



Secret Harbour Surf Lifesaving Club Inc

A Meeting of the Secret Harbour Surf Lifesaving Club Board of Management was held on Wednesday 21st March 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 Fiance & Admin
	Iain Lund	Diretor of Lifesaving
	Ingrid ostle	Director of House and Social

Apologies: Brendan Privilege Director of Surf Sports

Secretary: Rebecca Hughes

Minutes

1.0 Previous Minutes

3.0 The Board is requested to approve

Board of Management Minutes dated 21st February 2018.

Result: The Board unanimously approved the minutes subject to the following amendments:

- Item 4.5 Palm Beach Rotary Beach festival will be undertaken 29/4/18 and the club will provide water safety support for this event.
- Item 2.2 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.
- Item 5.2, Deposit for Surf Boat should read \$10 000

2.0 Standing Notice:

3.1 Any Conflict of Interest Declarations (refer attachment 1 for register)
n/a

Any Occupational Health & Safety (OH&S) Declarations

Snake (Dugite) found in youth room. The club administrator advised relevant staff and members of the club.

Note: The declarations register is provided in attachment 1

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

3.0 Action Sheet

Agenda Item Nbr	Action Item	Responsible	Due Date	
<u>ACTION ITEMS From March 2018 Meeting</u>				
<i>Item 5.7 March 18</i>	Bar Price Review Proposed price schedule to be reviewed and approved	Board	April 2018	In progress
<i>Item 5.10 March 18</i>	Club Awards Night - 26th May 2018 Details and catering for the function to be confirmed	Dir H&S Function Coordinator	April 2018	In progress
<i>Item 6.2 March 18</i>	Club Constitution Draft constitution to be circulated to the membership for review and comment	Club Administrator	April 2018	To be commenced
<u>Ongoing Action Items</u>				
<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 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 Review our club member screening processes.	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 4.3 Feb 2018</i>	Busy B Date to be scheduled Some cleaning in the Equipment shed has been undertaken by the patrol teams and the Club Administrator is requested to obtain quotes for spraying for spiders	Club Captain Club Administrator	March 2018	To be commenced
<i>Item 4.9 February 2018</i>	Membership Fee Structure Under Review	Dir Surf Sports Dir Lifesaving Dir Finance	May 2018	In progress
<i>Item 4.4 Feb 2018</i>	Club IT / Wifi requirements Under Review	Dir Finance Club Admin Volunteer IT Officers	May 2018	In progress
<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 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 The Club President is not present for discussions re the current Business Development Proposal under review.	Vice President	2018	In progress
<i>Item 5.7</i> <i>Sept 16</i>	Strategic and Marketing Plan Development of the Strategic and Marketing Plan is ongoing and feedback from Board members has been submitted to the Director of Sponsorship. The documentation will now be consolidated to form a draft plan. Coordination of plan development to be finalised and liaison 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	2018	In progress
<u>Items for Future Review</u>				
<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	Dir Surf Sports	2018	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 to be undertaken Club Kiosk YTD loss currently being reviewed. It may be higher than reported as club credit card being used by other areas of the club and these costs are being reported under the Kiosk. A separate review meeting will be undertaken to review kiosk functions going forward, including the use of wholesale suppliers and reduction of wastage. Should be returning approx. 65% on sales	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 Sept 2017</i>	Accounting Services Steve Pescud confirmed Louise Brehaut will be employed for a period of 6 months for approx. 10 -15 hours per week, 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
<i>Action Items Completed since Last Meeting</i>				
<i>Item 4.2 Feb 2018</i>	End of Season Member Sundowner Has been cancelled due to lack of volunteer support	House & Social	March 2018	Completed
<i>Item 4.3 Feb 2018</i>	Aussies Entry fee subsidy for Sweeps The Board unanimously agreed the club would meet the entry fee for a 2 nd competition at Aussies, if the competitor is required to be entered across age groups i.e Maters & Opens	Dir Surf Sports Club Captain	March 2018	completed
<i>Item 6.4 Dec 2017</i>	Sponsors Evening Coordinate sponsors evening scheduled for 9 March 2018.	Dir Sponsorship Function Coordinator Admin	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***

5.0 **Discussion Items from Directors Reports**

5.1 **President**

The following was confirmed/advised:

- The Board is requested to allocate the funds from the sale of the ATV's (approx. \$9 000) to a separate account for patrol vehicle replacement in approximately 5 – 6 years. The Board agreed to this proposal.
- The Country Club State and Master Championships were very well supported this season. Congratulations to all.
- On behalf of the Board, thank you to everyone involved with support of the recent Surf Boat Carnival hosted by the club.
- The club has signed the contract for the new solar panels and this project is being progressed.

5.2 **Vice President**

The following was confirmed/advised:

- A proposed End of Season sundowner will not be going ahead due to lack of available voluntary. May hold an afternoon event during the Club Bar opening hours, where there are some complimentary drinks available over the bar as a wind up.
- Club member Matt Brehaut has offered to provide the club with assistance with negotiating the café/tavern sub-lease with the CoR.
- Pleasing to confirm the club is now making some progress with CoR regarding maintenance and structural changes for the shade sails, emergency door on the sundeck, and the stainless steel panels on the out building.
- Negotiating to resolve issues with the currently installed solar panels and systems are ongoing with CoR and the Director of Sponsorship requested the current contactors for the new solar panels are kept up to date with progress.
- The gym lessee is working directly with CoR re some issues with current signage.

5.3 Club Captain

The Board noted the Club Captains report.

5.5 Finance and Admin

The following was confirmed/advised:

- The Director of Finance has coordinated a small group to review current Club IT & wifi requirements. This group will be meeting on 29 March 2018.
- Preparation of the 2018/19 will commence over the next 2 months, with the goal to present the budget at the AGM, with the 2018/19 Member Fees & Charges schedule.

5.6 Lifesaving

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

- Drone training for Lorry Rule & Barry Nicholas has been completed.
- The Membership /fee structure ideas have been provided in a spreadsheet circulated to the Board with the Lifesaving Report.
- The Rotary Beachside carnival has also requested the club to provide first aid support for the Beach Festival. The club will be providing water safety, but unfortunately is unable to secure volunteers to support the first aid at this stage.

5.7 House and Social

The following was confirmed/advised:

- Preliminary review of the proposed bar prices by The Club president submitted by the Function Coordinator are consider appropriate, with some further thought given to wine member price of \$22/ bottle.
- The board will finalise at the next Board meeting.

5.6 Education

The Board noted the Director of Education Report.

5.8 Sponsorship

The following was confirmed/advised:

- The partnership with Rockingham Holden is currently being reviewed
- The recent Sponsors Appreciation event was successful, thank you to the Board for your support and a special thank you to the administrative staff. The Function Coordinator, Kristie Nicholas did a great job hosting the event.
- The Director of Sponsorship is investigating a wall or frame hung banner/pennant for events and presentations. For a size of 500mm x 900mm, the cost is \$220 each +10% GST; with a banner rail, 1000mm x 1500mm the cost is \$400 each +10% GST backed to suit T bar presentation. A T bar free standing banner made to order is approx. \$500 each + 10% GST but would need to confirm once height and size is established

5.8 Youth

The following was confirmed/advised:

- The Nippers wind up is scheduled for Sunday 25 March 2018.
- The trophies have been ordered at an approx. cost of \$2300 approved by the Board.

5.9 Director of Surf Sports

The following was confirmed/advised:

- The Board is requested to give some thought to the name for the new surf boat. In recognition of his service to the surf boat area, the Director of Surf Sports suggested name "Ross Onions" is considered.
- Matt Brehaut has coordinated for an Olympic swimmer to be a guest speaker for the nippers & surf sports area at a cost of \$350. The Board approved this expenditure.
- For Aussies board/equipment handlers will be charged \$7 entry fee. The Board agreed to meet this cost.
- The Director of Surf Sports request for funds to purchase second hand equipment at Aussies was not approved.
- The Board noted and approved the repair cost to the Fenn double surf ski of \$1000 repairs to 2 seat ski. The Director of Surf Sports will investigate the implementation of a bond/lease scheme for next season.
- The Board reviewed the possibility of purchasing an ATV after AUSSIES for approx. \$9 000 and have confirmed this will not be undertaken.

5.10 Other Business

- The Director of Education will represent the club at the Senior State championships for the presentation to Lewis Harrison with the Under 15 Youth Achiever Award.
- The Board noted old stock designs of club merchandise will be sold at sale prices for the end of season.
- The Club Captain will contact Avalon Sails for removal of sunshades over the winter period.
- **Club Awards 26th May 2018**
 - Details and catering for the function to be confirmed
 - The Club Administrator is requested to email the Board the description of Club awards.
 - The Director of Education will coordinate preparation of reports for Megan for 5, 10 and 15 year service awards
- **Board Positions Open at AGM – Refer table below**

Board Position	Current	Appt Date	Term of current appt	Expiry	Open Positions at 2017/18 AGM
President	Rick Lowe	July 2017	2 years	July 2019	n/a
Vice President	Ron Wade	July 2016	2 years	July 2018	2 years
Club Captain	Rohan Pugh	July 2017	2 years	July 2019	n/a
Director of Finance & Admin	Steven Pescud	July 2017	2 years	July 2019	n/a
Director of PR & Sponsorship	Matt Osborne	July 2016	2 years	July 2018	2 years
Director of Lifesaving	Iain Lund	July 2016	2 years	July 2018	2 years
Director of Training & Education	Megan Williams	July 2017	2 years	July 2019	n/a
Director of Surf Sports	Brendan Privilege	July 2017	1 year (remaining period of term due to resignation)	July 2018	2 years
Director of House & Social	Ingrid Ostle	July 2017	1 year (remaining period of term due to resignation)	July 2018	2 years
Director of Youth	Rebecca Hughes temporarily filling	July 2017	1 year (remaining period of term due to resignation)	July 2018	2 years

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:

February 2018 Reconciliation Reports

Expenditure Ratifications:

- \$5,352.09, Golden Bay Liquor, 8-28/2/18, bar supplies
- \$4,771.83, Woolworths online, 2-28/2/18, kiosk/cadets/bar costs
- \$2,505.00, Blue Print Screen Art, 27/2/18, State tops
- \$1,972.73, Legacy Camp, 8/2/18, Crusaders camp
- \$1,613.95, SLSWA, 9-28/2/18, Jan18 Carnival, Club Member course, jet-ski servicing 50% and Nippers
- \$1,301.19, Leaf Bean Machine, 1-26/2/18, coffee supplies
- \$1,000.00, Windsurfing Perth & Kiteboarding , 15/2/18,
- IRB jackets to be funded by sponsor

Transfers:

- Cheque Account 8739 to Debit Card, 7/2/2018, \$2,000
- Cheque Account 8739 to Debit Card, 8/2/2018, \$1,000
- Cheque Account 8739 to Debit Card, 16/2/2018, \$2,000
- Cash Reserve 6016 to Cheque Account 8739, 16/2/2018, \$25,000
- Cash Reserve 6016 to Cheque Account 8739, 16/2/2018, \$25,000
- Cheque Account 8739 to Debit Card, 26/2/2018, \$2,000

Accepted: Megan Williams

Seconded: Rick Lowe

Result: The BOM unanimously approved this motion

6.2 Motion proposed by Rick Lowe, Club President

The is requested to review and endorse the draft Club Constitution

- The Board noted the following response received from the Dept of Racing, Gaming & Liquor (RGL) review:

Summary of recommendations for incorporation to Constitution in response to RGL Review as at 20 March 2018 (New Document version Nbr: 21)

The following has been amended / added / not added

i) Updated Section 10 (required)

"the club shall keep an up to date register of members in respect of each class of membership. This register must be continually available for inspection at the club premises."

ii) Inserted at 35.2 c (recommended)

"No liquor shall be sold or supplied to any juvenile in accordance with the Act"

iii) Updated Section 35.1 to read (suggestion)

"No payment or part payment to any secretary, treasurer, manager, or other officer or servant of the club shall be made by way of commission or allowance from or upon the receipts of the club for liquor"

iv) Juveniles (suggestion)

RGL suggest in accordance with the Act – taking the opportunity to put in some specific rules around juveniles to assist with management issues (suggestion)

- No sale of Liquor to juveniles has been added to Section 35.2 c

- The following broad statement as been added as Section 35.3

“Juveniles (under 18) must be supervised by an adult club member at all times when entering a licensed area of the club, in accordance with:

- (a) The Club Constitution and ByLaws;*
- (b) Is permitted by the Board of Management; or*
- (c) Does not contravene the conditions of the Liquor Act and Club license.”*

v) Suggest adding in the following (suggestion)

Has not been added

“No liquor shall be sold or supplied for consumption elsewhere than on the club premises unless such liquor is removed from the premises of the club by or on the instructions from the member purchasing the same”

- The Club Administrator has updated the Constitution to incorporate the above changes.
- The draft constitution will now be circulated to the membership for review and comment.
- The goal will be to have approved at the next AGM

Result: The BOM unanimously approved this motion

6.3 Motion proposed by Steve Pescud, Director of Finance

The Board is requested to approve the Annual General Meeting Date as follows:

- The Annual General Meeting will be scheduled for Friday 3 August 2018 @ 6.30 pm
- The club constitution states it is to be in accordance with the Act
- Taken from the Dept of Commerce website
(<https://www.commerce.wa.gov.au/publications/incorporated-associations-self-check>)
- An AGM must be held every year within six months after the end of the association’s financial year.

The Board is requested to approve the Annual report budget as follows:

- Budget for the annual report of \$2500
- The Board noted the Club ByLaws state *“printed copies of the Annual Report shall be available to members attending the Annual General Meeting.”*
- Printed copy to be provided to SLSWA as part of affiliation requirements
- In the past the club has also provided printed copies to Sponsors / supporters (approx. 40)
- Recommend have at least 80 copies printed (100 printed in 2016/17 – 80 in black & white / 20 full colour)

Accepted: Rick Lowe

Seconded: Rohan Pugh

Result: The BOM unanimously approved this motion

6.4 Motion proposed by Matt Osborne, Director of Sponsorship

The board is requested to approve the purchase flags for flag poles:

- quote: 3 x 1800x 900 fiber dyed knitted polyester flags complete with clips is \$220 + 10% GST;
- Artwork will determine different options which we be supplied for \$100 per hour + 10% GST for graphics.

Result: The BOM unanimously approved this motion

6.5 Motion proposed by Ron Wade, Vice President.

The Board is requested to approve the new member report as at 15 February 2018

Result: The BOM unanimously approved this motion

ACTION ITEMS RECORDED ON ACTION SHEET IN ITEM 9.0

7.1 SLSWA Circular & Bulletins

No reports

7.2 SLSA Circulars

- Circular 59 17-18 Cleaner Outboard Engines Scheme (COES) 2017-18 16 Mar 2018
- Circular 58 / 17-18 - Japan Exchange Program 12 Mar 2018

Next meetings: Thursday: 26 April 2018
Wednesday: 16 May 2018

Meeting Closed at: 9.30pm

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>	406	174	232
<u>Non Member Participants</u>	1	0	1
Total	986	480	506

** Please note there are currently 167 social memberships*