



MINUTES

Board of Management

Location: Bill Kember Room, Maroubra Surf Life Saving Club.
Date: Wednesday 19th January 2011
Time: Meeting Commenced at 1835
Future Meetings: Wednesday 16th February 2011 (Maroubra Seals Club).

Distribution: Board of Management (9)
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Present: Tim Murray (Pres/Chairman)
Trent Thomas (Club Captain)
Keith Grima (Hon Secretary)
Danny Donohoe (Dir Junior Development)
Brent Armitage (Dir Finance)
Peter Donohue (Dir Surf Sports)
Paul Scullion (Vice Pres)

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

Apologies: Wayne Clare (Dir Property & Amenities) work duty
Tony Grivell (Dir Membership) work duty

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

Absent: Nil

Visitors: Nil

The President reminded members that all matters, where there is a personal or financial interest affecting a director, must be declared.
Minutes of the December 8 Board Meeting

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

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

Business arising:

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

Moved: DD Seconded: TT ***That the minutes be adopted.*** Carried

Reports

President:

A written report was submitted.

Items noted from the report;

- Quiet period. Many meetings during the next period. Security issues raised by members parent are being investigated.

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

Director of Finance:

Director of Finance submitted a verbal report and printed financial statements to the meeting.

Moved: KG Seconded: PD ***That the financial statements be adopted.***
Carried

Captain:

A verbal report was submitted. No Lifesaving meeting was held in January.

Items discussed from the report;

- Busy in the surf during the last month with many rescues, high numbers of awards.
- Illawarra patrols active from Maroubra and this was appreciated and successful.
- Assisted Surf Lifesaving with review of experimental equipment.
- Rescue of the month nominations to go ahead from Maroubra. Club Captain to manage.
- Lifesaver exchange programme; Tamara Murray and Robert Magro going to North Coast and Lifesavers from country clubs to attend Maroubra this weekend.
- New Streets tents under review due to safety concerns.

- 'Youth opportunity makers' workshop nominations to go ahead for 15 – 18 year old surf lifesavers. Club Captain to manage.
- Rigid 385 IRB needed at a cost of \$12,000.

Moved: TT Seconded: PD ***That the IRB (rigid 385) be purchased at a cost of \$12,000.*** Carried

- New IRB motors to be investigated for next season.

Moved: DD Seconded: BA ***That the Club Captains report be adopted.*** Carried

Vice President:

Nil report.

Surf Sports Report:

A written report, incorporating the Surf Sports Committee Minutes (attached), was submitted.

Items discussed from the report;

- General discussion on all items ensued.
- In relation to item 6. This matter is out of our hands. Representation from the parents to SLSNSW is required. The club will assist where we can.
- Pigeon-man to be approached to assist with pigeon problem.
- Hand weights to be obtained for the gym.

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

Director Junior Activity:

Submitted a verbal report.

- Telstra day coming up in February
- Nippers restart next week

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

Director of Membership:

Absent. Nil report.

Director of Property & Amenities

Absent. Nil report.

Secretary:

A verbal report was submitted.

- Streets Promotion carried out with little input required from the club despite members being available.
- Security – limited success with security person, who is effective when they are present. Further options will be pursued including continuing the current arrangement periodically.

Correspondence:

Incoming:

- From SLSNSW - Notification of financial donation from fund raising by SLSNSW. \$6,163.
- From George Benhayen. – acknowledgement of correspondence dated 4th November
- From Bell Partners – interim audit.
- From Lewis Raymond – request for patrol consideration
- From Luke Mofitt – invoice for services
- From Northcliffe SLSC – transfer information for Tatum Lawler

Outgoing:

- To Work Cover NSW – notification of claim for Mark Singerling
- To SLSNSW – notification of injury form. Gary Pracy
- To Invoice to SALT construction. Hall hire.
- To Tax invoice / receipt for donation. Peter Donohue.
- To Transfer / Clearance for Tatum Lawler

Moved: DD Seconded: PS ***That the correspondence and Hon Secretaries report be adopted.*** Carried

General Business:

- Jarrod Sorley – currently suspended in accordance with the motion adopted last month from the disciplinary committee.
- Security in relation to a parent’s complaint regarding a certain individual was discussed. Identification of the individual will be attempted. All directors to take note of this person.
- Door and window repairs needed in the upstairs area (balcony door and high windows in rear room).
- Malabar Ocean Swim. Assisting with charity event, promoted by Randwick City Council. Require; 10 X board paddlers, 2 X IRBs and some ski paddlers (4 or 5) have been requested. Date of swim is February 20th at Malabar.
- Discussion regarding a training / observation room ensued. The project needs to be advanced prior to the end of this season.
- Director of Junior Activities applied for a board for Jake Smith through the Kellog’s Nutrigrain Ironman series. Story on Jake for the newspaper etc is happening as a result.
- Seals dinner for junior and cadet competitors on 25/02/2011.
- Discussion regarding repairs and replacement of white goods etc following a request from the hire manager.

Moved: KG Seconded: ***PS That the executive be empowered to make a decision on the kitchen white goods etc.*** Carried

- Surf Sports Raffle. Issues with the main raffle prize. The raffle is under review.

There being no further business the meeting was closed at 2025.

Signed Chairman: _____ Tim Murray (President)

Honorary Secretary: _____ Keith Grima

Board of Management Attendance

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

P present

A absent (no apology)

S submitted apology (accepted)

N submitted apology (not accepted)

* Steven Hayes resigned as Director of Junior Activities August 17, 2010.
 Danny Donohue appointed Director of Junior Activities September 14, 2010.



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	Completed
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	Completed
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	Completed
178	23/03/10	Resolve issue of rear fire doors with RCC	TM	15/04/10	Superseded
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	TG/DS	11/08/10	Completed
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
Commencement of 2010 – 2011 Season					
214	14/07/10	Update Honour Blazer Board	KG	11/08/10	Completed
215	14/07/10	Budget submissions	All directors	11/08/10	Completed
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	Completed
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	Completed
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	Completed
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	12/10/10	Completed
249	17/08/10	Write to David Popplewell advising of his appointment as Grievance Officer	KG	12/10/10	Completed
250	17/08/10	Arrange for coffee van	PS	12/10/10	Completed
251	17/08/10	Write to Kip Laverack regarding the ski weekend	KG/TG	12/10/10	Completed
252	17/08/10	Prepare final submission on the draft Australian Championships subsidy policy	PD	12/10/10	Completed
253	17/08/10	Form clothing selection sub-committee and select clothing range / establish ordering system	KG/TT	12/10/10	Completed
254	17/08/10	Book and organise Trivia night	TT	12/10/10	Completed
255	17/08/10	Write to Gary Daley re Life Membership SLSS	KG	12/10/10	Completed
256	17/08/10	Appoint new Director of Junior Activities	BOM	12/10/10	Completed
257	17/08/10	Establish training reimbursement policy for JA	SH/JP	12/10/10	NYC
258	17/08/10	Transfer Craig Burton to Honorary Membership	KG	12/10/10	Completed
259	17/08/10	Provide secretary with asset information on new craft	PD	12/10/10	Completed
260	17/08/10	Place orders of new swimming costumes	KG	12/10/10	Completed
261	14/09/10	Register Danny Donohoe as a director in SurfGuard	KG	12/10/10	Completed
262	14/09/10	Implement Future Leaders Programme	TT	12/10/10	Progress
263	14/09/10	Repair SR315N (IRB)	TT	12/10/10	Completed
264	14/09/10	Advise LOA for Kate Wilson, Mitch Solomonson & Alex Azarov	KG	12/10/10	Completed
265	14/09/10	Purchase 5 X suction kits	KG	12/10/10	Completed
266	14/09/10	Determine what actions are required of the club for the Nth Bondi to Maroubra race	PD	12/10/10	Completed
267	14/09/10	Final review of Subsidy Policy by Surf Sports	PD	12/10/10	Completed
268	14/09/10	Enter Debbie Smith in surfGard as Public Relations Officer	KG	12/10/10	Completed
269	14/09/10	Arrange for a meeting between Wayne Clare and Gary Pracy regarding transfer of licensee.	KG	12/10/10	Completed
270	14/09/10	Review submission by Robert Magro	Board	12/10/10	NYC
271	12/10/10	Discuss programme with SS Youth Services	TM	09/11/10	Completed
272	12/10/10	Arrange for patrol assistance for Illawarra clubs	TT	09/11/10	Completed
273	12/10/10	Arrange for patrol assistance for Garie	TT	09/11/10	Completed
274	12/10/10	Send in RCC community service award nominations	KG/TT/TG	09/11/10	Completed
275	12/10/10	Advise Anita Peeti of LOA and note in SG	KG	09/11/10	Completed
276	12/10/10	Advise Nicole Seale of LOA and note in SG	KG	09/11/10	Completed
277	12/10/10	Implement Patrol Capability Improvement Programme (PCIP)	TT/TG	09/11/10	Progress
278	12/10/10	Coordinate RCC banners scheme	TM	09/11/10	Completed

279	12/10/10	Purchase ski cover of use by TC	KG	09/11/10	Completed
280	12/10/10	Publish Australian Championships Subsidy Scheme (web)	KG	09/11/10	NYC
281	12/10/10	Develop policy for use of SG email and newsletter resource for use in sponsor promotion	TG/DS	09/11/10	NYC
282	12/10/10	Survey reasons for JA transfers	DD	09/11/10	Progress
283	12/10/10	List repairs needed on the building	All directors	09/11/10	Ongoing
284	12/10/10	Advertise swimming costume pricing	KG	09/11/10	Completed
285	13/11/10	Schedule meeting to discuss building works	KG	08/12/10	Completed
286	13/11/10	Attend Nth Cronulla – SLSNSW lease seminar	PS	08/12/10	Completed
287	13/11/10	Arrange for a six month financial audit	BA	08/12/10	Completed
288	13/11/10	Write to George Benhayen regarding active status	KG	08/12/10	Completed
289	13/11/10	Write to Angus Bennett regarding Coogee patrols	KG	08/12/10	Completed
290	13/11/10	Write to Alex Spies regarding Garie patrols	KG	08/12/10	Completed
291	13/11/10	Write to Mitch Hogan regarding Burning Palms patrols	KG	08/12/10	Completed
292	13/11/10	Submit cost / benefit analysis for raffle to Board	PD	08/12/10	Completed
293	13/11/10	Sell board asset, identify asset and remove from the asset register	PD/KG	08/12/10	Progress
294	13/11/10	List 10% building fund contribution from JA for discussion at the next Board meeting	KG	08/12/10	Completed
295	13/11/10	Consider correspondence from John Moran	TG	08/12/10	Progress
296	13/11/10	Advise Peter Kirkwood regarding allocation of board locker to Carlos Hablitshek	KG	08/12/10	Completed
297	13/11/10	Implement SRC patrol encouragement scheme	TG	08/12/10	Progress
298	13/11/10	Prepare draft sub committee proposal (terms of reference etc) for Board consideration related to major funding from RCC next season	KG	08/12/10	NYC
299	13/11/10	Arrange for clothing infrastructure	KG	08/12/10	Progress
300	08/12/10	Apply for an extension to the Community Building Fund	WC	19/01/11	NYC
301	08/12/10	Develop carnival entry policy	PD	19/01/11	NYC
302	08/12/10	Publish guidelines for Associate Membership	TG/KG	19/01/11	NYC
303	08/12/10	Produce procedure or processing Associate Membership	TG/KG	19/01/11	NYC
304	08/12/10	Launch PAD	TG/KG	19/01/11	12/12/10
305	08/12/10	Purchase 2 X 9'6" boards for SRC Qualified members	PD	19/01/11	Completed
306	08/12/10	Run raffle as approved	PD	19/01/11	NYC
307	08/12/10	Refer the position of Community Education Officer to Constitution Committee	KG	19/01/11	NYC
308	19/01/11	Nominate members for rescue of the month	TT	16/02/11	Progress
309	19/01/11	Nominate members for 'Youth Opportunity Makers' workshops.	TT	16/02/11	Progress
310	19/01/11	Arrange for pigeon control	TT	16/02/11	Progress
311	19/01/11	Obtain hand weights for gym	TT	16/02/11	Progress
312	19/01/11	Investigate Security concerns	TM	16/02/11	Progress
313	19/01/11	Repair doors and windows in upstairs area	WC	16/02/11	NYC
314	19/01/11	Arrange for new white goods	WC	16/02/11	NYC
315	19/01/11	Malabar Ocean Swim – arrange water safety	TT	16/02/11	Progress
316					
317					
318					
319					