



**Secret Harbour Surf Lifesaving Club Inc**

**A Meeting of the Secret Harbour Surf Lifesaving Club Board of Management was held on Thursday 24 August 2017 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
	Matt Osborne	Director of Sponsorship
	Stephen Pescud	Director of Fiance & Admin
	Brendan Privilege	Director of Surf Sports
	Ingrid ostle	Director of House and Social

<b>Apologies:</b>	Iain Lund	Dirctor of Lifesaving
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<b>Guests:</b>	Joanne Thodis
	Carolyln Wilson
	Sarah Hull (apologies)

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

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**1.0 Welcome**

The Club President, Rick Lowe welcomed new Board Members Ingrid Ostle and Brendan Privilege and thanked all members for taking on the Board of Management roles.

The President noted all Board reports are currently being stored on google drive and can be accessed by all Board members until a secure area on the new web site is established,

The President advised all Directors, reports must be read prior to meetings. He advised for all meetings everyone has a right to speak and no one is to be talked over. The goal will be to achieve a maximum meeting length of 90 minutes.

**2.0 Guest Presentation – First Aid Auspice Agreement and Delivery of Community Training**

Joanne Thodis and Carolyn Wilson attended the Board of Management meeting to:

- Present the SLSWA Auspice Agreement for Approval
- Present proposal for Delivery of Community Education Courses through SHSLSC

***Background***

The original auspice agreement with SLSWA was established by Garry Hart (former Director of Education). This allowed SHSLSC to deliver first aid and water safety courses in association with SLSWA to the community, companies and other surf lifesaving clubs. Under this model SHSLSC would be able to market education & training courses and charge a fee. A percentage of the course fee would be returned to SLSWA for course costs such as online material, registration and certificates, with the balance able to be retained by SHSLSC.

### **Proposal**

The Board was requested to consider continuing the delivery of education and training courses through SHSLSC. The Board was provided with an updated Auspice Agreement between SALSWA and SHSLSC for consideration and approval.

The Board was provided with a proposal outlining the courses to be offered, including course costings and staffing arrangements. The Board noted the following:

- Course fees will be banked by SHSLSC.
- Fees will be charged to attendees and will vary depending on club membership and/or public rates.
- Costs to SHSLSC include wages (note if wages over \$450 a month, club needs to pay super and workers compensation), printing costs for marketing and set up of online booking system to reduce load on current administrative staff.
- The courses offered will be both accredited (Nationally recognised) and non-accredited (not nationally recognised e.g. home life saver) courses.
- The current contact for course bookings will be Carolyn Wilson
- It is anticipated there will be 2 courses offered a week.
- SRC courses will be coordinated by Sarah Hull, with SLSWA providing all equipment and water safety

The Board noted the following additional requirements:

- Some equipment will be required to be purchased by the club e.g. whiteboard, uniforms, review of club computers.
- Joanne Thodis was requested to provide more information to the Director of Finance & Admin, Steve Pescud to satisfy insurance questions our insurer is asking e.g. nature of courses, provider, turnover and accreditation standards

### **Decision**

The Board of Management approved the Auspice Agreement with SLSWA.

The Board of Management agreed in principle to the delivery of commercial and community education courses, subject to clarification on accreditation and expectations of the club and provision of a forecast of numbers of courses to be provided and attendees.

The contact point will be the Director of Education and Training Megan Williams, with all financial issues to be referred to Director of Finance & Admin Steve Pescud.

Guests exited the meeting at 8:15 pm

## **3.0 Previous Minutes**

### **The Board is requested to approve**

- 3.1** Board of Management Minutes dated 22 June 2017.
- 3.2** SHSLSC Annual general Meeting Minutes dated 21 July 2017

### **Motion proposed by President**

- Accepted:** Brendan Privilege
- Seconded:** Rohan Pugh
- Result:** The BOM unanimously approved the minutes, subject to correction of spelling mistake in Section 9 of the Annual General Meeting Minutes

## **4.0 Standing Notice:**

- 4.1** Any Conflict of Interest Declarations (refer attachment 1 for register)  
Any Occupational Health & Safety (OH&S) Declarations

Ron Wade, Vice President declared his company currently provides contract services for the City of Rockingham

Board members noted OH&S requirements and the importance of insuring the wellbeing of Board Members and managing workloads.

**Note:** The declarations register is provided in attachment 1 and will be tabled at each Board Meeting & presented at the AGM in accordance with the new Association Rules which came into effect 1 July 2016.

#### **ACTION ITEMS FROM PREVIOUS MEETINGS RECORDED ON ACTION SHEET IN ITEM 9.0**

#### **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***

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

##### **5.1 President**

The following was confirmed/advised:

- A club Busy Bee will be scheduled for Sunday 8 October 2017 @8.30, with a sausage sizzle to be provided for helpers.
- The club Registration Day is scheduled for 10 September 2017.
- The draft Constitution will be emailed to all board members, for consideration, especially changes to board structure. It is noted a Special General Meeting will be required to approve the new constitution. The goal is to have finalised by the October 2017 Board Meeting.
- Penguin Island patrols are currently under review. The club doesn't want to commit to these patrols and it is noted DPAW has funding to take on the safety of this area, with discussions under negotiation with CoR. This area needs to be resolved soon and Director of Lifesaving, Iain Lund will be consulted.
- The Director of Finance, Steve Pescud will be attending an upcoming Institute of the Company Directors Board of Managers course in September. The Director of House & Social will attend a future course.
- The Vice President, Ron Wade will stand in for the President at the upcoming SLSWA President's Forum.

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

The following was confirmed/advised:

- The Gym will be opening at the end of September.
- The grant proposal (\$100K from State Government) for a watch tower is being negotiated with CoR. This also includes negotiations for electronic signage on Secret Harbour Boulevard (wired to mains with Wi-Fi control) and fixed signs on the top of the building and in the car park.

##### **5.3 Club Captain**

The Board noted the Club Captains report.

- Invite to volunteer appreciation function from CoR.

- Director of Lifesaving & Club Captain will invite 2016/17 Champion patrol to attend on behalf of the club.

### 5.5 Finance and Admin

The following was confirmed/advised:

- Budget forecast has been prepared based on the 2016/17 financial year and a \$32K loss in the coming season is forecast. The Board noted YTD lost \$32K forecast was \$28K, \$10K for donations and current functions budget \$5K a month
- However, this does not account for big grants, lease income, functions and fundraising.
- Budget spreadsheets for each portfolio compiled and available for distribution.
- The Budget running as day to day and capital (anything over \$1000) undertaking some fine tuning with administrative staff for recording of payments.
- It was noted rates and insurance can be recouped from CoR grant in lease agreement. The Vice President to coordinate.

### 5.6 Lifesaving

The Board noted the Director of Lifesaving report presented by the Club Captain.

- Water safety pro forma for events is being developed, need to decrease volunteer expectations if club cannot undertake or forward request to SLSWA to coordinate.
- Currently requested undertake water safety are Mandurah Open Water swim on 5 March 2018 and CoR Youth Beach Party 16 January 2018.
- Beach Management course to be run with Coogee Beach SLSC and Mandurah SLSC in October. Being coordinated by Director of Education.
- New air compressor to be purchased and prompt oil change every 10 hours undertaken.
- Gear audit completed and it is noted 4 defibrillators unserviceable. 5 Rescue Boards require replacement and will be requested as part of the Beach Safe application
- Received 4 nominations for Patrol Captains and 4 nominations for Vice-Captain, require 9 of each
- 2 IRB motors and IRB will be sold.

### 5.7 House and Social

The following was confirmed/advised:

- A plan to run kiosk from the club canteen Tuesday to Saturday, including Friday nights, currently been negotiated, with Kim Wade as the contact person.
- The Director of House & Social, Ingrid Ostle in conjunction with Kim Wade will complete online food orders over the season via Woolworths. The Director of Sponsorship coordinating sponsorship agreement with Woolworths for 2017/18 season.
- Members raffle on Friday and Sunday to be developed.
- Will be sourcing more affordable performers for Sunday sessions
- Will be coordinating 6 members' nights for Saturdays throughout the season.
- Rosters for parent help in the bar and canteen will be developed
- Reviewing the possibility of open bar earlier on Friday evenings. This will be dependent on volunteer bar staff availability.
- The Sunday Bar will continue to open at 11:00 am.
- Developing guidelines for paid vs volunteer bar staff requirements and when to utilise.
- The oven in the club kitchen is difficult to light and Director of House & Social will investigate.
- Reviewing the possibility of the member draw being supported by club, so it can be drawn on both Friday evenings & Sundays.
- Use of the member card will be reviewed with the goal of ensuring all members have available when utilizing the club bar facilities.
- Upcoming functions include:
  - 15/9/2017: Trade night at bar nibbles and one free drink
  - 3/9/2017: AFL grand final
  - 1/10/17: NRL Grand final
  - 15/12/2017: Age Manager Thank you night
  - 10/10/17: Business expo informing businesses about our club and what we can offer them

- 7/11/2017: Melbourne cup ticketed event
- The Director of Sponsorship provided the themes previously considered for decorating club stairwell foyer and room on first floor.
- The Director of House and Social will Investigate Foxtel packages for installation at the club to include sporting packages.

## 5.6 Education

The following was confirmed/advised:

- Rohan Pugh and Andrew Williams have been awarded IRB trainer's crew.

## 5.8 Sponsorship

The following was confirmed/advised:

- Funding opportunity proposals (via Madeline King, Member for Brand) have been put forward as follows:
  - Expanding the solar system, approx. cost \$30K
  - Club Governance Improvements, approx. cost \$10k
  - Mezzanine Floor, approx. cost \$20k
  - Disability access improvements, approx. cost \$20k
- **Patrol vehicle**
  - Fund raising campaign for new patrol vehicle being developed. Rockingham Holden have offered a new patrol vehicle for a cost of \$32k with full servicing, free tyres, rust proofing and cathartic protection. Other dealers are being contacted. Final quotes for approval to purchase new vehicle will be circulated to the Board over the next couple of weeks.
  - The Board agreed to the use of a fund raising page to raise funds (noting transaction costs). The goal is to raise funds to supplement purchase costs. Charter Hall have agreed sponsorship from 16/17 season for purchase of a surf boat could be used for the patrol vehicle.
  - Guidance for patrol sticker requirements by SLSA located in the Member Library.

***The Board approved the purchase of patrol vehicle, subject to receipt of final quotes.***

- The Director of Sponsorship advised the club Fund Raising Officer, Sarah Hull has developed a fund raising proposal, inclusive of a month to month plan. Events included:
  - Sand bar run (issues with approval from CoR and cannot have SLSA brand associated with alcohol)
  - Beach Safe Street Appeal: with incentives for rewards to highest fund raisers. Board approved \$50 on member cards for highest individual and highest family fund raisers.
  - Zoo camp in April 2018
  - Photo day – not discussed
  - Carols by candlelight – not discussed
  - Cash raffle: with guaranteed cash prizes. The Board did support this type of raffle, as they believed it posed considerable risk.
  - Boardie's day: Board approved
  - Movie night's: Board Approved
  - 11 November 2017: Twilight markets to be located at the surf club and club could piggy back on event by opening canteen
  - Car boot sale proposal being developed by Joanne Thodis.
- Thank you letters to sponsors and request for further sponsorship this season have been posted.
- Club Code of Conduct document circulated to the Board for consideration to added to the official SHSLSC Face Book page.
- Club Safety Message document approved by Board and to be placed throughout the club.
- Club Web page has been upgraded. It was some things still need adding e.g. secure board area, mail chimp newsletter, club app and Facebook feed into web page.

## 5.8 Youth

- The Board noted the role of Youth Coordinator this season would be undertaken by Jesika Bussey. The Board expressed their sincere thanks to Jesika for undertaking this role.
- The Board expressed their disappointment that no other member would nominate for this important role.
- Rebecca Hughes will liaise with Jessika, with the goal of forming a youth support committee. ,

## 5.9 Director of Surf Sports

The following was confirmed/advised:

- Enquired to the possibility of reviewing better communication process for the Board, outside of email e.g. utilising apps such hangout, team app, and whats app.
- The club will host the following carnivals:
  - 28 October 2017: SLSWA State Short Board champs
  - 11 March 2018: Boat carnival, \$300 payment from SLSWA for hosting
  - SLSWA provides funding for carnival hosting at different levels e.g. little nipper carnivals \$900, nipper carnivals \$1200, senior carnivals \$1200, Nipper Qualifier \$1900, Nipper State Champs \$4000 and surf boat \$700
  - The club will offer to do little nipper regional carnival on 11 February 2018.
- The Board reviewed a proposal for an ironman visit in November 2017, at an approximate cost of \$2000, with sponsorship support from Bicton travel. The Board approved the proposal. The Director of Sponsorship will contact Channel Nine regarding possible coverage and sponsorship.
- **The Board approved** the purchase of 5 sets of replacement surf ski paddles @ an approx. cost of \$200 per set. Total cost \$1000. Security, storage & usage of equipment will be reviewed and improved.
- Lease agreements for equipment use are being investigated.
- An IRB Racing proposal from Gary Williams was presented and **the Board approved** support of the proposal subject to costings and risk analysis to be submitted to a future Board Meeting.
- The Club member Fee structure was discussed at the AGM and the board advised they would consider suggestions, however no changes will be implemented his season, and will be reviewed annually to match CPI.

## 5.10 Other Business

Nil

## 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:***

- \$5,241.91 City of Rockingham, building insurance, 16/6/17.
- \$3,423.07 City of Rockingham, rates, 19/7/17.
- \$2,559.45 Queensland Swimwear Company, Nipper/Comp caps, 26/07/17.
- \$2,177.27 KD&M, Annual report production, 11/7/17.

#### ***Transfers:***

- Cash Reserve 6016 to Cheque Account 8739 top up 7/07/2017 \$5,000.
- Cheque Account to Debit Card top up 27/07/2017 \$1,000.

**Accepted:** Rick Lowe

**Seconded:** Ron Wade

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

### 6.2 Motion proposed by Megan Williams, Director of Education and Training

Approval is requested to purchase updated first aid equipment (defib pads, baby jaws, small jaw and batteries AA).

**Accepted:** Rick Lowe  
**Seconded:** Steve Pescud  
**Result:** The BOM unanimously approved this motion

### **6.3 Canteen proposal submitted by club members Kim Wade and Robyn Bevan**

The Board is requested to approve the proposal submitted by Kim Wade and Robyn Bevan for an interim Kiosk to be operated from the club canteen Tuesday to Saturday commencing 23 September 2017 (Sunday afternoons after nippers will be reviewed).

The proposal was presented to the Board by Ingrid Ostle, Director of House and Social.

The canteen will be managed by Kim Wade and casual staff employed for serving, under STA award rates, (adult retail rates \$22 per hour for full time staff and \$25 - \$26 per hour casual rates / under 18 rates are \$10.50 per hour). Monthly roster will be established, with 2 staff on duty at all times. Executive committee to establish staff contracts for casual employees.

Kim Wade will establish OH&S and banking guidelines. Vice President, Ron Wade will provide a copy of health department guidelines and rules. Club currently has approval for preparation of medium risk foods.

Coffee machine to be leased and Point of Sale System to be purchased for club kitchen.

The Vice President, Ron Wade will update storage in kitchen area pantry with melamine shelving in accordance with OH&S guidelines.

Club Kitchen will still be available to club members for access during training courses and other club activities.

Approval for expenditure of \$253 requested for purchase of signage.

**Accepted:** Megan Williams  
**Seconded:** Ingrid Ostle  
**Result:** The BOM unanimously approved this motion  
(Note: The Vice President did not participate in the Board deliberations and decision making process)

### **6.4 Motion proposed by Rick Lowe, Club President**

The Board is requested to approve reimbursement of \$503 for travel expenses incurred for being unable to travel to AUSSIES 2017, year due to medical reasons (medical certificate provided) by member of the March Past team.

**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 received and circulated**

- 18. [Notice of AGM & Presidents Forum & Advisory Meetings](#)
- 17. [Re-Affiliation to SLSWA](#)
- 16. [BeachSAFE Equipment Fund 2017/18](#)
- 15. [Member Trainer, Assessor, Facilitator In-service](#)

- 14. Nominations to the SLSWA Board
- 13. Training Consultant Vacancies
- 12. 2017-18 Emerging Officials and Coaches Travel Subsidy Application
- 11. Methoxyflurane Audit and Endorsement 2017
- 10. Gear and Equipment Inspection
- 09. Club Safety Audit and Hazard Inspection
- 08. Expression of Interest – SurfCom Operators for 17-18 Surf Season – AMENDED
- 07. Lifesaving Service Agreement
- 06. Surf Rescue Communication Equipment Maintenance

**7.2 SLSA Circulars received and circulated  
Due to IT incident unable to access SLSA Member Portal**

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

**Meeting Closed at: 10:55 pm**

**Endorsed:** ..... (President) **Date:** .....  
 (Rick Lowe)



## 9.0 Action Sheet

<i>Agenda Item Nbr</i>	<i>Action Item</i>	<i>Responsible</i>	<i>Due Date</i>	
<b><u>ACTION ITEMS From August 2017 Meeting</u></b>				
<i>Item 2.0 August 2017</i>	<b>Community Education Course delivery</b> Joanne Thodis requested to provide more information to the Director of Finance & Admin, Steve Pescud to satisfy insurance questions our insurer is asking e.g. nature of courses, provider, turnover and accreditation standards	Joanne Thodis Dir Finance Dir education	September 2017	In progress
<i>Item 5.1 August 2017</i>	<b>Club Busy Bee</b> Scheduled for Sunday 8 October 2017 @8.30, with a sausage sizzle to be provided for helpers to be advertised	Club Admin	September 2017	In progress
<i>Item 5.1 August 2017</i>	<b>Draft Constitution</b> To be circulated to Board Members for review	Club Admin President	October 2017	In progress
<i>Item 5.7 August 2017</i>	<b>Bar Staff Casual Salary Guidelines</b> Develop guidelines for paid vs volunteer bar staff requirements and when to utilise.	Dir House & Social	2017	In progress
<i>Item 5.8 August 2017</i>	<b>Patrol Vehicle</b> Establishment of fund raising page to raise funds	Dir Sponsorship Club Admin	September 2017	In progress
<b><u>Ongoing Action Items</u></b>				
<i>Item 5.2 June 2017</i>	<b>Club Bar</b> Finalise design plans for club bar and coordinate construction with Maurice Fabrication	Vice President	October 2017	In progress
<i>Item 5.1 May 2017</i>	<b>Commercial Area – Café</b> Pending proposal from three prospective clients	Vice President	August 2017	In progress
<i>Item 6.3 Nov 2016</i>	<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.	Club Captain Vice President	2017	In progress
<i>Item 5.7 Sept 16</i>	<b>Strategic and Marketing Plan</b> Club survey has been completed. Member Workshop completed  Review of Vision & Mission Statement commenced. Development of Club slogan commenced. Development of Strategic Plan commenced (using model provided by SLSWA as a guide). Coordination of plan development to be finalised – will be seeking a volunteer to develop.	Dir of Sponsorship & Board	November 2017	In progress

<i>Item 6.6 June 2016</i>	<p><b>Sunshades and Balustrade for Sundeck</b> Items for improving the safety on the balustrade on the eastern side of the sundeck is currently being installed by club member Mark Turley at an approx. cost of \$700.</p> <p>Sundeck Shade infrastructure grant to CoR has been approved. Two quotes for installation are currently being obtained.</p> <p>Plans for installation to be provided to CoR</p>	Vice President President	April 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 office staff</p>	President Vice President Dir Finance Club Administrator	2017	In progress
<i>Item 5.5 May 2017</i>	<p><b>Club Budget</b> Portfolios are requested to have budget submissions to Director of Finance &amp; Admin prior to the finance meeting scheduled for 1 October 2017 @ 12:00 pm.</p> <p>Prior budgets and templates can be obtained from the Director of Finance, who is happy to meet to assist with development.</p> <p>Due to building expenses in 2016/17, budget requests will be limited this financial year.</p>	Director of Finance	October 2017	To be commenced
<b><i>Action Items Completed since Last Meeting</i></b>				
<i>Item 5.5 June 2017</i>	<p><b>Development of Business Proposal for Commercial Training Courses</b> outlining projected costs, expenses, administrative requirements, space requirements, insurance and staffing</p>	Director of Education	July/ 2017	Completed

**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
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**

Category	Total Members	Male Members	Female Members
<u>Junior Activity Member (5-13 years)</u>	5	3	2
<u>Cadet Member (13-15 years)</u>	2	1	1
<u>Active (15-18 yrs)</u>	1	0	1
<u>Active (18yrs and over)</u>	12	4	8
<u>Award Member</u>	2	0	2
<u>Long Service</u>	2	2	0
<u>Life Member</u>	1	0	1
<u>General</u>	8	3	5
<b>Total</b>	<b>33</b>	<b>13</b>	<b>20</b>

**Transfers In**

Nil

**Transfers Out**

Nil

**Attachment 3: New Member Report**

Nil new registrations as at 22 August 2017

