

North Curl Curl Surf Life Saving Club Inc.
Board of Directors Meeting - February, 2018

Huston Parade, North Curl Curl

Meeting Date - Wednesday 14 February 2018

www.nthcurlcurlslsc.com.au

Meeting Opened: 7:35 p.m.

2.1 ATTENDANCE

David Wymer	- President
Robert Killian	- Director of Administration (minutes)
Simon Prowse	- Director of Finance
Matt O'Connor	- Director of Surf Life Saving
Natalia Salzberg	- Director of Junior Activities
Glenn Slater	- Director of Surf Sports / Vice President
Alex Wye	- Director of Education
Vacant	- Director of Youth Development
Jamie Howieson	- Director of Member Services (arrived 8.00pm)
George Lewis	- Club Caretaker (present at beginning of meeting)

2.2 APOLOGIES

Danni Petkovic - Director of Marketing

2.3 PROXIES

Laura Snyder - Club Administrator for Danni Petkovic

2.4 NOTICES OF MOTIONS

Nil

2.5 READING AND CONFIRMATION OF PREVIOUS MINUTES

2.5.1 Motion that the minutes be taken as read

Moved - WYMER Seconded - SLATER Carried

2.5.2 Motion that the minutes are a true and correct record

Moved - WYMER Seconded - SLATER Carried

BUSINESS ARISING

No Business Arising

Action Items from BOD Meetings and Outstanding - Nil.

2.6 PRESIDENTS REPORT

Business Arising

2.6.1. David Wymer gave Directors an overview of the most recent Branch meeting. There is a likelihood that there will be an increase in capitation costs for our Club due to revenue shortfalls at Branch level. This is primarily driven by reduced sponsorship funds at Branch level.

2.6.2. David also briefed Directors in relation to upcoming building leases renewals for many of the 21 Clubs in our region. NCCSLSC lease is not up for renewal until 2020 however with some likely changes to the lease conditions of other Clubs, this is an item that we should pay close attention to.

2.6.3. The Club and the Biasi's have reached agreement on the new Kitchen and Canteen agreements are ready to be signed. There are no material changes to the previous arrangements. This should be finalised by the next meeting.

2.6.4. Motion – for approved expenditure of \$5,000 to purchase five new high bar tables and 20 stools to replace the current circular metal ones that are becoming unserviceable. Directors were provided with images of the proposed tables and stools to be purchased.

Moved - WYMER Seconded - OCONNER All in favour Carried

2.6.5. There was some discussion re replacement of some of the tables used at the Club and George Lewis will report back on the number required. These will likely be purchased from Bunnings.

President's Report Accepted

Moved - OCONNER Seconded - NATALIA All in favour Carried

2.7 DIRECTORS' REPORTS

2.7.1 DIRECTOR ADMINISTRATION REPORT

Business Arising

Nil

2.7.2 Correspondence In and Out - See Attached Correspondence Log – nil new additions.

2.7.3 Caretakers Report

2.7.3.1 Outdoor BBQ is currently unserviceable. Quotes being obtained for new BBQ. George asked to padlock lid to BBQ to prevent use by others until new BBQ sourced. Agreement that Club would hire BBQ's from Kennard's for upcoming Nippers events and until new BBQ installed.

2.7.3.2 **Motion – for the purchase of a trolley to move chairs around inside the Club house. Expenditure circa \$700.**

Moved: SLATER Seconded: KILLIAN All in favour Carried

2.7.3.3 WH&S Report - nil items to report

2.7.4.1 Clothing

Action Item: KILLIAN advised that a stock-take would be undertaken prior to the next meeting of Directors and a report submitted to Directors re same.

Director Administration Report Accepted

Moved - WYMER Seconded - PROWSE All In Favour Carried

2.7.2 DIRECTOR FINANCE REPORT

Business Arising - Nil

2.7.2.1 Simon Prowse provided Directors with an overview of Club Accounts.

- January was a negative cash month due to approved expenditure on boat motors and the like
- Prowse is still working through the allocation of the various revenue streams into the Club
- Kate Jefferies will be reimbursed for the cost of her Level 1 Officials Course as previously agreed by Directors
- Prowse provided an update on the (voluntary) audit of last FY accounts
- The Bendigo Bank Freshwater signatories have not been changed yet

2.7.2.2 MOTION: There was discussion around payroll management and indecision at Branch level as to how they would facilitate same. **It was agreed that the option of the Club registering for salary and wages and directly employing bar staff and part-time administrator was the way forward. Prowse was comfortable with superannuation and with-holding tax requirements et al and would update Directors on this status at the next meeting.**

Moved - PROWSE Seconded - KILLIAN All in favour Carried

2.7.2.3 PAYPAL have frozen our account with them as they require the personal details of all directors and minutes of Board Meetings to comply with new government regulations.

ACTION ITEM: Laura Snyder to assist Prowse in preparing a list of Directors and copy of minutes for submission.

2.7.2.4 Chris Stoneman our former Finance Director, has been making enquiries into the closure of an inactive legacy account with the Bank of Queensland account number 20200653 BSB 122704 with a balance of \$222.01. BOQ has requested that the notice of account closure be tabled at this meeting and agreed by the current board that the account be closed.

Moved – KILLIAN Seconded – WYMER All in favour Carried

Director Finance Report Accepted

Moved - Wymer Seconded - KILLAN All in favour Carried

2.7.3 DIRECTOR SURF LIFE SAVING REPORT

Business Arising NIL**2.7.3.1 MOTION: To sell 2 X redundant boat motors**

Moved - WYMER Seconded - SLATER All in Favour Carried

2.7.3.2 There was general discussion around some of the challenges presented to ensure that all activities on the beach were being performed by appropriately qualified and certified persons. There were some anecdotes provided of persons who legitimately believed themselves to be proficient and certified when they were not formerly registered as being so. Directors discussed the risks associated with this and ways to mitigate those risks. O'CONNOR and SLATER discussed a concept where the Club hold education sessions at season end and/or season commencement to educate members and Club leaders (ie Patrol Captains) around beach safety and leadership. Specific details to be further developed and articulated however the concept was met with unanimous support from Directors. SLATER sought tacit approval for circa \$5,000 for program development and delivery.

MOTION To develop and beach safety and leadership program. Cost of \$5,000 for development and execution of program.

Moved - SLATER Seconded - O'CONNOR All in Favour Carried

Director Surf Life Saving Report Accepted

Moved - PROWSE Seconded - WYMER All in Favour Carried

2.7.4 DIRECTOR JUNIOR ACTIVITIES REPORT

Business Arising NIL

- Natalia briefed directors on upcoming expenditure for Nippers Medals circa \$700 and Food expenses for Nippers Carnival circa \$750.
- Natalia advised Directors that this would be her final meeting as a Club Director as she was stepping down from her position due to increased demands from her other work commitments
- President WYMER thanked Natalia on behalf of all Directors for her valuable contribution to the Club. Natalia will remain an active member of the Club.
- Peter Nelson will be present on behalf of Junior Activities at the next meeting of Directors
- Chris Walker will likely be filling the position after that subject to confirmation.

Director of Junior Activities Report Accepted

Moved - WYMER Seconded - KILLIAN All in Favour Carried

2.7.5 DIRECTOR SURF SPORTS REPORT

Business Arising NIL

2.7.5.1 MOTION Approval for boat trailer conversion at cost of \$3,870

Moved - SLATER Seconded - SLATER All in Favour Carried

2.7.5.2 MOTION Approval sought for purchase of second hand boat oars at cost of \$2,150

Moved - SLATER Seconded - PROWSE All in Favour Carried

Director Surf Sports Report Accepted

Moved - KILLIAN Seconded - WYMER All in favour Carried

2.7.6 DIRECTOR MARKETING REPORT

Business Arising NIL

Director Marketing Report Accepted

Moved - PROWSE Seconded - SLATER All in favour Carried

2.7.7 DIRECTOR EDUCATION REPORT

Business Arising NIL

- Alex Wye advised Directors that two new Oxy Viva units had been delivered and would be allocated to the ATV and First Aid room.

Director Education Report Accepted

Moved - KILLIAN Seconded - SLATER All in favour Carried

2.7.8 DIRECTOR YOUTH DEVELOPMENT REPORT

Vacant position - Not applicable.

2.7.9 DIRECTOR MEMBER SERVICES REPORT

- Howieson updated Directors on status of DA lodgement for proposed LED signage at Club

No Report Submitted for February meeting

2.8 GENERAL BUSINESS

General Business

Laura Snyder updated Directors on:

- Active Kids Program and the opportunity to allow parents to pay for \$100 worth of membership per child via Government Grant
- Sponsorship Tracking Update – assistance needed with current arrangements – advised for Nikki to touch base with Louis Tassone. Laura advised that there were several invoices that needed to be prepared and Prowse would action same.
- **ACTION ITEM: Chatter Newsletter – Surf Lifesaving, Surf Sports, Member Services and Junior Activities to all provide 3 X Summer Highlights each for upcoming publication and submit to Laura**
- **ACTION ITEM: Laura to follow up Dee Why RSL and confirm booking for presentation night.**

Meeting Concluded: 9.25pm

NEXT BOARD OF DIRECTORS MEETING: Wednesday, 14 March 2018