



# Executive Meeting

<b>Meeting:</b>	Executive Meeting	<b>Date:</b>	19 December, 2017
<b>Venue:</b>	Collegian's 3A Charlotte Street Wollongong NSW 2500	<b>Start Time:</b>	18:40 pm
		<b>Finish Time:</b>	20:00 pm
<b>Attendees:</b>	Peter Evert, President Dan Meehan, Deputy President Matthew Theris, Director of Education Karla Erven, Director of Finance Maria Caldwell, Director of Member Services Jayson Norris, Director of Lifesaving		
<b>Visitors:</b>	Nil		
<b>Minute Taker:</b>	Amy Vella, Executive Officer		

## MINUTES

<p><b>1. APOLOGIES</b> Kevin Starling, Director of Surf Sports</p>	
<p><b>2. PROXIES</b> Nil</p>	
<p><b>3. DISCLOSURE OF INTEREST</b> Nil</p>	
<p><b>4. MINUTES OF MEETING HELD 21 November, 2017</b> Minutes accepted as a true and accurate record. <i>Moved: Karla Erven                      Seconded: Matthew Theris                      Carried</i></p>	
<p><b>5. MINUTES OF SPECIAL EXECUTIVE MEETING HELD 7 December, 2017</b> Minutes accepted as a true and accurate record. <i>Moved: Karla Erven                      Seconded: Matthew Theris                      Carried</i></p>	
<p><b>6. BUSINESS ARISING FROM PREVIOUS MINUTES</b></p> <ul style="list-style-type: none"> <li>• Branch Championship – Junior Carnival @ Sandon Point: PA to halt at 2:30pm due to wedding</li> <li>• Club Conference date change to tent. 3 February 2018</li> </ul>	
<p><b>7. DIRECTORS' REPORTS</b></p> <p><b>Lifesaving:</b></p> <p>I would like to thank all the Duty Officers and RWC operators that have helped out During the year so far with patrols and carnivals. Job well done. Thank you for your extra effort you all do. Surf NSW are still putting together a duty officers pack to be distributed to all branches.</p> <p>An expression of interest for new rescue Watercraft operators will be sent out in the next couple of weeks. I would like to start a new course sometime early in the new year and catch up on those and haven't finished from the last course.</p> <p>Clubs that are still waiting for gear from the last equipment grant, boards are on back order and outboard motors should be arriving mid to end of January.</p> <p>I'm currently looking into the prizes from last year's Rescue of the Month award, I don't believe any of the Illawarra club winners at New South Wales level received their Hytera radio that were promised.</p> <p>I would like to wish everybody a very Merry Christmas and a safe New Year and remember to keep our message very simple swim between the flags, take care of each other, support each other and always ask for help if needed.</p> <p><b>Lifesaving Defaults:</b></p> <ul style="list-style-type: none"> <li>• Port Kembla 19 November 2017 – Members did not hold IRBC awards</li> </ul> <p><i>Moved: Dan Meehan                      Seconded: Karla Erven                      Carried</i></p>	

## 7.DIRECTORS' REPORTS cont.

### Surf Sports:

#### Minutes from Surf Sports meeting 12.12.17 @ 6pm (6 clubs in attendance)

1. Thanks to the organising committee as well as Woonona, Warilla Barrack Point, Shellharbour and Kiama Downs Surf Clubs for hosting another successful Sydney Water Series.
2. A request to all Illawarra clubs to look for someone to be mentored to be our next Director of Surf Sports.
3. Circulars will be sent out shortly with information regarding the Development and Branch Champs. carnivals. U15 Events will be included in the Development Carnival.
4. A special notice for all clubs is that the table for calculating patrol hours for competing members, especially those that join after the start of the season, was not published in the latest completion manual and they should refer to the previous edition to work out the correct hours. (Policy 5.04).
5. A report on the Illawarra Teams result at Interbranch:
  - A few points from 2017 Interbranch:
  - 6th place overall
  - Excellent effort from all involved including parents and athletes but especially the management team.
  - I don't know all results but happy share them when located online
  - A number of beach and water competitors did exceptionally well in their events
  - Kyan Pickthall's interview on SLSNSW facebook site was great.
  - Jazz Munro's gutsy efforts - smallest kid in the carnival but biggest work ethic in racing.
  - Despite SLSI competitors position in races, they kept on giving in every event. We were very proud of their efforts.
  - Despite the short timeline on accommodation and uniform and actual team announcement, everybody was very supportive and willing to help - thank you!

#### Recommendations 2018

- Could accommodation be booked tentatively for the interbranch 2018
  - A more formal full team meeting would be beneficial. A social to follow, to give the team (water and beach) a chance to be familiar with each other.
  - Shannon Fox – has an interest in finding a sponsor for uniform next year - please advise of limitations (if any) here.
  - Team captains should be informed what is expected of them and aware of their position prior to arrival to interbranch.
  - One competitor was unable to compete on Sunday due to a slight strain. The rules do not allow for a replacement from another age group **or** from a girl competing in a boy's race (AND STILL ACCESS POINTS).
  - This was raised with the officials and some other branches were in the same predicament.
  - The officials (Mr Dury) said that they would raise this as a topic for discussion and a possible rule change.
  - Announce teams where possible prior to day competition
6. Water Safety and Officials personnel supplied by each club will be spot checked during both the Development and Branch Champs carnivals and any club not meeting their obligations will be suspended from the events.
  7. A suggestion that a log book similar to the entries system should be added to Surf Guard to keep track of Officials hours so they can be calculated easier for re-accreditation.
  8. **Next Meeting:** Tuesday 23 January 2018 @ 6:00pm

Merry Christmas and a Happy New Year

Moved: Dan Meehan

Seconded: Karla Erven

Carried

## 7.DIRECTORS' REPORTS cont.

### Member Services:

#### YOUTH PANEL

Will catch up with those that have expressed an interest in the Youth Panel early in the New Year.

#### AWARDS OF EXCELLENCE

Will have a get together in early January with those that have made contact with me.

#### ADMINISTRATION WORKSHOP 7 December 2017

2 people attended with 2 apologies – those that attending were able to sort through all their questions/enquiries.

#### CIRCULARS

- **SLSA 26 17 18 Call for expression of interest for volunteers for Event Volunteers for Aussies 2018**

Nominations close Monday 18 December 2017

- **SLSNSW 3519 2017/2018 Junior Lifesaver of the Year Camp and Award** Nominations to be at Branch by Monday 22 January 2018. Interviews will be on Wednesday 31 January, Thursday 1 February or Friday 2 February 2018. I will get a panel together early in the New Year for the interviews.
- **SLSNSW 3520 2017/2018 Youth Opportunity Makers Workshop**  
Nominations close Monday 15 January 2018
- **SLSA 42 17 18 National Leadership College**

*Moved: Jayson Norris*

*Seconded: Matthew Theris*

*Carried*

### Education:

#### Education Courses

##### Silver Medallion Beach Management Course

Wanting to do your Silver Medallion Beach Management Award?

**When:** Sunday 14 January 2018

**Where:** Scarborough Wombarra SLSC, 27 Monash St, Wombarra

**Time:** 8:30am to 4:30pm - Lunch will be provided

**RSVP:** Please email Bindi Adams at [info@scarboroughwombarraslsc.org](mailto:info@scarboroughwombarraslsc.org) by **Wednesday 10 January 2018**

#### Education Paperwork

Please be advised that during the Christmas & New Year period, SurfHouse will be closed. All paperwork, whether it be URGENT or not, is to be scanned through to the Director of Education

[education@slsillawarra.com.au](mailto:education@slsillawarra.com.au)

#### Upcoming Education Courses (TBC)

Rescue Water Craft (RWC): February/March 2018

Silver Medallion Aquatic Rescue (SMAR): February/March 2018

Silver Medallion Advanced First Aid: March/April 2018

Gold Medallion: March/April 2018

*Moved: Dan Meehan*

*Seconded: Karla Erven*

*Carried*

## 7. DIRECTORS' REPORTS cont.

### Finance:

Summary of November/December payments tabled as follows:

#### SUMMARY OF PAYMENTS - November/December 2017

ID#	Date	Memo/Payee	Amount	Notes
Ddebit	20/11/2017	Caltex	\$ 624.26	Petrol
WAGES	23/11/2017	Amy Vella - Reimbursement	\$ 170.00	First Aid course
EFT	23/11/2017	Australian Tax Office	\$ 2,263.00	BAS
EFT	23/11/2017	BLK	\$ 864.61	Interbranch uniforms
EFT	23/11/2017	Denis Yeo & Associates	\$ 2,420.00	Auditors
EFT	23/11/2017	Surf Life Saving Australia	\$ 521.65	Surf Sports: Megaphone and SS manual
EFT	23/11/2017	The BMS Group	\$ 433.44	Photocopier
EFT	28/11/2017	Bookkeeping Matterz	\$ 660.00	Bookkeeping
EFT	1/12/2017	Bellambi SLSC	\$ 2,920.95	Life Saving Agreement
EFT	1/12/2017	BTW Communication Pty Ltd	\$ 266.11	Sydney Water: 2 way radios
EFT	1/12/2017	Infront Surfcraft Pty Ltd	\$ 6,780.00	Sydney Water (prizes)
EFT	1/12/2017	Jake Hogarth	\$ 1,200.00	Coaching: Development Squad (16 weeks)
EFT	1/12/2017	Lizzy-Annes Cleaning Services	\$ 44.00	Cleaning
EFT	1/12/2017	Michael Jennett	\$ 2,000.00	Reimbursement: Sydney Water Prizes
EFT	1/12/2017	RMB Lawyers	\$ 3,965.50	Legal fees
EFT	1/12/2017	The Flagstaff Group	\$ 1,161.05	Annual Report printing
FEE	1/12/2017	Surf Life Saving Australia	\$ 42.41	Payment gateway fees
FEE	1/12/2017	Surf Life Saving Australia	\$ 15.34	Payment gateway fees
VISA	2/12/2017	Create/send.com	\$ 28.71	Postage
EFT	5/12/2017	BLK	\$ 864.59	Interbranch uniforms
EFT	6/12/2017	Trust account (Lancaster Law & Mediation Pty Ltd)	\$ 10,000.00	Legal fees
EFT	7/12/2017	BOC Limited	\$ 45.17	Oxygen
EFT	7/12/2017	Coledale SLSC	\$ 2,504.85	Life Saving Agreement
EFT	7/12/2017	Skye Group Pty Ltd	\$ 1,548.80	Interbranch uniforms
EFT	7/12/2017	The Boat Doctor	\$ 1,304.00	Service Jetski
EFT	7/12/2017	WB Sports & Promotional Wear	\$ 3,762.00	Interbranch Team uniforms
EFT	7/12/2017	Wollongong Pure Water	\$ 8.50	Water
EFT	14/12/2017	BTW Communication Pty Ltd	\$ 266.11	Sydney Water : 2 way radios
EFT	14/12/2017	Energy Australia	\$ 420.70	Electricity
EFT	14/12/2017	Jet Rescue	\$ 110.00	Service and fit radio bag
EFT	14/12/2017	Jet Rescue	\$ 384.00	Jetski accessories
EFT	14/12/2017	Jet Rescue	\$ 242.00	Jetski maintenance
EFT	14/12/2017	Lizzy-Annes Cleaning Services	\$ 44.00	Cleaning
EFT	14/12/2017	Newcastle Beach YHA	\$ 4,416.00	Interbranch Team accomodation
EFT	14/12/2017	Officeworks Superstores	\$ 19.95	Stationary
EFT	14/12/2017	Surf Life Saving NSW	\$ 501.41	Branch Directors insurance
			\$ 52,823.11	
		Administration	\$ 3,478.72	
		Fees	\$ -	
			\$ 56,301.83	

**TOTAL PAYMENTS for November/December 2017 \$ 56,301.83**

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

19/12/17

(Date)

Signed:

Position:

*[Signature]* Director of Finance

Moved: Matthew Theris Seconded: Dan Meehan Carried

## 7. DIRECTORS' REPORTS cont.

Deputy President:

### WOLLONGONG CITY COUNCIL & SLSI LIASION MEETING, TUESDAY 19 DECEMBER 2017

#### • CAPITAL WORKS PRIORITIES

Council reported no change to any of the works on Bulli, Austinmer, North Wollongong, Scarborough or Bellambi surf clubs.

#### • SURF CLUB BUILDING MAINTENANCE ISSUES

Issues with a faulty back roller door at Thirroul.

#### • DUNE MANAGEMENT STRATEGY

Council is meeting Port Kembla in January and have met with Bellambi.

#### • SERVICE LEVEL AGREEMENT

No action

#### • COAST SAFE REPORT

The Coniston unit has faulty camera problems.

#### • GENERAL BUSINESS

- Wollongong City Council will have beach staff facilitating a patrol at North Wollongong Beach from 6:00pm – 8:00pm on New Year's Eve, at the conclusion of the surf club patrol Council lifeguards will establish a bathing area. In addition to this from 4:00pm – 7:00pm Council will have a roving patrol with jet ski around the Harbour. A Council supervisor will be established on site from 6:00pm - 9:00pm.
- Lease letters to be passed on to 12 of the clubs, now seeking contact details etc.
- Happy and safe Christmas to all Illawarra surf lifesavers and their families.

**Next Meeting Date:** 23 January 2018

*Moved: Karla Erven*

*Seconded: Maria Caldwell* *Carried*

## 8. GENERAL BUSINESS

- Paddle Against Poverty – Anthony O'Donoghue (Coledale) will support with 2 x IRB's & 1 x RWC to the event
- Patrol Ops App – only 4 out of 17 clubs used the App last weekend. Director of Lifesaving to follow up with clubs and also SLSNSW on roll-out strategy.
- SLSI Strategic Plan – Club Conference date is 3 February 2018 (to be confirmed with SLSNSW & ClubsNSW)
- Executive Officer left meeting @ 7:40pm – confidential discussion on annual staff salary review.

**ACTION**

**JN**

**AV**

**PE**

## 9. NEXT MEETING

Tuesday 23 January 2018 @ 6.30pm