

**Surf Life Saving Sydney Northern Beaches Inc.**

**Board of Management Meeting Tuesday 7<sup>th</sup> June 2011**

SNB Headquarters, Unit 9/1 Vuko Place Warriewood 2102

**ATTENDANCE :**

Gordon Lang (President), David Murray (Deputy President), Phil Cullis (Director Finance & Administration), Steve Faddy (Director Rescue Services), Ross Tester (Director of Surf Sports), Michael Wasley (Director of Education & Assessment), Rob Berry (Director of Sponsorship & Marketing), Glenn Langley (Director of Youth & Membership Development), Jen Huston (Manager), Daniel Mulcahy (Manly), Bryn Russell (South Curl Curl), Doug Lucas (Long Reef), Richard Trim (Collaroy), Rohan Fisher (South Narrabeen), Jason Oakes (Narrabeen Beach), Michael McDermott (North Narrabeen), Matt Sheridan (Warriewood), Jon Dibbs (Mona Vale), Matthew Lloyd (Bungan Beach), Rob Emerson (Newport), Peter Tomkins (Bilgola), Christine Hopton (Avalon Beach), Graham Howard (North Palm Beach)

**APOLOGIES:**

Damian O'Shannassy (North Steyne), David Piper (Queenscliff), Stephen Bennett (Freshwater), Simon Moriarty (Dee Why), Ian Thurgood (North Curl Curl), Matthew Lloyd (Bungan Beach), Martin Armstrong (Whale Beach), Sam Burton Taylor (Palm Beach)

**PROXIES**

Keith Abraham for Damian O'Shannassy (North Steyne), Craig Susans for David Piper (Queenscliff), Stephen Davis for Stephen Bennett (Freshwater),

**NEW DELEGATES**

**PREVIOUS MINUTES**

**Branch Board of Management Minutes of May 2011 – Carried**

**Note:**

Outstanding actions and Business Arising from Minutes - as per Attached Board of Management Report

**MINUTES**

Item	Area	Discussion	Action	Date
3053	Risk Management & Important Issues	<p>Steve Blackburn from OLGR licensing area gave a brief presentation of Charitable Fundraising Charitable fundraising act:</p> <ul style="list-style-type: none"><li>○ Accounts must be properly audited, signed. Income &amp; expenditure, profit &amp; loss and balance sheet.</li><li>○ Auditor must be approved by SLS NSW.</li><li>○ One license held by SLS NSW for the whole organisation</li><li>○ The higher the turnover threshold the higher the expectations of the appointed Auditor.</li></ul> <ul style="list-style-type: none"><li>- Donation appeal – public give money without anything in return, it is expected all reasonable steps are taken to achieve a 50% return.</li><li>- Conduct lottery or game of chance, the legislation states minimum return of 40%, if this isn't achieve clubs should write to the department within 21 days if not received and ask for lesser percentage to be accepted.</li><li>- If the raffle/lottery prize is valued over \$25,000 clubs need an Art Union permit.</li><li>- Other fundraising activities, there is no</li></ul>	Info	n/a

		<p>minimum profit required except what is a “fair and reasonable” return – however everyone has a different view.</p> <ul style="list-style-type: none"> <li>○ Clubs should have separate lines for various fundraising in their income and expenses.</li> <li>○ Complete Best Practice Guidelines publication is on the website which has examples of reasonable procedures to follow. (<a href="http://www.olgr.nsw.gov.au">www.olgr.nsw.gov.au</a>)</li> </ul> <p>Clubs should contact Steve Blackburn on 9995 0623 or <a href="mailto:steve.blackburn@communities.nsw.gov.au">steve.blackburn@communities.nsw.gov.au</a> for any questions.</p> <p>Steve asked all clubs to fill out the survey form and return to him.</p>		
3054	Risk Management & Important Issues	<p>President advised the LPMA straight talk report has been released and a workshop will be held on 15<sup>th</sup> June, Tracey Lake has been asked to be part of the workshop.</p> <p>Tracey Lake asked clubs to send through any key issues to the President or CEO as he wants to represented all clubs not just Narrabeen Beach. Stage 2 on Wednesday will have 4 club / branch (Central Coast, Hunter, South Coast and SNB) representatives plus SLS NSW attending and representatives from local government.</p> <p>Tracey advised Narrabeen Beach club now have a 20 year lease and they keep 100% of income and are charged a peppercorn rent in recognition of the value of the contribution of clubs members to the community.</p> <p>Tracey advised he felt there were three key points to be raised.</p> <ol style="list-style-type: none"> <li>1. Long term leases</li> <li>2. Peppercorn rent in recognition of the value of the contribution of surf life saving to the community</li> <li>3. Clubs are entitled to keep 100% revenue of the income. All income/revenue is for the running of the surf club.</li> </ol> <p>President noted he felt the discussions had been going down the wrong track the current policy/act states there has to be a return from crown assets, President advised we just need to talk to politicians and get them to change the act.</p> <p>Clubs agreed they were happy for Tracy Lake to represent them.</p>	All Clubs	14 <sup>th</sup> June
3055	Finance & Administration	<p>Finance committee met to discuss budget, which is based on BoM motions with around 7.5% profit on income. Detailed notes were circulated after the last meeting. Clubs asked for clarification on the Support Officer, is this being paid for by Branch as it is still in the budget. President advised the SLS NSW will be appointing a support officer but not through branch, the support officer will deal directly with clubs. President advised there should only be one vote per club</p> <p><b>Motion: to accept budget presented. Carried</b></p>	Motion	Carried

3056	Finance & Administration	No figures to present for this meeting as End of Year files are being reviewed by accountant for annual report. Current reports will be presented at July meeting.	Info	n/a
3057	Education & Assessment	Director advised had put through over 1000 bronzes this season, congratulations to all assessors and trainers for their hard work.	Info	n/a
3058	Youth & Membership Development	Director advised there was a handout for MOC with recommendations from panel and a copy of the current point score system. Director asked Clubs to discuss with their committees and send back any feedback prior to the July BoM. Will vote on this at the July BoM (5 <sup>th</sup> July) so the new system can be in place for the new season.	All Clubs	1 <sup>st</sup> July
3059	Surf Sports	Clubs were advised only one nomination for Director of Surf Sports had been received for John Fahey. The outgoing director congratulated John on his election as Director of Surf Sports. Avalon Beach President thanked Ross Tester for all his work on behalf of all the clubs. <b>Motion: to accept John Fahey as Director of Surf Sports. Carried</b>	Motion	Carried
3060	Surf Sports	No nominations have been received for Branch championships for next season as yet. Narrabeen Beach President expressed an interest. President noted the SLSNSW calendar attached does not have correct dates for SNB carnivals, Director to advise SLSNSW and have corrected.	Director Surf Sports	5 <sup>th</sup> July
3061	Rescue Services	Director advised Surfguard statistics are almost complete, Director is clarifying with some clubs who have some odd looking rescues, also a lot of resuscitations recorded which need to be clarified for annual report.	Director Rescue Services	5 <sup>th</sup> July
3062	Rescue Services	Director advised the outcome of the SNB Quartered cap survey and advised SNB was in favour of maintaining the cap as a compulsory piece of the patrol uniform, 25% wanted the cap as an option, 60% wanted the cap as compulsory. Will present full survey report at next NSW DoL conference	Info	n/a
3063	Rescue Services	Director asked all clubs to ensure the Certification form is filled in for radio servicing and to ensure suppliers have a copy of the requirements; if clubs are using Mowbray Radios they have copies of the criteria. Question was asked on the Radios from State centre – Director advised this was up for discussion at lifesaving conference at the end of June..	Info	n/a
3064	Rescue Services	Director advised the future of Surfcom was unsure, Director has been advised if the radio room goes to a central venue SNB may still be able to maintain their own radio room it will be up to the State and Branch presidents to decide.	Info	n/a
3065	President	Director's Insurance: all clubs need to ensure they have filled in and sent back to Jardine Lloyd and Thompson.	All Clubs	4 <sup>th</sup> June
3066	Sponsorship &	Report was sent out with agenda today which covers	Info	n/a

	Marketing	what is happening in the sponsorship area. Emphasis is ensuring clubs support Coke so they will continue their sponsorship. There is a free tasting after the meeting of Blue Tongue beer which is one of the Coke products.		
3067	Sponsorship & Marketing	Director recommended the Information book which is put out each year and normally posted to all families be supplied as a soft copy document on the website available for clubs to download. Director recommended only printing 500 books giving each club 10 - 20 copies, which will dramatically reduce printing and mailing costs. <b>Motion: to distribute the Info Guide electronically and only print 500 copies. Carried</b>	Motion	Carried
3068	Sponsorship & Marketing	Energy audit reports coming out, Director asked clubs to send letters advising they are conserving energy also to thank for the audit and the plan to follow recommended guidelines. EnergyAustralia is now called Ausgrid. Please send letters to Manager's attention and they will be sent to Ausgrid as a group. If clubs could send before the start of season would be great, sooner we respond the better for the sponsorship. Any Clubs who did not have the audits done originally are still able to have them done; South Curl Curl advised they are ready for the audit now.	All Clubs	31 <sup>st</sup> August
3069	Surf Sports	Director advised the State IRB championships were being held at Woolgoolga this weekend– good luck to everyone competing. SNB has had a great turn up compared to the other Branches, results will be circulated after the weekend.	Info	n/a
3070	General Business	President advised there were only limited tickets left for the SNB Awards night.	Info	n/a
3071	General Business	President advised he attended SLSNSW election a couple of weeks ago, unfortunately the SNB candidate was not successful.	Info	n/a
3072	General Business	Club conference was going to be held last month, where it was planned for the 2020 strategic directions would be presented by SLSA – which was stopped by SLS NSW who are now going to present it. President advised this was a strategic part of the agenda for our club conference which included workshopping the sls structure. President received an email from SLSNSW CEO re: SLSNSW giving the presentation to SNB clubs on 28 <sup>th</sup> June at 6.30pm at Belrose; the session is expected to go for 1.5hours; 5 members from each club are invited to attend. Clubs noted any feedback from the report needed to be sent to SLSA before August and were concerned SNB would miss the cut off date if they waited until the SNB Club Conference. Other Branches have already seen this report. One club questioned if SNB needed to hold a Club Conference this year as there was not a lot of interest for the first date planned. Clubs advised they need to attend the presentation on the 28 <sup>th</sup> June so they can make comment. President will re-circulate the club conference agenda to the Presidents.	President	7 <sup>th</sup> July

3073	General Business	President advised a letter had been received from SLSNSW advising it was not a condition for clubs to take part in the Quality Club Program; if they don't take part in the program it will not restrict their funding. It was noted only 20 clubs have taken up the Quality Club Program so far and these were mostly country clubs. Copy of the letter will be circulated.	President	7 <sup>th</sup> July
3074	General Business	Discussion regarding SLSNSW awards; The SNB Most Outstanding Club (MOC) award is based on compliance criteria, the club who wins SNB MOC is not likely to win SLSNSW and SLSA club of year as these are looking at innovation not compliance. SLSNSW award nominations close 24 <sup>th</sup> June. NSW Criteria will be circulated, clubs should send their nominations to Manager at the SNB office.	Info	n/a

Meeting Closed: 8.50pm

**Executive Meeting: 21<sup>st</sup> June 2011, 6.30pm SNB Headquarters**  
**Board of Management Meeting: 5<sup>th</sup> July, 2011 SNB HQ**