



## MINUTES

### Board of Management

Location: Maroubra Surf Life Saving Club Bill Kember Room.  
Date: Tuesday 17<sup>th</sup> August 2010  
Time: Meeting Commenced at 1840  
Future Meetings: Tuesday 14<sup>th</sup> September 2010 (Maroubra Seals Club).

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**Present:** Tim Murray (Pres/Chairman)  
Brent Armitage (Dir Finance)  
Keith Grima (Hon Secretary)  
Tony Grivell (Dir Membership)  
Paul Scullion (Vice Pres)  
Peter Donohue (Dir Surf Sports)  
Steven Hayes (Dir Junior Development)

The President declared a quorum (1/3 of elected members) and opened the meeting with silence observed in honour of past members.

**Apologies:** Trent Thomas (Club Captain) due to study commitments,  
Wayne Clare (Dir Property & Amenities) due to work commitments.

Moved: PS Seconded: KG ***That apologies be accepted.*** Carried

**Absent:** Nil

**Visitors:** Robert Magro (Presenting Life Saving Committee minutes and Club Captain's report)

Moved: KG Seconded: PS ***That Robert Mago be permitted to speak on Life Saving matters.*** Carried

***The President reminded members that all matters, where there is a personal or financial interest affecting a director, must be declared.***

### **Minutes of the July 14 Board Meeting**

The minutes were reviewed by those members who were present at that Board meeting.

Moved: PS Seconded: TG ***That the minutes be accepted.*** Carried

Business arising:

***The actions table was reviewed and updated in relation to progress.***

- The think tank proposal was discussed and Tony Grivell indicated that he may have a suitable facilitator.
- In relation to suitable clothing for directors to wear to official events, Trent Thomas made a recommendation of a business shirt and a tie in a written proposal. The proposal was discussed and the Director of Junior Activities indicated that if accepted the cost would be carried within Junior Activities budget.

Moved: KG Seconded: PS ***That the directors' clothing proposal be accepted.*** Carried

- In relation to club clothing; the Secretary has investigated options with suppliers and recommended that Look Design be selected to provide a range of clothing. Further, and in accordance with the auditor's observations, the sale of clothing will be carried out on an orders basis, via the web site, and through the office. The selection of a small range of clothing is to be made by a select group under the control of the Secretary. An ordering system to be established and orders placed monthly (or as required by demand).

Moved: PS Seconded: BA ***That the Secretaries recommendation in relation to club clothing (as noted above) be accepted.*** Carried

- In relation to the soft sand event, it appears that the event would not be run in September.

Moved: PS Seconded: TG ***That the minutes be adopted.*** Carried

## Reports

### President:

Submitted a written report (attached).

Items discussed from the report;

- Ski trip was successful and Kip Laverack to be congratulated on the organisation.
- Discussions with Randwick City Council regarding building work and the fire doors, has taken place and an early reply regarding the fire doors is anticipated.

Moved: KG Seconded: BA ***That the Presidents report be adopted.*** Carried

### Director of Finance:

A written report and financial statement was presented (attached).

Items discussed from the report;

- Budgets for Surf Sports and Administration were progressed. Some budgets still to be completed.
- Account signatories would be changed over by the end of the week.

Moved: KG Seconded: PD ***That the Director of Finance report and financial statement be adopted.*** Carried

### Captain:

Submitted a written report, incorporating the Lifesaving Committee minutes (attached).

Items discussed from the report;

- The 'General', 'Fee Reimbursement' and 'Australian Championships subsidy' policies were presented and discussed .

Moved: PS Seconded: TG ***That the 'General' and 'Fee Reimbursement' Policies be adopted.*** Carried

Moved: PS Seconded: TG ***That the 'Australian Championship Subsidy' Policy be stood over until the September meeting, in order for the Surf Sports Committee to complete their response.*** Carried

- The Lifesaving Committee has proposed a Trivia Night as their fundraising and social event for the season. A budget and written proposal was tabled and discussed.

Moved: BA Seconded: KG ***That the Trivia Night proposal for November 13<sup>th</sup> be accepted and that the event be approved.*** Carried

Moved: KG Seconded: PD ***That the Club Captains report with the exception of the motion regarding Australian Championships Subsidy be adopted.*** Carried

**Vice President:**

Submitted a verbal report

- Noted Gary Daley's elevation to Life Membership of Surf Life Saving Sydney.

Moved: PS Seconded: TG That the club writes to Gary and congratulates him on the honour. Carried

Moved: PS Seconded: TG ***That the report be adopted.*** Carried

**Surf Sports Report:**

Submitted a written report incorporating in Surf Sports Committee Minutes.

- A long discussion took place on the North Bondi to Maroubra Ski event. The main issues were the unauthorised use of club logo, the unauthorised representation of the club with Randwick City Council officials and the commitment of club assets and resources without approval of the Board. In particular, the issue of water safety via 2 X IRBs, since the weekend of the event is also the weekend of the annual gear inspection.  
Correspondence from the Club Captain was read out and indicated that the lifesaving committee would not support the event due to the gear inspection.  
The general consensus was that the Board supported the event, however, unless the gear could be inspected prior to the event, then it would not be available for water safety.

Moved: PD Seconded: PS ***That the matter be left in the hands of the executive.*** Carried

Moved: KG Seconded: PS ***That the Surf Sports report be adopted with amendment to item 6 (attached)*** Carried

**Director Junior Activity:**

Submitted a verbal report

- The director indicated that he was relocating to South Australia and that as a consequence, he was resigning his position.

Moved: KG Seconded: PS ***That the resignation be accepted with regret.***  
Carried

- Jason Peterson (Vice President JA) would take over the duties of Director of Surf Sports until the Board appoints a new director.
- Registration dates have been set (12<sup>th</sup> September and 19<sup>th</sup> September).
- A policy on refunding membership fees has been established and will be placed on the website.
- The subsidy of junior members' training fees was discussed and it was suggested that the Junior Activities group produce a policy similar to that produced by the Lifesaving Committee for review by the Board.

Moved: KG Seconded: TG ***That the report be adopted.*** Carried

**Director of Membership:**

Submitted a written report.

Business arising from the report.

- In relation to Craig Burton. It was recommended that Craig be made an honorary member for the season in recognition of his fund raising efforts.

Moved: TG Seconded: KG ***That Craig Burton be granted honorary membership for 12 months.*** Carried

Moved: KG Seconded: PS ***That the Membership Committee Minutes be adopted.*** Carried

**Director of Property & Amenities**

Absent, no report.

**Secretary:**

Submitted a verbal report.

Items discussed from the report;

- Newly acquired Surf Sports assets need to be identified and listed in the register of assets in order for insurance to be effective.
- Application for new Community Partnerships grant submitted for \$25,000 for fit-out of new Junior Activities area and craft storage area.
- Swimming costume designs were reviewed by the Swimming representative and the female members representative and their recommendations have been recorded.

Moved: BA Seconded: TG ***That the costumes, as selected by the swim representative and the female representative be accepted and that orders be placed.*** Carried

- Following a request for expressions of interest from Life members to fill the role of Grievance Officer, two acceptances were received. One from David Popplewell and one from Tom Symonds.

Moved: KG Seconded: PS ***That David Popplewell be appointed as Grievance Officer for the 2010-2011 season.*** Carried

**Correspondence:**

**Incoming:**

- From NSW Fair Trading – changes to associations legislation
- From NSW Fair Trading – acceptance of new constitution
- From NSW Fair Trading – acceptance of annual statement
- From John Moran – acceptance of offer to become an Award Member
- From SLSS – copy of correspondence to Brent Armitage re application to become Duty Officer
- From NSW Govt – re application for CBP grant
- From SLSS – pictures taken by Bill Sheridan for use by our club
- From NSW Fire Compliance – annual fire safety statement
- From DEW Engineering & Development – donation in lieu for Peter Chapman
- From SLSS – re lifesaving agreements
- From Copy of a proposal / application for special event – ski event.
- From Michael Daley MP – calling for applications for CBP grant
- From NSW Govt – confirmation of registration for CBP grant

## Outgoing:

- To Bruce McCann – acceptance of offer to restore and display wooden ski
- To NSW Fair Trading – annual summary of financial affairs
- To NSW Fair Trading – change of constitution notification
- To Press Release – donation of \$100,000 from Maroubra Seals Club
- To Ron Trouville – notice that his membership status has been resolved
- To Brent Armitage – approval of patrol exemption
- To John Moran – regarding membership status
- To COPS – location agreement
- To COPS – Tax invoice
- To Membership Committee – referral of John Moran’s membership status
- To NSW Govt – application for Community Building Partnership (CBP) grant
- To RCC – copy of development application determination
- To Clare Plumbing – quote for works associated with CBP grant
- To Bill Sheridan – thanks for photographic work
- To Matthew Johnstone – re appointment as swim representative
- To Maroubra Seals Board – acceptance of invitation for both boards to meet.
- To Brian Purdon – appointment to the constitution committee
- To Tom Symonds – appointment to the constitution committee
- To Demi Pandol – appointment as female representative on the membership committee
- To Norm Cowdrey – appointment as membership registrar
- To Life Members – seeking expressions of interest in the position of Grievance Officer
- To Dennis Heussner OAM – appointment to Disciplinary Committee
- To Chris Armstrong – appointment to Disciplinary Committee
- To Karl Solomonson – appointment to Disciplinary Committee
- To David Donohue – appointment to Disciplinary Committee
- To Simon Golik – appointment to Disciplinary Committee
- To Rory McGovern – infringement notice
- To Mr McGovern – copy of infringement notice
- To Jarrod Sorely – infringement notice
- To Mr Sorely – copy of infringement notice
- To Bob (Sign writer) – list of work
- To Hank Hartley – trespass notice

- To Mrs Hartley – copy of trespass notice
- To Tony Grivell – appointment as Junior Activities representative on the Lifesaving Committee
- To RCC – copy of annual fire safety statement
- To Australian Maritime Museum – application for grant
- To DEW engineering – letter of thanks for donation
- To Maroubra Seals Winter Swimming Club – Pool-side Emergency Response suggestion
- To SLSA SurfGuard – authorization for Sue Donohue (limited access)

Moved: BA Seconded: TG ***That the correspondence and Secretaries report be adopted.***

Carried

**General Business:**

- A verbal proposal from Robert Magro to conduct personal training associated with the club was received. Robert to submit and detailed written proposal for consideration.
- A proposal to allow a coffee van to be placed in the courtyard during the season whilst Junior Activities are taking place for the benefit of members and to generate income was discussed.

Moved: PS Seconded: KG ***That the proposal to allow a coffee van to be placed in the courtyard during Junior Activities for the coming season be approved.***

Carried

- The President lead a discussion related to the amalgamation of Maroubra and South Maroubra Surf Life Saving Clubs. The discussion was in response to comments by Life Member Alan Langford. The discussion was wide ranging and the general consensus was to continue to grow opportunities to gain efficiencies in operations in the short to medium term and to review the issue on a regular basis.

There being no further business the meeting was closed at 21.11

Signed Chairman: \_\_\_\_\_ Tim Murray (President)

Honorary Secretary: \_\_\_\_\_ Keith Grima

### Board of Management Attendance

Name	Position	Month											
		J	A	S	O	D	J	F	M	A	M	J	
Tim Murray	President	P	P										
Brent Armitage	Director of Finance	S	P										
Trent Thomas	Captain/Dir Lifesaving	P	S										
Paul Scullion	Vice President	P	P										
Steven Hayes	Dir Junior Activities	S	P										
Tony Grivell	Director of Membership	P	P										
Wayne Clare	Dir Prop & Amenities	P	S										
Peter Donohue	Director Surf Sports	P	P										
Keith Grima	Honorary Secretary	P	P										

- P     present
- A     absent (no apology)
- S     submitted apology (accepted)
- N     submitted apology (not accepted)



## Action Plan

**Note: As of this month items listed in the action plan will retain their original action number for their life.**

Action No.	Date	Action	Who	By When	Status
1	03/07/08	Maintenance audit	WC	Current	Ongoing
4	20/08/08	By Laws – develop by-laws for each section	All directors	Current	Progress
13	15/04/09	Paint Board lockers	WC	16/09/09	Progress
17	17/06/09	Relocate female board lockers	WC	16/09/09	NYC
23	16/07/09	Refer Assoc Membership to Constitution Committee	TG	16/09/09	Progress
27	16/07/09	Find more level 1 officials	PD	16/09/09	NYC
111	20/10/09	Investigate the sale of surplus surf boat assets	TM	11/08/10	Progress
124	16/11/09	Investigate shade solution for patrols	TT	15/12/09	Completed
172	23/02/10	Obtain three quotes for the deck	WC	11/08/10	Progress
178	23/03/10	Resolve issue of rear fire doors with RCC	TM	15/04/10	Progress
190	23/03/10	Set date for soft sand event	Executive	11/08/10	Lapsed
191	23/03/10	Request use of beach for soft sand event	KG	11/08/10	Lapsed
203	20/04/10	New camera and lighting for public access defibrillator	KG	11/08/10	Completed
204	20/04/10	Press release for public access defibrillator	KG	11/08/10	Progress
208	20/04/10	Investigate official dress item	TT	11/08/10	Completed
212	18/05/10	Purchase another spin bike and a rowing mach for the gym	TM	11/08/10	Completed
213	18/05/10	Write to Mark Fisher accepting his offer to purchase two single skis for the club (included on asset register when they arrive).	KG	11/08/10	Completed
<b>Commencement of 2010 – 2011 Season</b>					
214	14/07/10	Update Honour Blazer Board	KG	11/08/10	Completed
215	14/07/10	Budget submissions	All directors	11/08/10	Progress
216	14/07/10	Issue infringement notices to two members who misbehaved during June	KG	11/08/10	Completed
217	14/07/10	Write to Brent Armitage regarding patrol exemption	KG	11/08/10	Completed
218	14/07/10	Write to John Moran regarding his membership status	KG	11/08/10	Completed
219	14/07/10	Write to Ron Trouville regarding his membership status	KG	11/08/10	Completed
220	14/07/10	Contact clothing suppliers regarding supply agreements	KG	11/08/10	Completed
221	14/07/10	Write to RCC agreeing to emergency evacuation arrangements	KG	11/08/10	Completed
222	14/07/10	Meet with Mal Allen regarding swimming costume supply	KG	11/08/10	Completed
223	14/07/10	Obtain estimate for repair of TV	KG	11/08/10	
224	14/07/10	Speak with RCC regarding placing storage container on the grassed area adjacent to the clubhouse during construction	TM / WC	11/08/10	Completed
225	14/07/10	Write to Norm Cowdrey – appointment as Membership registrar	KG	11/08/10	Completed
226	14/07/10	Write to Demi Pandol – appointment as Female Representative on the Membership Committee	KG	11/08/10	Completed
227	14/07/10	Write to all Honorary members and place in SurfGuard	KG	11/08/10	
228	14/07/10	Write to Life Members regarding the position of Grievance Officer	KG	11/08/10	Completed
229	14/07/10	Write to Disciplinary Committee members regarding their appointment	KG	11/08/10	Completed
230	14/07/10	Write to Constitution Committee members regarding their appointment	KG	11/08/10	Completed
231	14/07/10	Write to Chief Patron and Patrons regarding their appointment	KG	11/08/10	NYC
232	14/07/10	Send “competition requirements” document to all active surf sports members. Record receipt.	PD	11/08/10	NYC

233	14/07/10	Write to Peter Grant regarding appointment as Assistant Chief Instructor	KG	11/08/10	Completed
234	14/07/10	Arrange for transfer of financial signatories	BA	11/08/10	Completed
235	14/07/10	Arrange for access & accommodation of book-keeper	KG	11/08/10	Completed
236	14/07/10	Clarify Fire Doors situation	WC / TM	11/08/10	Progress
237	14/07/10	Re-establish position regarding building approval	WC / TM	11/08/10	Completed
238	14/07/10	Report of quotes obtained and position of building works	WC	11/08/10	Progress
239	14/07/10	Write to Matt Johnson regarding appointment as Swim Representative	KG	11/08/10	Completed
240	14/07/10	Complete nominations for SLSNSW awards of excellence	KG	11/08/10	Completed
241	14/07/10	Renew resident members contract with Dick Small	KG	11/08/10	
242	14/07/10	Discuss refurbishment of Bruce McCann's long board with Dennis Heussner	KG	11/08/10	Completed
243	14/07/10	Investigate BOM planning think-tank	TG/TM	11/08/10	Progress
244	14/07/10	Propose a fund raising event and a social event	Each Sub-Committee	11/08/10	Progress
245	14/07/10	Appoint auditors for the incoming season	BA	11/08/10	Progress
246	14/07/10	Write to Tony Grivell regarding appointment as JA Rep on LS committee	KG	11/08/10	Completed
247	14/07/10	Suggest get-together with Board of Seals	KG	11/08/10	Completed
248	17/08/10	Write to Lea Drake advising of new Grievance Officer and thanking her for her service to the club	KG	14/09/10	
249	17/08/10	Write to David Popplewell advising of his appointment as Grievance Officer	KG	14/09/10	
250	17/08/10	Arrange for coffee van	PS	14/09/10	
251	17/08/10	Write to Kip Laverack regarding the ski weekend	KG/TG	14/09/10	
252	17/08/10	Prepare final submission on the draft Australian Championships subsidy policy	PD	14/09/10	
253	17/08/10	Form clothing selection sub-committee and select clothing range / establish ordering system	KG/TT	14/09/10	
254	17/08/10	Book and organise Trivia night	TT	14/09/10	
255	17/08/10	Write to Gary Daley re Life Membership SLSS	KG	14/09/10	
256	17/08/10	Appoint new Director of Junior Activities	BOM	14/09/10	
257	17/08/10	Establish training reimbursement policy for JA	SH/JP	14/09/10	
258	17/08/10	Transfer Craig Burton to Honorary Membership	KG	14/09/10	
259	17/08/10	Provide secretary with asset information on new craft	PD	14/09/10	
260	17/08/10	Place orders of new swimming costumes	KG	14/09/10	
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