

Meeting:	Executive Meeting	Date:	22 May, 2018
Venue:	SurfHouse 64 Smith Street Wollongong NSW 2500	Start Time:	18:29 pm
		Finish Time:	21:10 pm
Attendees:	Peter Evert, President Karla Erven, Director of Finance Kevin Starling, Director of Surf Sports Maria Caldwell, Director of Member Services Gunther Enthaler, Director of Education		
Visitors:	Nil		
Minute Taker:	Peter Evert		

MINUTES

<p>1. APOLOGIES Dan Meehan, Deputy President Amy Vella, Executive Officer</p>	
<p>2. PROXIES Nil</p>	
<p>3. DISCLOSURE OF INTEREST Nil</p>	
<p>4. MINUTES OF MEETING HELD 17 April 2018 Jayson Norris to be added as an apology. Minutes accepted as a true and accurate record. <i>Moved: Maria Caldwell Seconded: Gunther Enthaler Carried</i></p>	
<p>5. BUSINESS ARISING FROM PREVIOUS MINUTES</p> <ul style="list-style-type: none"> Austinmer lifesaving default from 13.01.18 has been resolved – no default recorded. Two clubs still have not completed Educheck. Patrol Ap to be relaunched at SLSNSW Club Conference. 	<p>ACTION: GE</p>
<p>6. DIRECTORS' REPORTS</p> <p>Lifesaving Update:</p> <ul style="list-style-type: none"> SLSNSW Director of Lifesaving Conference / Portfolio held last weekend: Patrol handover / briefing – reminder: due to WHS clubs are required to complete Induction – New & current member / ATV inductions are to be completed annually, suggest on proficiency days. Patrol Aps – a lot of work ongoing on with this in preparation for next season. Lifesaving Equipment Grant Allocations – grant closes Friday 25 May 2018, however SLSI has an extension 2018 Gear and Inspection proficiency – JN to check with AV re Was the branch authorisation completed correctly? <p>Lifesaving Defaults from SLSI Patrol Audits:</p> <ul style="list-style-type: none"> Coledale – 28.01.18 – resolved, no default recorded Scarborough Wombarra – 28.01.18 – resolved, no default recorded Coledale – 12.11.18 – resolved, no default recorded Scarborough Wombarra – 12.11.17 – resolved, no default recorded <p>Wollongong City Council have issued correspondence in respect of Liquidated Damages to each of the four (4) SLSI defaults above – (2) resolved with no LDs, (2) still pending action.</p> <p>Lifesaving Defaults (other):</p> <ul style="list-style-type: none"> Towradgi – 29.04.18 – await response from club <p><i>Motion to accept report</i> <i>Moved: Gunter Enthaler Seconded: Kevin Starling Carried</i></p>	<p>ACTION:</p> <p>JN/ AV JN / AV</p> <p>JN / AV</p> <p>JN</p>

6.DIRECTORS' REPORTS cont.

ACTION:

Surf Sports Update:

- All results from major events are available on SLSNSW website
- Surf Sports meeting will recommence in August on the 2nd Tuesday, 14th August at 6pm.
- An expression of interest in hosting events will be discussed and circulated at this first meeting.
- Sydney Water Surf series committee to meet to set dates for next season.
- IRB Development team nominations now open.
- Surf Boat rowers development clinic open
- IRB Interstate team nominations open

Motion to accept report

Moved: Gunther Enthaler

Seconded: Maria Caldwell

Carried

Member Services:

1. Would like to see a set Registration Day that all clubs will participate in so we can advertise and promote.
Suggest 22 or 23 September or 29 or 30 September (first day of patrols)
2. MPIO course:
Have spoken to Office of Sport and are looking at Monday 23 July have other dates but they clash with State Conference. Cost is \$25 per person (individuals to pay) or \$350 (Illawarra to pay up front) and then we may invoice the clubs. Suggest to open up to South Coast clubs as well. Have made contact South Coast to see if they are interested. Would like to see each club send 2 members (one female/one male) if possible. Will leave open where we hold it, depending on numbers! Will see if a club is interested in hosting. It is a 3hour course. There is an online component to complete beforehand.
3. YOUTH:
Due to my holidays, needed to put back Youth Meeting.
Looking at Thursday 31 May 2018
4. I have registered for the State Club Conference – it is going to be Member Services Portfolio meeting which we normally attend in May each year.
5. CIRCULARS
 - SLSA Circular 66 2018 National Leaders Master Class closes 12 June 2018
 - SLS NSW Memo – NSW Volunteer of the Year Awards
<https://www.surflifesaving.com.au/sites/site.test/files/Memo%20-%20Centre%20of%20Volunteering.pdf>

Motion to accept report

Moved: Jayson Norris

Seconded: Kevin Starling

Carried

Education:

- Attended SLSNSW Training & Development Webinar on 3 May 2018
- Community education is an area where resources are being directed, with the Illawarra being one the biggest areas due to Western Sydney population growth.
- SLSNSW has received VET funding, which will be directed toward professional development for trainers and assessors. Including more TAE upgrades and more assessor courses.
- Illawarra branch end of season education meeting on 30 May at Surf House
- Craig Zulian is organizing some RWC professional development during the off season

Motion to accept report

Moved: Kevin Starling

Seconded: Maria Caldwell

Carried

Deputy President:

Nil

6.DIRECTORS' REPORTS cont.

Finance:

Summary of April / May payments tabled as follows:

April / May

SUMMARY OF PAYMENTS - March/April 2018

ID#	Date	Memo/Payee	Amount	Notes
Ccard	13/04/2018	Laerdal Pty Ltd	\$ 412.14	Amy to confirm
Ddebit	19/04/2018	Caltex	\$ 481.38	Fuel
EFT	19/04/2018	Brookes Engraving Pty Ltd	\$ 33.00	Surf House honour boards
EFT	19/04/2018	Keith & Maria Caldwell	\$ 102.45	Reimbursement: Member services meeting dinner
EFT	19/04/2018	Lizzy-Annes Cleaning Services	\$ 44.00	Cleaning
EFT	19/04/2018	The BMS Group	\$ 143.12	Photocopier
EFT	19/04/2018	Vivo Digital	\$ 55.00	Web hosting
EFT	19/04/2018	Vivo Digital	\$ 55.00	Web hosting
EFT	19/04/2018	Vivo Digital	\$ 55.00	Web hosting
EFT	19/04/2018	Vivo Digital	\$ 55.00	Web hosting
EFT	19/04/2018	Vivo Digital	\$ 55.00	Web hosting
EFT	19/04/2018	Vivo Digital	\$ 55.00	Web hosting
EFT	19/04/2018	Vivo Digital	\$ 55.00	Web hosting
EFT	19/04/2018	Vivo Digital	\$ 55.00	Web hosting
EFT	26/04/2018	Novotel Northbeach	\$ 1,000.00	AOE Venue Deposit
EFT	26/04/2018	Peter Evert	\$ 69.00	Reimbursement: Director Jacket
Ddebit	27/04/2018	Superchoice	\$ 1,587.11	Employee Superannuation
EFT	30/04/2018	Bookkeeping Matterz	\$ 660.00	Bookkeeping
Ccard	2/05/2018	Create/send.com	\$ 28.71	Postage
EFT	3/05/2018	Karera Pty Ltd	\$ 33.00	DO radio repair
EFT	3/05/2018	Lizzy-Annes Cleaning Services	\$ 44.00	Cleaning
EFT	3/05/2018	Wollongong Pure Water	\$ 3.00	Water
EFT	3/05/2018	Wollongong Pure Water	\$ 8.50	Water
ATM	3/05/2018	Petty Cash	\$ 40.00	Petty cash
Ccard	7/05/2018	GoFundMe	\$ 1,000.00	Tathra appeal donation
EFT	10/05/2018	BOC Limited	\$ 11.64	Oxygen
EFT	10/05/2018	Responder 1 Training & Consulting	\$ 139.95	AED pads
EFT	10/05/2018	Scott Jones	\$ 2,100.00	Coaching (Head Coach oct - apr)
EFT	10/05/2018	Surf Life Saving NSW	\$ 1,050.00	Interbranch entres
Bpay	10/05/2018	Telstra Corporation	\$ 575.59	Phones
Ccard	10/05/2018	TryBooking	\$ 0.30	Parking
EFT	17/05/2018	Jake Hogarth	\$ 100.00	Coaching (April - 1 weeks)
EFT	17/05/2018	Jake Hogarth	\$ 300.00	Coaching (March - 3 weeks)
EFT	17/05/2018	Officeworks Superstores	\$ 18.25	Stationary
EFT	17/05/2018	The BMS Group	\$ 139.55	Photocopier
EFT	17/05/2018	The Flagstaff Group	\$ 94.60	AOE Life Member invitations
EFT	17/05/2018	Trend Corporate	\$ 1,589.50	Life Member ties and scarves
			\$ 12,248.79	<i>+ Director / Illawarra</i>
		Administration	\$ 5,718.40	
		Fees	\$ -	
			\$ 17,967.19	

TOTAL PAYMENTS for April/May 2018 \$ 17,967.19

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

22/5/18
(Date)

Signed: [Signature]
Position: Director of Finance

Motion to accept Payment Summary

Moved: Maria Caldwell

Seconded: Kevin Starling

Carried

6.DIRECTORS' REPORTS cont.

President:

A) SLSI President has attended to the following meetings & opportunities since the last SLSI executive meeting on 17th April 2018 (excludes staff meetings):

	Date	Event	Venue	Opportunity
1	27 th April	Site meeting with WCC Councillors & Club President re Proposed Club Refurbishment works	North Wollongong SLSC	Networks
2	29 th April	Patrol audits cw WCC Lifeguards Supervisor @ Helensburgh-Stanwell Park SLSC, Coalcliff SLSC, Scarborough-Wombarra SLSC, Coledale SLSC.	Beaches	Lifesaving
3	1 st May	SLSI Branch Council Meeting	Surf House	Chairperson
4	4 th May	SLSNSW Branch Presidents Workshop	SLSNSW HQ at Belrose	Networks
5	5 th May	SLSNSW 2018 Election Meeting	SLSNSW HQ at Belrose	Networks
6	10 th May	SLSNSW Service Level Agreement meeting with SLSNSW/ Clubs & SLSI	Surf House	Lifesaving
7	11 th May	Wollongong City Council _SLSI Liaison Meeting	Surf House	Local Networks
8	17 th May	Clubs NSW - Directors Governance Training Course	Surf House	Member Services
9	18 th May	SLSNSW, WCC, SLSI meeting re Patrolling arrangements	Wollongong City Council Chambers	Lifesaving
10	22 nd May	SLSI Executive Meeting	Surf House	Chairperson

B) These are future meetings and/or networking opportunities available:

	Date	Event	Venue	Opportunity
11	29 th May	SLSI Branch Council Election Meeting	Surf House	Chairperson
12	29 th May	SLSNSW Strategic Plan 2018 – 2021 Presentation – roll out by SLSNSW CEO Steven Pearce	Surf House	Member Services
13	30 th May	Post season Education meeting	Surf House	Education
14	10 th June-TBC	Wollongong City Council _SLSI Liaison Meeting	Surf House	Local Networks
15	19 th June	SLSI Executive Meeting	Surf House	Chairperson
16	23 rd June	SLSI Awards of Excellence	North Beach Novotel	Local Networks
17	26 th June	SLSI Branch Council Meeting	Surf House	Chairperson
18	28 th – 29 th July	SLSNSW State Club / Branch conference	Novotel Sydney	Member Services

C) Surf Lifesaving Illawarra Strategic Planning items:

19	SLSNSW 3-year Service Level Agreement 2018 - 2021	Meeting with SLSI Club Presidents / Club Captains /SLSNSW President & DOL completed on 10 th May 2018 at Surf House. Letter sent to all clubs requesting review of patrol rosters prior to 15 th June (See attached).
20	SLSI Constitution.	Changes to the model constitution need to be reviewed as required by NSW Department of Fair Trading. Held-over pending formation of Constitution committee during May 2018 SLSI elections.
21	Surf Club Projects	WCC has requested that SLSI review a process whereby surf club (construction / refurbishment) projects have funding / budgeting prioritised by the branch. Considerations may include existing infrastructure condition need, and appropriate functionality of the club. Await proposed sporting club model from WCC.
22	Surf Club Leases	First Lease in SLSNSW _SLSI agreed format has been submitted to WCC General Manager for approval.
23	SLSI Executive Performance Annual Review	Bradley Ryan Agnew JP CPA, has commenced his review.

24	SLSNSW State Council Meeting	<ul style="list-style-type: none"> • Policy for Nipper management (esp. water safety) to be confirmed prior to new season. • New phone App being designed for Gear Inspections • SLSNSW_SES MOU for flood support agreed. Joint training exercises. • Patrolling arrangements – flexibility is a consideration, all 11 branches complete Saturday patrols in some form.
25	Clubs NSW NFP Directors Governance Course	<ul style="list-style-type: none"> • All board members are responsible for finance, not just DOF. This includes any penalties for wrong-doing, fraud etc. • Fiduciary relationship – all Directors must do best for members, not yourself. • Read the fine print in contracts. • Offer of basic finance course FOC if clubs want to participate.

*Motion to accept report
Moved: Gunther Enthaler*

Seconded: Kevin Starling

Carried

7. OFFICER REPORTS

Media Officer:

24/4/2018 - Media Release from SLSI on season 2017/18 provisional statistics and surf safety information.

Interviews and media release at Bulli beach on 25/4/2018 with following media.

Win news interview
9 news Illawarra interviews
Illawarra Mercury interview

Thanks to Bulli SLSC patrol members assisting with patrol setup and media.

Peter Evert interviewed by Win news and 9 news Illawarra on recruitment and season overall.

26/4/2018 - ABC FM radio interview
Season 2017/18 provisional stats and Surf safety awareness information

27/4/2018 - i98 FM radio interview
Season 2017/18 provisional stats and Surf safety awareness information

*Motion to accept report
Moved: Gunther Enthaler*

Seconded: Maria Caldwell

Carried

Executive Officer:

Nil.

8. GENERAL BUSINESS

- Executive Officer on Annual Leave Monday 14 May returning Monday 28 May 2018
- SLSNSW Club Conference: DOMS, DOE and President have all registered as the 3 branch representatives.
- Current SLSNSW General Counsel offer of provision for legal and other services / support to SLSI discussed and not to be taken up.
- Following up from the recent Clubs NSW NFP Director course advertise the free of charge Clubs NSW basic finance course to all clubs – a date to be confirmed with Clubs NSW.
- Due to club and work commitments Director of Finance has advised of her resignation. Nomination for office to be sent out.
- MPIO Course:

Motion: That SLSI pay the \$350 for the MPIO group course and charge each attendee \$15.

Moved: Maria Caldwell

Seconded: Gunther Enthaler Carried

ACTION

AV

AV

MC

9. NEXT MEETING

Tuesday 19 June 2018 @ 6.30pm



18 May 2018

Dear Presidents and Directors of Lifesaving,

As discussed at our joint SLSNSW/SLSI SLA Working Group meeting on the 10th May 2018, we need all clubs to start planning their patrol rosters within the SLSNSW SLA framework for next year. SLSNSW are not asking this be a 3 year document. Ideally this would be preferred, but while we work to improve membership recruitment and retention our clubs may decide in consultation with us on the length of the new agreement.

As stated in the meeting, SLSNSW does not want Clubs to go backwards in terms of the rostered patrol hours on their LSA, but in saying this in some cases this is probably going to happen. In respect to Saturday patrols over the Christmas period SLSNSW need the 6 weeks to be covered in some format, flexible arrangements were discussed. For example: RWCs patrols across 3 beaches, Saturday Patrols can be full strength patrols or can be roving, surveillance, outpost, or as per the SLSA training manual.

Smaller clubs that are struggling with low membership numbers may apply for Saturday Patrol exemption. It is important however we mutually devise a strategy to address these numbers into the future.

If Clubs have lifeguards on their beaches with an RWC, SLSNSW is OK not to have a full strength patrol as per the above. This will minimise the requirement for the clubs to call on members with the higher awards all the time, eg IRB drivers.

For transparency, once the club agreement proposals are getting close to signing off, SLSNSW would be happy send copies to all SLSI Clubs, if required.

Can your club proposals be sent into the SLSI branch office office@sillsawarra.com Attention Jayson Norris Director of Lifesaving, by Friday 15th June 2018 for consideration, and approval.

I would hope that Club management committees can look at this opportunity with the best interests of surf lifesaving in mind, and continue to maintain our relevance to the community.

If you have any questions please don't hesitate to call either Stuart Harvey or Jayson Norris.

Yours in lifesaving.

Handwritten signature of Peter Evert in black ink.

Peter Evert
SLSI President

Handwritten signature of Stuart Harvey in black ink.

Stuart Harvey
SLSNSW DOL

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