



MINUTES

Board of Management

Location: Maroubra Seals Club Board Room.
Date: Tuesday 19th January 2010
Time: 1840
Future Meetings: 1830 Tuesday 23rd February, 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)

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

The President noted the passing of Rhys Battle on 12 January.

The President welcomed newly appointed Director of Junior Activities, Steven Hayes. The President also welcomed Life Member Patrick Manning OAM who was in attendance in order to present the minutes of the Surf Sports Committee.

Apologies: Ian McLoughlin (Dir Property & Amenities)
Jacqui Twitchings (Dir Membership)

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

Absent: Nil

Visitors: Nil

Minutes of the December 15 Board Meeting

Moved: CT Seconded: TT ***That the minutes be accepted with one correction i.e. inclusion of an item in GB regarding purchase of Surf Ski.*** Carried

Business arising:

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

Reports

President:

Submitted a written report (attached).

Items discussed from the report;

- Successful in NSW Govt. partnerships grant of \$20,000 for construction of the deck.
- SLAM volleyball accepted \$4,500 price for use of clubhouse. However, the event was postponed.
- Molloy Shield – scheduling of events was done by President. Confirmation still to come from Randwick City Council for use of beach.
- Gym equipment – some quotes have come in and will be acted upon, prior to the next meeting.
- Murray Copas – SLSNSW club development programme being evaluated at Maroubra.
- Disabled activities with adult disabled people was carried out by the President with future expansion possible.
- NSW Dept Sport & Recreation school activities – the bureaucratic process will inhibit us taking part.
- Ray Brownlee, General Manager of Randwick City Council is meeting with the District on February 11 for afternoon tea, to discuss a range issues.

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

Director of Finance:

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

Moved: KG Seconded: SH ***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 19 January 2010 be adopted.*** Carried

Items discussed, arising from the report:

- Large reserves in all areas including the Seal Pups. Options for prudent expenditure were discussed.
- Clothing stock levels are too high. Use stock for presentation and sell at] clearance price was decided. Date selected for sale is 31st January.
- Barry Rodgers Trust – returning to positive growth.

Moved: KG Seconded: TT ***That the executive be authorised to replace the ice machine.*** Carried

Moved: PS Seconded: TT ***That the Director of Finance report be adopted.***

Carried

Captain:

A verbal report was submitted.

Items discussed from the report:

- Patrols going well, slight drop in numbers.
- Patrols at other beaches Coalcliff, Scarborough , Fair Meadow & Garie being carried out.
- New squads starting soon.
- Award numbers are up significantly, including nipper awards. This should be a record year for awards.
- Shade for patrols being investigated.
- Community service awards on Australia Day
- Radios need to be replaced.

Moved: TT Seconded: CT ***That the club purchase six new radios.*** Carried

Moved: KG Seconded: TT ***That the Lifesaving Committee be empowered to select a nominee for Lifesaver of the year and that the Executive be empowered to select a nominee for Volunteer of the Year.*** Carried

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

Vice President:

Nil to report.

Director of Membership:

Apology – no report

Director of Property & Amenities:

Apology – no report

Secretary:

Submitted a written report (attached).

Items discussed from the report;

- Appointment of administrative assistant – the position will be filled within the week.
- The deck was discussed. Some work needs to commence by February in order to discharge the work within this financial year. The President to discuss the project with Marjan Vuletic.

Correspondence:**Incoming:**

- From South Eastern Sydney Illawarra NSW Health – re injury to Chris Kostrzewa
- From Nth Burleigh SLSC – Long Service record for Leon Hay
- From Chloe Wearne – requesting LOA for 12 months due to absence from Sydney due to work
- From John McLoughlin – proposed club logos policy
- From Cliff Gerathy – Boat asset audit
- From Donna Schott – nomination of Pat manning for the vacant position of Director of Surf Sports
- From Donna Schott – further to the nomination of Pat manning for Dir Surf Sports
- From Bruce Shiene – confirmation of insurance cover and request for further details of serial numbers etc
- From NSW Govt – Confirmation of Community Partnerships Grant following clarifications

Outgoing:

- To Vanessa Macintosh – reply to expression of interest regarding clothing committee
- To Emma Malone – declining NYE hire request
- To SLSA – request for surfgaurd access for Sarah Goldrick
- To Scott Chiene – details of LS items insured
- To Steven Hayes – confirmation of appointment as Director of Junior Activities
- To John McLoughlin – acceptance with regret of resignation + thanks for valuable work
- To Barbra Macintosh – acceptance of resignation
- To Cameron Murray – congratulations on inter-branch rep team
- To Tara Coleman - congratulations on inter-branch rep team
- To Life Members – request for assistance with club history
- To Donna Schott – clarification regarding the process for appointing Directors following a resignation
- To Lea Drake – requesting information on whether there were any grievances currently in progress
- To Donna Schott – further to clarification of appoint of vacant directors position
- To SLS NSW – manual request for awards entry for Steven Hayes, Christian Zuscak, Norm Cowdrey, Reg Round, Graham Johnson & Paul Baker
- To Mr Soccer – re hall hire, advising trial period and price
- To Amy Gentle of Women's Health Magazine – regarding hall hire
- To Jake Docker – regarding Corrective Services offer of voluntary work

- To Barbara Macintosh – advising honorary membership status effective December Board Meeting and request for return of keys and assets

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

Director Junior Activities:

New Director Steven Hayes presented a verbal report from Junior Activities.

- Saturday 27th March Presentation night for eight year olds and up at the Seals Club.
- Spending on presentation night was discussed. A budget is required to be approved by the Board.
- Keying issues were discussed. Steven Hayes will resolve this issue prior to the next meeting.
- Championship carnival preparation is well advanced.
- Dianne Harper – Hon Membership. Steven approved the appointment of Dianne Harper as an Honorary Member due to her contribution to Junior Activities.

Moved: PS Seconded: TT ***That the Director of Junior Activities report be adopted.*** Carried

Surf Sport Minutes:

Presented by Pat Manning (attached).

Arising from the report;

- Patrols hours are now OK for the team except for one member, who is 15 minutes short.
- Lisa McGuiggan and Mat Harper to be allocated use of club asset boards. Details of this arrangement are required by the Hon Secretary.
- New Skis should be arriving soon
- 'Bunnings' BBQ dates 3/4/10 & 1/5/10 – Hon Secretary to fill in paperwork.
- Australian Championships – working bee cleaning board and ski shed for members of the representative team has been organised.
- Ski shed pigeons roosting in the roof. Chicken wire needed to be placed in the shed. The Board agreed to this measure taking place. It was thought that the task was not beyond the group who use this area to carry out this work and bill the club for any reasonable costs incurred.
- Level one coaching – the following members were nominated for this training - Georga Fayne, Tara Coleman & Jackson Raymond
- Tent issue – new tents (2) being purchased for use at State and Australian. No approval was given for use of nipper tent at State and Australian championships despite the matter being discussed in general terms at the last Board meeting.
- In relation to funds raised by competitors it was confirmed that 90% of money raised by surf sports group can be used for surf sports. 10% to go to the building fund.
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Moved: PS Seconded: SH ***That the Surf Sports report be adopted.*** Carried

General Business:

- Congratulations to SLSS surfing competition representatives. The Maroubra team won the event. Notice of congratulations was included to team members in the last newsletter.
- Water damage to new balcony area waterproofing membrane and door sill to be raised with Randwick City Council (who under took the work).

There being no further business the meeting was closed at 21:40

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	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	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	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	NYC
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	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	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	
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	
152	19/01/10	Appoint Admin Assistant	KG	23/02/10	
153	19/01/10	Start work on the deck by February	Exec	23/02/10	

154	19/01/10	Meet with Grievance Officer	KG	23/02/10	
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	
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	
159	19/01/10	Arrange for working bee for representative team members	PM	23/02/10	
160	19/01/10	Purchase new ice machine	TM	23/02/10	
161	19/01/10	Consult RCC regarding water damage to new section of balcony	TM	23/02/10	
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