



MINUTES

Board of Management

Location: Maroubra Seals Club Board Room.
Date: Tuesday 23rd February 2010
Time: 1835
Future Meetings: 1830 Tuesday 23rd March, Maroubra Seals Club

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Present: Tim Murray (Pres/Chairman)
Trent Thomas (Captain)
Craig Thorn (Dir Finance)
Paul Scullion (Vice Pres)
Keith Grima (Hon Secretary)
Steven Hayes (Dir Junior Development)
Jacqui Twitchings (Dir Membership)
Ian McLoughlan (Dir Property and Amenities)

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

The President noted the passing of Life Member and Chief Patron Adrian Charles Molloy on 21/02/2010 and the passing of 50 year member Cess Driver.

Apologies: Nil

Absent: Nil

Visitors: Victoria Raymond (present to represent the Surf Sports Committee).
Suki Scade (present to make an offer of assistance with fund raising).

Moved: KG Seconded: TT ***That Victoria Raymond be permitted to speak at the meeting.*** Carried

Moved: KG Seconded: TT ***That Suki Scade be permitted to speak at the meeting.*** Carried

Moved: KG Seconded: CT ***That standing orders be suspended in order to hear the Surf Sports report and also to hear a proposal from Suki Scade.*** Carried

Surf Sports report:

The Surf Sports report was tabled at the meeting.

Discussion points from the report;

- Subsidies – a proposal was included in the minutes.
- Regarding the clear out of Board and Ski shed – Surf Sports will use the clear out the shed as a working bee exercise. Aim at 13th 14th March to clear out shed.
- Regarding the pest control work approved. ***Approval is conditional upon work being carried out by a licensed controller.***

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

The President thanked Victoria for attending and assisting with Surf Sports activities.

Suki Scade addressed the meeting in relation to fund raising opportunities. Suki is a Coogee SLSC member. The main event that Suki is offering to assist the in organising, is a soft sand beach run. Time proposed scheduling of the event was September. Suki discussed the concept and has offered to prepare a budget and a detailed proposal.

The Board were enthusiastic about the proposal.

The President thanked Suki for her offer and for speaking to the Board.

Moved: KG Seconded: TT ***That standing orders be resumed.*** Carried

Minutes of the January 19 Board Meeting

The minutes were reviewed.

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

Business arising: Nil

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

Reports

President:

Submitted a verbal report.

Items discussed from the report;

- Meeting with General Manager of Randwick City Council relating to the levy on rate payers and the application of funds to various community projects, including surf club premises. Support for this programme would be of benefit to the Surf Life Saving Clubs in the city and will improve our ability to provide volunteer lifesaving services.
- In relation to a vote of no confidence in DOL SLSS. It was resolved that the club will support a rescission motion currently before SLSS.
- Regarding our DA for the south deck – Randwick City Council seem to be supportive of the work progressing immediately.

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

Director of Finance:

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

Items discussed, arising from the report:

- Budget is running true.
- CDSE grants are a little short on expenditure of their allocation. Advice from the Captain indicates that this should be addressed this month.
- Surf Sports equipment expenditure has been significant.
- ***Recommend*** that the club purchase Jake Nurmi's board as a club asset – to be included on the asset register.
- Surf Sports – Australian accommodation invoice is due now. ***Recommend*** that the invoice be paid by the club, pending recovery of costs from competitors.
- ***Recommend*** that a transfer of additional funds into the building fund of \$40,000 be made.

Moved: PS Seconded: TT ***That the recommended items above be approved.***
Carried

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

Captain:

A written report, incorporating the Lifesaving Committee minutes, was submitted (attached).

Items discussed from the report:

- Two policy statements were included in the minutes relating to the management of 'dual' members and for Junior Activity members relating to patrol requirements.

Moved: KG Seconded: PS ***That the two policy statements be adopted.***

Carried

- Recommendation that Adam Borg be granted Long Service membership.

Moved: KG Seconded: PS ***That Adam Borg be granted LS membership.***

Carried

- Donation of \$1000 for water safety services at the Malabar to Little Bay swim.

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

Carried

Vice President:

Presented a verbal report.

Arising from the report;

- Feedback from Randwick District that more officials are needed for Molloy Shield. ***Noted***
- ORB3 discussions indicate that the budget is under control
- RCC lifeguards – some issues continue with Clovelly and Coogee with the RCC lifeguard service
- Motion of no confidence passes by SLSS in DOL SLSS was discussed. The district is supporting the DOL SLSS and will vote in favor of a rescission motion.

Moved: KG Seconded: JT ***That the Vice Captains report be adopted.*** Carried

Director of Membership:

A written report was submitted incorporating the minutes of the membership committee (attached).

Items discussed from the report;

- An application for associate membership by Tommy Nolan was rejected. A policy statement on this issue needs to be put in place, in order to clarify the current policy.

Moved: KG Seconded: IM ***That the Director of Membership report, incorporating the Membership Committee minutes be adopted.***

Carried

Secretary:

Submitted a written report (attached).

Items discussed from the report;

- Replacement traditional ceremonial uniforms - currently being manufactured.
- Westpac craft sponsorship decals have arrived – to be placed on craft by Surf Sports.
- Current grievance matters – there are two matters in train at this time, neither have been the subject of any correspondence or formal notice to the BOM. I had a meeting with the Grievance Officer and have responded immediately to all questions and requests. Both matters are currently in the hands of the Grievance officer. We await any submissions / recommendations. Until this matter is resolved the appointment of a replacement for Director of Surf Sports cannot take place.
- A discussion ensued in relation to the Community Defibrillator proposal.

Moved: TT Seconded: CT ***That a public access defibrillator be installed in a location which is accessible to the public and that appropriate signage and security measures be installed in that area.*** Carried

Correspondence:

Incoming:

- From RCC – approval to conduct Molloy Shield
- From Tara Coleman – letter of thanks to BOM for support
- From SLSS – nomination information for lifesaver and volunteer of the year
- From Bunnings – fund raising opportunity
- From DOL SLSNSW – approval for exemption under 5.1 for Georgia Fayn
- From SLSNSW – lifesaving exchange programme
- From Stephen deLorenzo – notice of inability to train Maroubra SLSC competitors
- From Darren Schott – in relation to Stephen deLorenzo’s notice of inability to train Maroubra SLSC
- From Liberal Party Leader of Opposition – policy on shark control
- From Marine insurers – copy of hull policy
- From Bruce Chiene Pty Ltd – insurance renewal and invoice
- From Russell Fine – application for variation on hire policy to establish a business

Moved: CT Seconded: IM ***That the request for variation be rejected.*** Carried

- From Rix Refrigeration – quotation for ice machine
- From Doron & Vanina Levy – regarding request for refund of nipper fees
- From NSW Govt – Liquor License annual return
- From Tommy Nolan - Application for Associate Membership

Outgoing:

- To Barbara Macintosh – notification of Honorary Membership and acceptance of resignation from clothing management
- To RCC – acceptance of conditions for use of beach (Molloy Shield)
- To DOL SLSNSW – application under policy 5.4 for leniency for Gorgia Fayn
- To Damien Sonogo – from Club Captain regarding patrol obligations
- To Bunnings – application for fund raising events 3rd April and 1st May
- To Lewis Kellick – notice of warning in relation to continued use of surf club facilities during suspension
- To Mrs Kellick – copy of correspondence to Lewis
- To Stephen deLorenzo – thanks for past training of competitors
- To Bruce Chiene – notice of serial numbers for various assets
- To Bruce Chiene – renewal request for Hull insurance
- To Lea Drake – response to questions relating to grievance issues
- To NSW Government – liquor license annual return

Moved: SH Seconded: JT ***That the correspondence and Secretaries report be adopted.*** Carried

Director Property & Amenities:

Submitted a written report (attached).

Items discussed from the report;

- The deck construction project was discussed in relation to progressing the job. Three quotes to be obtained by 23rd March.
- An item to be placed in the newsletter regarding the clearing the construction area by 21st March.

Moved: TT Seconded: JT ***That the Director Property and Amenities' report be adopted.*** Carried

Director Junior Activities:

A written report, incorporating the Junior Development Committee minutes, was submitted (attached).

- Twilight presentation for younger age group (5 to 7 YO) on 13th March.
- Presentation for 8 to 14 YO on March 27th at the Seals.
- Function on 14th March for age managers, water safety and helpers.
- A \$2,350 donation to senior club to assist Surf Sports for Australian championships was made by the Junior Activities section.
- State age championships – a small team represented the club and produced impressive results.
- Stock-take for clothing required for end April.

Moved: JT Seconded: KG ***That the Director of Junior Activities report (incorporating the Junior Development Committee minutes) be adopted.*** Carried

General Business:

- It was noted that Life Members Christopher Armstrong and Pat Manning OAM were both recovering from serious illness.
- Need container for storage of equipment from sheds in preparation for building works.
- Blake Butcher has received interest in the sale of a surf boat and trailer. President to follow up.
- CDSE changes are occurring – President to follow up.

There being no further business the meeting was closed at 21:20

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	Completed
13	15/04/09	Paint Board lockers	KG	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	C
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	Completed
37	16/07/09	Rear fire door security – high strength magnetic system	IM	16/09/09	Progress
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	Completed
50	16/07/09	Write to Life Members regarding the club history	KG	16/09/09	C
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)	Proceed with the construction of the deck	IM / TM	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	C
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	C
88	16/09/09	Make Donna Schott, Victoria Raymond and Debbie Coleman honorary members – coaching organising Junior Development	KG	21/10/09	C
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	On Going
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	TM	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	C
119	16/11/09	Write to Branch reps – T Coleman, C Murray	KG	15/12/09	C
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 needed prior to them competing in Sunday Races whilst they are on patrol.	-	15/12/09	C <i>via handout</i>
126	16/11/09	Process Hon members list from Junior Development	KG	15/12/09	C
127	16/11/09	Purchase 50 polo shirts	KG	15/12/09	C
128	16/11/09	Purchase 100 hoodies	KG	15/12/09	C
129	16/11/09	Sell old board assets (Junior Development)	PS	15/12/09	Ongoing
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	Progress
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	C
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 labour	KG	19/01/10	C
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	C
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
146	19/01/10	Need new No5 pad locks	SH	23/02/10	
147	19/01/10	Correction to December BOM minutes	KG	23/02/10	C
148	19/01/10	Have a clothing sale on 31 st January	PS/SH	23/02/10	Completed
149	19/01/10	Purchase six new radios	TT	23/02/10	
150	19/01/10	Nominate LS Year	TT	23/02/10	
151	19/01/10	Nominate Volunteer of the Year	KG	23/02/10	Completed
152	19/01/10	Appoint Admin Assistant	KG	23/02/10	Completed
153	19/01/10	Start work on the deck by end February	Exec	23/02/10	Progress

154	19/01/10	Meet with Grievance Officer	KG	23/02/10	Completed
155	19/01/10	Resolve keying issues for JA assets	SH	23/02/10	
156	19/01/10	Process Diane Harper for Honorary Membership	KG	23/02/10	Completed
157	19/01/10	Provide details of allocation of club assets by Surf Sports to Hon Sec	PM	23/02/10	
158	19/01/10	Complete Bunnings forms for BBQ days	KG	23/02/10	Completed
159	19/01/10	Arrange for working bee for representative team members	PM	23/02/10	Cancelled
160	19/01/10	Purchase new ice machine	TM	23/02/10	Progress
161	19/01/10	Consult RCC regarding water damage to new section of balcony	TM	23/02/10	
162	23/02/10	Write to Surf Sports Committee regarding support / no support for the forum	KG	23/03/10	
163	23/02/10	Write to Suki Scade – thanks for presentation and offer of assistance.	KG	23/03/10	
164	23/02/10	Write to Surf Sports Committee – regarding pest control	KG	23/03/10	
165	23/02/10	Write to Surf Sports Committee – re Jake Nurmi board purchase – listing on asset register	KG	23/03/10	
166	23/02/10	Publish two new policy statement – JA patrols, dual members patrols	KG	23/03/10	
167	23/02/10	Write to Adam Borg re granting Long Service membership	KG	23/03/10	
168	23/02/10	Write to Tommy Nolan regarding Associate membership rejection	KG	23/03/10	
169	23/02/10	Place Westpac stickers on surf craft	SS Committee	23/03/10	
170	23/02/10	Purchase public access defibrillator, new camera, signage	KG	23/03/10	
171	23/02/10	Write to Russell Fine – rejecting application for fee reduction on hall hire	KG	23/03/10	
172	23/02/10	Obtain three quotes for the deck	IM	23/03/10	
173	23/02/10	Place note in BTF re clearing sheds	KG	23/03/10	
174	23/02/10	Conduct stock-take of clothing assets	SH/PS	23/03/10	
175	23/02/10	Follow up sale of surf boat and trailer	TM	23/03/10	
176	23/02/10	Investigate large container for use during building work	TM/IM	23/03/10	
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