



Executive Meeting

Meeting:	Executive Meeting	Date:	18 July, 2017
Venue:	SurfHouse 64 Smith Street, Wollongong	Start Time:	06:30 pm
		Finish Time:	08:00 pm
Attendees:	Peter Evert, President Matthew Theris, Director of Education Jayson Norris, Director of Lifesaving Maria Caldwell, Director of Member Services Karla Erven, Director of Finance		
Visitors:			
Minute Taker:	Amy Vella, Executive Officer		

MINUTES

<p>1. APOLOGIES Nil</p>	
<p>2. PROXIES Nil</p>	
<p>3. DISCLOSURE OF INTEREST Nil</p>	
<p>4. MINUTES OF MEETING HELD 20 June, 2017 Minutes accepted as a true and accurate record. <i>Moved: Maria Caldwell Seconded: Matthew Theris Carried</i></p>	
<p>5. BUSINESS ARISING FROM PREVIOUS MINUTES Member Services meeting was moved to July 2017. Decision was made after consultation regarding the Branch Nomination for the Community Education Program.</p>	
<p>6. DIRECTORS' REPORTS</p> <p>Lifesaving:</p> <ul style="list-style-type: none"> • Attended Illawarra Rescue Committee Meeting. • Access to beaches with restrictions need to be reported to the Illawarra Rescue Committee forum. • RWC to attend training at the Figure 8 pools – in progress planning with Ambulance Service. • Expressions of Interest for Duty Officers to go out. Next roster to start summer 2017/18. • Expressions of Interest for RWC Annual Hosting at clubhouses to go out. • SLSNSW Lifesaving teleconference in three weeks time. <p><i>Moved: Maria Caldwell Seconded: Karla Erven Carried</i></p> <p>Surf Sports:</p> <ul style="list-style-type: none"> • Sydney Water Surf Series Meeting Minutes presented, including 2016/17 financials. Refer to attached. • Three clubs at Pool Rescue Champs: Bellambi, Bulli & Thirroul. • Two clubs at IRB Champs: Thirroul & Woonona. <p><i>Moved: Jayson Norris Seconded: Karla Erven Carried</i></p> <p>Member Services:</p> <ul style="list-style-type: none"> • Member Services Meeting Minutes presented. Refer to attached. • Branch Registration Day discussed. • SurfGuard Training Day to be organised. <p><i>Moved: Jayson Norris Seconded: Matthew Theris Carried</i></p> <p>Education:</p> <ul style="list-style-type: none"> • Successful Assessors course run 15th/16th July, candidates from previous course to be sent follow up e-mail. • Expressions of Interest for courses being well received, these will close 26th of July, can be found on our website. • Cert IV upgrade day booked in for 30th of July, this is compulsory, eligible candidates for this upgrade must make themselves available. • Pre-season meeting, Wednesday the 30th August @ SurfHouse, all TAFs required. <p><i>Moved: Maria Caldwell Seconded: Jayson Norris Carried</i></p>	

6. REPORTS cont.

Finance:

Summary of June/July payments tabled as follows:

SUMMARY OF PAYMENTS - June/July 2017

ID#	Date	Memo/Payee	Amount
Ddebit	19 Jun 2017	Caltex	511.77 Petrol
Bpay	19 Jun 2017	Telstra Corporation	657.56 Telephones
EFT	23 Jun 2017	Amy Duggan	250.00 AOE
EFT	23 Jun 2017	The Flagstaff Group	1,046.10 AOE booklet
EFT	23 Jun 2017	WB Sports & Promotional Wear	1,188.00 AOE prizes
EFT	28 Jun 2017	Bookkeeping Matterz	660.00 bookkeeping
EFT	30 Jun 2017	Lizzy-Annes Cleaning Services	44.00 cleaning
EFT	30 Jun 2017	Headlands Hotel Pty Ltd	165.00 AOE
Bpay	30 Jun 2017	Energy Australia	378.78 electricy
EFT	30 Jun 2017	Bookkeeping Matterz	660.00 bookkeeping
EFT	30 Jun 2017	Corrimal SLSC	2,610.62 refund of Is grant
EFT	30 Jun 2017	Fairy Meadow SLSC	2,610.62 refund of Is grant
EFT	30 Jun 2017	Windang SLSC	2,610.62 refund of Is grant
EFT	07 Jul 2017	Wollongong Pure Water	8.50 water
EFT	07 Jul 2017	BOC Limited	11.30 oxygen
EFT	07 Jul 2017	Lizzy-Annes Cleaning Services	44.00 cleaning
EFT	07 Jul 2017	Chubb Fire & Security Pty Ltd	122.10 fire extnguisher
EFT	07 Jul 2017	Flick Washroom Services	311.45 toilets
EFT	07 Jul 2017	The Document Business Centre	339.50 photocopying
Ddebit	10 Jul 2017	Fuji Xerox Australia	247.50 Photocopier
EFT	14 Jul 2017	The Flagstaff Group	330.00 Business cards
EFT	14 Jul 2017	WB Sports & Promotional Wear	366.30 uniforms
Bpay	17 Jul 2017	Telstra Corporation	657.56 Telephones

	\$	15,831.28
Administration	\$	5,224.98
Fees	\$	-
	\$	21,056.26

TOTAL PAYMENTS for June/July 2017 \$ 21,056.26

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

18/7/17
(Date)

Signed: 
Position: _____

Moved: Jayson Norris Seconded: Matthew Theris Carried

Deputy President Report:

Nil

7. GENERAL BUSINESS

ACTION

- Open new Westpac account for Amy Vella – SLS Illawarra debit card with one signature to use but multiple authority signatures (Peter Evert - President, Karla Erven – Director of Finance & Deborah Todd – Bookkeeping Matterz) as per our other accounts.

Moved: Matthew Theris Seconded: Jayson Norris Carried

- Appointment of Surf Sports Advisors: Keith Caldwell, Michael Jennett & Dave Greene

Moved: Jayson Norris Seconded: Matthew Theris Carried

- Sydney Water Surf Series Committee 2017 to be endorsed: Keith Caldwell, Michael Jennett, Dave Greene, Dennis Allen & Alan Parsons.

Moved: Jayson Norris Seconded: Karla Erven Carried

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| <ul style="list-style-type: none">• Branch Registration date is to be 15 October 2017 in-conjunction with SLSNSW Open Day
<i>Moved: Maria Caldwell Seconded: Karla Erven Carried</i>• SLSNSW Awards of Excellence 2016/17 – SLSI Directors to attend and advise EO of availability.• Branch Directors Strategy Session, Sunday 23 July 2017.• Meeting being arranged by SLSNSW for SLSI President to meet and greet new SLSNSW CEO Steven Pearce.• The appointment of a full-time Branch Administration Assistant to be made.
<i>Moved: Karla Erven Seconded: Matthew Theirs Carried</i> | |
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8. NEXT MEETING

Tuesday 22 August 2017 @ 6.30pm

F U N D A M E N T A L