



## MINUTES

### Board of Management

Location: Maroubra Seals Club Board Room.  
Date: Monday 17<sup>th</sup> November 2009  
Time: 1840  
Future Meetings: 1830 Tuesday 15<sup>th</sup> December, Maroubra Seals Club

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**Present:** Tim Murray (Pres/Chairman)  
Trent Thomas (Captain)  
Craig Thorn (Dir Finance)  
John McLoughlin (Dir Junior Activities)  
Paul Scullion (Vice Pres)  
Keith Grima (Hon Secretary)

**Apologies:** Ian McLoughlin (Dir Property Amenities),  
Jacquie Twitchings (Dir Membership)

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

**Absent:** Stephen Delorenzo (no apology received)

**Visitors:** Victoria Raymond

Silence was observed in honour of past members.

Moved: JM Seconded: PS ***That standing orders be suspended.*** Carried

**Director of Finance:**

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

Moved: KG Seconded: JM ***That the Bank reconciliation, Profit & Loss Statement dated 14 November 2009, Balance Sheet and Profit & Loss Statement October 2009, Projected Profit & Loss Statement 2009/10 and the Journal of expense incurred this financial year (related to last financial year) be adopted.*** Carried

*Items discussed arising from the report:*

- *Fee collection is down*
- *Annual maintenance grant of \$30k received from Randwick City Council*
- *Continuance of \$10 / member from juniors fees contributed to the building fund.*
- *The building fund is now nearing \$100,000*
- *The continued sponsorship from DK hair (\$800 collected so far) needs to be better recognised – do a promotion – advertise in BTF. JT to investigate if they are expecting a board when sponsorship reaches \$1,000.*
- *Bar and hire is making money*
- *Administration amount shown is audit costs plus financial administration.*
- *Insurance audit is progressing following a meeting with the insurer – need to provide a list of Lifesaving Services equipment for insurer.*

Moved: KG Seconded: PS ***That Victoria Raymond be heard in relation to the presentation of Surf Sport Minutes.*** Carried

Moved: KG Seconded: PS ***That standing orders be resumed.*** Carried

Minutes of the October 20 Board Meeting

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

Business arising:

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

Moved: JM Seconded: CT ***That the minutes be accepted.*** Carried

## Reports

### President:

Submitted a verbal report

Item discussed from the report;

- Live-Life – Volley Ball proposal – Tim met with them and has proposed a structure for hire of clubhouse and facilities. Detailed proposal discussed at a price of \$5,000 per day.

Moved: PS Seconded: CT ***That the president be empowered to progress the proposal & report back to the Board.*** Carried

- A decision was made to open the 'Maroubar' on Sundays under limited conditions.
- Race Day – interest is less than anticipated.
- Active schools programme – Tim to look into the opportunity for income. To report back.
- Congratulations to Branch team representatives – Tara Coleman U19 water, Cameron Murray U12 beach, Cooper Rawnsley U17 male beach reserve.
- Nat Butcher won the Randwick City Junior Sports Person of the year – letter of congratulations to be sent.

### Vice President:

Nil to report.

### Secretary:

Submitted a written report (attached).

Items discussed from the report;

- Hall hire system developing – new manager is going well.

Moved: KG Seconded: PS ***That Marie Diakanastasis be made an Honorary Member.*** Carried

Moved: TT Seconded: PS ***That the report be accepted.*** Carried

## Correspondence:

### Incoming:

- From Brad Wallace - regarding the passing of former member Mick Baker
- From Marie Diakanastasis – advising ABN number and Business name
- From Director of Surf Sports – requesting diversion of correspondence
- From Director of Surf Sports – dated 28 October advising that Westpac representative were coming to Maroubra on 1 November. The stated reason was ..... "As one of our sponsors they want to meet the nipper families & competitors as the Westpac corporate focus has returned to local communities."

**Outgoing:**

- To Maroubra Bowling Club – cancelling the bowls day
- To Barbara Macintosh – reply to correspondence dated 19/10/09
- To Mellissa Ambrose – letter of appreciation
- To Stan Thrasy – advising status as Long Service member
- To Jodie McGlone – advising status as Long Service member
- To Dennis Heussner – letter of thanks for assisting at Coolangatta Gold
- To Darren Schott – letter of congratulations for his efforts at Coolangatta Gold
- To Tara Coleman – letter of congratulations for her efforts at Coolangatta Gold
- To Randwick City Council – letters of nomination fro Community Service Awards for Steve Denholm, Alex Spies, Nick Reilly, Natalie Fernandez, Tamara Murray, Tony Grivell and Mark Heiss
- To Randwick City Council – requesting use of Beach on 29 November for Randwick Shield
- To Dept Sport & Rec – grant application

Moved: JT Seconded: JM ***That the correspondence be adopted and that the Secretaries report be accepted.*** Carried

**Captain:**

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

Items discussed from the report;

- Development camp members, Rob Magro and Nick reilly were accepted. However, course was cancelled.
- First Garie patrol was completed.
- Following up progression from SRC to bronze currently being assessed.
- Awards – all going well with the exception of advanced awards which will increase later.
- IRB storage under review.
- Sports & Rec application - news on success should be by the next meeting.
- Tent being investigated for beach shade.
- Randwick Shield – 29<sup>th</sup> November - water safety.

Moved: TT Seconded: PS ***That senior competitors be asked to provide water safety for the event.***

Carried

- Club races – patrols.

Moved: TT Seconded: PS ***Patrol members attending races must obtain approval of CC or his nominee.*** Carried

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

### **Director of Junior Development**

Submitted a written report and incorporating the Junior Development Committee financial statement (attached).

Items discussed from the report;

- Registration closed – 525 members
- 50% have done competition proficiency
- Nipper carnival at Cronulla
- Randwick Shield coming up
- Purchasing and reimbursement policy issued
- Logos approved – detail to come in a usable format
- Hon Members nominated

Moved: JM seconded: KG ***That S Goldbrick, R Harper, B Hession, L Keatinge, A Luxford, M Mulligan, P Mulligan, M Pasciuto, M Peterson, A Thambyah & C Vella be granted Honorary Membership for the period of twelve months.***

Carried

- Clothing purchase – the purchase of 50 Polo shirts was approved
- Hoodies – the purchase on a single colour, quantity 100 available for junior and senior sizes.
- Sale of old boards –

Moved: PS Seconded: KG ***That approval be given to sell assets (old nipper boards).***

Carried

- The issue of training delivery was discussed. It was noted that all training must be delivered by a trainer or under the supervision of a trainer.

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

Carried

### **Director of Surf Sports:**

Victoria Raymond presented the Surf Sports Minutes in the absence of the Director of Surf Sports.

- Lack of officials was discussed. The march past team will push up the officials requirement by one.

Moved: PS Seconded: JM ***That the report be accepted.***

Carried

**General Business:**

- Asset stickers now available
- Barbara Macintosh – honorary membership recommendation meeting.

Moved: KG Seconded: PS ***That Barbara Macintosh be granted honorary member for next 12 months.*** Carried.

- Nominations to be called for a clothing subcommittee – expressions of interest (5 persons). Hon Sec to recommend parameters.
- March past uniforms – new march past uniforms are needed.

Moved: KG Seconded: PS ***That 30 march past uniforms be purchased for competition and ceremonies.*** Carried

- Discussion in relation to gym equipment. Resolved that \$10,000 be spent on gym equipment to retire defective equipment.

Moved: TT Seconded: JM ***That TM & KG be empowered to spend \$10,000 on the replacement of defective gym equipment.*** Carried

- Keying of Junior Activities assets to key 5.
- Review master keys.
- All key issues also to be reviewed.
- The issue of space for juniors was discussed – an overall redesign is what is required in the long term.
- Related to the Westpac sponsorship. The President gave a brief overview of the current situation. A meeting between the executive and Westpac has been scheduled for 27<sup>th</sup> November. In relation to the actions of the Director of Surf Sports, there are a number of options including dismissing the director, censuring the director, resignation of the director or no action. The situation will be reviewed following the meeting with Westpac.

There being no further business the meeting was closed at 21:55

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	Progress
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	IM	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	JM/SD	16/09/09	NYC
28	16/07/09	Policy proposition for swim fees	SD	16/09/09	NYC
30	16/07/09	Publish competition requirements from lifesaving	KG	16/09/09	NYC
32	16/07/09	Develop SOP for subsidies (e.g. rep teams and swim fees)	DS	16/09/09	Progress
33	16/07/09	Budget submissions	All directors	16/09/09	Progress
36	16/07/09	New March-past uniforms	JM/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	NYC
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	NYC
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	JM CT	16/09/09	Progress
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	Progress
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)	Look into the logistics of proceeding with the deck	IM	16/09/09	Progress
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	Progress
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	NYC
79	16/09/09	Design and establish an infringement notice system for disciplinary matters	KG	21/10/09	NYC
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	Progress
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	SD/KG	21/10/09	Progress
88	16/09/09	Make Donna Schott, Victoria Raymond and Debbie Coleman honorary members – coaching organising Junior Development	KG	21/10/09	NYC
89	16/09/09	Consider partial patrol exemption for Kylie Heussner	TT/JT	21/10/09	Progress
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/SD	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	Ongoing
108	20/10/09	Check on the status of Pat Renford in relation to his injury	KG	17/11/09	NYC
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	NYC
112	16/11/09	Audit fees collected and write to non financial members	KG	15/12/09	
113	16/11/09	Advertise DK Hiar in BTF	KG	15/12/09	
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	
116	16/11/09	Progress Live-Life proposal	TN	15/12/09	
117	16/11/09	Open Maroubar on Sundays - limited	TM/KG/CT	15/12/09	
118	16/11/09	Active Schools program – investigate opportunity	TM	15/12/09	
119	16/11/09	Write to Branch reps – T coleman, C Murray, C Rawsley	KG	15/12/09	
120	16/11/09	Write to Nat Butcher regarding sports award	KG	15/12/09	
121	16/11/09	Process Marie Diakanastasis as Honorary member	KG	15/12/09	
122	16/11/09	Meet with Westpac regarding sponsorship agreement	TM/CT/KG	15/12/09	
123	16/11/09	Water Safety for Randwick Shield – to be provided by competitors	SD	15/12/09	
124	16/11/09	Investigate shade solution for patrols	TT	15/12/09	
125	16/11/09	Inform competitors that Club Captain (or his nominee) permission is need prior to them competing in Sunday Races whilst on patrol.	SD	15/12/09	
126	16/11/09	Process Hon members list from Junior Development	KG	15/12/09	
127	16/11/09	Purchase 50 polo shirts	CT	15/12/09	
128	16/11/09	Purchase 100 hoodies	CT	15/12/09	
129	16/11/09	Sell old board assets (Junior Development)	PS	15/12/09	
130	16/11/09	Process Barbara Macintosh as an Honorary Member	KG	15/12/09	
131	16/11/09	Replace defective gym equipment – limit of \$10,000	TM/KG	15/12/09	
132	16/11/09	Re-key junior dev assests with No5 keys	JM	15/12/09	
133	16/11/09	Review key holders (especially master keys)	KG	15/12/09	
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