



**Secret Harbour Surf Lifesaving Club Inc**

**A Meeting of the Secret Harbour Surf Lifesaving Club Board of Management was held on Thursday 26 April 2018 at the Secret Harbour SLSC Club rooms.**

**Meeting commenced at 7:00pm**

<b>Attendees:</b>	Rick Lowe	President
	Ron Wade	Vice President
	Rohan Pugh	Club Captain
	Megan Williams	Director of Education & training
	Stephen Pescud	Director of Fiance & Admin
	Iain Lund	Diretor of Lifesaving
	Brendan Privilege	Director of Surf Sports

<b>Apologies:</b>	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 21<sup>st</sup> March 2018.

**Result:** The Board unanimously approved the minutes

**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**

### 3.0 Action Sheet

<b>Agenda Item Nbr</b>	<b>Action Item</b>	<b>Responsible</b>	<b>Due Date</b>	
<b><i>ACTION ITEMS From April 2018 Meeting</i></b>				
<i>Item 5.3 April 2018</i>	<b>Surf Sports Competition Uniform</b> 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 5.8 April 2018</i>	<b>Member Strategic Planning Meeting</b> Tentatively scheduled for the 15 <sup>th</sup> May 2018	Dir Sponsorship	To be advised	To be commenced
<b><i>Ongoing Action Items</i></b>				
<i>Item 6.2 March 18</i>	<b>Club Constitution</b> 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 15 <sup>th</sup> May 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>	<b>Long Service</b> 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 Garry Williams Dir Lifesaving	April 2018	In progress
<i>Item 4.1 Feb 2018</i>	<b>Nipper Proposal</b> 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	January 2018	In progress
<i>Item 4.3 Feb 2018</i>	<b>Busy B</b> 17 <sup>th</sup> June 9.00 am – 1.00 pm 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 February 2018</i>	<b>Membership Fee Structure</b> 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 membership meeting scheduled for the 15 <sup>th</sup> March.	Dir Surf Sports Dir Lifesaving Dir Finance	June 2018	In progress
<i>Item 4.5 &amp; 4.8 January 2018</i>	<b>Thank you letters: please can Administrator do this month</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 5.2 June 2017</i>	<b>Club Bar</b> Frame work completed, cladding to commence	Vice President	June 2018	In progress

<i>Item 5.1</i> <i>May</i> <i>2017</i>	<b>Commercial Area – Café</b> 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>	<b>Strategic and Marketing Plan</b> Development of the Strategic and Marketing Plan is now consolidated to a draft plan to be presented to the membership on the 15 <sup>th</sup> May 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	May 15th 2018	In progress
<b><u>Items for Future Review</u></b>				
<i>Item 4.1</i> <i>February</i> <i>2018</i>	<b>Competition Hours</b> 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>	<b>New Member Induction Pack</b> 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>	<b>Club Kiosk</b> 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"> <li>Monday to Friday: 9 am – midday</li> <li>Saturday and Sunday: 8 am – midday</li> </ul> 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
<i>Item 2.0</i> <i>August</i> <i>2017</i>	<b>Community Education Course delivery</b> 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. Additionally, the administrative time appears higher than a comparable SLSWA course.	Dir Education Dir Finance Training Group	May 2018	Review

The Director of Finance, Steve Pescud confirmed GST is not charged for educational training courses.

The Board requested the following action be undertaken:  
Clarification and a commitment to following the agreed conditions are provided by the training group.

<i>Item 6.1 Sept 2017</i>	<b>Accounting Services</b> 6 monthly review to be undertaken	Dir Finance & Admin	August 2018	Review
-----------------------------------	---	------------------------	----------------	--------

**Action Items Completed since Last Meeting**

<i>Item 5.7 March 18</i>	<b>Bar Price Review</b> The Board unanimously approved the proposed price schedule ; provided in the agenda.	Board	April 2018	Proposal approved
<i>Item 4.2 Feb 2018</i>	<b>End of Season Member Sundowner</b> Scheduled for Sunday 29 <sup>th</sup> April 2018	House & Social	April 2018	Completed
<i>Item 5.10 March 18</i>	<b>Club Awards Night - 26<sup>th</sup> May 2018</b> The Board unanimously approved the Club Awards Night scheduled for 26 May 2018, to be catered by WA Spit Roast. The Board confirmed guests will be provided with 1 drink upon arrival and ticket cost is \$30. All 14 to 16 year olds to be accompanied by a parent	Dir H&S Function Coordinator	April 2018	Completed
<i>Item 4.1 Feb 2018</i>	<b>Member Protection</b> The President has requested the Member Services Officer to Review our club member screening processes.	Member Service Officer	April 2018	complete
<i>Item 4.4 Feb 2018</i>	<b>Club IT / Wifi requirements</b> The Board unanimously approved the proposal for new office computers, software and peripherals with a budget of \$2500. The phone system (5 year contract) and Wifi air proposal (would require approval from CoR) have not been approved.	Dir Finance Club Admin Volunteer IT Officers	May 2018	Complete

## **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***

- March 2018 reports for consideration and approval
- Membership report as at 15 February 2017 (attachment 2)
- New Member Report (attachment 4)
- Draft Constitution vs 20
- Function Area Report
  - Wedding Packages
  - Wedding Package Draft 2
  - Package Costings
  - Drinks Package
- Office Activity and Correspondence Report

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

### **5.1 President**

The following was confirmed/advised:

- The Board received a request to for a 21<sup>st</sup> birthday party to be held at the Club. It was noted in the past the club has set the precedent of no 18<sup>th</sup> or 21<sup>st</sup> birthday parties due to history of damage to the club. It was unanimously agreed by the Board this commitment would be continued to not have 18<sup>th</sup> or 21<sup>st</sup> parties at the Club.
- The End of season awards need final nominations, for a meeting to be held on the 11 May 2018.
- The Board unanimously agreed Bar opening hours for the winter months will be as follows:
  - Friday evenings opening at 6:00 pm and staffed by volunteers.
  - Sunday afternoons (paid bar staff) to be reviewed for cost/success monthly
- The Club Captain has requested formal pricing for Foxtel sports to improve club attendance at big sport events.
- A request to promote bar hours on the external electronic sign will be considered at the next Board meeting.

### **5.2 Vice President**

The following was confirmed/advised:

- 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 be 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 commences next week and it was noted after completion of the club equipment stock takes, plans for future requirements can be developed.

- The Club Captain confirmed he will contact Joe Ford, Garry Williams and Ian Phillips to form a Long Service committee to review long service applicants.
- 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 is expecting some cash control questions around different areas within the club and is confident we can show good management of these.
- For the 17/18 financial year there is a \$102K profit shown, primarily from grants, e.g. patrol tower. The overall cash flow is \$50k up from the beginning of season and it is noted operating solar panels should save the club approx. \$10K per year in 18/19 financial year. Capital spending of approx. \$150K has occurred, very similar to the previous financial year.

#### **5.6 Lifesaving**

- An IRB driver and crew member volunteers for Rotary Beach Festival, as water safety have been advertised.
- The Lifesaving Director will collect the IRB's used at Aussies this weekend.

#### **5.7 Education**

The following was confirmed/advised:

- The Board unanimously provided approval for the Director of Education to obtain prices for rash shirts to be used by trainers as an incentive and thank you.
- It was noted current bronze trainers were becoming increasingly fatigued due to the number of courses on offer and that it is proposed to offer only one bronze course per year.
- An IRB course will be run in August 2018.

#### **5.8 Sponsorship**

The following was confirmed/advised:

- The Board unanimously agreed a Strategic planning meeting, tentatively scheduled for the 15<sup>th</sup> May 2018

#### **5.8 Youth**

The following was confirmed/advised:

- The nipper awards from nippers have been uploaded to surfguard by the Member Services Officer.

#### **5.9 Director of Surf Sports**

The following was confirmed/advised:

- The Director of Surf Sports requested clarification on the distribution of the budgeted funds (\$2000) for Aussies and how they would be distributed, noting the club had met the cost of handlers and members entered in 2 of the Aussie events (paid for 1 entry). It was noted in previous years the funds had primarily been used for transport of equipment. It was noted there were 37 club members entered this year.
- The Aussie's budget is flagged for review in 18/19 season.
- It is requested that the development of the club planning calendar for the 2018/19 season take account of other Perth events, such as the Rottnest Swim, so we can enter club teams.
- The Surf Sports Director confirmed he will not be running for the 2018/19 season.

#### **5.10 Other Business**

- The Board noted the SLSWA 2018.19 Circular seeking nominations for various SLSWA Advisory Boards.

#### **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:*

## **March 2018 Reconciliation Reports**

### **Expenditure Ratifications:**

- \$21,391.36, SLSWA, 1-29/3/18, 2017/18 Membership, Senior/Nippers state/carnival fees
- \$4,760.00, Adage Furniture, 8/8/18, stool, chairs and tables
- \$2,124.73, Trophy Express, 26/3/18, Nipper windup
- \$1,904.35, Woolworths online, 8-27/3/18, kiosk costs
- \$1,828.74, Golden Bay Liquor, 7&15/3/18, bar supplies
- \$1,257.15, Cannon Hygiene, 27/3/18, annual cleaning

### **Transfers:**

- Cheque Account 8739 to Debit Card, 9/3/2018, \$2,000
- Cheque Account 8739 to Debit Card, 22/3/2018, \$2,000
- Cheque Account 8739 to Debit Card, 23/3/2018, \$2,000
- Cash Reserve 6016 to Cheque Account 8739, 22/3/2018, \$30,000

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

### **6.2 The Accounts Officer request approval for an additional club debit card**

The office currently has one debit card which is held locked away in the office. If the kiosk continues there is a requirement for a second debit card on the same account. This will enable the kiosk to purchase daily items using the debit card rather than reclaiming for purchases or, as in the process currently followed, taking cash from the till as reimbursement.

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

### **6.4 The Accounts Officer requests the Board consider approval of the following Westpac Home Loan Referral Scheme**

SHSLSC would receive a referral payment for every mortgage referral to Westpac: e.g. For a \$400k mortgage the Club could receive \$1200. The mortgagee has to nominate SHSLSC as the recipient so need to advertise the Home Loan Referral Programme through the website etc.

**Result:** The BOM unanimously approved this motion subject to confirmation by the Director of Sponsorship this request does no conflict with any existing agreements within the Club and SLSWA/SLSA.

### **7.1 SLSWA Circular & Bulletins**

43. [2017-8 Notice of SLSWA Club Presidents and Club Advisory Forum](#)
42. [2018-19 Expression of Interest for General Standing Committees](#)
41. [2018 Awards of Excellence Nominations](#)

### **7.2 SLSA Circulars**

- [Circular 64/17-18 Call for Nominations for Sports Advisory Positions](#) 10 Apr 2018
- [Circular 63/17-18 Nominations are invited for Members of the Lifesaving Advisory Committees](#) 9 Apr 2018
- [Circular 62/17-18 SLSA Member Advisory Committee, Learning and Development](#) 9 Apr 2018
- [Circular 61: 2018 Aussies - Masters & Opens Officials Appointments \(Version 3 - April 2018\)](#) 5 Apr 2018
- [Circular 60: 17-18 Aussies 2018 - Youth Officials appointments \(Version 3 - April 2018\)](#) 5 Apr 2018

**Next meetings:** Wednesday: 16 May 2018  
20 June 2018

18 July 2018

AGM: Friday, 3 August 2018 @ 6.30 pm

**Meeting Closed at: 9.10pm**

**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 20 March 2018 for 2017/18 Season

Category	Total Members	Male Members	Female Members
<u>Junior Activity Member (5-13 years)</u>	392	198	194
<u>Cadet Member (13-15 years)</u>	36	19	17
<u>Active (15-18 yrs)</u>	25	14	11
<u>Active (18yrs and over)</u>	95	57	38
<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	174	232
<u>Non Member Participants</u>	1	0	1
<b>Total</b>	<b>987</b>	<b>480</b>	<b>506</b>

*\* Please note there are currently 167 social memberships*