

# Surf Life Saving Sydney Northern Beaches

## Branch Executive Meeting March 24th, 2009

Branch Office, Unit 2/5 Vuko Place, Warriewood, 2102

### ATTENDANCE

Gordon Lang (President), David Murray (Deputy President), Phil Cullis (Director of Administration & Finance), Ross Tester (Director Youth & Membership Services), Michael Bate (Director of Surf Sports), Alan Mason (Director of Sponsorship & Marketing), Steve McInnes (Chief Executive Officer), Jen Huston (Manager).

### APOLOGIES

Steve Faddy, (Director of Rescue Services), Michael Wasley (Director of Education & Assessment)

### PREVIOUS MINUTES

**Branch Executive Minutes of February 17<sup>th</sup> 2009**

Moved: David Murray, seconded Phil Cullis - Carried

Outstanding actions and Business Arising from Minutes – as per Attached Executive Report

### MINUTES

Item	Area	Discussion	Action	Date
1560	General	Discussion re SLSNSW providing template for Annual Report criteria. Manager has phoned and emailed with no response. Formal letter from Branch to be sent requested this information	Director Finance & Administration	5 <sup>th</sup> May
1561	General	Business Plan to be discussed and reviewed at the April Executive Meeting in preparation for the planning weekend. Copy of business plan to be circulated to Directors beforehand.	Manager	7 <sup>th</sup> April
1562	Surf Sports	Director reported this year's National titles at Scarborough were very well run despite the huge surf. Numbers were down especially for boats. Northern Beaches clubs did very well with Manly 4 <sup>th</sup> . Collaroy 8 <sup>th</sup> and Freshwater 10 <sup>th</sup> . Director noted Collaroy was a standout for overall performance. Director advised the High Performance Team has been announced with three representatives from Northern Beaches; Kendrick Louis, Alicia Miller and Naomi Flood, Director also advised he had been named as the new Australian team manager.	Info	n/a
1563	Surf Sports	Question was raised on how does selection process works for the State team? It was advised this question should be forwarded to Craig Susans.	Info	n/a
1564	Surf Sports	Director advised the State Championships at Swansea Belmont were an outstanding success and a credit to the State Board of Surf Sports and organizing committee. Director requested a thank you letter be sent to Swansea-Belmont club and to SLSNSW.	CEO	30 March
1565	Surf Sports	Director advised he was in the process of preparing his budget for next season.	Info	n/a
1566	Surf Sports	Director advised the Navy has confirmed they will pay for the refurbishment of the gear container. The container will be painted to promote Defense Force recruitment. Branch will need to source company to customize for the Navy and will be reimbursed for all expenses.	Director of Surf Sports CEO	30th April
1567	Sponsorship & Marketing	Director advised he had received verbal approval from MAA for \$50,000 for surf school sponsorship. A meeting is planned with road safety people to work how we deliver.	Info	n/a
1568	Sponsorship & Marketing	Director advised a Sponsorship committee meeting will be held 1 <sup>st</sup> April, this will be a handover meeting as the Director will be overseas for a period of time.	Info	n/a

1569	Sponsorship & Marketing	Director advised Jessica Martyn has left Streets, a new representative will take over her role.	Info	n/a
1570	Sponsorship & Marketing	Director requested the appointment of part-time sponsorship and marketing person be officially endorsed by the Executive. Director advised current sponsors need to be looked after with a proactive approach. CEO presented a draft job description, once this is finalized and KPI's set the position will be advertised. Motion: To support the appointment of a part-time sponsorship and marketing person. Carried President requested the position be advertised to clubs initially.	Motion	Carried
1571	Sponsorship & Marketing	Director advised the Coke contract has been signed. Following feedback from Club Presidents; a revised contract has been sent back to Energy Australia for sign off.	Info	n/a
1572	Surf Sports	Discussion was raised on the need for a van available for Surf Sports events.	Info	n/a
1573	Surf Sports	Director advised he would like to contact Unilever re: Rexona Sports as a potential sponsor for the Ocean series. CEO to follow up with contact details.	CEO	21 <sup>st</sup> April
1574	Finance & Administration	Director requested all directors have a projected budget ready for May, this will enable Director to prepare for the June conference.	All Directors	19 <sup>th</sup> May
1575	Finance & Administration	Financials for Branch and school presented for approval.	Motion	Carried
1576	Surf Sports	Director advised memo sent out regarding Oceanswims. Branch needs to ensure this message is received. Any club conducting competition outside the competition manual must apply for a special event license Memo to be included with minutes and raised at Board of Management meeting.	Info	n/a
1577	Youth & Membership	Director advised the report for the youth camp had been sent to SLSNSW and requested a copy be circulated to all Directors. Director advised he was looking for alternative venues, would prefer to have outside of Sydney to ensure participants are there for the duration. Discussion was held on other ways to promote youth & membership other than holding camps. <ul style="list-style-type: none"> <li>• High performance lifesaving/education courses</li> <li>• Harness to high school carnival challenge held at end of year</li> </ul> It was felt that youth & development needs to be re-defined, Director to investigate alternatives and present at the June Planning Weekend.	Info	n/a
1578	Youth & Membership	Director advised the two Northern Beaches Junior Life Saver nominees received "High Commendation" awards in the State JSL Awards.	Info	n/a
1579	Deputy President	Director advised he and CEO had been working on a briefing paper for the planned 50 Year Anniversary dinner. Discussion on the event, which will be split into decades. It was suggested a number of clubs have already prepared their history on tape and copies would be available for Branch to use. It was also suggested a number of local celebrities would be happy to help but should be given plenty of advance notice. All life members would be invited and it was hoped to have one Life Member at each table. Copy of the briefing paper to be sent to all directors. It was also noted the date and instructions should be sent out ASAP to all key people.	Info	n/a
1580	General	President advised invitation for the SLSNSW Awards of Excellence had been sent out, this being on May 2nd, Branch will book a table, Directors to confirm who will be attending.	All Directors	21 <sup>st</sup> April

1581	General	Deputy President advised he would be an apology for the next Executive Meeting	Info	n/a
1582	General	President advised the focus of the June Planning weekend will be; how to add value to clubs at an individual portfolio level.	Info	n/a
1583	General	CEO advised he had prepared a proposal to Thredbo to sponsor the Week in Review, CEO advised Thredbo is also keen to support MOC in product. It was suggested a higher price could be charged for this table which would include the product.	Info	n/a
1584	General	Following recent discussions with EnergyAustralia, CEO distributed a report which had been sent to EnergyAustralia showing the value of their sponsorship, an updated report will be sent each month. A similar report will be done for each of the major Branch sponsors.	Info	n/a
1585	General	President advised a thankyou card had been received from the Lindops.	Info	n/a
1586	General	CEO and President held a follow up meeting with Westpac. President advised Westpac were looking at ways they could assist clubs with fundraising and other support including providing training in running club finances. Next meeting with Club Presidents is scheduled for April.	Info	n/a
1587	General	President advised there would be a Warringah Presidents meeting prior to the BoM meeting next week starting 6.45pm. President requested CEO have all Warringah Presidents report back on what maintenance has been carried out this season.	Warringah Presidents	6th April
1588	General	Director Sponsorship & Marketing discussed the idea of setting up a foundation at branch level as the costs and compliance issues are enormous. It was also discussed the Branch building funds should be invested in a future fund prior to the end of Branch financial year.	Info	n/a

Meeting Closed: 8.30pm