

# Executive Meeting

<b>Meeting:</b>	Executive Meeting	<b>Date:</b>	22 August, 2017
<b>Venue:</b>	SurfHouse 64 Smith Street, Wollongong	<b>Start Time:</b>	06:31 pm
<b>Attendees:</b>	Peter Evert, President Matthew Theris, Director of Education Jayson Norris, Director of Lifesaving Maria Caldwell, Director of Member Services Karla Erven, Director of Finance		
<b>Visitors:</b>			
<b>Minute Taker:</b>	Amy Vella, Executive Officer		

## MINUTES

<b>1. APOLOGIES</b> Nil	
<b>2. PROXIES</b> Nil	
<b>3. DISCLOSURE OF INTEREST</b> Nil	
<b>4. MINUTES OF MEETING HELD 18 July, 2017</b> Minutes accepted as a true and accurate record. <i>Moved: Karla Erven                      Seconded: Matthew Theris                      Carried</i>	
<b>5. BUSINESS ARISING FROM PREVIOUS MINUTES</b> Opening of new Westpac account is ongoing, therefore the closing of the old ICU account has not happened.	
<b>6. DIRECTORS' REPORTS</b> <b>Lifesaving:</b> <ul style="list-style-type: none"> <li>Gear inspection personnel have been allocated for clubs to contact to have their gear inspection done. Clubs please assist our Gear Scrutineers to make this process as quick and painless as possible, remember, this year's gear inspection may have some weight in the overall <b><u>PATROLING CLUB OF THE YEAR</u></b></li> <li>I am also looking for the Club Captains input for a matrix for clubs that breach their Life Saving Agreement. I have outlaid a simple but I think reasonably fair table which I think can be administered fairly at branch level.</li> <li>I have started a conversation with key stake holders regarding WCC intention to increase patrol hours at Sandon Point. Also, been in contact with Matt Duplessis (SLSNSW), regarding this issue and further investigations need to be done to value the increase of S/P lifesaving agreement.</li> <li>There will be a proficiency held for all Duty Officer and RWC Operators at Woonona SLSC on the 10<sup>th</sup> of September. Another 2 will be scheduled for the northern and southern RWC's at a later date.</li> <li>I have been in meetings with various other local agencies about a combined rescue scenario at Figure 8 pools more to follow as this evolves. The training date is yet to be confirmed, and some positive news from these discussions is that our DO's and RWC may have access to the emergency rescue channels.</li> <li>I would like all clubs to have a draft copy of their patrol roster for the Club Captains meeting 6<sup>th</sup> of September. Clubs need to be looking at the patrol strengths and take steps to have their key patrol award members up skilled if not proficient from the previous year.</li> </ul> <i>Moved: Karla Erven                      Seconded: Maria Caldwell                      Carried</i>	
<b>Surf Sports:</b> <ul style="list-style-type: none"> <li>Junior Development Academy Illawarra nominations have been put through: Chelsea Jones (Bulli), Caleb Sharman (Bulli), Jade van Duin (Bulli), Dayle Air (Thirroul)</li> <li>Junior Development Carnival confirmed: 27 January 2018</li> </ul>	

## 6. REPORTS cont.

### Member Services:

#### • SLSA IT Systems Training

Saturday 26 August 2017

9am - 3pm

at Surf House 64 Smith St Wollongong

see attached training Agenda

Nil cost

Morning/afternoon tea will be provided. Bring your own lunch

Bring laptop/tablet but not necessary

We will have a lunch break after Transfers at 12:30pm and recommence with Education/Assessments at 1pm.

RSVP [memberservices@slsillawarra.com.au](mailto:memberservices@slsillawarra.com.au)

You do not need to stay all day - just come along for the sections that you or your club need updating on.

#### • OPEN DAY Sunday 15 October 2017

We will be advertising this day as recruitment day as well. It would be great if all clubs could participate. Go to <http://www.surflifesaving.com.au/event/2017-surf-club-open-day> to register your club.

#### • CLUB REGISTRATION DAYS INFORMATION SHEET

Club registration information forms have been emailed out to clubs. 4 clubs have returned them. This information will go on website and for any enquiries made to the office.

#### • APPEALS WEEK/DAY

Have mentioned to presidents that this will be an agenda item for next week's Presidents meeting. Have asked for feedback so we can set date now.

#### • RIDING THE WAVE

Amy and I had meeting with Catherine from Sport & Rec today. Program will continue this season over 6 weeks – 3 before and 3 after Christmas. Amy to send out Expression of Interest to clubs. Looking at having a combined day/carnival at the last session.

#### • CIRCULARS:

Circular 3506 - 2017 Development Network Program for 18-25 year olds closes 4 September 2017. Further information <http://www.surflifesaving.com.au/event/2017-development-networking-program>

#### • Have State tele-conference with other Branch Directors of Member Services September 14

#### • MEMBER SERVICES MEETING: Next meeting to be on Thursday 7 September at Surf House from 7pm. We will be focusing on JUNIOR ACTIVITIES so all Junior Chairpersons and those involved with junior activities in particular to attend. Agenda items include Junior Education, Age Managers courses. if you have an agenda item please email me at [memberservices@slsillawarra.com.au](mailto:memberservices@slsillawarra.com.au)

Moved: Jayson Norris

Seconded: Karla Erven

Carried

### Education:

- Silver Medallion Beach Management Course well received on the 13<sup>th</sup> of August at Bellambi. ART Course well attended on the 20<sup>th</sup> of August at Bellambi. Spinal Management course held on the 27<sup>th</sup> of August at Bellambi. A big thanks to Craig St George and Phil Geary for facilitating and coordinating these courses.
- Education Pre-Season Meeting to be held at Surf House on the 30<sup>th</sup> of August facilitated by Steve Allan. All clubs have been notified and requested to pass on the information to their Education Teams.
- Rejection of Endorsement Process. If a TAF has their endorsement rejected or suspended for any reason, consistent process to occur for every case. This will require the member to undergo at least 1 additional mentoring observation to upskill their Education practices.
- SLSNSW to develop program/structure with SLSI looking to a supervisory model for TAF and Education compliance. SLSI participating in this pilot.
- All members in the Branch who hold their Cert IV (or working towards it) will be invited to the Support Operations proficiency day on the 10<sup>th</sup> of September held at Woonona. This is to provide an opportunity for everyone to gain proficiency in all awards and serve as a benchmarking exercise for proficiency expectations moving forward into 17/18 season.

Moved: Maria Caldwell

Seconded: Jayson Norris

Carried

## 6. REPORTS cont.

### Finance:

Summary of July/August payments tabled as follows:

Surf Life Saving Illawarra  
SUMMARY OF PAYMENTS - July/August 2017

ID#	Date	Memo/Payee	Amount
Ddebit	19/07/2017	Caltex Clearing	\$ 321.91 Petrol
EFT	21/07/2017	Officeworks Superstores	\$ 178.48 Stationary
EFT	21/07/2017	Sandon Point SLSC	\$ 2,504.85 LS Grant
EFT	21/07/2017	Small Business Clearing	\$ 4,592.70 BAS
Ccard	23/07/2017	Services NSW	\$ 165.73 Jetski registration
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Ccard	24/07/2017	Woolworths	\$ 7.00 Staff amenities
Ccard	25/07/2017	Kmart	\$ 52.00 Surf House frames
EFT	28/07/2017	Bookkeeping Matterz	\$ 660.00 Bookkeeping
Ccard	28/07/2017	Moshtix Pty Ltd	\$ 272.00 State AOE
Ccard	30/07/2017	Moshtix Pty Ltd	\$ 136.00 State AOE
Ccard	30/07/2017	Moshtix Pty Ltd	\$ 136.00 State AOE
Ccard	30/07/2017	Moshtix Pty Ltd	\$ 136.00 State AOE
Ccard	2/08/2017	Createsend.com	\$ 28.71 Newsletter
EFT	4/08/2017	BOC Limited	\$ 11.68 Oxygen
EFT	4/08/2017	Lizzy-Annes Cleaning Services	\$ 44.00 Cleaning
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EFT	4/08/2017	Matthew Theris	\$ 264.50 course/training lunch
EFT	4/08/2017	Officeworks Superstores	\$ 18.26 Stationary
EFT	4/08/2017	Officeworks Superstores	\$ 77.26 Stationary
EFT	4/08/2017	Robert Watson Lawyers	\$ 275.00 Legal Fees
Bpay	4/08/2017	Sydney Water	\$ 28.00 Water usage
EFT	4/08/2017	The Document Business Centre	\$ 53.45 Photocopying
EFT	4/08/2017	The Document Business Centre	\$ 81.00 Photocopying
EFT	4/08/2017	WB Sports & Promotional Wear	\$ 13.20 Uniforms (embroidery)
EFT	4/08/2017	Wollongong Pure Water	\$ 8.50 Water
Ccard	5/08/2017	Coles	\$ 13.45 Staff amenities
Ddebit	8/08/2017	Fuji Xerox	\$ 247.50 Photocopier
EFT	11/08/2017	Neotech Information Technology	\$ 2,728.00 IT Support (12 months) Corrimal/Community Education)
Ccard	14/08/2017	Corrimal Chamber of Commerce	\$ 162.40
Ddebit	16/08/2017	Telstra	\$ 657.56 Phones
EFT	17/08/2017	The Document Business Centre	\$ 302.50 Photocopying
Ccard	21/08/2017	Caltex Clearing	\$ 259.97 Petrol

\$ 14,647.34

Administration \$ 4,241.70

Fees \$ -

\$ 18,889.04

TOTAL PAYMENTS for July/August 2017 \$ 18,889.04

This report has been tabled and approved at the executive committee meeting held on

22/8/17  
(Date)

Signed:

Position: Director of Finance

Moved: Jayson Norris

Seconded: Maria Caldwell

Carried

Deputy President Report:

Nil

