



MINUTES

Board of Management

Location: Maroubra Seals Club Board Room.
Date: Wednesday 16th September 2009
Time: 1845
Future Meetings: 1830 Wednesday 21st October, 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 August 26th Board Meeting

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

Business arising:

- New members' booklet to be printed and distributed. The document is a living document and will be amended as required.
- Tentative date of 21st November for Kembla Grange Race day. Cost at about \$30 per head to cover costs and produce a small profit.

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

Minutes of the Special Board Meeting held September 3rd.

Business arising:

- Meeting between meeting between the member and the Honorary Secretary has taken place with a positive outcome.
- The Disciplinary committee has not yet completed their role.
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Moved: KG Seconded: PS ***That the minutes be accepted.*** Carried

Reports

President:

Submitted a written report (attached)

Item discussed from the report;

- October 18 Season Opening, launch of new IRB 12.00 start

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

Vice President:

Nil to report.

Secretary:

Submitted a written report.

Items discussed from the report;

- Appointment of new Functions Manager – Marie Diakanastasis
- Leave 21 – 30 September. Need assistance with office on 25th & 27th.
- Attended Sth Maroubra 50th Anniversary (Guest of Seals Club)

Correspondence:

Incoming:

- Jardine Lloyd Thompson – Special Events insurance
- NSW Fire Compliance – annual inspection
- SLSS – copy of correspondence from member Reg Round
- Reg Round – copy of letter sent to SLSS withdrawing allegations previously made.
- Reg Round – letter of apology relating to matters raised with SLSS

- Dave Haggart – two matters
 1. Use of clubhouse on 10th September
 2. Request for hire on 28th Nov for Sydney East Regional School Sport Association annual dinner.

Moved: JM Seconded: JT ***That a reduced hire fee of \$500 be levied.*** Carried

- RCC – annual fire statement request.
- Marcellin College Randwick – request for hire of clubhouse.

Moved: JM Seconded: JT ***That a reduced hire fee of \$500 be levied.*** Carried

- Fitness Inside Out – Proposal for use of clubhouse.

Moved: TT Seconded: SD ***That TM, CT & KG be empowered to design an individual hire agreement for this proposal.*** Carried

- From Bruce Chiene – insurance settlement offer.
- SLSNSW - Invoice for Surf Coach Course for Peter Donohue. Some discussion ensued relating to the fact that members were incurring costs and attending courses without the required endorsement of the Board. Whilst the Board encourages qualifications, it needs to control approvals and authorization for expenditure.

Moved: IM Seconded: PS ***That the club write to Peter Donohue in relation to the correct procedure.*** Carried

- Summer Touch – use of facilities. It was noted that the club has been booked for a wedding on one of the dates and a birthday party on the other date. Therefore declined.
- Bondi SLSC – request for help – ocean series event.
- Benevolent Society – request for use of clubhouse.

Moved: KG Seconded: TT ***That the Benevolent Society be allowed to use the clubhouse as requested and that no fee be levied.*** Carried

- Disciplinary Sub-Committee – outcome from recent matters including a number of recommendations.

Moved: KG Seconded: PS ***That all recommendations contained in the report be accepted and implemented.*** Carried

- RCC – Randwick City Lifeguards – club use 22-25 September.

Moved: IM Seconded TT ***That the Randwick City Lifeguards be permitted use of the facilities as requested and that no fee be levied.***

- Women's Health – request for use. Note that a clash with the Randwick City Lifeguards should be manageable.
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Moved: CT Seconded: JT ***That Womens Health be permitted use of the facilities as requested at a flat rate of \$300*** Carried

Outgoing:

- SLSA – 2009 Sur Adrian Curless Scholarship application form for Trent Thomas
- Marie Diakanastasis – confirmation of hire arrangements
- Angela Bateman – confirmation of hire arrangements
- NSW Fire Compliance – approval for inspection works
- RCC – annual fire compliance inspection and statement
- Reg Round – notice of citation and invitation to meet regarding constitution and compliance at the AGM
- SLSNSW - Reference in support of nominations for Tim Murray and Tony Grivell for NSW Water Safety Awards
- Scott Chiene – Release and Subrogation for stolen ski

Moved: PS 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;

- Uniforms not yet here – some problems in getting the numbers needed.
- PC meeting September 26th – all Directors welcome – please advise Trent if you are coming.
- Gear inspection – some re-inspections.
- 18 – 25 leadership dev course (SLSNSW).

Moved: JT Seconded: KG ***That TT, JT and TM be endorsed to select members for this course.*** Carried

- Brent Armitage – conditional exemption from patrols was endorsed.
- Chief Training Officer. New fee structure for training was presented.
- Lifesaving committee considered subsidy requirements for competitors – details in minutes. These conditions to be incorporated into the subsidy procedure.

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

Director of Finance:

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

Arising from the report:

- Meeting has taken place with Junior Development executive members in relation to GST collection.
- Hair Studio sponsorship – designer kutz to be included in our sponsors list for their ongoing support.
- Meeting with Westpac relating to the sponsorship arrangements – further to report next month in relation to clarifying the arrangement.

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

Moved: KG Seconded: JT ***That the Bank reconciliation, Profit & Loss Statement dated 14 September 2009, Balance Sheet and Profit & Loss Statement August 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 verbal report.

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

Director of Property and Amenities

Submitted a verbal report

- Painting quotes discussed.
- Utilising the Resident Member for site inspections and quotes.
- Wayne Clare has been authorised to perform a number of urgent maintenance issues

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

Carried

Director of Junior Development

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

Items discussed from the report;

- Send Silva a get well card and thanks for his help during the season with fund raising for the Seal Pups.
- 404 members have been registered to date which is a large increase on the some time last year. Numbers look likely to exceed 600.
- Some concern in relation to the re-registration of some age groups. The reasons for this situation are being considered.
- Anaconda is a new supporter through a membership scheme.
- Late registration levy to be imposed to cover the cost of late registrations.

Moved: JT Seconded: SD ***That the report be adopted (including expenditure approval with the exception of clothing).*** Carried

Director of Surf Sports:

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

Arising from the report;

Items discussed from the report;

- Male and Female manager for 2010 Australian Championships to be advertised in the newsletter and elsewhere.
- Item 5.2 from Surf Sports. In relation to the Australian Championship junior competitors grant of \$3,000 from the Australian Government. Some debate arose – and a motion was put;

Moved: TT Seconded IM ***That the club use the \$3000 Federal Government Grant (Local Sporting Champions) for accommodation, uniform and equipment for the 2009 Australian championships in accordance with the grant.*** Carried

Moved: JT Seconded: SD ***That Donna Schott, Victoria Raymond and Debbie Coleman be made honorary members (expires in 12 months).*** Carried

- In relation to the KRACKA rescue boards requested for purchase. ***The motion contained in the Surf Sports minutes was not put to the Board and is to be reconsidered by the Director Surf Sports.***
- Some concerns in relation to the management of the budget were raised, in relation to ensuring that the budget lasts the whole season. It re-enforced that the Directors limit of authority expenditure is deducted from the budget allocation.
- Sponsorship – from Hawaiian Airlines. This is a repeat sponsorship. Details are yet to be forthcoming and a request was made for any correspondence, dates of meetings, commitments made etc to be forwarded to the Hon Secretary.

Moved: SD Seconded: JT ***That the report be accepted with the exception of the following sections; Items 4.1, 3.2 (meaning as a guide), 4.8, corrections to outcome table (marked up copy attached) and clarification of airlines raffle.*** Carried

General Business:

- New Functions Manager – Marie Diakanastasis
- Kylie Heussner – has requested partial exemption from patrol duties. Whilst this was not received in writing it was decided to accept the second hand verbal request and ask the Lifesaving committee and the Membership committee to consider the request and report back to the October Board meeting.
- New website – currently under construction by John McLoughlin. Feedback needed to go live. All input to John.
- Seal Pups approved \$20 pre Christmas X \$20 post Christmas commitment fee for training, which will be used to directly benefit the group.

- The issue of non members using the gym associated with some of our senior members to be addressed (these members are members of other clubs).
Can not have two standards
- Bob Ginnman is ill. It was resolved to send Bob a card.
- Southern Courier Story – regarding the comments by the President in relation to local interest groups, which were critical of the club. Some of the claims made against the club were discussed and the Board was satisfied that the club was not guilty of any discrimination and had not rejected any requests for support. The President’s comments were endorsed by the Board.

There being no further business the meeting was closed at 21:47

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	NYC
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	NYC
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	
69	16/09/09	Organise Kembla Grange Social	TM	21/10/09	
70	16/09/09	Finalise disciplinary matter	KG	21/10/09	
71	16/09/09	Season Launch – October 18	All directors	18/10/09	
72	16/09/09	Correspond with Dave Haggart regarding hire request	KG	21/10/09	
73	16/09/09	Correspond with Marcellin College regarding hire request	KG	21/10/09	
74	16/09/09	Design hire agreement for Fitness Inside Out	TM/CT/KG	21/10/09	
75	16/09/09	Write to Peter Donohue relating to the correct procedure for endorsement for courses	KG	21/10/09	
76	16/09/09	Correspond with the Benevolent Society regarding hire request	KG	21/10/09	
77	16/09/09	Write to members regarding the outcome of disciplinary meeting	KG	21/10/09	
78	16/09/09	Obtain signage as recommended by the Disciplinary committee	IM	21/10/09	
79	16/09/09	Design and establish an infringement notice system for disciplinary matters	KG	21/10/09	
80	16/09/09	Correspond with RCC Lifeguards re use of clubhouse	KG	21/10/09	
81	16/09/09	Correspond with Women's Health Magazine regarding hire request	KG	21/10/09	
82	16/09/09	Select member/s to attend 18 – 25 leadership course	TT/JT/TM	21/10/09	
83	16/09/09	Correspond with Brent Armitage regarding patrol exemptions			
84	16/09/09	Include Designer Kutz in our list of sponsors	KG	21/10/09	
85	16/09/09	Detail sponsorship details relating to the Westpac sponsorship	CT	21/10/09	
86	16/09/09	Send Silva a thankyou / get well card	KG	21/10/09	
87	16/09/09	Advertise male and female manager for 2010 Australian Championships	SD/KG	21/10/09	
88	16/09/09	Make Donna Schott, Victoria Raymond and Debbie Coleman honorary members – coaching organising Junior Development	KG	21/10/09	
89	16/09/09	Consider partial patrol exemption for Kylie Heussner	TT/JT	21/10/09	
90	16/09/09	Send feedback to JM related to website content	All directors	ASAP	
91	16/09/09	Send get well card to Robert Ginnman	KG	21/10/09	
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