

Surf Life Saving Sydney Northern Beaches
Board of Management Tuesday 3rd March 2009
 Warriewood SLSC

ATTENDANCE

Gordon Lang (President), David Murray (Deputy President), Phil Cullis (Director of Administration & Finance), Michael Wasley (Director of Education and Assessment), Steve McInnes (CEO), Jen Huston (Manager), Robbie Williams (Manly), Damian O'Shannassy (North Steyne), David Piper OAM (Queenscliff), Bryn Russell (South Curl Curl), Ian Thurgood (North Curl Curl), Adrienne Lowe (Dee Why), Peter Madden (South Narrabeen), Tracey Lake (Narrabeen Beach), Michael McDermott (North Narrabeen), Matt Sheridan (Warriewood), John Woods (Mona Vale), Ted Smithies (Newport), Geoff Raper (Bilgola), Christine Hopton (Avalon Beach), Jason Millett (Palm Beach), Terry Kirkpatrick (North Palm Beach).

Delegates and visitors as per attendance book.

APOLOGIES

Michael Bate (Director of Surf Sports), Ross Tester (Director of Youth & Membership), Steve Faddy (Director of Rescue Services), Alan Mason (Director of Sponsorship & Marketing), John Swan (Freshwater), Greg MacMahon (Collaroy), Phil Brown (Bungan Beach), Martin Armstrong (Whale Beach), Doug Lucas (Long Reef)

PROXIES

John Lewis (Whale Beach), David Olsen (Freshwater), Graham Hart (Collaroy), Craig Susans for Michael Bate (Director of Surf Sports)

NEW DELEGATES

PREVIOUS MINUTES

Branch Board of Management Minutes of 13th January, 2009. - Carried
 Outstanding actions and Business Arising from Minutes - as per Attached Board Management Report

MINUTES

Item	Area	Discussion	Action	Date
1560	General	<p>Presentation on Liquor Licences was given by Mark Bessant for OLGR. A fact sheet was handed out to each club, the fact sheets and application forms are available to download from OLGR website. http://www.olgr.nsw.gov.au/liquor_fact_sheets.asp</p> <p>Special notes:</p> <ul style="list-style-type: none"> • Most clubs would have a limited licence which was automatically upgraded from the old function licence • Clubs must comply with the conditions of their current Licence. • Clubs should build a positive relationship with local licencing Police. • It is essential clubs build a relationship with Northern Beaches Liquor Accord and attend regular meetings. For accord contact details or more information contact the Liquor Accord Delivery Unit on 02 9995 0312, or email accords@olgr.nsw.gov.au. • Clubs must notify the Authority of all club events and these must be minuted by the Club Executive • Clubs' licensee and any nominated bar managers should be recognised by the local authorities. • Copies of RSA certificates for Licence and all persons serving alcohol should be on premises. • Copy of Intoxication guidelines should be behind bar. • Wording for the on-premise licence should contain "Surf Life Saving camaraderie and fellowship and the conduct of club and public functions 	Info	n/a

		<ul style="list-style-type: none"> Clubs cannot sell any liquor without a liquor licence Any club who has a successful application should send copy to branch which can be used as a template. <p>Any club needing assistance with licence applications should contact Mark Bessant directly mark.bessant@olgr.nsw.gov.au or 0422457370</p>		
1561	Surf School	Presentation of Surf Life Saving school was given by the School's Business Development Manager, Marcial. Presentation outlined what the school does, benefits to clubs and future directions. Copy of presentation is available from marcial@surflifesaving.net.au	Info	n/a
1562	General	Queenscliff President acknowledged the help and support of Marcial from the Branch office.	Info	n/a
1563	Executive Minutes	North Palm Beach President raised an issue with Item 1574 of the Executive Minutes. Discussion was had on minutes recorded from November 2007. Motion was put forward to remove minutes from the Branch website and archive minutes from November 2007 and earlier.	Motion	Carried
		Motion: Wording of rescission motion in the February 2009 Branch Executive Minutes item 1574 be recorded as "rescission motion has been passed by the Branch Executive"	Motion	Carried
1564	General	Delegate advised the Northern Beaches Junior Life Savers of the Year nominees for the State competition were of a very high standard. President congratulated both Cassidy Forbes (Mona Vale) and Aaron Johnstone (Collaroy) on receiving High Commendations	Info	n/a
1565	Finance & Administration	Queenscliff President noted clubs were still waiting on Chart of Accounts template and was concerned this was coming from SLSNSW who had provided one in the past which wasn't acceptable. Director of Finance and Administration was to speak to both North Steyne and Manly for a suitable template and will also speak to Branch accountant. It is expected this should be available for April BoM.	Director Finance & Administration	7th April
1566	General	Question was asked if Branch would be advised if SLSNSW had previously banned a photographer from events in relation to Item 1568. It was noted that as a Branch we do not have the right to stop people taking general photos.	Info	n/a
1567	Finance & Administration	President passed on his thanks to all coaches, officials and competitors who took part in the State Championships; it was an amazing effort showing great support for Surf Life Saving. Congratulations also to Manly LSC on winning the Club Championship.	Info	n/a
1568	Finance & Administration	Director advised the Finance Committee met last week. Director thanked both the finance committee and sponsorship committee for their work. Branch will turnover \$1 million this year. Directors have controlled their expenses and non-core costs have been contained against income.	Info	n/a
1569	Finance & Administration	Director presented forecast for current year and budget for next year. Branch is forecasting a profit of \$204,000 . \$89,000 will go against recovering the loss from last year, \$63,000 to be paid as a donation to clubs (\$3000 per club), leaving \$52,000 to re-invest.		
		Director put forward motion to approve the budget presented.	Motion	Carried
		Director put forward motion to approve \$3000 per club donation	Motion	Carried
1570	Finance & Administration	Question was asked on why there was such a large amount of money in bank, Director advised the Finance Committee where looking at purchasing a property as opposed to paying rent. Director also wants to move away from the dependence on sponsorship dollars and have sufficient reserves for the tough times ahead.	Info	n/a

1571	Finance & Administration	Question was raised whether there has been enough allocated for the radio room on either repairs or reviews. Radio room equipment has to give the branch the service needed. North Palm Beach President advised they were having increased problems with communications noting the shark incident on the weekend had to be relayed through another club before they received notice. President requested details be sent to CEO for follow up. Director advised a review was being done. There was also mention of discussions with State that money should not be spent on Surfcom until a decision is made on a Statewide strategy	Info	n/a
1572	Finance & Administration	Question was raised on the increase in wages. Director advised this was a result of the Support Officer and increased number of casual school staff.	Info	n/a
1573	Finance & Administration	Clubs asked when they would receive \$3000 donation; Director advised they would receive before the end of Branch Financial year that being 31 st March.	Info	n/a
1574	Finance & Administration	Financials for Branch and school presented for approval.	Motion	Carried
1575	General	President advised he attended the recent FAAC meeting for SLSNSW where he raised the issue of clubs turning over more than \$500,000. He was advised that these clubs should not do anything at present. Queenscliff Club noted this issue needed to be followed up.	President	
1576	General	President advised all Clubs will be receiving a letter from John Fraser regarding club structure advising where clubs don't comply. The letter is to help clubs rectify problems and they should seek help from branch and State where necessary. President advised that Club financials must be audited to comply with Department of Gaming and Racing, audited financials are not required for Department of Fair Trading reports. Auditors must have certain qualifications. Clubs must be one identity with all areas of the club consolidated under one report, whereas Nippers can be a separate part of the club, the senior club is the only club who recognised is a member of SLS. It was also advised the Treasurer of club should sign off on BAS. One club advised they received a letter advising audited accounts were not required, President requested a copy of this letter be sent to CEO. It was further noted Department of fair Trading do not require audited accounts however under the Charities Act the Department of Gaming and Racing do require audited accounts. It was further noted audited account provided transparency to club members and would be part of most Club Constitutions. SLSNSW also requires audited accounts.	All Clubs	
1577	General	President advised all clubs would be receiving an invitation to visit the helicopter base on 25 th March.	Info	n/a
1578	General	CEO advised MOC night relies heavily on sponsorship, the major sponsor for the past five years has declined to be major sponsor for this year's awards. CEO asked any presidents who had a contact who might like to be involved to let him know so he can out a proposal together.	All Clubs	
1579	General	President requested Clubs encourage as many members as possible to nominate for State Council positions, Clubs should call President directly should they have any questions.	All Clubs	30 th March
1580	General	CEO brought Clubs' attention to the EnergyAustralia contract, page 32 of the agenda. CEO wants to ensure that all clubs are able to deliver on all items listed in the contract and asked clubs to get back to him with any concerns and feedback. CEO also requested clubs to advise him if they note any legal issues within the contract.	All Clubs	
1581	General	President handed out paper on the upcoming 2020 workshop. It was requested 2 people from each club attend, workshop will be broken up into 5 working groups – President requested presidents attend, and should	All Clubs	31 st March

		presidents not be running for another term next season, their successor (if known) attend. Timetable and registration form was attached to handout; clubs requested paperwork is emailed out..		
1582	General	Question was asked on what happened to Branch providing sponsor signs for each club as it was noted Warriewood had one installed. Warriewood President advised the club had the sign done through the Community Rebate program with Sydney Digital Print Services. CEO Branch was waiting on another quote to be done and hoped all clubs would have signs before next season.	CEO	2 nd May
1583	Education & Assessment	Director advised a proficiency audit was done a couple of weeks ago and as a whole it was acceptable. All clubs will receive a letter as the result of the audit however he did note a few clubs were very non-compliant. Audit was done by selecting a random date and ensuring cards were signed off by a qualified assessor and entered into Surfguard correctly. A set of guidelines will also be sent out with letter to all clubs.	Info	n/a
1584	Education & Assessment	Director advised SLSNSW were trialling Bronze and SRC online, a couple of Northern Beaches clubs will be part of that trial, as a Branch we put through approximately 50% of awards. He felt some older members may find the online version difficult but it could take a lot of the workload off Trainers.	Info	n/a
1585	Education & Assessment	Question was asked on the progress of having a centralised venue for Part B. Director advised it would be raised at the next BoE&A meeting, he further noted that although it was approved at the last BoE&A meeting there were very few clubs in attendance and as a result 2 clubs were making decisions for 21 clubs. Director advised Chief Instructors must attend these meetings and asked for feedback.	All Chief Instructors	19 th March
1586	Sponsorship & marketing	CEO presented a report from Streets Ice cream from the Branch Championships, the sponsor was very happy with the exposure and sales they received at the carnival and are looking forward to being involved with other events.	Info	n/a
1587	General	President thanked Palm Beach on a great job done with the branch Championships.	Info	n/a
1588	General	Clubs were advised nominations for Branch Life Membership or Distinguished Service awards close on 30 th March. Copy of applications were with the agenda and also available on Branch website.	All Clubs	30 th March
1589	General	Notice of Election meetings was handed out, Branch positions available this year are Deputy Director, Director of Finance & Administration, Director Sponsorship & Marketing and Director Rescue Services; nominations for these positions by be received at the branch office by COB April 7 th 2009	All Clubs	7 th April
1590	General	Nominations forms for all Branch Awards are available from the Branch website, nominations close 24 th April. Awards night will be held 29 th May at Dee Why RSL.	All Clubs	24 th April
1591	General	Delegate from Freshwater advised that as a result of letter sent to National, rescue tubes will all now have a batch number and a date of manufacture; supplier will also be changing the webbing material to ensure it is UV rated. Delegate also advised the service of cadets had been matter had been sent to Mational and was waiting to be signed off by CEO..	Info	n/a
1592	General	President advised letter was sent out this week regarding \$1 for \$1 grants.	Info	n/a
1593	General	Congratulations to Avalon Beach SLSC on dealing with the shark attack last weekend; the members involved did a commendable job. Avalon Beach president advised that the injured person was underwent a second operation today and was doing very well, it is not known how much movement he will have in his leg as a result on the injury, and Avalon	Info	n/a

		Beach President thanked everyone for their support.		
1594	General	President advised there was a follow-up meeting with Westpac on the 9 th April; it was further advised Westpac are very keen to help the community. There is also an offer to consider having no EFTPOS fees charged and to have Westpac staff help out on registration days.		
1595	General	Manly President advised there was a rescue performed at 6.30pm on Sunday evening. He thanked the TIPS members who have been in contact with everyone involved.		
1596	General	President advised the application to hold the National titles in 2013/14 is current on hold pending NSW Government funding.	Info	n/a
1597	General	Question was asked on when Support Officer would be employed as it has been promised for three years; CEO advised interviews were to take place next week.	Info	n/a
1598	General	Queenscliff President noted clubs hosting carnivals are having difficulty collecting entry fees; Queenscliff Club is still waiting on payments from carnival held 9 th January. CEO advised Branch is looking at setting up an online payment system on the carnival entry system.	Info	n/a
1599	General	President wished good luck to anyone going to the National Titles.	Info	n/a

Meeting closed at 9.36pm