



MINUTES

Board of Management

Location: Maroubra Surf Life Saving Club Bill Kember Room.
Date: Wednesday 25th May 2011
Time: Meeting Commenced at 1831
Future Meetings: Wednesday 22nd June

Distribution: Board of Management (9)
Club Notice Board (2)
Minutes Folder

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

The President declared a quorum (1/3 of elected members) and opened the meeting with silence observed in honour of past members. The passing of Howard Langford and William Hackett was noted.

Apologies: Danny Donohoe (Dir Junior Development) – prior social commitment.

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

Absent: Nil

Visitors: Kevin Grant, Arthur Cotsios

The President reminded members that all matters, where there is a personal or financial interest affecting a director, must be declared.

The director of Properties and Amenities declared an interest in the building works and will not take part in voting on any related matters.

Minutes of the April 13 Board Meeting

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

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

Business arising:

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

Moved: KG Seconded: WC ***That the minutes be adopted.*** Carried

Reports

President:

Submitted a verbal report

Items discussed from the report;

- Upcoming meetings including various AGM's
- Branch meeting – constitution changes are being reconsidered.

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

Director of Finance:

The current financial statement was presented.

Items discussed from the report;

- Audit completed. Result was satisfactory. Some detailed explanations were given for a number of items.
- Director of Finance gave notice that he would not be seeking re-election due to family commitments.
- Noted that the GST had been paid to Junior Development

Moved: WC Seconded: PD ***That \$4400 for auditing fees be paid.*** Carried

Moved: WC Seconded: PD ***That the Director of Finances' report and the financial statement be adopted.*** Carried

Captain:

Submitted a written report incorporating the lifesaving committee report.

Items discussed from the report;

Moved: WC Seconded: PD ***That the Club Captains report be adopted.***

Carried

Vice President:

No report

Surf Sports Report:

Submitted a verbal report. No Surf Sport meeting was held.

- Invoice for a paddle for Tara Coleman. No motion was put at the time.

Moved: PD Seconded: WC That the paddle, which has been delivered and which has an outstanding invoice, be purchased by the club and that the paddle be provided for Tara Coleman's personal use and remains the property of the club.

Carried

Moved: WC Seconded: PS ***That the Director of Surf Sports report be adopted.***

Carried

Director Junior Activity:

Absent, no report

Director of Membership:

Absent no report.

Director of Property & Amenities

Submitted a verbal report.

WC declared an interest and abstained from voting on all building related issues.

Business arising from the report

- Reported on the construction works. Discussion regarding security ensued, it was recommended that the stairs be modified to provide security and storage. Some extra cost will be incurred which is estimated at \$8,500 (incl. GST). Also fire compliance issues were discussed. MSC that the \$8500 be incurred (WC abstained from the vote).

MSC That we exec be empowered to authorise expenditure on fire compliance matters associated with the current work. Carried

- Reported on the meeting with RCC on the upcoming major funding. The report will be forthcoming.

Moved: PD Seconded: BA ***That the report be adopted*** Carried

Secretary:

Submitted a verbal report.

Items discussed from the report;

- The grievance officer is unwell and unable to continue performing his duties.

MKGSTTC That BP be asked to perform the duties of GO if David Popplewell is unable to perform the duties of GO. Carried.

Correspondence:

Incoming:

- From Jodie McNeil – letter of thanks
- From NSW Govt – emergency management plan
- From SLSS – confirmation of nominations for awards of excellence
- From Chris Rich – re membership
- From SLSS – copy of correspondence to Arthur Cotsios
- From SLSS – copy of correspondence to Tamara Murray
- From John Moran – notifying contact with SLSA and the Anti Discrimination Board regarding correspondence last month regarding membership and requesting discussion with the Club Grievance officer
- From Peter Garrett – regarding National Volunteers week, requesting nominations for certificates
- From Peter Garrett – certificates for Gary Cheer, Arthur Cotsios and Mathew Harper as volunteers
- From Ray Ireland – requesting Active Reserve status
- From SLSNSW – vessel registration confirmation
- From Westpac Lifesaver Rescue helicopter – volunteer patrols hours statement for Maroubra members
- From SLSS – copy of correspondence to Gilbert Olzomer
- From SLSS – letter from JLT requesting director insurance declaration
- From Gilbert Olzmer – requesting conditional membership

Outgoing:

- To RCC - CDSE submission
- To SLSS – awards of excellence nominations
- To SLSA – long service awards
- To JLT – directors insurance declaration

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

Carried

General Business:

- Regarding Hon Blazer. MSC that TT be nominated for HB.
- A number of items were discussed that related to expenditure for the incoming board.
- 18-25 development camp – 5 positions are available.

MSC That the five positions be filled in consultation with the exec and Dir Membership. Carried.

- The President spoke in relation to the current position of the club and the outlook for the future. The President thanked the Board for their work during this season and for the work of the previous three administrations.

Wed 22nd June RGC 50% subsidy with a limit of \$500 MSC Board members only.

There being no further business the meeting was closed at 19:55

Signed Chairman: _____ Tim Murray (President)

Honorary Secretary: _____ Keith Grima

Board of Management – Monthly Meeting 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	P	P	P	P	P
Brent Armitage	Director of Finance	S	P	S	P	S	P	P	S	P	S	P	
Trent Thomas	Captain/Dir Lifesaving	P	S	P	P	P	P	P	P	P	P	P	
Paul Scullion	Vice President	P	P	S	P	P	S	P	P	P	S	P	
Steven Hayes*	Dir Junior Activities	S	P	-	-	-	-	-	-	-	-	-	
Danny Donohoe*	Dir Junior Activities	-	-	P	P	P	P	P	P	P	P	S	
Tony Grivell	Dir Membership	P	P	P	P	P	P	S	P	P	P	S	
Wayne Clare	Dir Prop & Amenities	P	S	P	P	S	P	S	P	S	P	P	
Peter Donohue	Director Surf Sports	P	P	P	P	S	P	P	P	S	P	P	
Keith Grima	Honorary Secretary	P	P	P	P	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
4	20/08/08	By Laws – develop by-laws for each section	All directors	Current	Progress
27	16/07/09	Find more level 1 officials	PD	16/09/09	NYC
Commencement of 2010 – 2011 Season					
232	14/07/10	Send “competition requirements” document to all active surf sports members. Record receipt.	PD	11/08/10	Lapsed
236	14/07/10	Clarify Fire Doors situation	WC / TM	11/08/10	Completed
244	14/07/10	Propose a fund raising event and a social event	Each Sub-Committee	11/08/10	Lapsed
257	17/08/10	Establish training reimbursement policy for JA	SH/JP	12/10/10	Completed
262	14/09/10	Implement Future Leaders Programme	TT	12/10/10	Progress
270	14/09/10	Review submission by Robert Magro	Board	12/10/10	Lapsed
277	12/10/10	Implement Patrol Capability Improvement Programme (PCIP)	TT/TG	09/11/10	Completed
280	12/10/10	Publish Australian Championships Subsidy Scheme (web)	KG	09/11/10	Lapsed
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
293	13/11/10	Sell board asset, identify asset and remove from the asset register	PD/KG	08/12/10	Progress
295	13/11/10	Consider correspondence from John Moran	TG	08/12/10	Completed
297	13/11/10	Implement SRC patrol encouragement scheme	TG	08/12/10	Completed
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	Completed
300	08/12/10	Apply for an extension to the Community Building Fund	WC	19/01/11	Completed
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	Completed
303	08/12/10	Produce procedure or processing Associate Membership	TG/KG	19/01/11	Progress
306	08/12/10	Run raffle as approved	PD	19/01/11	Lapsed
307	08/12/10	Refer the position of Community Education Officer to Constitution Committee	KG	19/01/11	Completed
308	19/01/11	Nominate members for rescue of the month	TT	16/02/11	Completed
309	19/01/11	Nominate members for ‘Youth Opportunity Makers’ workshops.	TT	16/02/11	Lapsed
311	19/01/11	Obtain hand weights for gym	TT	16/02/11	Progress
313	19/01/11	Repair doors and windows in upstairs area	WC	16/02/11	Completed
316	16/02/11	Assist John Moran in understanding his options for membership.	TG	16/03/11	Completed
317	16/02/11	Forward financial statement for previous months to Director of Finance in order to update records for audits	DD	16/03/11	Completed
318	16/02/11	Advise Christian Zuscak of Long Service membership. Amend records in SurfGuard.	KG	16/03/11	Completed
320	16/02/11	Advise Greg Dive regarding his service towards Long Service membership.	KG	16/03/11	Completed
321	16/02/11	Send letter of congratulations to Yasmin Grivell re SLSS Lifesaver of the year finalist	KG	16/03/11	Completed
322	16/02/11	Approach Erol Ozdirik regarding assistance in future planning options	WC	16/03/11	Completed

323	16/02/11	Negotiate Molloy Shield date and venue within District	TM/TT	16/03/11	Lapsed
324	16/02/11	Organise presentation night for 18 th June	TT/TG	16/03/11	Progress
326	16/02/11	Check the current Australian Sports Commission guideline on photography display / access / authority	KG/DD	16/03/11	Completed
328	16/03/11	Create a By-Law which details 'Images of Children' policy compliance with the Australian Sports Commission	KG	13/04/11	NYC
329	16/03/11	Complete stock-take by end March	DD/BA/KG	13/04/11	Completed
330	16/03/11	Advise LofA for N Vardakis, S Bromby, A Ray & P O'donohue. Note in records.	KG	13/04/11	NYC
331	16/03/11	Submit major awards nominations	TG	13/04/11	Completed
332	16/03/11	Submit Club Championship results	PD	13/04/11	Completed
333	16/03/11	Re Australian Champ Reps – sign code of conduct contract, submit patrol contracts (where rostered for patrol), nominate team manager, report on financial costs / expenditure and subsidy outcomes.	PD	13/04/11	NYC
334	16/03/11	Develop and implement junior development retention policy related to 13 and 14 YO JA members	TG/DD	13/04/11	NYC
335	16/03/11	Develop a return to work schedule for George Benhayen	KG/TG	13/04/11	NYC
336	16/03/11	Clarify this seasons service record for George Benhayen	KG	13/04/11	NYC
337	16/03/11	Advertise of members of the building proposals sub-committee related to RCC grant	KG	13/04/11	Completed
338	16/03/11	Appoint and facilitate RCC grant sub-committee	Executive	13/04/11	Progress
339	16/03/11	Nominate reserve dates for the coming season to integrate with hire bookings	All directors	13/04/11	Progress
340	16/03/11	Prepare reports for the annual report	All directors	13/04/11	Completed
341	16/03/11	Convene constitution sub-committee	KG	13/04/11	Completed
342	16/03/11	Advise Robert Magro regarding his hire application	KG	13/04/11	Completed
343	16/03/11	Call Jordan Ang regarding offer	KG	13/04/11	Completed
344	16/03/11	Relocate history to interim storage facility at the Seals Club	KG/TT	13/04/11	Progress
345	16/03/11	Investigate the cost of scanning associated with history	BA	13/04/11	NYC
346	16/03/11	Estimate a budget item for history storage and restoration in the next season budget estimates	BA	13/04/11	NYC
347	13/04/11	Reserve function area for gear inspection 10 + 11 Sept	KG	25/05/11	NYC
348	13/04/11	Conduct end of financial season audit	BA	25/05/11	Completed
349	13/04/11	Submit CDSE submission	TT	25/05/11	Completed
350	13/04/11	Transfer \$1000 from SLSS to Maroubra SLSC	PD	30/04/11	Completed
351	13/04/11	Transfer clothing to club for presentation night	PD	25/05/11	NYC
352	13/04/11	Transfer clothing costs from Surf Sports to Presentation	BA	25/05/11	NYC
353	13/04/11	Recommend committee positions to AGM for JA	DD	25/05/11	Progress
354	13/04/11	Facilitate nominations for 15 – 17 Development Camp	TG	25/05/11	Progress
355	13/04/11	Convene RCC major funding sub-committee	WC	25/05/11	NYC
356	13/04/11	End of season night – advise date to BOM	KG	25/05/11	Completed
357	13/04/11	Modify Arthur Rodman trophy	TT	25/05/11	Progress
358	25/05/11	Complete Telstra Assistance Fund application	TT	22/06/11	
359	25/05/11	Advise Charles Harwood and Gilbert Olzomer of conditional acceptance of membership	KG	22/06/11	
360	25/05/11	Advise Gary Pracy, Simon Keena, Damien Sonogo & David O'Donnell of acceptance as long service members	KG	22/06/11	
361	25/05/11	Advise Ray Ireland of acceptance as an active reserve member	KG	22/06/11	
362	25/05/11	List new ski paddle on club asset register	PD	22/06/11	
363	25/05/11	Nominate 5 members for the 18-25 development camp	TG	22/06/11	
364					
365					