



## MINUTES

### Board of Management

Location: Maroubra Surf Life Saving Club - Bill Kember Room.  
Date: Tuesday 18<sup>th</sup> May 2010  
Time: Meeting Commenced at 1840  
Future Meetings: TBA possible meeting with the SEALS.

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**Present:** Tim Murray (Pres/Chairman)  
Craig Thorn (Dir Finance)  
Keith Grima (Hon Secretary)  
Jacqui Twitchings (Dir Membership)  
Paul Scullion (Vice Pres)  
Trent Thomas (Captain)  
Steven Hayes (Dir Junior Development)  
Patrick Manning OAM (Dir Surf Sports)

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

**Apologies:** Ian McLoughlan (Dir Property and Amenities)

Apology due to work commitments

Moved: KG Seconded: JT ***That Ian's apology be accepted.*** Carried

**Absent:** Nil

**Visitors:** Nil

## **Minutes of the April 20 Board Meeting**

The minutes were reviewed.

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

Business arising:

- Nil

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

## **Minutes of the April 24 Special Board Meeting (Brain storm session regarding terms of reference – Paid Administration)**

The minutes were reviewed.

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

Business arising:

- Nil

## **Reports**

### **President:**

Submitted a verbal report.

Items discussed from the report;

- Presidents meeting attended. No branch patrol efficiency competition conducted this season. Lifesaving Policy issues – SLSNSW system has been proposed. No comments from Maroubra.
- ORB2 issue – seems to have been resolved. Concern regarding flow-on effect on ORB3.
- Meeting with Randwick City Council to discuss the funding arrangements for the community fund to be held in the near future.

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

### **Director of Finance:**

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

Items discussed from the report;

- Audit completed and a good result.
- All financials were healthy and results are good.
- Profit generated for the building fund will allow us to complete the building programme.

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

**Captain:**

Submitted a written report, incorporating the lifesaving committee minutes (attached).

- Telstra lifesaving fund application has been submitted.

Moved: TT Seconded: KG ***That Steven Vermeij be granted long service membership*** Carried

- Sixty three 100% efficiency awards gained this year
- Major award recommendations are contained in the report
- Five members attended the Lifesaving development camp (including Trent, as an organiser).

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

**Vice President:**

Nil to report

Carried

**Surf Sports Report:**

Submitted a verbal report.

- Club Championship results were sent via email and point score to be forwarded in the very near future
- Feedback on the Surf Life Saving Sydney camp for Surf Sports and the camp was very successful. Tara Coleman was a mentor and Jacqui Twitchings was an organiser. The club fully funded our team.

Moved: KG Seconded: JT ***That the Surf Sports report be adopted.*** Carried

**Director Junior Activity:**

Nil to report.

**Director of Membership:**

Nil to report.

**Director of Property & Amenities**

Apology – no report

**Secretary:**

Submitted a written report (attached).

Items discussed from the report;

- Fee policy for 100% efficiency members.

Moved: TT Seconded: CT ***That 100% efficient patrol members be fee exempt for 2010-11.***

Carried

**Correspondence:**

**Incoming:**

- From Stephen de Lorenzo acknowledging letter of reinstatement
- From Stephen de Lorenzo – resigning from Director of Surf Sports
- From SLSA – regarding the response by clubs to the death of Saxon Bird
- From Jack Carter – letter of thanks for membership card
- From Rotary Maroubra – invitation to “Unsung Volunteers” presentation night on Monday 31 May. Also asking for nominations.

Moved: TT Seconded: PS ***That Tony Grivell be nominated for this award (depending upon availability) and that Craig Thorn & Steven Hayes attend in support. If Tony is unavailable the Captain will nominate an alternative person for the award.***

Carried.

- From Tim Murray – notice of motion to amend clause 10.3.2 of the constitution.
- From Graham Johnson - notice of motion to amend clause 10.3.2 of the constitution.
- From Steven Vermey – application for Long Service membership
- From John Moran – asking why he cannot be an associate member automatically.
- From Randwick City Council – CDSE application acknowledgement.

**Outgoing:**

- To Patrick Manning OAM – letter of appointment as Director of Surf Sports
- To Support Operations Group Manager – letter of endorsement for Robert Magro as an RWC operator
- To Support Operations Group Manager – letter of endorsement for Nick Reilly as an RWC operator
- To John Moran – acknowledging receipt of application to change from active to associate membership. Advice that the standard process would be applied.

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

**General Business:**

- Lifesaving Committee has recommended Tony Grevill for Honour Blazer.

Moved: CT Seconded: JT ***That Tony Grivell be endorsed as by the Board of Management for Honour Blazer nomination.*** Carried

- Paid Administration Sub-Committee.

Moved: KG Seconded: JT ***That the BOM Accept expressions of interest from Craig Thorn and Tony Grivell. Craig Thorn to be the convener, at this stage, and report back to the next meeting.*** Carried

- Regarding the gym gear.

Moved: KG Seconded: CT ***That the club purchase a second spin bike and a rowing machine.*** Carried

- Mark Fisher would like to donate \$6,240 for the purchase on surf ski's as club assets.

Moved: PM Seconded: JT ***That the offer of sponsorship for two skis be accepted.*** Carried

There being no further business the meeting was closed at 20:16

Signed Chairman: \_\_\_\_\_ Tim Murray (President)

Honorary Secretary: \_\_\_\_\_ Keith Grima

## Board of Management Attendance

Name	Position	Month														
		J	A	S <sub>2</sub>	S	S	O	N	D <sub>2</sub>	D	J	F	M	A	M	J
Tim Murray	President	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Craig Thorn	Director of Finance	S	P	P	P	P	P	P	P	P	P	P	P	P	P	
Trent Thomas	Captain	P	P	P	P	P	P	P	S	P	P	P	S	P	P	
Paul Scullion	Vice President	P	P	P	P	P	P	P	S	P	P	P	S	P	P	
John McLoughlin	Dir Jnr Activities (J-D)	P	P	P	P	P	P	P	P	-	-	-	-	-	-	-
Steven Hayes	Dir Jnr Activities (J-J)	-	-	-	-	-	-	-	-	-	P	P	S	S	P	
Jacquie Twitchings	Director of Membership	P	P	P	P	P	P	S	P	P	S	P	P	P	P	
Ian McLoughlin	Dir Prop & Amenities	S	P	P	P	P	P	S	P	S	S	P	P	P	S	
Stephen Delorenzo	Dir Surf Sports (J-A)	S	P	A	P	P	P	A	A	A	R	R	R	R	-	-
Patrick Manning <sup>OAM</sup>	Dir Surf Sports (M-J)	-	-	-	-	-	-	-	-	-	-	-	-	-	P	
Keith Grima	Honorary Secretary	P	P	P	P	P	P	P	P	P	P	P	P	P	P	

S<sub>2</sub> special meeting September

D<sub>2</sub> special meeting December

P present

A absent (no apology)

S submitted apology (accepted)

N submitted apology (not accepted)

R absent no apology required



## 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
30	16/07/09	Publish competition requirements from lifesaving	KG	16/09/09	C
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	Completed
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	Supersueded
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	lapsed
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	Completed
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	Completed
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 see item 162
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	Completed
147	19/01/10	Correction to December BOM minutes	KG	23/02/10	C
148	19/01/10	Have a clothing sale on 31 <sup>st</sup> January	PS/SH	23/02/10	Completed
149	19/01/10	Purchase six new radios	TT	23/02/10	Completed
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	Completed
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	Progress
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	Completed
163	23/02/10	Write to Suki Scade – thanks for presentation and offer of assistance.	KG	23/03/10	Completed
164	23/02/10	Write to Surf Sports Committee – regarding pest control	KG	23/03/10	Completed
165	23/02/10	Write to Surf Sports Committee – re Jake Nurmi board purchase – listing on asset register	KG	23/03/10	Completed
166	23/02/10	Publish two new policy statement – JA patrols, dual members patrols	KG	23/03/10	Completed
167	23/02/10	Write to Adam Borg re granting Long Service membership	KG	23/03/10	Completed
168	23/02/10	Write to Tommy Nolan regarding Associate membership rejection	KG	23/03/10	Completed
169	23/02/10	Place Westpac stickers on surf craft	SS Committee	23/03/10	Progress
170	23/02/10	Purchase public access defibrillator, new camera, signage	KG	23/03/10	Progress
171	23/02/10	Write to Russell Fine – rejecting application for fee reduction on hall hire	KG	23/03/10	Completed
172	23/02/10	Obtain three quotes for the deck	IM	23/03/10	Progress
173	23/02/10	Place note in BTF re clearing sheds	KG	23/03/10	Completed
174	23/02/10	Conduct stock-take of clothing assets	SH/PS	23/03/10	Progress
175	23/02/10	Follow up sale of surf boat and trailer	TM	23/03/10	NYC
176	23/02/10	Investigate large container for use during building work	TM/IM	23/03/10	Progress
177	23/03/10	Process recommendations from Grievance Officer	KG	15/04/10	Completed
178	23/03/10	Resolve issue of rear fire doors with RCC	TM	15/04/10	Progress
179	23/03/10	Represent MSLSC at disability forum	TM	15/04/10	Completed
180	23/03/10	Submit final invoices by end of April	AllDirectors	15/04/10	Completed
181	23/03/10	Advise insurer that stolen ski has been found	KG	15/04/10	Completed
182	23/03/10	Correspond with Tom McDougal regarding his appointment as Chief Patron	KG	15/04/10	Completed
183	23/03/10	Consider the formalising of end of conditional season membership close off	JT	15/04/10	Completed
184	23/03/10	Complete member recognition nominations for SLSS awards	KG/TT/Surf Sports	15/04/10	Progress
185	23/03/10	Reserve table of 15 for SLSS Awards Night	KG	15/04/10	Completed
186	23/03/10	Invite members to SLSS Awards Night	KG	15/04/10	NYC
187	23/03/10	Write to Junior members of the Maroubra Rep Team who were in Queensland for Aust Champ	TM	15/04/10	Completed
188	23/03/10	Write to Brendan Irvine granting LOA	KG	15/04/10	Completed
189	23/03/10	Contact Suki Scade regarding the soft sand event	KG	15/04/10	NYC
190	23/03/10	Set date for soft sand event	Executive	15/04/10	NYC
191	23/03/10	Request use of beach for soft sand event	KG	15/04/10	NYC
192	23/03/10	Write to RCC re use of club on 15th April	KG	15/04/10	Completed
193	23/03/10	Write to SSJRLC re referees night	KG	15/04/10	Completed
194	23/03/10	Write to Kensington football group regarding use of club	KG	15/04/10	Completed
195	23/03/10	Write to NIVIA regarding use of club	KG	15/04/10	Completed
196	23/03/10	Canvas proposals for ski weekend (in BTF)	KG	15/04/10	NYC
197	23/03/10	Implement patrol lunches for the last part of the patrol season	TT	15/04/10	Lapsed
198	20/04/10	Accept RFD fire door quote if rear doors are needed	IM	18/05/10	
199	20/04/10	Hold brain storming session to create terms of reference for the 'Training Cost Recovery Policy' sub committee	KG	18/05/10	Completed

200	20/04/10	Call for expressions of interest in the Training Cost Recovery Policy sub committee in BTF and email	KG	18/05/10	Completed
201	20/04/10	Supply Australian Championships report for annual report	PM	18/05/10	Progress
202	20/04/10	Write to SLSS endorsing the Development Camp nominees and agreeing to pay for them	KG	18/05/10	Completed
203	20/04/10	New camera and lighting for public access defibrillator	KG	18/05/10	Progress
204	20/04/10	Press release for public access defibrillator	KG	18/05/10	Progress
205	20/04/10	Cover photo for annual report	JT	18/05/10	Completed
206	20/04/10	Send out advice of AGM etc	KG	18/05/10	Progress
207	20/04/10	Nominations for Board & Committee positions	AllDirectors	18/05/10	Progress
208	20/04/10	Investigate official dress item	TT	18/05/10	Progress
209	18/05/10	Write to Steven Vermey advised of successful application for Long Service Membership	KG	15/06/10	
210	18/05/10	Advise members of fee exemption for 100% members via BTF	KG	15/06/10	
211	18/05/10	Advise members of Seals membership payment system for active members	KG	15/06/10	
212	18/05/10	Purchase another spin bike and a rowing machine for the gym	TM	15/06/10	
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	15/06/10	
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