)](#)
- 21. [Expression of Interest for Volunteer Rescue Crew Officers – Westpac Lifesaver Rescue Helicopter – North Fremantle and Busselton](#)
- 20. [2017/18 Short Board Riding Championships](#)
- 19. [Nipper Program and Requirements for 2017/18](#)

7.2 SLSA Circulars received and circulated

- [Circular 15/17-18: 2018 SLS Interstate Championships - Call for Officials nominations](#) 4 Sep 2017
- [Circular 11 1718 Call for nominations for SLSA Meritorious Awards and Lifesaving Selection Committee](#) 30 Aug 2017
- [SLSA National ICT Circular 08/2017-18](#) 14 Aug 2017
- [Circular 8 17-18: 2017 Australian & Interstate Pool Rescue Championships - Results Circular](#) 11 Aug 2017
- [Circular 07/ 17-18 Beach Safety Equipment Fund \(BSEF\) 2017-18](#) 11 Aug 2017

Next meetings: Wednesday: 18 October 2017
15 November 2017
20 December 2017

Meeting Closed at: 9.55 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

Attachment 2: Membership Numbers as at 22 August 2017 for 2017/18 Season

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

* Please Note: membership forms from the registration day and ongoing registrations are still being entered into surfguard

Category	Total Members	Male Members	Female Members
<u>Junior Activity Member (5-13 years)</u>	162	84	78
<u>Cadet Member (13-15 years)</u>	18	7	11
<u>Active (15-18 yrs)</u>	7	3	4
<u>Active (18yrs and over)</u>	37	23	14
<u>Award Member</u>	6	1	5
<u>Long Service</u>	4	4	0
<u>Life Member</u>	1	0	1
<u>General</u>	136	51	85
Total	371	173	198

- **Social Membership as at 18 September 2017 = 10**

Transfers

ID	Member ID	Name	Winning Club	Losing Club	Transfer Type
Transfer In					
80128	4256866	Michael Watson	Secret Harbour	Community (WA)	Full Transfer
Transfers Out					
ID	Member ID	Name	Winning Club	Losing Club	Transfer Type
80788	5657909	Penny Gormlie	Alkimos Surf Life Saving Club	Secret Harbour	Full Transfer
80640	5657911	Lena Gormlie	Alkimos Surf Life Saving Club	Secret Harbour	Competition rights
80123	5696989	Kyra Evans	North Cottesloe	Secret Harbour	Full Transfer
80122	5487577	Owen Evans	North Cottesloe	Secret Harbour	Full Transfer
80121	4748083	Matthew Evans	North Cottesloe	Secret Harbour	Full Transfer
80120	5412102	William Weeks	Coogee Beach (WA)	Secret Harbour	Full Transfer
80119	5571512	Lachlan Weeks	Coogee Beach (WA)	Secret Harbour	Full Transfer
80097	4737543	Amy Smith	Mooloolaba	Secret Harbour	Full Transfer
80095	5479473	Nicholas Smith	Mooloolaba	Secret Harbour	Full Transfer
79727	5412094	Ryan Weeks	Coogee Beach (WA)	Secret Harbour	Full Transfer

3.0 Action Sheet

<i>Agenda Item Nbr</i>	<i>Action Item</i>	<i>Responsible</i>	<i>Due Date</i>	
<u>ACTION ITEMS From September 2017 Meeting</u>				
<i>Item 5.2 Sept 2017</i>	Club Memberships for Fine Tune Fitness Membership allocations currently being reviewed	Vice President Dir Lifesaving	October 2017	In progress
<i>Item 6.1 Sept 2017</i>	Accounting Services Options and costings for employing a club accountant to be rev	Dir Finance & Admin	2017	In progress
<u>Ongoing Action Items</u>				
<i>Item 2.0 August 2017</i>	Community Education Course delivery Joanne Thodis requested to provide more information to the Director of Finance & Admin, Steve Pescud to satisfy the insurance questions our provider is requesting: <ul style="list-style-type: none"> nature of courses, provider, turnover and accreditation standards; <p>The Director of F&A has been advised the club is insured for accredited courses and NOT insured for non-accredited courses.</p> <p>Joanne Thodis has been requested to investigate insurance options for non-accredited courses otherwise these SHALL NOT be RUN, SHSLSC does not want to take that risk.</p> <p>Brendan Privilege, Dir Surf Sports has raised concerns about insurance in general as club is growing in its operations</p> <p>The Dir of F&A will follow up with current Insurance policies.</p>	Joanne Thodis Dir Finance & Admin	September 2017	In progress
<i>Item 5.1 August 2017</i>	Draft Constitution Has been circulated for review. 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	October 2017	In progress
<i>Item 5.7 August 2017</i>	Bar Staff Casual Salary Guidelines Develop guidelines for paid vs volunteer bar staff requirements and when to utilize. The Board clarified the roles as follows: Function Coordinator is employed as the club functions manager to deal with all commercial events, coordinate the bar roster and set up for these private and commercial	Dir House & Social Vice President Function Coordinator	2017	In progress

functions, with the goal to generate club income.

Director of House and Social (Ingrid Ostle) is responsible for all club activities, to liaise with the Function Coordinator for the use of function room and sun deck, also provide alcohol orders and roster volunteer bar staff for club activities (Friday volunteers and Sundays paid staff)

Paid staff need clearer job descriptions including bar clean up and pack up of tables and chairs, this to be developed as a written document and to be a laminated jobs list in bar area of what is expected of paid staff

Further action: the Vice President, Function Coordinator and Director of House and Social will be meeting to further define and clarify roles over the next week.

Item 5.2
June
2017

Club Bar
Finalise design plans for club bar and coordinate construction w Maurice Fabrication

Drawings look good, with the need for a second quote. A second quote had been provided by Alan Ross which was Has a lower price but not a stainless steel top.

Vice President October 2017 In progress

Item 5.1
May
2017

Commercial Area – Café
Pending proposal from three prospective clients
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

Item 6.3
Nov 2016

Storage
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.

Club Captain Vice President 2017 In progress

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

Item 5.7
Sept 16

Strategic and Marketing Plan
Club survey has been completed.
Member Workshop completed

Review of Vision & Mission Statement has commenced.
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 the Board will be seeking a volunteer to assist with development.

Dir of Sponsorship & Board November 2017 In progress

Further Action: Director of Sponsorship and Director of Surf Sports have displayed some options for Board consideration and feedback is requested on display in the youth room

Item 6.6 June 2016	Sunshades Sundeck Shade infrastructure grant to CoR has been approved. Two quotes for installation are currently being obtained. Plans for installation to be provided to CoR	The installation of upgraded safety wiring for the sundeck balustrade has been completed. The Board extends its sincere thanks to club member Mark Turley for the installation of the balustrade security wiring. The thank you will be recognised in the club newsletter and Mark will be nominated for member of the month and \$50 to be added to his membership card in thanks.	Vice President	April 2017	In progress
Item 5.2 March 2017	Skills Maintenance All members must complete skills maintenance no later than 31 December.	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.	Club Administrator	20	In progress
Item 6.1 Dec 16	Staff Planning and Structure Currently being developed and reviewed in consultation with of staff. Pressing issue especially job descriptions and KPI for office	Skills maintenance to commence 30 th sept 2017	President Vice President Dir Finance Club Administrator	2017	In progress
Item 5.5 May 2017	Club Budget Portfolios are requested to have budget submissions to Director of Finance & Admin prior to the finance meeting scheduled for 1 October 2017 @ 12:00 pm. Brendan Prilvilige has submitted for surf sports	Prior budgets and templates can be obtained from the Director of Finance, who is happy to meet to assist with development.	Director of Finance	October 2017	In progress
	Due to building expenses in 2016/17, budget requests will be limited this financial year.				

Action Items Completed since Last Meeting

Item 5.8 August 2017	Patrol Vehicle Establishment of fund raising page to raise funds	We are to use the SLSWA system of "Givenow" and they will transfer all the cash donated to SHSLSC	Dir Sponsorship Club Admin	September 2017	Completed
	The Patrol Vehicle will be on display at SH square shops for 2 weeks to raise fundraising awareness for donations	Matt Osbourne, Director of Sponsorship will manage fundraising activities, so as not to "crowd" fundraising to ensure the focus is the patrol vehicle as a main priority at the moment.			

The Board agreed a club fundraising raffle with a \$1000 prize money may be distracting from the Patrol vehicle fundraising if it was to go ahead.