



MINUTES

Board of Management

Location: Maroubra Seals Club Board Room.
Date: Tuesday 15th December 2009
Time: 1840
Future Meetings: 1830 Tuesday 19th January, Maroubra Seals Club

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Present: Tim Murray (Pres/Chairman)
Trent Thomas (Captain)
Craig Thorn (Dir Finance)
Paul Scullion (Vice Pres)
Jacquie Twitchings (Dir Membership)
Keith Grima (Hon Secretary)

The President declared a quorum and opened the meeting with silence observed in honour of past members.

Apologies: Ian McLoughlin (Dir Property & Amenities)

Moved: KG Seconded: TT ***That the apologies be accepted.*** Carried

Absent: John McLoughlin (Dir Junior Activities)

Visitors: Victoria Raymond

Moved: KG Seconded: PS ***That Victoria Raymond be heard in relation to the presentation of Surf Sport Minutes and related matters.*** Carried

Minutes of the November 16 Board Meeting

A discussion was held in relation to the content of the minutes relating to discussions on the relocation of the Board & Ski Trailer and the Junior Development trailer.

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

Business arising:

Following notice of a rescission motion, in accordance with the constitution, the rescission motion, relating to honorary membership of Barbra Macintosh was withdrawn.

Moved: KG Seconded: TT ***That Barbara Macintosh's resignation of October 2009 be accepted.*** Carried

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

Minutes of the Special Board Meeting of December 6

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

Moved: KG Seconded: TT ***That the Director of Junior Activities' resignation be accepted with regret.*** Carried

Business arising:

Nil

Reports

President:

Submitted a written report

Item discussed from the report;

- Use of the beach for surf life saving activities (not patrol related) may be cancelled by Randwick City Lifeguards. This is now a clause of hire agreements.
- Ongoing relations with RCC Lifeguards were seen to be deteriorating.
- Molloy Shield – District have requested Maroubra to host the event on January 31.

Moved: KG Seconded: TT ***That Maroubra SLSC Inc host the Molloy Shield on 31st January 2010.*** Carried

- Regarding Sydney Branch and ORB2 operations and the effect on ORB3 of this matter.
- Schools activity programme was discussed. Possible pilot programme under consideration.

- Live Love Australia – first offer (\$5,000) was rejected, another offer was made of (\$4,500) – awaiting acceptance / rejection.
- SLSNSW Club development programme may be run at Maroubra.
- Congratulations to Tara Coleman and Cameron Murray on their part in the Branch Representative Team at inter-branch championships. Thanks to Jacqui Twitchings, who was a chaperone.
- Reported on the Westpac day, which was a success
- Country Race day may be run again, even though the support was minimal.

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

Director of Finance:

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

Moved: KG Seconded: JT ***That the Bank reconciliation for general, nippers and building accounts, BAS statement, GST summary, Profit & Loss accrual, Profit & Loss multi period, profit & Loss YTD and Standard Balance Sheet dated 14 December 2009 be adopted.*** Carried

Items discussed, arising from the report:

- *Water grant completed*
- *Funds are healthy. Building fund is now at \$90,000*
- *Tracking well for a surplus at the end of the season*
- *Planned six monthly audit (recommended by the auditors at the end of last financial year) is currently being organised – report date February.*
- *Surplus stock of clothing was of concern*
- *Regarding the sale of surf boats. True Blue fate to be determined. Oldest Seals Boat to be sold. Stan Baker to be retained.*

Captain:

A written report, incorporating the Captain's report, was submitted.

Moved: TT Seconded: JT ***That Leon Hay be granted Long Service Membership*** Carried

Moved: TT Seconded: JT ***That Chris Kostrzewa be granted Leave Of Absence until his hand injury has recovered (approximately January 11).*** Carried

Moved: KG Seconded: JT ***That the Captain's/Life Saving Committee report be adopted.*** Carried

Vice President:

Nil to report.

Director of Membership:

Nil to report

Secretary:

Submitted a written report (attached).

Items discussed from the report;

- The Director of Junior Activities. Expressions of interest from George Benhayen and Steven Hayes. Given that Steven is currently Vice President of the Junior development group, the following motion was put;

Moved: PS Seconded: KG ***That Steven Hayes be appointed as Director of Junior Development.*** Carried

- Yoga appeal for hire fee price reduction.

Moved: CT Seconded: KG ***That the price remain as determined ie at the casual hall hire rate of \$70 / hour.*** Carried

- Offer from Corrective Services for labor by week-end detainees.

Moved: PS Seconded: KG ***That the offer by Corrective Services be accepted.*** Carried

- Expressions of interest were received by a number of members for serve on the clothing committee.

Moved: CT Seconded: KG ***That the offers were noted and that action on this matter be considered after the 6 month audit.*** Carried

- Mr Soccer – request for hire of hall to run small children’s activities. one month trial (\$70 / hour) ie 300/week

Moved: CT Seconded: TT ***That Mr Soccer be given a one month trial at a rate of \$300 / week.*** Carried

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

Correspondence:

Incoming:

- From Maroubra Yoga – request for hire – dates.
- From Westpac – copy of correspondence to Director of Surf Sports
- From Director Junior Development – letter of resignation
- From Director Junior Development – Quote for signage
- From Director Surf Sports – regarding a meeting with Westpac
- From Westpac – cancellation of Dec 1 event
- From Australian Govt - Tsunami information sheet.
- From Jo O’Brien – non member, regarding Yoga hire rates.
- From RCC – regarding Randwick Shield authorisation
- From Corrective Services – offer of assistance
- From Susan and Ken Travers – donation and letter of thanks

- From Lewis Raymond – transfer request and application for patrol exemption
- From Vanessa Macintosh – nomination for clothing sub-committee from Vanessa Macintosh, Barbra Macintosh, Anita Peeti & Yvette Pitchall
- From Mr Soccer – application for period hire
- From Catfish – quotation for march past and ceremonial uniforms
- From NSW Sport & Rec – notice of unsuccessful application

Outgoing:

- To Maroubra Yoga - in relation to requested dates and the fee for hire.
- To Jo O'Brien – non member, in reply to correspondence regarding Yoga hire.
- To Director of Surf Sports – direction by the executive to cease to all contact with Westpac pending an investigation
- To Director of Surf Sports – regarding upcoming meeting, detailing the rules for attendance in relation to the constitution. Also, detailing who can speak at meetings etc. Urged to attend the meeting. Request for his advice on intentions regarding attending the meeting.
- To Directors – notice of rescission motion
- To nipper members - Nipper News – November
- To NSW Fire Compliance – authority to repair defect
- To RCC – acceptance of conditions for Randwick Shield
- To Stephen Delorenzo – notice of removal from Board
- To Susan & Ken Travers – letter of thanks and receipt for donation
- To nipper members – Nipper News - December

Moved: JT Seconded: PS ***That the correspondence be adopted and that the Secretaries report be accepted.*** *Carried*

Surf Sport Minutes:

Presented by Victoria Raymond (attached)

Arising from the report;

- A Surf Sport training reimbursement policy was proposed. The document was seen as a good start from surf sports towards a final policy, which should be the combination of Lifesaving, Junior Development and Surf Sports issues. Further development to proceed.
- An Australian Championships subsidies policy was proposed. The document was seen as a good start from surf sports towards a final policy, which should be the combination of Lifesaving, Junior Development and Surf Sports issues. Further development to proceed.
- Discussion relating to the future of Surf Sports and the issues associated with this activity ensued. It was decided that a moderated meeting be held to discuss, in an open forum, the future direction of surf sports at Maroubra SLSC Inc. Date to be advised. Moderator to be determined by the executive.

General Business:

- NYE party hire proposal - declined
- Sign for emergency out of hours procedure to be placed on the clubhouse
- Communication – BTF regarding financial status and current audits and related misinformation that has been happening.
- Lack of notice from SLSS about the surfing competition
- ORB2 issues effecting our operations in relation to funding for ORB3
- The use of insurance money resulting from the payment of a claim which went back to the 2009 Australian Championships was discussed.

Moved: TT Seconded: CT That the money be used for the purchase of a new surf ski for the club. Carried.

There being no further business the meeting was closed at 21:28

Signed Chairman: _____ Tim Murray (President)

Honorary Secretary: _____ Keith Grima



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	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	C
6	15/10/08	Investigate the use of energy saving devices	IM	16/09/09	Progress
9	18/02/09	Promotion of other sporting achievements – ideas	TM	11/03/09	NYC
12	15/04/09	Update Honour Blazer Board following AGM	KG	16/09/09	Progress
13	15/04/09	Paint Board lockers	IM	16/09/09	Progress
17	17/06/09	Relocate female board lockers	IM	16/09/09	Progress
19	17/06/09	Accept \$3,000 from federal government grant	KG/PD	16/09/09	C
23	16/07/09	Refer Assoc Membership to Constitution Committee	JT	16/09/09	Progress
27	16/07/09	Find more level 1 officials	-	16/09/09	NYC
28	16/07/09	Policy proposition for swim fees	-	16/09/09	Progress
30	16/07/09	Publish competition requirements from lifesaving	KG	16/09/09	NYC
32	16/07/09	Develop SOP for subsidies (e.g. rep teams and swim fees)	-	16/09/09	Progress
33	16/07/09	Budget submissions	All directors	16/09/09	C
36	16/07/09	New March-past uniforms	KG	16/09/09	Progress
37	16/07/09	Rear fire door security – high strength magnetic system	IM	16/09/09	NYC
38	16/07/09	Review sectional asset register	All directors	16/09/09	Complete
45	16/07/09	Write to constitution committee re appointments	KG	16/09/09	NYC
46	16/07/09	Review web site	JM	16/09/09	C
49	16/07/09	Repair cracks to building following recent work	IM	16/09/09	NYC
50	16/07/09	Write to Life Members regarding the club history	KG	16/09/09	NYC
52	16/07/09	Refer Junior Dev position on finance committee to constitution committee	KG	16/09/09	NYC
53	26/08/09 (27)	Determine a square area price for advertising space – finance committee	CT	16/09/09	C
54	26/08/09 (28)	Member information booklet – review	All directors	16/09/09	C
55	26/08/09 (29)	Water Saving Grant – pay bills / claim back	IM/CT	16/09/09	Progress
56	26/08/09 (30)	Jody McGlone – application for Long Service	JT	16/09/09	C
57	26/08/09 (34)	Develop fee structure for training	TT	16/09/09	C
58	26/08/09 (37)	Create Hon memberships for age managers as they are appointed	KG	16/09/09	C
59	26/08/09 (38)	Run induction nights for the parents of >13<18 members	JT	16/09/09	C
60	26/08/09 (39)	Painting quotes	IM	16/09/09	C
61	26/08/09 (40)	Look into the logistics of proceeding with the deck	IM	16/09/09	Progress
62	26/08/09 (41)	Pay juniors capitation fees (interim basis)	CT	16/09/09	C
63	26/08/09 (42)	Purchase high visibility water wear	JM	16/09/09	C

64	26/08/09 (43)	Purchase two new tents	JM	16/09/09	C
65	26/08/09 (44)	Obtain quotes for 1) new board trailer & 2) modification of donated box trailer	SD	16/09/09	C
66	26/08/09 (46)	Issue exempt fees receipt to George Shales for fees	KG	16/09/09	C
67	26/08/09 (48)	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	NYC

68	16/09/09	Print and distribute members' booklet	TM	21/10/09	C
69	16/09/09	Organise Kembla Grange Social (21 Nov)	TM	21/10/09	C
70	16/09/09	Finalise disciplinary matter	KG	21/10/09	C
71	16/09/09	Season Launch – October 18	All directors	18/10/09	C
72	16/09/09	Correspond with Dave Haggart regarding hire request	KG	21/10/09	C
73	16/09/09	Correspond with Marcellin College regarding hire request	KG	21/10/09	C
74	16/09/09	Design hire agreement for Fitness Inside Out	TM/CT/KG	21/10/09	C
75	16/09/09	Write to Peter Donohue relating to the correct procedure for endorsement for courses	KG	21/10/09	Lapsed
76	16/09/09	Correspond with the Benevolent Society regarding hire request	KG	21/10/09	C
77	16/09/09	Write to members regarding the outcome of disciplinary meeting	KG	21/10/09	C
78	16/09/09	Obtain signage as recommended by the Disciplinary committee	IM	21/10/09	C
79	16/09/09	Design and establish an infringement notice system for disciplinary matters	KG	21/10/09	NYC
80	16/09/09	Correspond with RCC Lifeguards re use of clubhouse	KG	21/10/09	C
81	16/09/09	Correspond with Women's Health Magazine regarding hire request	KG	21/10/09	C
82	16/09/09	Select member/s to attend 18 – 25 leadership course	TT/JT/TM	21/10/09	C
83	16/09/09	Correspond with Brent Armitage regarding patrol exemptions			C
84	16/09/09	Include Designer Kutz in our list of sponsors	KG	21/10/09	C
85	16/09/09	Detail sponsorship details relating to the Westpac sponsorship	CT	21/10/09	C
86	16/09/09	Send Silva a thankyou / get well card	KG	21/10/09	Lapsed
87	16/09/09	Advertise male and female manager for 2010 Australian Championships	KG	21/10/09	Progress
88	16/09/09	Make Donna Schott, Victoria Raymond and Debbie Coleman honorary members – coaching organising Junior Development	KG	21/10/09	NYC
89	16/09/09	Consider partial patrol exemption for Kylie Heussner	TT/JT	21/10/09	C
90	16/09/09	Send feedback to JM related to website content	All directors	ASAP	Progress
91	16/09/09	Send get well card to Robert Ginnman	KG	21/10/09	Lapsed
92	20/10/09	New touch football proposal to be investigated by the President	TM	17/11/09	Progress
93	20/10/09	Advertise new office hours	KG	17/11/09	C
94	20/10/09	Australia day nominations to RCC	KG	17/11/09	C
95	20/10/09	Write to Stan Thrasy re LS membership	KG	17/11/09	C
96	20/10/09	Write to Jodie McGlone re LS membership	KG	17/11/09	C
97	20/10/09	Investigate Tresne Qwen re transfer	KG	17/11/09	C
98	20/10/09	Sport & Rec grant to be submitted	TT	17/11/09	C
99	20/10/09	Process Ray Magro as Associate	KG	17/11/09	C
100	20/10/09	Advertise Ins and Outs training in BTF	KG	17/11/09	C
101	20/10/09	Write to Tara Coleman re Coolangatta Gold result	KG	17/11/09	C
102	20/10/09	Write to Darren Schott re Coolangatta Gold result	KG	17/11/09	C

103	20/10/09	Write to Dennis Heussner re assistance with Coolangatta Gold	KG	17/11/09	C
104	20/10/09	Meet with insurance broker regarding insurance issues	KG/CT/TM	17/11/09	C
105	20/10/09	Issue asset stickers etc	KG	17/11/09	Progress
106	20/10/09	Write to Barbara Macintosh regarding her correspondence	KG	17/11/09	C
107	20/10/09	Meet with Barbara Macintosh regarding her role with clothing sales	PS	17/11/09	C
108	20/10/09	Check on the status of Pat Renford in relation to his injury	KG	17/11/09	C
109	20/10/09	Missing BBQ and gas bottles – put item in BTF	KG	17/11/09	Lapsed
110	20/10/09	Progress the raffle proposal	CT	17/11/09	NYC
111	20/10/09	Investigate the sale of surplus surf boat assets	TM/CT	17/11/09	Progress
112	16/11/09	Audit fees collected and write to non financial members	KG	15/12/09	Progress
113	16/11/09	Advertise DK Hair in BTF	KG	15/12/09	NYC
114	16/11/09	Liaise with DK hair regarding expectations of donation	JT	15/12/09	
115	16/11/09	Send LS gear list to insurer	KG	15/12/09	C
116	16/11/09	Progress Live-Life proposal	TN	15/12/09	Progress
117	16/11/09	Open Maroubra on Sundays - limited	TM/KG/CT	15/12/09	C
118	16/11/09	Active Schools program – investigate opportunity	TM	15/12/09	Progress
119	16/11/09	Write to Branch reps – T Coleman, C Murray	KG	15/12/09	NYC
120	16/11/09	Write to Nat Butcher regarding sports award	KG	15/12/09	lapsed
121	16/11/09	Process Marie Diakanastasis as Honorary member	KG	15/12/09	C
122	16/11/09	Meet with Westpac regarding sponsorship agreement	TM/CT/KG	15/12/09	C
123	16/11/09	Water Safety for Randwick Shield – to be provided by competitors	-	15/12/09	C
124	16/11/09	Investigate shade solution for patrols	TT	15/12/09	Progress
125	16/11/09	Inform competitors that Club Captain (or his nominee) permission is need prior to them competing in Sunday Races whilst on patrol.	-	15/12/09	
126	16/11/09	Process Hon members list from Junior Development	KG	15/12/09	C
127	16/11/09	Purchase 50 polo shirts	CT	15/12/09	C
128	16/11/09	Purchase 100 hoodies	CT	15/12/09	C
129	16/11/09	Sell old board assets (Junior Development)	PS	15/12/09	Progress
130	16/11/09	Process Barbara Macintosh as an Honorary Member	KG	15/12/09	C
131	16/11/09	Replace defective gym equipment – limit of \$10,000	TM/KG	15/12/09	Progress
132	16/11/09	Re-key junior dev assets with No5 keys	-	15/12/09	NYC
133	16/11/09	Review key holders (especially master keys)	KG	15/12/09	Progress
134	15/12/09	Write to Barbra Macintosh accepting resignation	KG	19/01/10	C
135	15/12/09	Write to John McLoughlin accepting resignation with regret	KG	19/12/10	C
136	15/12/09	Arrange planned six month audit	CT	16/02/10	Progress
137	15/12/09	Write to Steven Hayes appointment as Dir Jnr Dev	KG	19/01/10	C
138	15/12/09	Write to Maroubra Yoga – advising of price policy	KG	19/01/10	C
139	15/12/09	Write to Corrective Services accepting offer of labor	KG	19/01/10	NYC
140	15/12/09	Write to Vanessa Macintosh regarding expression of interest in clothing committee	KG	19/01/10	C
141	15/12/09	Write to Mr Soccer regarding hall hire	KG	19/01/10	NYC
142	15/12/09	Organise a Surf Sports open forum / arrange moderator / put together a list of topics / negotiate a date	KG/CT/VR/ TM	19/01/10	Progress
143	15/12/09	Progress training reimbursement policy	KG/VR	19/01/10	Progress
144	15/12/09	Progress Aust Champ Subsidy scheme	KG/VR	19/01/10	Progress
145	15/12/09	Write to NYE hirer notify of non acceptance	KG	19/01/10	C
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