

Surf Life Saving Sydney Northern Beaches
Branch Executive Tuesday 18th January 2011
 Branch Headquarters, Unit 9/1 Vuko Place Warriewood 2102

ATTENDANCE

Gordon Lang (President), Steve Faddy (Director of Rescue Services David Murray (Deputy President), Michael Wasley (Director of Education & Assessment), Glenn Langley (Director of Youth & Membership), Steve McInnes (CEO), Jen Huston (Manager), Ross Tester (Director of Surf Sports); Arrived 7.15pm, Alan Mason (Director of Sponsorship & Marketing); Arrived 7.40pm.

APOLOGIES: Phil Cullis (Director Finance & Administration)

PREVIOUS MINUTES

Branch Board Executive 23rd November 2010 - Carried

MINUTES

Item	Area	Discussion	Action Req.	Date
2836	General Business	Jeremy Keating presented details on survey he would like to conduct as a thesis for his Bachelor of Agricultural Economic degree. (Details attached). Executive agreed to the survey and asked Jeremy to present to the Club Presidents at the February Board of Management meeting.	Info	n/a
2837	General Business	President advised any major issues or strategic items to be listed at top of the agenda so they can be dealt with first.	Info	n/a
2838		Business Plan: President advised a full review of business plan will be done at the next Executive meeting, CEO to email current version to all Directors, Directors to update their sections and send back, completed version to be tabled for the February Executive meeting.	CEO All Directors	21 st January 4 th February
2839	Sponsorship & Marketing	Director advised Sponsorship & Marketing committee would meet tomorrow night, a copy of agenda is attached. Director advised he would not be re- standing for the Director's position at this year's election. A copy of all articles appearing in press for this season was attached, a copy of Hanson Marketing from 2007/08 season was attached for comparison, having a marketing person in-house has significantly increased the amount of press coverage for SNB.	Info	n/a
2840	Sponsorship & Marketing	Director advised he would be working on the wish list Directors had sent him for sponsorship, he would prioritise try to raise funds for as much as possible.	Info	n/a
2841	Surf Sports	Question was asked on Item 2813 re: Ruling on other Branches competing in R&R at SNB Championships, Director advised he hadn't received clarification as	Director Surf Sports	19 th January

		yet but would follow up tomorrow.		
2842	Risk Management	Discussion on Risk Management procedures at carnivals, it was generally thought the ESO should be appointed by Director of Rescue Services and be listed on the carnival appointments which are circulated prior to the carnival day. Currently the ESO is appointed by the Carnival Referee. It was also generally thought the ESO should be an independent person to avoid to conflict with club personnel. Director of Surf Sports to refer suggestions to BoSS committee for comment and report back with details at the February Executive. CEO to write a procedures list for carnivals and present at February Board of Management Meeting.	Director Surf Sports CEO	1 st February
2843	Surf Sports	President asked on updates from incidents at the Junior carnival on the weekend, Director advised he didn't believe they were serious injuries. Carnival Referee to give details of any incidents which occur at carnivals to SNB office so staff can follow up with clubs and check the condition of patients.	Director Surf Sports	1 st February
2844	Surf Sports	Director advised he had received email regarding UK competitor wanting to compete at Manly and Freshwater carnivals; person in question is currently a member of Kurrawa Club but has not completed Bronze Medallion. SLSA advised she will need to be endorsed by club and State and Branch. Director has sent through appropriate paperwork and will follow up prior to Manly Carnival	Director Surf Sports	20 th January
2845	Education & Assessment	Director reported there were many awards currently going through, Director will obtain numbers from State and report by next meeting. Director noted there are a significant amount of clubs who have started new Bronze groups this month.	Director Education & Assessment	15 th February
2846	Education & Assessment	SLSNSW Director advised Director there was insufficient ARTC numbers, Director advised this was incorrect. Director to follow up and suggested there may be a number of clubs who have not completed the upgrade. There is a BoE&A meeting on Thursday night Director will remind all clubs they need members to do ARTC upgrade so it is recorded in Surfguard.	Director Education & Assessment	20 th January
2847	Education & Assessment	Question was asked on whether there is a push to move away from centralized exams? Director advised there is not and noted clubs need to understand they	Info	n/a

		cannot do Bronze course in one day.		
2848	Finance & Admin	Financial reports presented for Branch including payments register for November and December. Motion: To accept Financial reports presented for Surf Life Saving Sydney Northern Beaches Inc. Carried. CEO to phone clubs with accounts over 60 days	Motion CEO	Carried 1 st February
2849	Finance & Admin	Financial reports presented for Enterprises which now includes OceanSeries. Motion: To accept Financial reports presented for Surf Life Saving Sydney Northern Beaches Enterprises. Carried	Motion	Carried
2850	Youth & Membership	Director advised letter had been sent out to all nominees for the MOC committee advising who had been selected. Director is currently organising first meeting and will advise date. Director apologises for the delay in sending letters out as he thought the committee selection needed to be endorsed by the BoM.	Director Youth & Membership	1 st February
2851	Youth & Membership	Director reported the winners of Junior Life Saver of the Year were both from Collaroy; Jake de Kort and Jordan Sole. Director noted both candidates were excellent candidates. Director advised there now a few weeks to do coaching prior to the State finals. President advised he spoke to all the candidates at the workshop held last Friday and noted the group as a whole were very impressive. Director of Surf Sports advised the two winners were interviewed by the 7pm Project that were filming at the Junior carnival on Sunday; Director will advise when the interview will be broadcast.	Director Surf Sports	20th January
2852	Rescue Services	Director reported the Queenscliff carnival used two jetskis which were running all day, a considerable amount of fuel was used and Director noted he did not think this should come out of the Rescue Services budget. Executive agreed and would allocate fuel to Surf Sports budget.	Info	n/a
2853	Rescue Services	Director reported on condition of jet ski which has just been rebuilt at considerable expense, the same ski is again in the workshop and non-operational. There was some question on whether the oil line was correctly fitted after repair work was done. Director surmised we could spend another \$3000 repairing the ski and then possibly sell for around \$5000, or not repair and sell for around \$2000.	Motion	Carried

		<p>Motion: Director proposed SNB sell jetski now without repairing and purchase a new one, costs and details to be referred back to Director of Finance with options.</p> <p>Carried</p>		
2854	Rescue Services	CEO advised is currently working on capital replacement plan which include jet skis.	Info	n/a
2855	Rescue Services	Director referred to Item 2771 and advised he is waiting on details.	CEO	1st February
2856	Rescue Services	Director referred to Item 2772 and advised the matter had been referred to SLSA as a grievance.	Info	n/a
2857	Rescue Services	Director referred to Item 2774: CEO to follow-up with School Business Development Manager, Director to email information.	CEO Director Rescue Services	1st February
2858	General Business	CEO presented draft discussion paper on Country Youth Exchange program; details attached. Executive advised they would support the program in principle however there were a number of operational issues which need to be clarified. CEO to send copy of draft out to Presidents prior to BoM so the paper can be discussed the February meeting.	CEO	21st February
2859	General Business	CEO presented draft grievance policy, details attached. CEO advised there has been many grievance issues referred to the SNB office this year and there was no policy in place. Executive will read through the paper and send back their comments to CEO. Discussion followed on whether the policy should be a bylaw, it was noted policies are operational not constitutional. Executive also asked CEO to circulate the current SLSA and SLSNSW grievance policies to the Executive as a reference. President requested feedback from the Directors prior to the next Executive meeting.	CEO All Executive	20th January 4th February
2860	General Business	Discussion on LPMA letter sent to Narrabeen Beach SLSC, and the subsequent response from Tracy Lake. Generally thought the aim is to obtain money from surf clubs. With Tracy Lake's approval CEO to send copy of letters to SLSNSW and ask for a reply within seven days. Copies also to be sent to all other Branches and SLSA. Deputy President and CEO to discuss wording.	CEO Deputy President	20th January
2861	General Business	Discussion regarding Director Rescue Services note regarding changing format for meetings. President noted sometimes the personal interaction is a better way of	Info	n/a

		dealing with issues rather than a report. It was noted anything major should be sent as a report prior to the meeting to allow Directors time to read.		
2862	General Business	President advised the Club Planning Conference will be held either the 14th or 21 st May. SLSA currently going through a movement strategy paper, when finalised they will "socialise" the report. President has asked SLSA CEO to present the report at the Club Conference. Aim of the conference was for Clubs to identify what they would like Branch to do for them.	Info	n/a
2863	General Business	President advised the concerns regarding the SLSNSW Quality Club program going to SLSNSW Board on 26 th February. President noted New Zealand SLS have done away with Branches and all communication done through CDO. This was done through a 2 year consultation and voting process. Concerns were expressed regarding the lack of consultation by SLSNSW and Branches.	Info	n/a
2864	General Business	President noted the article regarding the Australian Championships in the Manly Daily on the weekend – President will be meeting with SLSA to discuss the Championships and will report back.	Info	n/a
2865	General Business	President advised he and the CEO are working on a project list to track everything; they are also looking at how Directors and staff members work together to make sure the necessary support is available.	Info	n/a
2866	General Business	President and Director of Youth & Membership Services to discuss Scholarship program.	Director Youth & membership/President	1 st February
2867	General Business	President advised Life Member criteria changes will be distributed to clubs tomorrow; final paper to be presented at February BoM	Info	n/a
2868	General Business	President advised he and CEO went to the Australian Championships last year and felt it was of great benefit. Executive agreed Branch should send two representatives again this year for one day.	Info	n/a
2869	General Business	President reminded Executive there is only three months to the elections. Positions up for election this year are Deputy President, Sponsorship & Marketing, Finance & Administration and Rescue Services. President asked Directors if they were not considering re-standing there should be a succession	Info	n/a

		plan in place as part of their role. President noted his position was due for election next year and he did not intend to stand again.		
2870	General Business	Director of Surf Sports showed examples of signage which was used for the Junior Carnival and advised it worked well.	Info	n/a
2871	General Business	Director of Surf Sports noted the Narrabeen Junior carnival was very successful and a number of people said thank you. Director noted numbers were a little down especially with late entries.	Info	n/a
2872	General Business	Question was asked regarding the Manly LSC holding National Nipper carnival this weekend. Director of Surf Sports advised the reason they are calling it national is because there is so many kids coming to Manly for the Manly/Freshwater carnivals. SLSA originally said no to Manly holding this carnival but this was overturned. Director noted he wasn't sure if Branch had approved the carnival, also due to the number of carnivals on Branch is desperately short of officials. Director to check appropriate paperwork has been handed in and confirm entries are going through the SNB carnival entry system	Director Surf Sports	20 th January

Meeting closed at 9.10pm