



# Executive Meeting

<b>Meeting:</b>	Executive Meeting	<b>Date:</b>	23 May, 2017
<b>Venue:</b>	SurfHouse 64 Smith Street, Wollongong	<b>Start Time:</b>	06:30 pm
		<b>Finish Time:</b>	09:10 pm
<b>Attendees:</b>	Val Zanotto, President Peter Evert, Deputy President Bill Seay, President's Advisor Keith Caldwell, Director of Surf Sports Matthew Theris, Director of Education Maria Caldwell, Director of Finance Gary Chapman, Director of Member Services		
<b>Visitors:</b>	Adam Weir, Acting CEO SLSNSW Ian Fullagar, General Counsel, SLSNSW		
<b>Minute Taker:</b>	Amy Vella, Executive Officer		

## MINUTES

<ul style="list-style-type: none"> <li><b>APOLOGIES</b> Jayson Norris, Director of Lifesaving</li> </ul>	
<ul style="list-style-type: none"> <li><b>PROXIES</b> Nil</li> </ul>	
<ul style="list-style-type: none"> <li><b>DISCLOSURE OF INTEREST</b> Val Zanotto, Member &amp; Patron of Towradgi SLSC</li> </ul>	
<ul style="list-style-type: none"> <li><b>MINUTES OF MEETING HELD 20 April, 2017</b> Minutes accepted as a true and accurate record. <i>Moved: Keith Caldwell      Seconded: Matthew Theris      Carried</i></li> </ul>	
<ul style="list-style-type: none"> <li><b>BUSINESS ARISING FROM PREVIOUS MINUTES</b> The Motion of the 20 April 2017 in regards to the implementation of the sanctions &amp; recommendation of the appointment of an Administrator be held over pending the outcome of the court action. Court action implemented by Towradgi SLSC. <i>Moved: Gary Chapman      Seconded: Keith Caldwell      Carried</i></li> </ul>	
<ul style="list-style-type: none"> <li><b>DIRECTORS' REPORTS</b> <b>Lifesaving:</b> <ul style="list-style-type: none"> <li>SLSNSW sent through a list of outstanding Patrol Logs. Each club has been notified.</li> </ul> <b>Surf Sports:</b> <ul style="list-style-type: none"> <li>SLSI Surf/Craft Development Program – have spoken with this season's coaches and they are keen to re-commit to the program for season 2017-2018. Big thank you to Scott Jones &amp; Jake Hogarth for assisting with the program. Keith Caldwell DOSS for facilitating the program.</li> <li>Congratulations to all that contested the Age, Masters &amp; Open Australian Championships on the Gold Coast. Youth &amp; Masters got away with most of their events but the Open program was severely disrupted by ex-Cyclone Debbie.</li> <li>2017 Sydney Water Surf Series dates have been locked in with locations to be confirmed. 4 rounds on 28 Oct – 4 Nov – 25 Nov – 2 Dec</li> <li>SLSNSW Boat Panel are hoping to resurrect the old NSW Still Water Championships (surf boats only). Seeing if SLSI would be interested as it was formerly held on Lake Illawarra</li> <li>I will be attending the SLSNSW Directors Conference this weekend at SLSNSW HQ.</li> <li><b>SLSA Members Portal is useful for access to documents as well including Surf Sports Manual &amp; SLSA Policies</b></li> <li><b>All memo &amp; circulars can be found on the SLSI &amp; SLSNSW website</b> <a href="http://surflifesaving.com.au/members/circulars-and-memos">http://surflifesaving.com.au/members/circulars-and-memos</a></li> </ul> <p><b>Next Surf Sports Meeting TBA</b></p> </li> </ul>	

*Reminder that I will not be re-applying for the position of Director of Surf Sports for the next term. Due to club & family commitments I feel that I can't sustain my energy levels to a suitable requirement for this role. I have thoroughly enjoyed the experience and thank all the clubs and its members that have supported me during the past 2 years in this role. We have some talented members out there as athletes, officials and administrators and must make sure that they are given support from our branch to continue the good work that is happening.*

*Moved: Matthew Theris*

*Seconded: Gary Chapman*

*Carried*

**Member Services:**

- 12 Clubs have submitted nominations for the Awards of Excellence.

**Education:**

- New Education committee met, successful first meeting with all roles and responsibilities understood. Changes discussed for the upcoming 2017/18 season.
- Winter course dates are under development, information to be released in June.
- All expressions of interest to complete Education courses are to be forwarded to [office@slsillawarra.com.au](mailto:office@slsillawarra.com.au)
- TAF proficiency and personal development days are under construction, 2 months warning to be given to all TAFs as to date, location and content.
- Education Compliance Officer (Kim Shipton) is undertaking a review our Education SOPs and Mentoring Guidelines to ensure Illawarra is following correct procedure.
- Education Training Officer (Phil Geary) is assisting in the development and planning of our off-season training calendar.
- Community Education Program Officer (Lisa Cox) is liaising with SLSNSW Community Education with respect to program opportunities that can be run in the Illawarra.
- DOE to process end of season course paperwork from clubs, reminder to all clubs to check if you have any courses that should be logged or paperwork sent/dropped off to Surf House.

*Moved: Maria Caldwell*

*Seconded: Gary Chapman*

*Carried*

## 6. DIRECTORS' REPORTS cont.

### Finance:

Summary of April/May payments tabled as follows:

Payments April and May 2017				
ID#	Date	Memo/Payee	Amount	
Ddebit	18/04/2017	Telstra Corporation	\$ 657.27	Telephones
Ddebit	19/04/2017	Caltex Clearing	\$ 518.20	Petrol
EFT	21/04/2017	Sandon Point SLBC	\$ 1,100.00	Host fee
Bpay	21/04/2017	Sydney Water	\$ 192.00	Water
EFT	28/04/2017	Bookkeeping Matters	\$ 660.00	Bookkeeping
EFT	1/05/2017	JRB Horticulture	\$ 132.00	Lawns
EFT	1/05/2017	The Flagstaff Group	\$ 61.60	Invites AOE
EFT	1/05/2017	Illawarra Production Services	\$ 990.00	Branch
EFT	1/05/2017	Surf Life Saving South Coast	\$ 1,320.00	Syd Water Equip
EFT	5/05/2017	BOC Ltd	\$ 11.30	Oxygen
EFT	5/05/2017	Karera Pty Ltd	\$ 453.31	Radio repair
EFT	5/05/2017	Officeworks	\$ 79.14	Stationary
EFT	5/05/2017	WB Sports & Promotional Wear	\$ 393.80	Office/DO uniforms
EFT	5/05/2017	Towradgi SLBC	\$ 2,504.85	2015-2016 LSA
EFT	5/05/2017	Lizzy-Annes Cleaning Services	\$ 44.00	cleaning
EFT	5/05/2017	The Document Business Centre	\$ 180.20	photocopying
EFT	5/05/2017	Scott Jones	\$ 1,200.00	coaching
EFT	5/05/2017	Bellambi SLBC	\$ 2,504.85	2015-2016 LSA
EFT	5/05/2017	Coalcliff SLBC	\$ 2,504.85	2015-2016 LSA
Ddebit	8/05/2017	Fuji Xerox	\$ 247.50	photocopying
EFT	12/05/2017	Bulli SLBC	\$ 2,504.85	2015-2016 LSA
EFT	12/05/2017	Lizzy-Annes Cleaning Services	\$ 44.00	cleaning
EFT	12/05/2017	Stacks Heard McEwan	\$ 2,084.50	Solicitors
Ddebit	17/05/2017	Telstra Corporation	\$ 657.56	Telephones
Ddebit	19/05/2017	Caltex Clearing	\$ 739.99	Petrol
EFT	19/05/2017	BTW Communications Pty Ltd	\$ 147.84	Branch - Radios
EFT	19/05/2017	BTW Communications Pty Ltd	\$ 147.84	Jnr Deve - Radios
EFT	19/05/2017	Thirroul SLBC	\$ 2,504.85	2015-2016 LSA
EFT	19/05/2017	Neotech Information Technology	\$ 880.00	ongoing fees - storage, emails etc
EFT	19/05/2017	BTW Communications Pty Ltd	\$ 221.76	Syd Water Radios
			\$ 25,688.06	
		Administration	\$ 5,774.85	
		Fees	\$ -	
			\$ 31,462.91	
<b>TOTAL PAYMENTS for April/May 2017</b>			<b>\$ 31,462.91</b>	

This report has been tabled and approved at the executive committee meeting held on \_\_\_\_\_ (date)

Signed: \_\_\_\_\_

Position: \_\_\_\_\_

Moved: Matthew Theris

Seconded: Gary Chapman

Carried

### Deputy President Report:

#### 1. Wollongong City Council (WCC) SLSI Liaison meeting 18<sup>th</sup> May 17:

**Austinmer-** WCC aware \$350K grant funding was secured by the club for the Shared facility project.

**Bellambi** – Planning for club extension delayed due to the discovery of a midden. Await report, another 6-8 weeks' duration.

**Bulli** – Club extension construction project completion planned for June. Non-budgeted works such as carpark resurfacing, & changeroom renovations to be completed by WCC.

**North Wollongong** – WCC will not be funding any further changes on the proposed building refurbishment project. Club has had ample opportunities to make changes, last requested changes from the club are being included now.

**Scarborough** – Quality of surf club member amenities discussed again. Ownership of land is being verified prior to sewerage works being scoped up.

**Dune Management Strategy** – Designs for **Wollongong City** and **Port Kembla** underway, open for feedback September to October 2017, consultation completed prior to Xmas 2017, start works May - June 2018. **Bellambi** scoping has started.

**Service Level Agreement –**

- a. Discussion on recent lifesaving breaches at the **Towradgi** club and the Judiciary Panel outcomes previously provided. WCC to provide documentation to SLSI in respect of the breach of the SLA, and hence Liquidated damages that are to be applied. {LDs to be applied due to the failure to supply trained personnel as per SLA}.
- b. A SLA agreement for another 12 months is to be written up by WCC and supplied to SLSI for review.

**General Business –**

- a. Surf Club Licensing – **Bellambi** and **Bulli** approvals in WIP, still await final approval on license from Crown Lands. Clubs to contact Ian Fullagar, General Counsel for SLSNSW, if you require any assistance with your Lease.
- b. New Management Policy – (To be circulated by WCC) – As WCC are custodians of surf clubs and responsible for delivering core lifesaving activities from the clubs, all clubs must have a lease in place prior to any discussions on rebuilding of surf clubs.
- c. Rock Pool Works – **Coalcliff** and Gents pools now closed for refurbishment.
- d. SLSI permission to build storage shed at Surf House – Request made to follow up on previous formal application to determine whether landlord's permission to build a storage shed at Surf House is approved.
- e. Building Condition Assessments – Discussion on request that was circulated to all clubs in respect of SPM Assets audit of all clubs. Any enclosed areas not accessible by a council master key then a volunteer member of the surf club must be in attendance during audit, otherwise the opportunity will be missed.
- f. Next meeting will be bi-monthly, 13<sup>th</sup> July 2017.

**2. Towradgi SLSC Breaches of Lifesaving standards:**

- a. On 5:25pm 11<sup>th</sup> May 2017, SLSI received notice of the filing of an Affidavit to the Supreme Court of NSW, by Michael Banach.
- b. On 12.20pm 16<sup>th</sup> May 2017, SLSI received notice of the Judgement/Order to enable Towradgi SLSC to file a summons against SLSI.
- c. On 10am 17<sup>th</sup> May 2017, SLSI received email from Graham Lancaster that no action is taken by SLSI to appoint an administrator prior to the hearing on 23<sup>rd</sup> May 2017.
- d. On 5pm 17<sup>th</sup> May 2017; SLSI received NOTICE TO PRODUCE TO COURT all documents in relation to Towradgi SLSC. Due 23 May 10am.
- e. On 18th May 2017, SLSI engaged RMB Lawyers and responded to Lancaster Law agreeing to an interim order not to appoint an administrator whilst documents are produced by SLSI.

*Moved: Maria Caldwell*

*Seconded: Matthew Theris*

*Carried*

**Executive Officer:**

- Awards of Excellence
  - Nominations have closed.
  - Judging Panels have been confirmed and allocated dates & times
- BlueScopeWIN CP grant: successful with \$10,000 for sponsorship. Would like to talk to President & Executive Officer regarding other sponsorship opportunities.
- Invoices sent through for the Coledale & Windang Jet Ski's from the Community Building Partners Grants.

**7. GENERAL BUSINESS**

- Motion to amend the Executive Meeting Minutes held on 21 March 2017 under General Business, in regards to the cessation of employment of a former staff member. The staff members name is to be removed and replaced with "a salaried employee".

*Moved: Gary Chapman*

*Seconded: Matthew Theris*

*Carried*

- Towradgi SLSC:

Thank you to Adam Weir & Ian Fullagar for attending the Executive Meeting.

Ian Fullagar & David Murray to attend the Branch Council Meeting. Adam Weir to confirm attendance

The Motion of 23 April 2017, will not be put at the next Branch Council Meeting, however, subject to the Club Presidents views, can be debated.

**ACTION**

-

- Combined Portfolio Conference being held this weekend in Sydney will be attended by:  
 Maria Caldwell on behalf of the Director of Member Services  
 Keith Caldwell for Surf Sports  
 Matthew Theris for Education  
 Jayson Norris for Lifesaving
- All RWC's are to be stored within surf clubs. Branch seeks expressions of interest from clubs wishing to store these branch assets.
- Thank you to Gary Chapman for his services with the Member Services Portfolio and Keith Caldwell for Surf Sports Portfolio.
- Due to their suspension by Towradgi SLSC two (2) current Duty Officers will be unable to undertake Duty Officer roles for the next 3 months.

**8. NEXT MEETING**

Tuesday 20 June 2017 @ 6.30pm

DRAFT