



Secret Harbour Surf Lifesaving Club Inc

A Meeting of the Secret Harbour Surf Lifesaving Club Board of Management was held on Wednesday 21st February 2018 at the Secret Harbour SLSC Club rooms.

Meeting commenced at 7:00pm

Attendees:	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 Finance & Admin
	Brendan Privilege	Director of Surf Sports
	Iain Lund	Director of Lifesaving

Apologies:	Ingrid ostle	Director of House and Social
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Secretary:	Rebecca Hughes
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Minutes

1.0 Previous Minutes

The Board is requested to approve

Board of Management Minutes dated Wednesday 17 January 2018.

Result: The BOM unanimously accepted 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

- Boat shed required installation of to 15 amp, to get 2 quotes – Completed
- A club member from the cadet's age group has broken their hand during patrol. The Patrol Captain will be requested to submit an incident report.
- Boat trailer in sand area near basketball court has been relocated - Completed
- Doors in Bin area are off their hinges. The club will coordinate replacement of hinges and install padlock system. Repairs to be coordinated by the Vice President, Director of House & Social and President.
- Grills in ground floor ladies toilet has been repaired by CoR - Completed

ACTION ITEMS FROM PREVIOUS MEETINGS RECORDED ON ACTION SHEET IN ATTACHMENT 3

3.0 Directors and Other Reports

3.1 *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

3.2 *Finance, Administration & Other reports*

- January 2017 reports for consideration and approval

3.3 *Other reports/correspondence to be considered / noted / approved*

- Membership report as at 15 February 2017 (attachment 2)
- New Member Report (attachment 4)
- Draft Constitution vs 20

3.0 Discussion Items from Directors Reports

4.1 **President**

The following was confirmed/advised:

- The updated draft constitution has been submitted to the Dept of Racing, Gaming and Liquor for review. Once there feedback has been received the draft constitution will be amended and submitted to the membership for review prior to the AGM.
- A committee will be established to review eligibility for long service. The Club Captain will request Garry Williams to coordinate.
- The Board noted 1 x Under 13 & 3 x Under 15 nominations for the 2017/18 Youth achiever awards have been received. Nominations and recommendations will be undertaken by the Club Captain, Dir of Youth, Dir of Surf Sports and Cadet Coordinator.
- 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.
- Confidential correspondence has been received from SLSWA regarding member protection issues at another WA Club. The President has requested the Member Services Officer to review our members for proficiency of National Police clearance and WCC where needed.
- The President nominated Mark Turley for member of the month in March.
- 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

4.2 **Vice President**

The following was confirmed/advised:

- Office Staff review has been completed
- The Board noted Fine Tune was requested to pay \$90 a week for cleaning. They have come back to the club requesting the cleaning charge be reduced to \$50 per week. The Vice President reviewed and advised Fine Tune the charge would be \$60 (subject to future review).
- The solar panels and shade sails building alteration requests are being processed through CoR. Both applications required a engineers certificate, which has been undertaken.
- The House and Social want to hold a sundowner on the lawn on the last Friday of the surf club season for members. They are currently costing and will submit a proposal to the Board.
- The air-conditioning the first aid and communications room is not connected. The issue has been reported to CoR.

- CoR have been contacted for an expected completion date for replacement of the rusty external building panels. Pending a reply from CoR.

4.3 Club Captain

The Board noted the Club Captains report.

- The Board is requested to consider a possible subsidy for sweeps who are paying 2 entry fees for Aussies and masters @ \$90 each. The Club Captain will investigate how many members are affected so the club knows how much it will be paying if in agreeance.
- Board members are requested to email President if they are planning to stay on next season so planning for next season can commence.
- The Surf Sports Director has agreed to complete an organisational chart outlining BoM and committees positions so members can see where they can assist.
- A Busy Bee is required by the end of the season.
- Congratulations to Rob Bates, who was a baton carrier for the Commonwealth Baton Relay in Rockingham. The club will put photos on the new screen to celebrate his success:
- It is requested all information placed on the screen to be double checked by the President or Club Captain. The Director of Sponsorship suggested we need a policy on who and when information/photos put on the electronic board, so consistency can be achieved.
- The Board has requested the Director of House and social form a committee to obtain photos of club state/national teams and award winners to be displayed in the club.
- The Board agreed to display Mark Muir, Sophie Turner, Ollie Brehaut on the internal TV's to congratulate them on their success with the western suns.

4.4 Finance and Admin

The following was confirmed/advised:

- Introduced the idea of airwifi within the club integrated with a community network. The Director of Finance will investigate cost and liaise with the Club Administrator and Derry Smith & Greg Stroot (Club IT officers) regarding what the club needs for IT/wifi services.
- Has requested the 2018-19 budgets are prepared prior to AGM for presentation there. A planning meeting before next BoM meeting will be undertaken.
- The coffee machine located in the Kiosk is struggling with poor water pressure within the club. This has been reported to CoR. This issue will need to be resolved before determining if the club should purchase its own coffee machine, rather than leasing.
- Auditors booked for end of season review.
- Annual report to be emailed rather than copies to reduce costs.
- The Board agreed for the First Aid commercial training courses all payments are required as upfront payments, with a minimum of 9 attendees to undertaken the course. The Board approved the following conditions of payment for the commercial training area:
 - *Payments for our Education & Training courses are to be made in advance at least 7 days prior to the commencement of the course. Failure to do so will result in the course being cancelled.*
 - *Amendments or cancellations must be received at least 7 days prior to commencement of the course.*
 - *Cancellation fees: After 7 days prior to commencement of the course - 25% of the course fee, cancellation within 24 hours of the course – 100% of the course fee. Courses are run for a minimum of 9 attendees.*

4.5 Lifesaving

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

The following was confirmed/advised:

- The de fib chips require updating to ensure all machines have matching chips to make easy to transfer
- Have a \$10K from BSEF grant to be committed by the end of month. The items to be purchased include a new defib, rescue tubes, flags, and radio and radio covers
- Lifesaver training 2 or 3 club members in drone use is being undertaken.

- Palm Beach Rotary Beach festival will be undertaken 29/4/18 and the club will provide water safety support for this event.

4.6 House and Social

The following was confirmed/advised:

- The Functions Manager provided a draft of hall hire fees to bring in line with other CoR venues. The Board approved the updated fees and charges noting there can be no BYO liquor for any function, as the hirer's can request the bar purchase certain liquor items not on the current stock list.
- The Board was satisfied and approved the cancellation fees and conditions.
- The Board noted additional furniture for the sundeck needs to be purchased with increasing patronage. The Board agreed and approved for 17 tall stools, 4 tall tables and 6 plastic trestle tables (existing wooden tables are too heavy to be sold on gumtree) can be ordered and purchased.
- The sunshade sails are to be removed for the winter months in April/May. The Club Captain will obtain a quote.

4.7 Education

The following was confirmed/advised:

- No further bronze courses will be undertaken this season.
- A bronze assessment will be undertaken at Mandurah on the 11 March 2018 for candidates who missed assessment the assessment November/December
- The commercial training email to be accessible by Megan to monitor courses being offered by the commercial first aid providers.

4.8 Sponsorship

The following was confirmed/advised:

- Building signage has been completed and feedback is extremely positive from members and the community.
- Casino night postponed to winter.
- Budget for sponsors evening on 16 March is \$2000 and already in budget previously approved.
- Alcoa of Australia sponsorship may be coming to an end pending review of progress report submitted this month.
- Rockingham Rugby Union wants to develop a working relationship with surf club to let each cohort know about each other's opportunities. This opportunity will be further explored.

4.9 Youth

The following was confirmed/advised:

- The Board is requested to approve expenditure to purchase a double movie ticket for each age manager as a thank you. Rebecca Hughes will obtain costings and submit to the Board for expenditure approval.
- The Nipper Championship Carnival on 25th February has a number of volunteers to assist with the running.
- More rescue tubes are required to support water safety on Sunday mornings. There are currently some in storage that will be made available.
- The Member Services Officer will be coordinating printing of certificates with the nipper name, as this is not being undertaken by SLSWA this season.
- The Club received 4 nominations for Junior Club Captain this season. The Board were requested the possibility of having 2 x male and 2 x female junior club captains. The Board confirmed it should only be 1 x male and 1 x female Junior Club Captain in accordance with the ByLaws.
- The Board approved the purchase of polo shirts for the Junior Club Captains.

4.10 Director of Surf Sports

The following was confirmed/advised:

- Need to check numbers of competitor for State, Countries and Aussies to confirm costing for surf sports shirts we buy for the competitors

- The Director of Surf Sports had some ideas for membership fee structure to be considered at a future meeting. The Director of Lifesaving will examine proposal in a excel spreadsheet to see how it will effect clubs overall income for consideration by the Board.
- Investigating the possibility of sharing freight costs for the new surf boat with Fremantle SLSC

5.0 **Motions considered by the Board**

5.1 **Motion proposed by Steve Pescud, Director of Finance and Administration**

The Board is requested to approve the following financial items:

January 2018 Reconciliation Reports:

Expenditure Ratifications:

- \$3,736.82, Bennett, 15/1/18, 3 x soft rescue boards
- \$3,308.46, SLSA, 5&24/1/18, patrol caps & Aussies entries
- \$3,159.27, Golden Bay Liquor, 1-24/1/18, bar supplies
- \$2,804.04, Woolworths online, 1-29/12/17, kiosk costs
- \$2,200.00, SLSWA, 15-29/1/18, RiseUp Camp, Bronze assessments & Toad Camp x4
- \$1,581.13, Leaf Bean Machine, 1-30/1/18, coffee supplies
- \$1,075.00, Blue Print Screen Art, 24/1/18, hoodies for cadets

Transfers:

- Cheque Account 8739 to Debit Card, 12/1/2018, \$2,000
- Cheque Account 8739 to Debit Card, 22/1/2018, \$2,000

Accepted: Brendan Privilege

Seconded: Rohan Pugh

Result: The BOM unanimously approved this motion

5.2 **Motion proposed by Brendan Privilege, Director of Surf Sports.**

The Board is requested to approve payment of the \$10 000 deposit for the new surfboat

Accepted: Steven Pescud

Seconded: Rohan Pugh

Result: The BOM unanimously approved this motion

5.3 **Motion proposed by Rohan Pugh, Club Captain**

The Board are requested to approve that provisional drivers (P Plates) are not permitted to drive the patrol vehicle.

Accepted: Rick Lowe

Seconded: Iain Lund

Result: The BOM unanimously approved this motion

5.4 **The Board was requested to approved the following member cards Terms and Conditions**

Draw will jackpot \$50 each draw until won.

Maximum jackpot amount is \$600.

Jackpot will be credited to your member card.

Must be inside the Club and present within 5 Minutes of the draw announcement.

Member's Draws are conducted every Friday evening between 7 – 8 pm.

Club employees undertaking paid work at the time of the draw are not eligible to participate.

Result: The BOM unanimously approved this motion

ACTION ITEMS RECORDED ON ACTION SHEET IN ATTACHMENT 3

6.0 General and Other Business

- 6.1 The Board requested the AGM schedule the 2017/18 AGM on Friday 3 August 2018 pending association requirements.
- 6.2 The Board approved there is to be no alcohol is to be sold on the grass area/wet area from the kiosk
- 6.3 The Vice President proposed the Club hangs 4 flags on the flag poles outside club: Australian, Western 7.4 Australian, Rockingham and surf club. The Director of Sponsorship will source flag supplier and costings.
- 6.5 The Board noted Chris Inglis of SLSWA has resigned his position.
- 6.6 The Club confirmed a local resident had complained about the IRB's last Sunday morning. The Board can confirm all protocols for IRB usage have been followed and adhered to.

6.7 SLSWA Circular & Bulletins

- 40. [2017-18 Club Achiever Awards](#)
- 39. [2018 Western Suns Surf Rowers Interstate Team Announcement](#)
- 38. [2017-18 Hall of Fame](#)

6.8 SLSA Circulars

- [Circular 56 / 17-18 Call for Expression of Interest - Chair of Lifesaving](#) 13 Feb 2018
- [Circular 57 / 17-18 Call for Expression of Interest - Chair of Sport](#) 12 Feb 2018
- [Circular 55 / 17-18 Call for Expression of Interest - Chair of Learning & Development](#) 12 Feb 2018
- [Circular 52/ 17-18 : BRP Powercraft Equipment Grant](#) 7 Feb 2018
- [Circular 51 / 17-18: Call for Officials nominations - Pool Rescue Championships](#) 5 Feb 2018
- [Circular 50 / 17-18: Call for Officials nominations - Australian and Interstate IRB Championships](#) 5 Feb 2018
- [Circular 49/ 17-18 Rescue of the Month](#) 2 Feb 2018
- [Circular 47 17/18 Awards for Excellence 2018](#) 29 Jan 2018
- [Circular 45 / 17-18 Call for nominations Honours Panel](#) 29 Jan 2018
- [Circular 48 /17-18 Call for Expression of Interest - Hall of Fame Panel](#) 23 Jan 2018
- [Memorandum 01 17 18 Oct 2017 Reprint of the PSAR Training Manual](#) 22 Jan 2018

Next meetings: Wednesday: 21 March 2018
18 April 2018
16 May 2018

Meeting Closed at: 10.15pm

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 Reports

Membership Numbers as at 15 February 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>	36	19	17
<u>Active (15-18 yrs)</u>	25	14	11
<u>Active (18yrs and over)</u>	97	59	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>	396	169	227
<u>Non Member Participants</u>	1	0	1
Total	977	476	501

** Please note there are currently 167 social memberships*

** New member report provided as attachment 4*

Transfers

Transfers In					
ID	Member ID	Name	Winning Club	Losing Club	Transfer Type
87034	4487369	Paul Ferry	Secret Harbour	North Cottesloe	Full Transfer
87031	5717904	Harry Williams	Secret Harbour	Esperance-Goldfields	Full Transfer
87030	5717903	Robert Williams	Secret Harbour	Esperance-Goldfields	Full Transfer
Transfer Out					
87110	5487597	Chris Unwin	Darwin	Secret Harbour	Full Transfer

Attachment 3 – Action Sheet

Agenda Item Nbr	Action Item	Responsible	Due Date	
<u>ACTION ITEMS From February 2018 Meeting</u>				
<i>Item 4.1 Feb 2018</i>	Long Service A committee will be established to review eligibility for long service.	Club Captain Garry Williams Dir Lifesaving	April 2018	In progress
<i>Item 4.1 Feb 2018</i>	Member Protection The President has requested the Member Services Officer to re-visit our members for proficiency of National Police clearance and W where needed.	Member Service Officer	April 2018	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	President Steve Western	2018	In progress
<i>Item 4.2 Feb 2018</i>	End of Season Member Sundowner Proposal and costing to be submitted to Board	House & Social	March 2018	To be commenced
<i>Item 4.3 Feb 2018</i>	Aussies Entry fee subsidy for Sweeps To be investigated	Dir Surf Sports Club Captain	March 2018	To be commenced
<i>Item 4.3 Feb 2018</i>	Busy B Date to be scheduled	Board	March 2018	To be commenced
<i>Item 4.9 February 2018</i>	Membership Fee Structure To be reviewed.	Dir Surf Sports Dir Lifesaving Dir Finance	May 2018	In progress
<i>Item 4.4 Feb 2018</i>	Club IT / Wifi requirements To be reviewed	Dir Finance Club Admin Volunteer IT Officers	May 2018	In progress
<i>Item 4.1 February 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.	Board	2018	Review
<u>Ongoing Action Items</u>				
<i>Item 4.5 & 4.8 January 2018</i>	Thank you letters <ul style="list-style-type: none"> • Wheelchair donation • Patrol vehicle seat covers 	Club Administrator	February 2018	To be commenced
<i>Item 6.4 Dec 2017</i>	Sponsors Evening Coordinate sponsors evening scheduled for 9 March 2018.	Dir Sponsorship Function Coordinator	February 2018	In progress

		Admin		
<i>Item 5.2</i> <i>June</i> <i>2017</i>	Club Bar Vice President coordinating a small building group to complete	Vice President	June 2018	In progress
<i>Item 5.1</i> <i>May</i> <i>2017</i>	Commercial Area – Café There are currently 3 expressions of interest being explored by : executive group of the Board.	Vice President	2018	In progress
<i>Item 5.7</i> <i>Sept 16</i>	Strategic and Marketing Plan Development of the Strategic Plan has commenced (using the model provided by SLSWA as a guide). The Executive committee will meet to finalise draft plan. Coordination of plan development to be finalised and liaison with life members planned prior to presentation to the membership.	Dir of Sponsorship & Board	2018	In progress
<u>Items for Future Review</u>				
<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 to be undertaken Club Kiosk YTD loss of \$1 7 00, but expecting to turn into profit with school holidays and summer season. The Board agreed it would be appropriate to continue to end of this season and re assess viability of the kiosk at this time.	Dir of Finance Dir House & Social	May 2018	Review
<i>Item 2.0</i> <i>August</i> <i>2017</i>	Community Education Course delivery Further to the November Board meeting Rick Lowe has met with Carolyn Wilson, and it was agreed courses would not be run with less than 9 attendees. The Board accepted agreement to undertake commercial course, with the understanding a review in 6 months would be undertaken.	Carolyn Wilson Joanne Thodis Dir Finance & Admin	June 2018	Review
<i>Item 6.1</i> <i>Sept</i> <i>2017</i>	Accounting Services Steve Pescud confirmed Louise Brehaut will be employed for a period of 6 months for approx. 10 -15 hours per month, at a cost of \$30 to \$35 per hour. At the conclusion of this 6 month period the position will be reviewed. The role will be responsible for all payroll and accounting activities within the club.	Dir Finance & Admin	June 2018	Review
<u>Action Items Completed since Last Meeting</u>				
<i>Item 4.8</i> <i>January</i> <i>2018</i>	Patrol Vehicle Finalise sponsorship names for patrol vehicle.	Club Administrator Dir of	February 2018	completed

		Sponsorship		
<i>Item 6.1</i> <i>Dec 16</i>	Staff Planning and Structure Currently being reviewed in consultation with office staff and progress has been achieved in finalising documentation.	President Vice President Dir Finance		
<i>Item 4.2</i> <i>Jan 2018</i>	Staff hours for public holidays to be confirmed. Staff to receive training on use of time in/out functionality of POS system.	Club Administrator Club Accountant	February 2017	Completed