



Secret Harbour Surf Lifesaving Club Inc

A Meeting of the Secret Harbour Surf Lifesaving Club Board of Management was held on Wednesday 20 June 2018 at the Secret Harbour SLSC Club rooms.

Meeting commenced at 7:00pm

Attendees:	Rick Lowe	President and Chair
	Ingrid Ostle	Director of House and Social
	Megan Williams	Director of Education & training
	Stephen Pescud	Director of Finance & Admin
	Iain Lund	Director of Lifesaving
	Brendan Privilege	Director of Surf Sports

Apologies:	Rohan Pugh	Club Captain
	Matt Osborne	Director of Sponsorship
	Ron Wade	Vice President

Secretary: Rebecca Hughes

1.0 Previous Minutes

The Board is requested to approve the Board of Management Minutes dated 16 May 2018.

Accepted:	Steven Pescud
Seconded:	Iain Lund

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*
The trailer lights have been repaired and catching fire.

3.0 Action Sheet

Agenda Item Nbr	Action Item	Responsible	Due Date	
<u>ACTION ITEMS From June 2018 Meeting</u>				
<i>Item 5.1 June 2018</i>	Use of Beach & Club Facilities by other surf clubs The Director of Education and Club Captain are requested to write to Coogee Beach SLSC requesting they contact the club as a courtesy and request permission prior to accessing the local beach.	Club Captain Dir Education	July 2018	To be commenced
<i>Item 5.1 June 2018</i>	Club Planning Calendar To be commenced	Club Administrator	July 2018	To be commenced
<i>Item 5.3 June 2018</i>	Club Equipment Audit A comprehensive stock take of club equipment needs to be undertaken to establish plans for future planning of requirements.	Club Captain Dir Lifesaving, Education, youth & surf sports Club Admin	August 2018	To be commenced
<u>Ongoing Action Items</u>				
<i>Item 5.8 May 2018</i>	Purchase for 4WD Wheel Chair Matt exploring other funding options however local community feedback from people with disabilities say wheel chair is not needed.	Dir Sponsorship	2018	On hold
<i>Item 5.3 April 2018</i>	Surf Sports Competition Uniform To be reviewed for the development of a cohesive representation of the Club	Club Captain Dir Surf Sports Member Services Officer	To be advised	In Progress
<i>Item 6.2 March 18</i>	Club Constitution Now complete and awaiting final Liquor Licensing for review for presentation to membership at AGM	Club Administrator	May/June 2018	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	July 2018	In Progress
<i>Item 5.2 June 2017</i>	Club Bar Frame work completed, cladding to commence	Vice President	July 2018	In progress
<i>Item 5.1 May 2017</i>	Commercial Area – Café The Vice President is currently in communications with an interested party, who are coordinating an architectural review of the area. The Board noted the expression of interest previously submitted by a previous local business and the Club Captain will communicate the executive's decision to the business proprietor.	Vice President Club Captain	2018	In progress

<i>Item 5.7</i> <i>Sept 16</i>	Strategic and Marketing Plan Strategic plan meeting held with membership Matt Osborne to collate data			
<i>Item 5.8</i> <i>April 2018</i>	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	July 2018	In progress

Items for Future Review

<i>Item 4.1</i> <i>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. 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 2017</i>	Club Kiosk A second review of the Kiosk is complete. The area has been losing money over the colder months. The Board agreed the kiosk would be closed for Term 3, 2018, with the re-opening date to be considered at a later time subject to the below. 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 rental lease. Steve Pescud will liaise and meet with the interested party.	Dir of Finance	2018	Review
<i>Item 2.0</i> <i>August 2017</i>	Community Education Course delivery 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. The Board requested the following action be undertaken: Clarification and a commitment to following the agreed conditions are provided by the training group.	Dir Education Dir Finance Training Group	July 2018	Review
<i>Item 6.1</i> <i>Sept 2017</i>	Accounting Services 6 monthly review to be undertaken	Dir Finance & Admin	August 2018	Review

Action Items Completed since Last Meeting

Item 6.5 May 2018	Roof Safety Policy To be approved at the June 2018 Board meeting: Contractors should have own roof insurance policy, suggested we have sign in/out for all tradesmen working on building and a roof map of safety points	Vice President	June 2018	completed
Item 4.1 Feb 2018	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	July	Completed
Item 5.2 May 2018	Bar open hours on external signage A request to promote bar hours on the external electronic sign welcoming members and guests The Board have unanimously approved this request	Board	June 2018	Completed
Item 6.4 May 2018	Honorarium payments Board has approved	Dir Finance Accounts Officer	July 2018	Completed
Item 6.6 May 2018	GST on Membership Fees	President Accounts Officer	June/July 2018	Completed
Item 4.1 Feb 2018	Nipper Proposal Rick sent letter to owner of starfish nippers program to get passcode to allow access to intellectual property	President Steve Western	June 2018	Completed
Item 4.9 February 2018	Membership Fee Structure The Board noted SLSA are currently reviewing membership categories, which may impact the club's constitution. It is noted this will then need to be aligned to the constitution and the club's membership structure at a future date. The Board agreed the club membership fees for the 2018/19 season will be aligned with the CPI increase of 3.5%.	Dir Surf Sports Dir Lifesaving Dir Finance	July 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*

- Membership report as at 15 February 2017 (attachment 2)
- New Member Report (attachment 4)
- Draft Constitution vs 20
- Function Area Report
- Office Activity and Correspondence Report

5.0 Discussion Items from Directors Reports

5.1 President

The following was confirmed/advised

- The President acknowledged and thanked Matt Osborne and the membership who attended the recent strategic planning meeting.
- The president thanked the Board members who attended the recent Constitution meeting.
- Concern has been expressed about other surf clubs using the club facilities and accessing the beach without our knowledge. It was noted vehicles are not permitted on the beach (noting the club has approval for our emergency response vehicles to access the beach only) and access by other surf club vehicles can lead to inappropriate perceptions amongst other community groups. The Director of Education and Club Captain are requested to write to Coogee Beach SLSC requesting they contact the club as courtesy and request permission prior to accessing the local beach.
- The President requested approval from the Board to allocate a \$1000 budget to advertise the nippers program to promote membership. The Board agreed to this request with a focus on local newspaper articles on club activities, approaching local schools and Facebook and community radio promotions (Daniel Andrews) lan radio station 97.3.
- The President has requested development of the 2018/19 club calendar is commenced.
- The Board noted the special discount offer made available to members through Holden sponsorship at the state level.

5.2 Vice President

The following was confirmed/advised:

- The KPI review of Office staff has commenced.
- The interim use of the café space by club is being requested from CoR. The Director of House and Social suggested a possible use may be farmers or pop-up markets.

5.3 Club Captain

The following was confirmed/advised:

- The Club Audit has commenced and it was noted after completion, a comprehensive stock take of club equipment needs to be undertaken to establish plans for future planning of requirements.

5.5 Finance and Admin

The following was confirmed/advised:

- Budget panning has commenced and a budget meeting will be held on the 27 June 2018 to plan 2018/19 budget requirements for presentation at the AGM
- Some of the club's major sponsorship agreements will be completed this year and this presents financial risk for the club.

5.6 Lifesaving

The Board noted the lifesaving report

5.7 Education

The Board noted the Education report

5.8 Sponsorship

The Board noted the Sponsorship report

5.8 Director of Surf Sports

The Board noted the Surf Sports report

5.9 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:

Approval of following financial items:

- May 2018 Bank Reconciliation Reports
- May 2018 Financial reports

- **Expenditure Ratifications:**
 - \$4,255.11, City of Rockingham, 8/5/18, Building Insurance for 2018/2019
 - \$2,592.32, WA Spit Roast, 1/5/18, Catering for Club Awards Night 2018
 - \$1,803.90, Golden Bay Liquor, 24-31/5/18, bar supplies
 - \$1,524.31, Australian Grown, 18/5/18, coaches caps & towels for awards
 - \$1,251.82, Surf Life Saving Australia, 17-31/5/18, training course fees & IRB entry fees
 - \$1,218.23, Woolworths online, 4-28/5/18, kiosk costs
 - \$980.82, Trophy Express, 11/5/18, Trophies, medals, engraving for Awards Night 2018
 - \$889.49, Leaf Bean Machine, 1-23/5/18, coffee machine & supplies
 - \$617.93, David Stephen, 29/5/18, pool fins & bags
 - \$580.00, Expressions Painters and Decorators, 9/5/18, Painting first floor hall, meeting room and corridor
 - \$510.00, Genuine Signs, 29/5/18, Supply & fit Funky Mexican logo stickers

- **Transfers:**
 - Cheque Account 8739 to Debit Card, 14/5/2018, \$2,000
 - Cheque Account 8739 to Debit Card, 24/5/2018, \$1,500
 - Cash Reserve 6016 to Cheque Account 8739, 29/5/2018, \$40,000

- **Expenditure Request Approvals**
 - \$150 for ski repairs in surf sports

Result: The Board unanimously approved this motion

6.2 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 services for the 2018 Australian Surf Lifesaving Championships, held at Scarborough in April 2018.
- **Treena Wright (volunteer from Queensland) - \$1000**
IRB driving volunteer services for the 2018 Australian Surf Lifesaving Championships, held at Scarborough in April 2018.

Result: The Board unanimously approved this motion

6.3 Motion proposed by Ron Wade, Vice President
The Board is requested to approve Roof Safety Policy as circulated to the Board

Result: The Board unanimously approved this motion

6.4 Motion Proposed by the Director of Finance and Administration

The Board is requested to consider approval of membership fees for the 2018/19 Season.
The draft membership fees will be circulated to the Board via email for approval prior to the July Board meeting and for circulation to the membership for the AGM.

Result: To be ratified at July Board Meeting

6.5 Motion proposed by Rick Lowe, Club President.

The Board is requested to approve the draft Club Constitution version 22 as circulated with the agenda and for final presentation and approval at the upcoming AGM by the membership.

Result: The Board unanimously approved this motion

7.0 Other Business

7.1 SLSWA Circular & Bulletins

- [2018 Western Suns Pool Rescue State Team Manager Nominations](#)
- [Hi Visibility Lycra Vests for 2018-19 Surf Sports Season](#)
- [2018 SLSWA Changes to Surf Sport Championships and Point Scores](#)
- [2018 SLSWA IRB Series and State Championships](#)

7.2 SLSA Circulars

- [Circular 72/2017-18 National ICT Circular - Major Changes to the Members Area](#) 6 Jun 2018
- [Circular 70/17-18 Feedback on the SLSA Public Safety and Aquatic Rescue training manual](#) 6 Jun 2018
- [Circular 69/17-18 Member Education Resource Changes](#) 31 May 2018
- [Circular 68 17-18 35th Ed PSAR training Manual Review Working Group EOI](#) 31 May 2018

Next meetings: Wednesday: 18 July 2018
15 August 2018
189 September 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
Rick Lowe	Daughters work in kiosk	Yes	20//6/18	noted	Kiosk soon to close for winter
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 19 June 2018 for 2017/18 Season

Category	Total Members	Male Members	Female Members
<u>Junior Activity Member (5-13 years)</u>	389	196	193
<u>Cadet Member (13-15 years)</u>	31	15	16
<u>Active (15-18 yrs)</u>	33	20	13
<u>Active (18yrs and over)</u>	90	51	37
<u>Award Member</u>	11	4	7
<u>Long Service</u>	13	12	1
<u>Life Member</u>	10	7	3
<u>General</u>	419	177	242
<u>Non Member Participants</u>	1	0	1
Total	996	482	513

** Please note there are currently 167 social memberships*

Transfers:

Transfer Out: Ryan Phillips to Cooloongatta SLSC

Attachment 3: **New Member Report as at 19 June 2018**

<u>Titl</u> <u>e</u>	<u>First</u> <u>Nam</u> <u>e</u>	<u>Last</u> <u>Nam</u> <u>e</u>	<u>Nb</u> <u>r</u>	<u>Street</u> <u>Name</u>	<u>Hom</u> <u>e</u> <u>Subu</u> <u>rb</u>	<u>Email Address 1</u>	<u>Seaso</u> <u>n</u>	<u>Rego</u> <u>Date</u>
Mr	Andy	Oak	15	Kirra Way	Secret Harbour	andrewoak@hotmail.co.uk	2017/2018	11/06/2018
Mr	Brett	Taylor	20	Bonaparte Drive	Secret Harbour	kiraben0406@gmail.com	2017/2018	11/06/2018
Mr	Warren	Beadle	19	Arrowwood Loop	Secret Harbour	wfbeadle@googlemail.com	2017/2018	11/06/2018
Mrs	Jane	Hughes	47	Kimberley Drive	SECRET HARBOUR	janehughes1979@gmail.com	2017/2018	11/06/2018
Mrs	Kerry	Hall	9	Messina View	Secret Harbour	kerryjhall@bigpond.com	2017/2018	08/05/2018
Mrs	Leah	Carswell	2	Salton Street	SECRET HARBOUR	carswelllee@yahoo.co.uk	2017/2018	11/06/2018
Mrs	Lucy	Beadle	19	Arrowwood Loop	Secret Harbour	labeadle@googlemail.com	2017/2018	11/06/2018
Ms	Lisa	Inglis	12	Villaret Terrace	Secret Harbour	paul_lisa76@hotmail.com	2017/2018	11/06/2018
Ms	Marissa	Zaknich	1	Fitch Street	Singleton	riszak@bigpond.net.au	2017/2018	28/05/2018
Ms	Rachel	Weaver	15	Kirra Way	Secret Harbour	rachel.weaver83@gmail.com	2017/2018	11/06/2018

