

# Surf Life Saving Sydney Northern Beaches

## Branch Executive Meeting April 21st, 2009

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

### ATTENDANCE

Gordon Lang (President), Ross Tester (Director Youth & Membership Services), Michael Bate (Director of Surf Sports), Alan Mason (Director of Sponsorship & Marketing), Steve Faddy, (Director of Rescue Services), Michael Wasley (Director of Education & Assessment), Jen Huston (Manager).

### APOLOGIES

David Murray (Deputy President), Phil Cullis (Director of Administration & Finance), Steve McInnes (Chief Executive Officer).

### PREVIOUS MINUTES

#### Branch Executive Minutes of March 24th 2009

Moved: Alan Mason, seconded Gordon Lang - Carried

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

### MINUTES

Item	Area	Discussion	Action	Date
1610	General	Director of Youth & Membership suggested we as a Branch should suggests Warringah and Manly Council have a similar Volunteer of the Year for Surf Life Saving as Pittwater Council do.	CEO	
1611	General	Executive decided Business Plan would not be reviewed as not all Directors were present, current copy of Business Plan to be emailed to all Directors who should review and send back to Branch Manager to compile for the May Executive meeting.	Manager	May
1612	Sponsorship & Marketing	Director gave an overview from the last Sponsorship meeting: <ul style="list-style-type: none"> <li>• Coke contract signed</li> <li>• EnergyAustralia contract has been reviewed and sent back to EnergyAustralia for sign off</li> <li>• Unomedical, Director is unsure who is now in charge and will followed up.</li> <li>• A draft contract has been sent to MAA for approval.</li> <li>• Maverick Marketing arrangement has been formalized</li> <li>• Marketing &amp; Sponsorship position has been distributed to clubs, it was noted there need to be a deadline put on this.</li> <li>• Full copy of meeting minutes available on website</li> </ul>	Info	n/a
1613	Sponsorship & Marketing	Discussion was had on potential sponsors for this years Branch Awards night, CEO to follow with a number of suggestions.	CEO	5 <sup>th</sup> May
1614	Sponsorship & Marketing	Director of Rescue Services raised concern over the note that Sydney Northern Beaches is the lowest priority for EnergyAustralia, Director Sponsorship & Marketing advised this relationship needs to be give a lot of attention of the next two years.	Info	n/a
1615	Sponsorship & Marketing	Director of Surf Sports requested information on how to approach Unilever for other sponsorship, CEO to discuss with Maverick Marketing and advise.	CEO	5th May
1616	Sponsorship & Marketing	President discussed the progress of the sponsors meeting 'Sand on your Brand', Director advised nothing had been done for this to date.	CEO	5th May
1617	Youth & Membership	Director will be attending the upcoming SLSNSW Youth & Membership meetings and will report back next meeting.	Info	n/a
1618	Youth & Membership	Director advised he has scheduled a meeting next month with Ian Crutch to discuss alternatives for the youth camp, will present these at the Planning Conference	Director Youth & Membership	27 <sup>th</sup> June

1619	Youth & Membership	President advised here had been four nominations for the upcoming Leadership Camp Branch gave priority to two candidates with the other two candidates being reserves, all candidates were of a very high calibre.	Info	n/a
1620	Education	Director reviewed his last Board of Education meeting, main topic being the re-introduction of centralized exams, Director reported there were no objections for centralized exams once the procedure had been explained fully. It was proposed there would be three, possibly four areas for the exams. The aim is to centralise in areas and have neighbouring beaches to help each other. The original idea of a senior assessor was to ensure all clubs are conducting training appropriately, Run-swim -run and the scenario is the only part of the exam which will be run at the centralised venue which only applies to the Bronze and SRC's. Centralised exams will be raised at next BoM meeting.	Info	n/a
1621	Education	Director advised he was planning on meeting with some of the clubs before the season finished to go over a number of things they need to do next year. Director advised he had been through every exam and has produced a spreadsheet which he will go through individually with each club. Director advised SLSNSW had provided an internal audit form which will enable clubs to do their own audit to see where they need to improve, this will also form the basis of SLSNSW's audit.	Info	n/a
1622	Education	Director will do a presentation at the BoM, on what has and hasn't been received from clubs, there are still a lot of assessors who have not produced completed paperwork which was required at the start of the season, when the assessor updates were held the only thing they were required to bring was their log books.	Info	n/a
1623	President	President discussion the upcoming State Council and asked for recommendations on the two positions to be voted on: Deputy President – nominees being Henry Scruton from Hunter and Jim Myers from Central Coast and Director for Youth & Membership – nominees being Gary Chapman and Graeme Evans. President also noted there were a lot more names on the list for State position other than what came through the Branch office, procedure should be it goes through Branch to be endorsed and then sent to State, not directly to state..	Info	n/a
1624	Surf Sports	Director advised the Manly Rugby Club is in receivership and the licensed premises may be a potential site for Branch office.	CEO	5 <sup>th</sup> May
1625	Surf Sports	Director advised he has a meeting with Sydney Water this Thursday and will report back following that meeting.	Info	n/a
1626	Surf Sports	Director advised he has organised Gerry Plim to carry out work on container in preparation for it to be used as the Navy billboard, these costs will be reimbursed by the Navy plus it will give Branch an upgraded container, in addition to this all the Branch major sponsors will appear on the back.	Info	n/a
1627	Surf Sports	Director advised Manly LSC will be holding the annual Anzac day surf memorial this Saturday at 9am, Director requested this also be advertised in Week In Review	Manager	24 <sup>th</sup> April
1628	Surf Sports	Director advised the draft Surf Sports calendar had been circulated and he had received great feedback.	Info	n/a
1629	Surf Sports	Director advised himself and Craig Susans will be doing the Level 3 Coaching course in June	Info	n/a
1630	Surf Sports	Director advised the April BoSS meeting was very well attended and is	Info	n/a

		looking to moving the start time of these meetings back to 6pm.		
1631	Surf Sports	Director advised a Level 1 Officials course would be held at Mona Vale August 22 <sup>nd</sup> . Director has gone back through paperwork from the last three courses and has identified people who have not done the paperwork; he would like to offer these people a one hour refresher course to bring them up to speed. It was noted a lot of the officials are also educators, and there is not enough time for them to do everything.	Info	n/a
1632	Surf Sports	Director brought to the attention of the Executive the need for a Surf Sports vehicle which can be used to carry gear and tow trailers, Director has prepared a preliminary budget for this to be discussed.	CEO	June
1633	Rescue Services	Director advised he would be doing major upgrade work at Surfcom which will start shortly after the end of the season. President noted State has put a complete hold on any spending on radios, Director advised a letter was on its way from State on their radio strategy and the repairs fit within this strategy. It was suggested we should approach Warringah council re payment for this work, Director advised the work being carried out was essential. Further discussed followed regarding sharing the facility at Terrey Hills, it was advised that this was not suitable.	Info	n/a
1634	Rescue Services	Director advised he had sent a letter asking for \$10000 to SLSNSW Director of Lifesaving and to date had received no reply. Discussion was had on the paper produced showing SLSNSW had a development grant from 2005 holding over 3.5 million which had not been allocated. Director will give President further information so it can be raised at the upcoming FAAC meeting.	Director Rescue Services	24th April
1635	General	Discussion was raised on the lack of a sponsorship compliance program, it is thought the new marketing and sponsorship person will look after this, further discussion to be had	CEO	n/a
1636	General	Director of Surf Sports asked if we had lent any of the Branch jet-skis to State for their Age and Open competition, if so who authorised the use of them.	Director Rescue Services	5 <sup>th</sup> May
1637	General	President advised there was a Warringah president's meeting where options for beach and facilities management were discussed which will be put to the Council.	President	5th May
1638	General	The President attended a Manly Council meeting last night where a motion was put to extend the weekday lifeguard service (flags up) at North Steyne to match Queenscliff (ie the full season). The motion was carried.	Info	n/a
1639	General	President advised there was a Presidents dinner scheduled for next Tuesday 28 <sup>th</sup> April, all Directors wanting to attend to let office know.	All Directors	27 <sup>th</sup> April
1640	General	President reminded Directors of the upcoming 2020 conference being held 16 <sup>th</sup> May at Warriewood SLSC, President advised Phil Vanny from SLSNSW would be attending, to date half of the Northern Beaches clubs have sent RSVP.	Info	n/a
1641	General	President advised the focus of the Planning weekend will be "How the Branch can add value the clubs" .	All Directors	27 <sup>th</sup> June
1642	General	President advised the Pittwater lifeguards issues was ongoing as three clubs were not happy with the offer. Other options are being analysed.	President	5th May
1643	General	President advised NSW would be holding workshops during August/September for branch directors; these will focus on responsibility and liability.	Info	n/a

1644	General	President advised MOC judging beings next week.	Info	n/a
1645	General	President raised the issue of the IRB incident which occurred at Queenscliff last weekend, it was noted the Branch, club president and branch president are all liable. Incidents cannot ignored and we must ensure the proper procedure is followed. Director advised a report is in duty officer log which will be sent to SLSNSW, this incident should also be reported to Waterways.	Info	n/a
1646	General	Director of Education advised a Waterways representative will be coming to the assessors meeting next year, it was also suggested they should attend a BoM meeting.	Info	n/a
1647	General	President advised he had heard from the Lindop's and reported Andrew Lindop is progressing very well.	Info	n/a
1648	General	Director Sponsorship and Marketing provided information of Charitable Foundations as discussed at last meeting, information to be passed onto finance committee, he noted it may be worthwhile for Branch investments or as a facility for clubs to have their own foundation. Copies to be provided to Director of Finance and CEO	Manager	19 <sup>th</sup> May
1649	Finance & Administration	Financials for Branch and school presented for approval.	Motion	Carried
1650	General	Director of Surf Sports noted he would be discussing the outstanding invoice from Collaroy as we need to recoup the money for new lines purchase as a result on the incident..	Director Surf Sports	19 <sup>th</sup> May
1651	General	President the FBT provision has been reversed from School account as ATO has advised it is not payable. School is behind budget which is attributed the replacement of the School Manager. It is envisaged Marcial and the new sponsorship person will market the school during winter.	Info	n/a

Meeting Closed: 8.10pm