



Secret Harbour Surf Lifesaving Club Inc

A Meeting of the Secret Harbour Surf Lifesaving Club Board of Management was held on Wednesday 16 May 2018 at the Secret Harbour SLSC Club rooms.

Meeting commenced at 7:00pm

Attendees:	Ron Wade	Vice President
	Rohan Pugh	Club Captain
	Megan Williams	Director of Education & training
	Stephen Pescud	Director of Finance & Admin
	Iain Lund	Director of Lifesaving
	Matt Osborne	Director of Sponsorship

Apologies:	Rick Lowe	President
	Ingrid ostle	Director of House and Social
	Brendan Privilege	Director of Surf Sports
	Rebecca Hughes	

Secretary and Meeting Chair: Ron Wade

Minutes

1.0 Previous Minutes

The Board is requested to approve the Board of Management Minutes dated 26 April 2018.

Accepted: Steven Pescud

Seconded: Iain Lund

Result: The Board unanimously approved the minutes subject to revising the April 2018 minutes item 4.4 Club IT / Wifi budget amount to \$2500

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*
NIL

3.0 Action Sheet

Agenda Item Nbr	Action Item	Responsible	Due Date	
<i>ACTION ITEMS From May 2018 Meeting</i>				
<i>Item 5.2 May 2018</i>	Bar open hours on external signage A request to promote bar hours on the external electronic sign will be considered at the next Board meeting.	Board	June 2018	To be commenced
<i>Item 5.8 May 2018</i>	Purchase for 4WD Wheel Chair Additional options for funding the purchase of the wheel chair provided for in the Stronger Community Grants Program are being explored to cover the cost shortfall.	Dir Sponsorship	2018	To be commenced
<i>Item 6.4 May 2018</i>	Honorarium payments Additional information to be investigated and confirmed	Dir Finance Accounts Officer	June 2018	In progress
<i>Item 6.5 May 2018</i>	Roof Safety Policy To be approved at the June 2018 Board meeting	Vice President	June 2018	In progress
<i>Item 6.6 May 2018</i>	GST on Membership Fees To be finalised	President Accounts Officer	June/July 2018	In progress
<i>Ongoing Action Items</i>				
<i>Item 5.3 April 2018</i>	Surf Sports Competition Uniform To be reviewed for a cohesive representation of the the Club	Dir Surf Sports Member Services Officer	To be advised	To be commenced
<i>Item 6.2 March 18</i>	Club Constitution The draft constitution has been circulated to the membership for review and comment due by 30 April 2018. The Director of Sponsorship is coordinating a strategic planning meeting for the club membership for the 20 June 2018 to finalise the Strategic Plan, with the BoM to meet prior to June to finalise for presentation at the AGM	Club Administrator	May/June 2018	In progress
<i>Item 4.1 Feb 2018</i>	Long Service The Constitution and ByLaws Officer, Garry Williams has reviewed applicants and will submit to the Board of Management for endorsement and presentation at the AGM	Club Captain Dir Lifesaving Constitution & ByLaw Officer	June	In progress
<i>Item 4.1 Feb 2018</i>	Nipper Proposal Investigating an proposal in conjunction with club member Steve Western to have a short term nippers program for teenage children with Autism at the club, running for 4 - 6 weeks and called starfish nippers; agreed in principal ACTION: Rick Lowe to print off generic letter from their web page sign and return	President Steve Western	TBA	In progress
<i>Item 4.3 Feb 2018</i>	Busy B A date to be coordinated, with the Club Captain and VP will write a list of jobs required for the Busy B	Club Captain Club Administrator	June 2018	In Progress

<i>Item 4.9</i> <i>February</i> <i>2018</i>	Membership Fee Structure 2 plans have been presented by Brendan Privilege, Director of Surf Sports and Iain Lund, Director of Lifesaving. Both proposals have a minimal shift in fees, with slightly greater profits. The member fee proposals will be presented at the upcoming membership meeting.	Dir Surf Sports Dir Lifesaving Dir Finance	July 2018	In progress
<i>Item 5.2</i> <i>June</i> <i>2017</i>	Club Bar Frame work completed, cladding to commence	Vice President	June 2018	In progress
<i>Item 5.1</i> <i>May</i> <i>2017</i>	Commercial Area – Café There is currently an Interested party, which is coordinating architectural review.	Vice President	2018	In progress
<i>Item 5.7</i> <i>Sept 16</i> <i>Item 5.8</i> <i>April</i> <i>2018</i>	Strategic and Marketing Plan Development of the Strategic and Marketing Plan is now consolidated to a draft plan to be presented to the membership on the 20 June 2018. Review with life members planned prior to presentation to the membership. Governance issues raised with the plan will need to be coordinated and managed.	Dir of Sponsorship & Board Club Administrator	May 15th 2018	In progress

Items for Future Review

<i>Item 4.1</i> <i>February</i> <i>2018</i>	Competition Hours Acceptable service for competitions SLSWA says 16 hours (8 patrol & 8 other hours). The club needs to define the “other” hours, noting minimum requirement is a financial member of club, proficient by 31/12/18 and in 24 hours between January and December of that calendar year. By Law amendment being developed Brendan suggested only count patrol hours	Dir Surf Sports	2018/9 BoM	Review
<i>Item 6.6</i> <i>Dec 2017</i>	New Member Induction Pack The Board is approved in principal the development of an induction pack for new club members.	Dir Surf sports Admin	2018	To be commenced and reviewed
<i>Item 5.5</i> <i>October</i> <i>2017</i>	Club Kiosk Progress Review is completed and opening hours over winter with flexibility to stay open if busy have been adjusted as follows: <ul style="list-style-type: none"> • Monday to Friday: 9 am – midday • Saturday and Sunday: 8 am – midday Monthly reviews will be undertaken The Board noted there has been an expression of interest to lease the Club Kiosk and the President requested approval from the Board to provide the potential tenant with the revenue statement from the Kiosk. The Board unanimously agreed to this request and recommended a proposed 12 month lease.	Dir of Finance Dir House & Social	June 2018	Review

Item 2.0 August 2017	<p>Community Education Course delivery</p> <p>The courses are only currently running approx. once a month with less than 9 people. The Board expressed their concerns with the courses being run with numbers less than the approved 9.</p> <p>Additionally, the administrative time appears higher than a comparable SLSWA course. The Board requested the following action be undertaken:</p> <p>Clarification and a commitment to following the agreed conditions are provided by the training group.</p>	Dir Education Dir Finance Training Group	June 2018	Review
Item 6.1 Sept 2017	<p>Accounting Services</p> <p>6 monthly review to be undertaken</p>	Dir Finance & Admin	August 2018	Review
<u>Action Items Completed since Last Meeting</u>				
Item 4.1 Feb 2018	<p>Long Service</p> <p>The Constitution and ByLaws Officer, Garry Williams has reviewed applicants and will submit to the Board of Management for endorsement and presentation at the AGM</p>	Club Captain Garry Williams Dir Lifesaving	April 2018	Flying Minute to Board approved
Item 4.5 & 4.8 January 2018	<p>Thank you letters: please can Administrator do this month</p> <ul style="list-style-type: none"> • Wheelchair donation • Patrol vehicle seat covers 	Club Administrator	February 2018	Completed

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

4.2 *Finance, Administration & Other reports*

- April 2018 reports for consideration and approval
- Membership report as at 11 May2018
- New Member Report
- Draft Constitution vs 20
- Club Awards summary
- Office Activity and Correspondence Report

5.0 Discussion Items from Directors Reports

5.1 President

The Board noted the President report

5.2 Vice President

The following was confirmed/advised:

- A request to promote bar hours on the external electronic sign will be considered at the next Board meeting.
- The Solar panel issues should be resolved over the next week by CoR.
- The President suggested consideration to invoicing CoR for the cost of extra electricity used due to the non-functioning solar system for this length of time is considered.
- The Shade Sail issue with CoR is nearly resolved and the shades can then be taken down for the winter months.

5.3 Club Captain

The following was confirmed/advised:

- The Surf Sports competition Uniforms need to be agreed upon so the club surf sports representatives look united and up to date when they compete at carnivals.
- The Club Audit has commenced and it was noted after completion of the club equipment stock takes, plans for future requirements can be developed.
- It was noted the Club By Laws required updating on the club webpage.

5.5 Finance and Admin

The following was confirmed/advised:

- All Directors portfolio reports for the Annual report to be provided to the Member Services Officer as soon as possible.
- The Audit process will commence over the next week. The Finance Director confirmed he is expecting some cash control questions around different areas within the club and is confident we can show good management of these.
- The Finance Director noted a shortfall in the merchandise and this would be investigated in conjunction with the member services officer.

5.6 Lifesaving

The Board noted the lifesaving report

5.7 Education

The following was confirmed/advised:
The Board noted the Education report

5.8 Sponsorship

The following was confirmed/advised:

- The 4WD wheel chair donation from the Stronger Community Programs has put the club in a position of non-refusal and the Director of Sponsorship is exploring additional options for funding in order to cover the shortfall.

5.8 Director of Surf Sports

The Board noted the Surf Sports report, including ratification for the purchase of pool rescue swimming fins, at an approximate cost of \$583.

5.9 Other Business

- The Board noted the SLSWA 2018.19 Circular seeking nominations for various SLSWA Advisory Boards.
- The Board considered nominations and approved the Club Awards for the 2017/18 season, to be presented at the club awards night.

6.0 Motions considered by the Board

6.1 Motion proposed by Steve Pescud, Life Membership

The Board received from the Life Membership Committee a request to endorse Life Membership for nominees Debbie Bird and Richard Lowe. The nominations were presented with both positive and descending documentation from the Life Membership committee. After consideration the Board are requested to approve the acceptance for the award of life membership to the two nominees. The Life Membership awards to be awarded at the club presentation night.

Result: The Board unanimously approved the award of Life Membership to Debbie Bird and Richard Lowe

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

The Board is requested to approve the following financial items:

May 2018 Financial statements and Reconciliation Reports

Expenditure Ratifications:

- \$2,115.57, Golden Bay Liquor, 3-26/4/18, bar supplies
- \$1,455.27, Leaf Bean Machine, 1-23/4/18, coffee machine & supplies
- \$1,172.73, Oven & BBQ Cleaning, 3/4/18, oven cleaning
- \$1,009.59, Surf Life Saving Australia, 1/4/18, surf equipment
- \$962.88, Woolworths online, 3-26/4/18, kiosk costs
- \$889.09, Window Cleaning WA, 1-24/4/18, window cleaning
- \$633.80 Brumby's, 1-30/4/18, bread supplies
- \$509.21 Ricoh, 1-10/4/18, printing cost March & April
- \$495.00, Secret harbour Book Keeping Services, 20/4/18, financial processing & training Feb & March

Transfers:

- Cheque Account 8739 to Debit Card, 13/4/2018, \$2,000

Accepted: Steven Pescud

Seconded: Iain Lund

Result: The Board unanimously approved this motion

6.3 The Accounts Officer request ratification of the following honorarium payments

- **Samantha Lowe & Stephanie Lowe - \$350**
Volunteer support for the Function Area, Club Wedding Photo Shoot held on 21 March 2018. The payment has been applied against an invoice to Samantha Lowe for hall hire.
- **Megan Williams - \$1000**
IRB driving volunteer support for the 2018 Aussies, held at Scarborough in April 2018.
- **Treena Wright (volunteer from Queensland) - \$1000**
IRB driving volunteer support for the 2018 Aussies, held at Scarborough in April 2018.

Result: The Board requested additional information

6.4 Ratification of Amendment to Long Service ByLaw as provided in attachment 3

The Board is requested to ratify the Board approved amendments to the Long Service ByLaw undertaken via email.

Accepted: Iain Lund

Seconded: Rohan Pugh

Result: The Board unanimously approved this motion

6.5 Approval of Roof Safety Policy

Held over to the June meeting

6.6 Approval for membership fees to be GST free

Held over to the June meeting

7.0 Circulars and Bulletins

7.1 SLSWA Circular & Bulletins

- **2018 SLSWA IRB Series and State Championships**

7.2 SLSA Circulars

No new circulars this month

Next meetings: Wednesday: 20 June 2018
18 July 2018

AGM: Friday, 3 August 2018 @ 6.30 pm

Meeting Closed at: 9.35pm

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

Attachment 2 - Membership

Membership Numbers as at 14 May 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>	37	20	17
<u>Active (15-18 yrs)</u>	25	14	11
<u>Active (18yrs and over)</u>	94	57	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>	408	175	233
<u>Non Member Participants</u>	1	0	1
Total	987	481	506

** Please note there are currently 167 social memberships*

** New member report – no new members since previous Board Meeting*

Transfers: Nil

Attachment 3

Section 15.7 Long Service Membership

Section A & B Ratified at 16/17 AGM Meeting as follows

- a. Long Service Membership may be granted by the Club to a member, after at least ten (10) years of Active service 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

Following Changes require Board approval

- ~~a. Applications for Long Service Membership shall be submitted in writing to the Director Finance & Administration and shall include a resume of the applicant's surf life saving service and awards held.~~
- ~~d. The Director of Finance & Administration shall forward all applications to a Board of Life Members appointed by the BoM as required (consisting of at least 3 members). The Life Members shall consider the service record of the applicant and recommend acceptance or rejection of the application in writing to be ratified at the next meeting of the BoM. If no Life Members are available, then the BoM shall consider the nomination.~~
- ~~e. The BoM and Life Members should be proactive in identifying potential candidates for consideration for Long Service.~~
- ~~f. Long Service members are exempt from performance of any Patrol duties, however an equal commitment of time to other club activities shall be sought in order to provide suitable mentorship and development to less senior members. In all other respects they have the same privileges and duties as Active members.~~
- ~~g. Long Service members transferring from an affiliated club of Surf Life Saving Australia shall be entitled to Long Service membership of this club, subject to verification from their previous club, branch or State.~~
- ~~h. Long Service Membership may be awarded in extenuating circumstances if a member is unable to continue as a patrolling Life Saver due to an injury sustained in the performance of his/or her duties ie when carrying out club activities.~~
- ~~i. Long service members will have access to all club facilities.~~

Replaced with

- c. Long Service membership shall be awarded in the following manner:
The ~~board~~ BoM shall appoint a **Long Service Committee** in February of each year consisting of 3 long service members, to consider any eligible candidates from the membership records and generate a report for those of members considered eligible for the award of Long Service Membership containing the following information (Additionally a sponsor can may submit a nomination to the ~~Director of Finance and Administration~~ Director of Lifesaving for long service membership by submitting the below):
 - I. Member Name
 - II. Date Joined SHSLSC;
 - III. Date of award of Bronze Medallion;
 - IV. Date of Bronze Medallion Proficiency (Skills Maintenance) expires;

- V. Detail Patrol Service history as an Active Patrolling Member at SHSLSC. For members to be considered active they must have met the requirement of active service ~~IAW para 7.6 as per~~ **Bylaws Section 7.6**
 - VI. Evidence of approval to reside on the Supplementary List if applicable
- d. In considering a nomination for Long Service, the Long Service Membership Committee must have regard to the fact ~~that~~ Long Service is the highest award which can be bestowed upon an active patrolling member and ~~accordingly~~ must only recommend ~~that~~ Long Service Membership ~~be granted~~ where the criteria referred to above and in ~~para~~ Bylaw Section 7.6 has been satisfied. ~~meet for a period of 10 years.~~
 - e. The recommendation of the Long Service Committee must be the recommendation of the majority and ~~that~~ the recommendation must be reported in writing to the BoM with ~~details of the information~~ the all supporting documentation ~~obtained by the Long Service Committee as to the nominee's record of service.~~ In the event ~~that~~ the recommendation is not unanimous a separate report ~~of~~ from the dissenting member of the Long Service Committee will be included with the majority report.
 - f. The report/s ~~or reports~~ are to be tabled at the next available Board of Management Meeting ~~next~~ following the receipt of the recommendations. ~~report/s or reports from the Long Service Committee.~~
 - g. The Board of Management will ~~then~~ by simple resolution either ~~to~~ award the nominee to Long Service Membership or reject the nomination. A rejection of the nomination by the BoM is to be recorded and reported in writing to the Long Service Committee outlining why the members Long Service Membership nomination has been ~~upheld/~~rejected.
 - h. The award of Long Service Membership will be recognised by its announcement at any major function of the Club following the granting of such membership, e.g the Annual Dinner and will be recorded in the Annual Report and noted at the AGM.
 - d. Long Service members are exempt from performance of any Patrol duties; however an equal commitment of time to other club activities shall be sought in order to provide suitable mentorship and development to less senior members. In all other respects they have the same privileges and duties as Active members.
 - e. Long Service members transferring from an affiliated club of Surf Life Saving Australia shall be entitled to Long Service membership of this club, subject to verification from their previous club, branch or State, however they will not be recognised on the SHSLSC Honours Board until they have completed 10 years active service ~~at SHSLSC IAW~~ as per Bylaws Section 15.7.