



MINUTES

Board of Management

Location: Maroubra Seals Club Board Room.
Date: Tuesday 20th October 2009
Time: 1840
Future Meetings: 1830 Tuesday 17th November, Maroubra Seals Club

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

Present: Tim Murray (Pres/Chairman)
Trent Thomas (Captain)
Craig Thorn (Dir Finance)
John McLoughlin (Dir Junior Activities)
Jacquie Twitchings (Dir Membership)
Keith Grima (Hon Secretary)
Paul Scullion (Vice Pres)
Ian McLoughlin (Dir Property Amenities)
Stephen Delorenzo (Dir Surf Sports)

Apologies: Nil

Absent: Nil

Visitors: Nil

Silence was observed in honour of past members.

Minutes of the September 16 Board Meeting

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

Business arising:

- Action item 68 – now on web
- Action item 69 – planning is now advanced
- Action item 74 – not acceptable, offer declined
- Action item 82 – development camp Robbie Magro & Nick Reilly nominated
- Action item 59 – induction night run thanks for committee support
- Action item 65 – no action needed
- Action item 87 – progress made

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

Reports

President:

Submitted a verbal report

Item discussed from the report;

- District meeting with council cancelled for October – lack of time
- District meeting – issue related to Council Lifeguards was discussed
- ORB 2 boat consensus for support was given by the Board

Moved: KG Seconded: TT ***That the Board supports the operation of ORB2***
Carried

- Season Launch was successful
- Surf Education for People with disability

Moved: IM Seconded: JM ***That the report be accepted.*** Carried

Vice President:

Nil to report.

Secretary:

Submitted a written report (attached).

Items discussed from the report;

- Season Launch – well supported by the dignitaries and some sponsors
- New Office hours on Sundays – now 9.00 – 1200
- Club Hire is progressing well under the new system

Correspondence:

Incoming:

- Quote for marquees (Seal Pups)
- Copy of 'Local Sporting Champions' application (Feb 2009)
- Painting quotation from David Bridge
- Maroubra Board Riders – application for use of clubhouse
- Barbara Macintosh – addressed to David Donohue of the Disciplinary Committee

Outgoing:

- Touch Football event – advising of inability to accept booking
- Brent Armitage – advising of patrol exemption from beach patrols to do ORB patrols
- Pacific Mags – advising approval to hire clubhouse
- Marcellin College Randwick – advising approval to use the clubhouse at a reduced rate.
- David Haggart – advising approval to use the clubhouse at a reduced rate.
- Invoice to Happenings Australia Pty Ltd for club hire
- Mr & Mrs McGreevy – advising of disciplinary committee outcome
- Seam McGreevy – advising of outcome of disciplinary committee.
- Mr & Mrs Brook – advising of outcome of disciplinary committee.
- Justin Brook – advising of outcome of disciplinary committee.
- Copy of club training quality checklist
- Invitations to sponsors and dignitaries for the season launch
- Copy of correspondence regarding the Surf Education Programme for People with Disabilities.
- Vanessa Richards regarding proficiency status
- Application to SLSA for access to surf guard by Gary Cheer
- Gary Pracy – letter of thanks for donation + receipt
- Copy of paper clearance for Jonathon Nance for Kurrawa

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;

- Australia Day awards nominations recommended
- Long Service membership recommended for Stan Thrasy , Jodie McGlone

Moved: KG Seconded: JT ***That Long Service membership be granted to Jodie McGlone and Stan Thrasy.*** Carried

- Follow up on Tresne Qwen regarding transfer
- Sport and Recreation grant for Life Saving equipment will go in.

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

Director of Finance:

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

Moved: KG Seconded: JT ***That the Bank reconciliation, Profit & Loss Statement dated 19 October 2009, Balance Sheet and Profit & Loss Statement September 2009, Projected Profit & Loss Statement 2009/10 and the Journal of expense incurred this financial year (related to last financial year) be adopted.***

Carried

Director of Membership

Submitted a written report (attached).

Moved: KG Seconded: JT ***That Ray Magro be granted Associate membership for 2009/10.***

Carried

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

Carried

Director of Property and Amenities

Submitted a verbal report

- Plumbing work carried out to raise drains
- Steve Denholm helping with the replacement of concrete cover.

Moved: JM Seconded: PS ***That the Property & Amenities report be adopted***

Carried

Director of Junior Development

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

Items discussed from the report;

- Clothing stock level going into the start of the season seems high.

Moved: KG Seconded: JT ***That expenditure of \$2734.50 be approved for clothing.***

Carried

Moved: JT Seconded: KG ***That internet annual costs of \$604.56 be approved for payment.***

Carried

Moved: JT Seconded: SD ***That the report be adopted.***

Carried

Director of Surf Sports:

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

- Ins & outs training starting on Wednesdays 6-7am

Moved: JM Seconded: JT ***That the report be accepted.*** Carried

General Business:

- Tara Coleman came 13th in the female open category of the Coolangatta Gold.

Moved: KG Seconded: IM ***That a letter of congratulations be sent to Tara.***
Carried

- Darren Schott 3rd in masters in over 40 year old category.

Moved: KG Seconded: SD ***That a letter of congratulations be sent to Darren.***
Carried

- Dennis Heussner was of great assistance to Tara at Coolangatta Gold.

Moved: SD Seconded: KG ***That a letter of thanks be sent to Dennis Heussner for supporting Tara at the Coolangatta Gold.*** Carried

- New compressor for cool room at a cost of approx \$3100.
- Meeting arranged with insurance broker to review the overall insurance
- Bare foot bowls cancelled due to lack of support
- Asset stickers ordered for all club equipment identification
- Correspondence from Barbara Macintosh relating to clothing acquisition and sale. Barbara has requested an investigation by the Disciplinary Committee. No specific allegations were made, which could justify a referral to the Disciplinary Committee in accordance with standard procedures and the constitution. Accordingly, there was no motion to refer the matter. In relation to the sale of clothing, a discussion ensued. A purchasing plan to be developed and approved by the executive as a matter of priority. The logistics to be presented to Barbara in order for her assess whether she is prepared to consider her role in the sale of clothing consistent with the purchasing plan. Paul Scullion to manage communication.
- Pat Renford is injured, need to check status of his health and his workcover claim
- Seal Pups BBQ is missing.
- Gas bottles missing – resolved to put a new lock on the gas cage. Note in newsletter.
- Insurance claim for \$2200 for stolen ski, to be used towards the cost of a new ski.
- Raffle is proposed again. A proposal was presented by Director of Finance. Some costing was presented. It will be necessary to underwrite the cost of approximately \$4,500.

Moved: CT Seconded: KG ***That the raffle be underwritten and that the proposal is supported.*** Carried

- Surf Boats – the issue of the sale of surf boats was discussed. Some efforts already made. Further efforts to be made.

There being no further business the meeting was closed at 21:09

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	NYC
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	NYC
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	NYC
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	NYC
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	Progress

64	26/08/09 (43)	Purchase two new tents	JM	16/09/09	Progress
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	Progress
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	NYC
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	NYC
92	20/10/09	New touch football proposal to be investigated by the President	TM	17/11/09	
93	20/10/09	Advertise new office hours	KG	17/11/09	
94	20/10/09	Australia day nominations to RCC	KG	17/11/09	
95	20/10/09	Write to Stan Thrasy re LS membership	KG	17/11/09	
96	20/10/09	Write to Jodie McGlone re LS membership	KG	17/11/09	
97	20/10/09	Investigate Tresne Qwen re transfer	KG	17/11/09	
98	20/10/09	Sport & Rec grant to be submitted	TT	17/11/09	
99	20/10/09	Process Ray Magro as Associate	KG	17/11/09	
100	20/10/09	Advertise Ins and Outs training in BTF	KG	17/11/09	
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	
105	20/10/09	Issue asset stickers etc	KG/SD	17/11/09	
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	
108	20/10/09	Check on the status of Pat Renford in relation to his injury	KG	17/11/09	
109	20/10/09	Missing BBQ and gas bottles – put item in BTF	KG	17/11/09	
110	20/10/09	Progress the raffle proposal	CT	17/11/09	
111	20/10/09	Investigate the sale of surplus surf boat assets	TM/CT	17/11/09	
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