



MINUTES

Board of Management

Location: Maroubra Surf Life Saving Club Bill Kember Room.
Date: Wednesday 14th July 2010
Time: Meeting Commenced at 1840
Future Meetings: Wednesday 11th August 2010 (venue to be advised).

Distribution: Board of Management (9)
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Minutes Folder

Present: Tim Murray (Pres/Chairman)
Keith Grima (Hon Secretary)
Tony Grivell (Dir Membership)
Paul Scullion (Vice Pres)
Trent Thomas (Captain)
Peter Donohue (Dir Surf Sports)
Wayne Clare (Dir Property & Amenities)

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

The President welcomed the three new Board members – Tony Grivell, Wayne Clare and Peter Donohue.

Apologies: Brent Armitage (Dir Finance) due to work commitments, Steven Hayes (Dir Junior Development) due to work commitments.

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

Absent: Nil **Visitors:** Nil

Minutes of the May 18 Board Meeting

The minutes were reviewed by those members who were members of that Board.

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

Business arising:

- Nil

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

- A number of items were re-allocated to new directors

Reports

President:

Submitted a verbal report.

Items discussed from the report;

- Randwick District AGM 22nd July
- Increase in fees for surf sports entries (up 33%) and capitation fees
- Marathon Ski event proposal from SLSS. No firm plans at this stage. Proposal to be forthcoming. Will be considered at that time. In principal support of the concept.
- Coordination with RCC with regard to building project. Re-establishing contact regarding approval.
- Fire doors are also under consideration by RCC
- RCC funds for building rectification and beautification to be coming next season.
- Soft sand running event – Suki to come back with a proposal regarding the sharing of under-writing cost. Date is under consideration.
- Regarding vested interests in matters, where directors have a financial interest. Directors must declare any interest in matters under consideration.

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

Director of Finance:

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

Items discussed from the report;

Moved: PS Seconded: WC ***That book keeper (Megan Stokes) be given a key and swipe with access to be granted to the office for accounting purposes only.*** Carried

Moved: PS Seconded: WC ***That the Director of Finance (Brent Armitage), be granted a signatory on all of Maroubra SLSC Financial Bank Accounts and that there now be a total of three signatories on Maroubra SLSC Financial Bank Accounts namely, Tim Murray (President), Keith Grima (Honorary Secretary) and Brent Armitage (Director of Finance).***
Carried

Moved: PS Seconded: WC ***That the previous Director of Finance, Craig Thorn, be removed as a signatory on all of Maroubra SLSC financial accounts.*** Carried

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

Captain:

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

Items discussed from the report;

- Nomination for Assistant Chief Instructor from Peter Grant
- Patrol agreement submitted to Surf Lifesaving NSW

Moved: TT Seconded: TG ***That Tony Grivell be appointed as Junior Activities Representative*** Carried

Moved: TT Seconded: TG ***That Peter Grant be appointed as Assistant Chief Instructor.*** Carried

Moved: KG Seconded: WC ***That the club Captain be authorised to undertake expenditure associated with annual gear inspection.*** Carried

The Captain tabled a 'Competition Requirements' document for the 2010/2011 season.

After discussion, it was considered advisable that the active competitors be asked to sign off on receipt of this document. The Manager of Surf Sports to report back on progress / completion.

Moved: TG Seconded: WC ***That the report be adopted.*** Carried

Vice President:

Submitted a verbal report

- RCC – possible gathering with RCC Lifeguards to discuss relationships.
- Branch meeting – now monthly
- Street Ice Cream have sponsored new patrol tents

Moved: TT Seconded: TG ***That the report be adopted.***

Carried

Surf Sports Report:

Submitted a written report incorporated in Surf Sports Committee Minutes.

- It was noted that the report called for a position referred as “Committee Secretary” and that there is no such position (ref constitution). A member may assist by taking minutes of meeting etc but they may not speak at the meeting without a special motion and they cannot vote on any matter.
- It was noted that the report did not include a Junior Activities Representative as required by the constitution. The Director of Surf Sports to consult with Director of Junior Activities in order to fill this position.
- Discussion took place in relation to a proposal to co-host a marathon ski event.

Moved: WC Seconded: PD ***That in-principal support be given to the ski event pending details contained in the proposal from SLSS.*** Carried

Moved: WC Seconded: PD ***That Matthew Johnson be appointed to the position Swim Representative.*** Carried

Moved: PS Seconded: WC ***That the Surf Sports report be adopted with amendments (noted above).*** Carried

Director Junior Activity:

Absent - Nil to report.

Director of Membership:
Submitted a written report.

Business arising from the report.

- Appointment of members to vacant committee positions

Moved: TG Seconded: KG ***That Norm Cowdrey be appointed as Membership Registrar.*** Carried

Moved: TG Seconded: KG ***That Demi Pandol be appointed as Female Representative.*** Carried

- Amend minutes to reflect that Tim Murray has declined to position of Publicity Officer.
- In relation to John Moran's application for Associate membership –the application has been declined. It was suggested that John be encouraged to undertake training which would allow him to become an award member. If John accepts, he will be rostered on patrol for the coming season.
- In relation to the membership status of Ron Trouville – after examination and consideration of all information it is recommended that Ron Trouville be granted Long Service membership and that his history card and membership record be annotated to reflect this decision.

Moved: TG Seconded: KG ***That Ron Trouville be transferred to Long Service Membership and that his records be annotated accordingly.*** Carried

Moved: TT Seconded: PS ***That the Membership Committee Minutes be adopted.*** Carried

Director of Property & Amenities
Submitted a verbal report.

There was a general discussion on where to place the gear when building works commence. Proposal to place the containers on the southern grassed area to be discussed with Randwick City Council

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

Secretary:

Submitted a written report (attached).

Items discussed from the report;

- Need to repair or purchase a new TV for the function room.
- RCC visited to inspect for asbestos.
- Action was discussed regarding business arising from the AGM, relating to comments from the floor on a range of issues, including Past Active category redraft for the constitution committee, the need to increase the social activities, the need to grow sponsorship opportunities, clothing sales and response of patrol members. A range of initiatives contained in the report were adopted.
- Nominations for SLSNSW awards of excellence
- Regarding the appointment of a Grievance officer- it was thought that this should be the role of a life member in order to engage them. Support could be solicited from our honorary solicitors.

Moved: KG Seconded: PS ***That the Life members be asked for expressions of interest in the role as club grievance officer.*** Carried

Moved: KG Seconded: WC ***That the spouses / partners of Board members, State and Federal members, Senator Mark Arbib, Councilors (inc Mayor) & General Manager of Randwick City Council, Directors & General Manager of the Maroubra Seals Club, Randwick City Head Lifeguards, President SSJRLC, President Randwick Labor Club, President Matraville RSL, Craig Thorn of Auspak, Jimmy Steward and Ian Smith of Maroubra Locksmiths, Glenn Duffus of GD Photography, Ken Hudson, Paul Nicolaon (Baywash), John McLoughlin (2036 Designs), Honorary Solicitors, Honorary Grievance Officer, Junior Activities Age Managers, Dave Owens (NSW Police), Robert Ginman, the Functions Manager, Victoria Raymond and Donna Schott be granted Honorary Membership status for 12 months.*** Carried

Correspondence:

Incoming:

- From SLSS meeting package 6th July meeting
- From SLSS copy of correspondence to Robert Magro re RWC team.
- From Trent Thomas – Surf Sports Subsidy proposal
- From SLSA Policy Statement Water Safety
- From ENGINE swim ware proposal
- From NSW Dept Fair Trading – changes to incorporations legislation
- From RCC – seeking permission to use the clubhouse as an emergency evacuation Centre

Moved: KG Seconded: PS ***That Maroubra SLSC Inc agree to the use of our premises as an emergency evacuation centre.***

- From Maroubra Locksmiths – donation of \$2,000
- From Print National – annual report quotation
- From CONSTANT security services – quotation for security cameras
- From Catfish regarding purchase agreement.

Outgoing:

- To SLSA – application for Long Service Awards
- To William Ryan – apology for annual report omission
- To SLSNSW – Lifesaving Service Agreement
- To John Moran – regarding membership status
- To Stephen De Lorenzo – regarding membership status
- To Maroubra Locksmiths – letter of thanks for donation
- To Alan Langford – congratulations on OAM
- To Tom Symonds – re History Committee
- To Brian Purdon – re History Committee
- To Bruce McCann – re History Committee
- To John Restuccia – re History Committee
- To Fair Trading – advising constitutional changes

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

Carried

General Business:

- Workcover claim in progress for Lisa McGuigan following an ankle injury during club championship last season.
- Peter Donohue asked for approval to purchase a ski rack for Malabar to a value of \$540.

Moved: KG Seconded: PD That purchase of a ski rack, to the value of \$540, be approved. Carried

- The President discussed directors' limits of expenditure.
- Brent Armitage – patrol exemption due to his executive position.

Moved: TT Seconded: TG ***That Brent Armitage be granted patrol exemption due to position as an executive member of the Board of Management.*** Carried

- President discussed to ski trip – prior approval has been given for expenditure of \$5,000. The ski trip is scheduled for 7th – 9th August.

There being no further business the meeting was closed at 21.39

Signed Chairman: _____ Tim Murray (President)

Honorary Secretary: _____ Keith Grima

Board of Management Attendance

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

- P present
- A absent (no apology)
- S submitted apology (accepted)
- N submitted apology (not accepted)



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	Progress
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	Progress
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	Progress
178	23/03/10	Resolve issue of rear fire doors with RCC	TM	15/04/10	Progress
190	23/03/10	Set date for soft sand event	Executive	11/08/10	NYC
191	23/03/10	Request use of beach for soft sand event	KG	11/08/10	NYC
203	20/04/10	New camera and lighting for public access defibrillator	KG	11/08/10	Progress
204	20/04/10	Press release for public access defibrillator	KG	11/08/10	Progress
208	20/04/10	Investigate official dress item	TT	11/08/10	Progress
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	Progress
215	14/07/10	Budget submissions	All directors	11/08/10	
216	14/07/10	Issue infringement notices to two members who misbehaved during June	KG	11/08/10	
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	
221	14/07/10	Write to RCC agreeing to emergency evacuation arrangements	KG	11/08/10	
222	14/07/10	Meet with Mal Allen regarding swimming costume supply	KG	11/08/10	
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	
225	14/07/10	Write to Norm Cowdrey – appointment as Membership registrar	KG	11/08/10	
226	14/07/10	Write to Demi Pandol – appointment as Female Representative on the Membership Committee	KG	11/08/10	
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	
229	14/07/10	Write to Disciplinary Committee members regarding their appointment	KG	11/08/10	
230	14/07/10	Write to Constitution Committee members regarding their appointment	KG	11/08/10	
231	14/07/10	Write to Chief Patron and Patrons regarding their appointment	KG	11/08/10	
232	14/07/10	Send “competition requirements” document to all active surf sports members. Record receipt.	PD	11/08/10	

233	14/07/10	Write to Peter Grant regarding appointment as Assistant Chief Instructor	KG	11/08/10	
234	14/07/10	Arrange for transfer of financial signatories	BA	11/08/10	
235	14/07/10	Arrange for access & accommodation of book-keeper	KG	11/08/10	
236	14/07/10	Clarify Fire Doors situation	WC / TM	11/08/10	
237	14/07/10	Re-establish position regarding building approval	WC / TM	11/08/10	
238	14/07/10	Report of quotes obtained and position of building works	WC	11/08/10	
239	14/07/10	Write to Matt Johnson regarding appointment as Swim Representative	KG	11/08/10	
240	14/07/10	Complete nominations for SLSNSW awards of excellence	KG	11/08/10	
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	
243	14/07/10	Investigate BOM planning think-tank	TG/TM	11/08/10	
244	14/07/10	Propose a fund raising event and a social event	Each Sub-Committee	11/08/10	
245	14/07/10	Appoint auditors for the incoming season	BA	11/08/10	
246	14/07/10	Write to Tony Grivell regarding appointment as JA Rep on LS committee	KG	11/08/10	
247	14/07/10	Suggest get-together with Board of Seals	KG	11/08/10	
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