



## MINUTES

### Board of Management

### Special Meeting

Location: Maroubra Surf Life Saving Club Bill Kember Room.  
Date: Wednesday 26<sup>th</sup> 2009  
Time: 1845  
Future Meetings: 1830 Wednesday 16<sup>th</sup> September, Maroubra Seals Club

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**Present:** Tim Murray (Pres/Chairman)  
Trent Thomas (Captain)  
Craig Thorn (Dir Finance)  
John McLoughlin (Dir Junior Activities)  
Jacquie Twitchings (Dir Membership)  
Keith Grima (Hon Secretary)  
Paul Scullion (Vice Pres)  
Ian McLoughlin (Dir Property & Amenities)  
Stephen Delorenzo

**Visitors:** Nil

Silence was observed in honour of past members – noted that Long Service member Bruce Beer passed away in mid July.

**Apologies:** Nil

### Minutes of the July 17 Board of Management meeting.

Moved: JT Seconded: TT ***That the minutes be accepted.***

Carried

#### Business arising:

- Members information booklet – completed to be reviewed by directors and then issued.
- Water saving efficiency grant – some accounts to be paid and claims to be made
- Energy efficiency grant - currently under review with assistance from Director of Finance
- New Board lockers – construction completed – painting yet to be carried out.
- Update honour board – work order issued via Gary Pracy
- Insurance claim – following acquisition of information from Bronte, a claim has been submitted
- Asset register – each section to complete a review of items listed and actual assets

#### Correspondence:

##### Incoming:

- From Jody McGlone – application for Long Service Membership
- From Brian Anderson – application for fee reduction
- From South Maroubra SLSC – 50<sup>th</sup> anniversary ball
- From Amanda Townsend – resigning membership
- From Force Field – tax invoice for single ski
- From Benevolent Society – letter of thanks for use of premises
- From Leonie Montgomery – re passing of her husband Bill in 2007 – wishing to be removed for membership list and correspondence
- From Clare Plumbing – quote for works
- From Michael Daley MP – notice of Community Building Partnerships grant
- From RCC – notice of 2009 sporting achievements awards.
- From Australian Govt. – notice of unsuccessful application for National Emergency Support Fund
- From Brent Armitage – application for patrol obligation variance
- From SLSNSW – Endorsement of 2009 Patrol Service Agreement
- From Michael Daley MP – acceptance of position as Patron 2009
- From the Hon Lea Drake – acceptance of position as Grievance Officer 2009
- From Angelo Hatsatouris OAM – acceptance of position as Hon Solicitor
- From SLSS – list of members who have submitted expressions of interest in the emerging athletes programme
- From Plumbers Coop – donation of \$5,000

##### Outgoing:

- To Pat Manning – re Chief Patron
- To The Hon Peter Garrett AM MP – re Patron
- To The Hon Michael Daley MP – re Patron
- To Alan Langford – re Patron
- To Keith McGraw - re Patron
- To Force Field – request for quote – replacement ski
- To Sueanne Plenkovich – re yoga
- To Mark Jones – re membership conditions / patrols
- To Gary Pracy regarding sign writing
- To Charlie Molloy – re Chief Patron
- To Mike and Victoria Raymond – re donation receipt
- To Peter Donohue – re Bunnings correspondence
- To Jackson Raymond – re conditional use of ski.
- To Mike and Victoria Raymond – re conditional use of ski by Jackson
- To SLSA – affiliation application
- To SLS NSW – Service Agreement
- To SLSA SurfGuard – re IT user application for Victoria Raymond
- To Jimmy Stewart – re Honorary membership
- To Ian Smith – re Honorary membership
- To Glenn Farah – re Honorary membership
- To Craig Kelly – re Honorary Solicitor
- To Hon Lea Drake – re Grievance Office
- To Robert Ginman – re Honorary membership
- To Angelo Hatsatouris – re Hon Solicitor
- To NSW Govt – re application for NSW Community Building Partnership grant application
- To David Donohue – notice of disciplinary matters
- To Sean McGreevy – re suspension and citation
- To Mr & Mrs McGreevy – re suspension and citation of Sean
- To Justin Brook – re suspension and citation
- To Mr & Mrs Brook – re suspension and citation of Justin
- To Maroubra Seals Club – 10 X separate items of correspondence relating to individual invoices for donations.
- To Tracie at Bronte SLSC (copy of correspondence by P Donohue (authorized)) - re information related to insurance claim for stolen ski.
- To Senator the Hon Mark Arbib - re Honorary membership
- To Maroubra Seals Club – letters of thanks and invoices for donations during the last 12 months
- To Scott Chiene – formal claim for lost ski
- To SLSA – survey on coastsafe public safety
- To Plumbers Coop – letter of thanks for donation including a receipt

Moved: PS Seconded: JMcl ***That the correspondence be adopted.*** Carried

## Reports

**President:**

Submitted a written report (attached)

Items discussed from the report;

- \$37,000 from CDSE grant – attended by Hon President, Hon Captain and Hon Secretary.
- The president reported on disciplinary action taken in relation to member Lewis Kellick.

Moved: KG Seconded: TT ***That the Presidents actions in relation to Lewis Kellick be endorsed.*** Carried

- Discussion in relation to the suspension of Sean McGreevy & Justin Brook and referral to the Disciplinary Committee.

Moved: KG Seconded: TT ***That the Presidents actions in relation to suspension and referral be endorsed.*** Carried

- Presidents' meeting is scheduled for September 1<sup>st</sup>. Some discussion in relation to capitation fees was undertaken and the President agreed to raise the issue at the meeting.

Moved: KG Seconded: CT ***That the report be accepted.*** Carried

**Vice President:**

Submitted a verbal report.

Represented the President and the club at the District Executive AGM; Commitment to pay for ORB ramp modifications by the district executive was given by all clubs.

Moved: JT Seconded: CT ***That the report be accepted.*** Carried

**Secretary:**

Nil to report

**Captain:**

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

Items discussed from the report;

- Gear inspection scheduled for 13<sup>th</sup> September
- A fee structure to cover the cost of training candidates is under development by the Chief Instructor and the Lifesaving Committee.
- Patrol rosters have been sent out
- Patrol Captains meeting to be held on 26<sup>th</sup> September

Moved: TT Seconded: IM ***That 50 lifesaving manuals be purchased.*** Carried

Moved: KG Seconded: JT ***That the report be accepted.*** Carried

**Director of Finance:**

A written report and various financial statements were presented (attached).

Arising from the report:

- Noted that the payment of expenses without notice or correct process will not be paid in the future.

Moved: JT Seconded: SD ***That the report be accepted.*** Carried

Moved: JT Seconded: SD ***That the Bank reconciliation, Profit & Loss Statement dated 25 August 2009, Balance Sheet and Profit & Loss Statement July 2009, Projected Profit & Loss Statement 2009/10 and the Journal of expense incurred this financial year (related to last financial year) be adopted.*** Carried

**Director of Membership**

Submitted a written report, incorporating the Management Committee Minutes (attached).

Moved: KG Seconded: JT ***That the committee positions nominated in the membership committee minutes be appointed.*** Carried

- Associate membership – the procedure for dealing with applications for fee variations for associate members was endorsed by the Board.

Moved: KG Seconded: JT ***That Rod Williamson be made an honorary member in recognition of his long service to the Seals Winter Swimming club.*** Carried

Moved: KG Seconded: JT ***That Junior Development age managers approved list be made honorary members.*** Carried

- In relation to the induction process for new members; it was recommended that the members induction be managed by the training section and that the club hold an induction night for the parents of members under 18.

Moved: JM Seconded: TT ***That the report be accepted.*** Carried

**Director of Property and Amenities**

Submitted a verbal report

- Painting quotes coming have been organised
- Community Partnerships Grant for assistance with the southern deck have been submitted

Moved: JM Seconded: CT ***That the Property & Amenities report be adopted***  
Carried

**Director of Junior Development**

Submitted a written report, incorporating the Junior Development Committee Minutes and financial statement (attached).

Moved: KG Seconded PS ***That the committee positions recommended in the Junior Development minutes be appointed.*** Carried

- Seal Pups registration dates are 6<sup>th</sup> and 13<sup>th</sup> September at 0830. A late registration fee will imposed after that date.
- New pool swim requirements this season
- Junior Development financials moving to the MYOB system
- The funding of capitation fees from the Seals Pups operating account is not possible due to recent expenditure on clothing. Funds will be available after fees for the current season have been collected.

Moved: CT Seconded KG ***That the Senior club pays for the Junior Development capitation fees, until junior membership fees are collected.*** Carried

Moved: CT Seconded IM ***That \$3,364 be approved for the purchase of high visibility water wear.*** Carried

Moved: JM Seconded IM ***That \$2,500 be approved for the purchase of two tents.*** Carried

Moved: CT Seconded IM ***That Steven Hayes be appointed Junior Development Representative on the Surf Sports Committee.*** Carried

Moved: IM Seconded: PS ***That the report be adopted*** Carried

**Director of Surf Sports:**

Submitted a written report, incorporating the Surf Sports Committee Minutes (attached).

Arising from the report;

- That items of minor expenditure which are within the limits of authority for directors can be executed without Board approval and within the budget indications
- In relation to the board trailer proposal – after discussion of alternative options to that contained in the minutes, it was agreed that an estimate of the cost of refurbishing a box trailer which has been offered by Wayne Clare and the purchase of a new trailer be obtained in order to evaluate the best solution.
- Regarding Coolangatta Gold –

Moved: SD Seconded: CT ***That Dennis Heussner be reimbursed for costs incurred in movement of gear to the Coolangatta Gold event.*** Carried

Moved: SD Seconded: CT ***That two sets of running blocks be purchased for beach competitors.*** Carried

Moved: JM Seconded: TT ***That the report be accepted.*** Carried

**General Business:**

Moved: KG Seconded: JT ***That George Shales be exemption for membership fees for the 2009/10 season in recognition of his honorary position as Director of Administration SLSS and for his active patrol service.*** Carried

- Marie Peterson has resigned her position as functions manager.

Moved: KG Seconded: JT ***That the executive be empowered to appoint a replacement for Marie as functions manager.*** Carried

- Contract for new lockers – it was agreed that the contract fee of \$120 for ten years be applied.
- Following a proposal by Vicki Grima & Alison Vuletic, a social Bare Foot Bowls day be held on Sunday 25<sup>th</sup> October, the Board has approved the event as a revenue neutral social.
- Season launch / sponsors day – it is proposed to hold a season launch / sponsors day on Sunday 18<sup>th</sup> October
- Chief Patron and oldest life member Charlie Molloy is now resident at St Lukes nursing home at Little Bay.
- Kembla Grange race day social – this event is proposed for a November date. Further on the proposal to be discussed at the September Board Meeting.
- The accommodation of Junior Development was discussed. It was agreed that a better solution needs to be developed for the accommodation of gear and equipment. Proposals for this to be discussed at the September meeting including the review of an overall development plan in light of the current usage pattern.

There being no further business the meeting was closed at 21:54

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

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



## Action Plan

Action No.	Date	Action	Who	By When	Status
1	03/07/08	Maintenance audit	IM	Current	Ongoing
2	20/08/08	Meet with David Donohue regarding comm ed proposals.	KG/TM	Aug	NYC
3	20/08/08	SLSA's Gateway payment system to be investigated	CT	Review	Ongoing
4	20/08/08	By Laws – develop by-laws for each section	All directors	Current	Progress
5	15/10/08	Investigate water saving and efficiency grant	IM	16/09/09	Progress
6	15/10/08	Investigate the use of energy saving devices	IM	16/09/09	Progress
7	18/02/09	Promotion of other sporting achievements – ideas	TM	11/03/09	NYC
8	15/04/09	Update Honour Blazer Board following AGM	KG	16/09/09	Progress
9	15/04/09	Paint Board lockers	IM	16/09/09	Progress
10	17/06/09	Issue contracts for new male clothing lockers	IM/KG	16/09/09	Progress
11	17/06/09	Relocate female board lockers	IM	16/09/09	Progress
12	17/06/09	Accept \$3,000 from federal government grant	KG/PD	16/09/09	NYC
13	16/07/09	Refer Assoc Membership to Constitution Committee	JT	16/09/09	Progress
14	16/07/09	Find more level 1 officials	JM/SD	16/09/09	NYC
15	16/07/09	Policy proposition for swim fees	SD	16/09/09	NYC
16	16/07/09	Publish competition requirements from lifesaving	KG	16/09/09	NYC
17	16/07/09	Develop SOP for subsidies (e.g. rep teams and swim fees)	DS	16/09/09	Progress
18	16/07/09	Budget submissions	All directors	16/09/09	Progress
19	16/07/09	New March-past uniforms	JM/KG	16/09/09	Progress
20	16/07/09	Rear fire door security – high strength magnetic system	IM	16/09/09	NYC
21	16/07/09	Review sectional asset register	All directors	16/09/09	NYC
22	16/07/09	Write to constitution committee re appointments	KG	16/09/09	NYC
23	16/07/09	Review web site	JM	16/09/09	NYC
24	16/07/09	Repair cracks to building following recent work	IM	16/09/09	NYC
25	16/07/09	Write to Life Members regarding the club history	KG	16/09/09	NYC
26	16/07/09	Refer Junior Dev position on finance committee to constitution committee	KG	16/09/09	NYC
27	26/08/09	Determine a square area price for advertising space – finance committee	JM CT	16/09/09	NYC
28	26/08/09	Member information booklet – review	All directors	16/09/09	
29	26/08/09	Water Saving Grant – pay bills / claim back	IM/CT	16/09/09	
30	26/08/09	Jody McGlone – application for Long Service	JT	16/09/09	
31	26/08/09	Brain Anderson – application for fee reduction	JT	16/09/09	
32	26/08/09	Sth Maroubra 50 <sup>th</sup> Ball – attend	TM/KG/JT	16/09/09	
33	26/08/09	Application from Brent Armitage for patrol variation	TT	16/09/09	
34	26/08/09	Develop fee structure for training	TT	16/09/09	
35	26/08/09	Purchase 50 lifesaving manuals	TT/CT	16/09/09	
36	26/08/09	Move Rod Williamson to Honorary membership	KG	16/09/09	
37	26/08/09	Create Hon memberships for age managers as they are appointed	KG	16/09/09	
38	26/08/09	Run induction nights for the parents of >13<18 members	JT	16/09/09	
39	26/08/09	Painting quotes	IM	16/09/09	
40	26/08/09	Look into the logistics of proceeding with the deck	IM	16/09/09	

41	26/08/09	Pay juniors capitation fees (interim basis)	CT	16/09/09	
42	26/08/09	Purchase high visibility water wear	JM	16/09/09	
43	26/08/09	Purchase two new tents	JM	16/09/09	
44	26/08/09	Obtain quotes for 1) new board trailer & 2) modification of donated box trailer	SD	16/09/09	
45	26/08/09	Write to Dennis Heussner regarding reimbursement authority for transport costs to Coolangatta Gold	KG	16/09/09	
46	26/08/09	Issue exempt fees receipt to George Shales for fees	KG	16/09/09	
47	26/08/09	Appoint a replacement for Marie Peterson / Functions Manager	KG/TM/CT	16/09/09	
48	26/08/09	Present discussion paper on the accommodation of Junior Development with a view to improving the facilities for the junior membership.	Primary IM All directors	16/09/09	
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