

Surf Life Saving Sydney Northern Beaches Inc.
Executive Meeting Tuesday 15th March 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 of Rescue Services), Glen Langley (Director Youth & Membership Development), Alan Mason (Director of Sponsorship & Marketing), Steve McInnes (CEO), Richard Andjelkovic (Assistant Rescue Services Director), Shannon Job (Assistant Education and Assessment Director)

APOLOGIES:

Michael Wasley (Director of Education & Assessment), Ross Tester (Director of Surf Sports), Jen Huston (Manager)

PREVIOUS MINUTES

Branch Executive Meeting of 15 February 2011 – Carried

Note:

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

MINUTES

Item	Area	Discussion	Action	Date
2940	Risk Management & Important Issues	Discussion was held on the future of Surfcom. SLSNSW has indicated that in order for us to continue to operate from this location, SNB needs to get long term tenure on the building. Tony Haven indicated to Gordon Lang and David Murray during a recent meeting that if we can get long term tenure they will retain and upgrade the facilities at Fisherman's Beach. Warringah Council has provided SNB with a letter supporting in principle the notion of a long term tenure agreement. CEO and President have responded requesting urgent consideration of a long term tenure agreement.	CEO	16 th March
2941	Risk Management & Important Issues	President expressed his concerns regarding the publicity over the Long Reef development. Both the President and CEO have had long conversations with Doug Lucas. CEO is putting together a PR strategy to assist the club. President and CEO have both offered their assistance to assist the Club formalise ongoing relationships with Shore .	President /CEO	Ongoing
2942	Risk Management & Important Issues	President advised that he and CEO have developed a political wish list to distribute to all political candidates prior to the State Elections. The paper outlines our services and requests support in a number of areas. Copy is being sent to all candidates in 3 electorates plus a copy to clubs.	Info	16 th March
2943	Risk Management & Important Issues	Director of Sponsorship asked if any members had attended the Pittwater Council meetings regarding the special rate increase. CEO and President indicated that they had attended the Mona Vale meeting along with the Presidents from Mona Vale and Avalon. Director expressed concerns that within the 10 year plan, only those items in the first three years had been budgeted.	Info	n/a
2944	Business Plan	There were no updates or amendments to the plan.	Info	n/a
2945	Finance & Admin	Director reported that we are in a sound financial position with revenue exceeding expenses by \$100,000 and well ahead of budget. Receivables have improved over last month. Discussion followed regarding competition fees payable to Branch being held by some clubs. The financial figures for SNB Enterprises were presented and again the business is performing well and achieving budget.	Motion	carried

		Motion: To accept Financial reports presented for Surf Life Saving Sydney Northern Beaches Inc. Carried		
2946	Finance and Admin	Director presented the proposed budget for 2011/12 as endorsed by the Finance Committee. The budget is just above break-even position with the \$5 per head capitation increase. Director advised that the cost per member is almost \$50 per head and there has been no increase since 2003/4. Extra items including Capex for 2011/12 total \$5.40 per member. There was further discussion on the capitation fee increase with feedback from some clubs relayed. CEO and Director re working on a paper to explain our costs and will distribute to all clubs before the next BoM.	Director Finance & Admin CEO	28 March 11
2947	Rescue Services	Director advised he had ongoing concerns regarding a club who continue to have patrol infringements and by doing so are in breach of the Lifesaving Agreements. The Executive resolved to refer the matter to a judiciary. A letter is to be sent to all clubs reminding them of their patrol obligations especially during the State and Australian Championships. Clubs who do not fulfil their patrol requirements risk being suspended from competition. Further discussion followed regarding appropriate action for clubs who continue breach their Lifesaving Agreements.	Director Rescue Services/CEO	16 th March
2948	Rescue Services	Director advised that the Offshore Rescue Boat feasibility committee has identified two possible vessels. 1) an RNLI – RIB available in June for around \$40,000 and 2) Offshore 3 currently owned by Sydney Branch being sold for \$40,000 - \$50,000. SLSNSW has offered to meet half of the purchase price of the latter. Discussion followed regarding towing and storage; crewing and training; and the ongoing operation cost of the service. The area of coverage was also discussed – need to identify where it fits into the current operational plans and ongoing costs. Also discussion regarding sponsorship, ownership structure and possible Government funding.	Director Rescue Services	19 th April
2949	Youth and Membership Development	Director advised that he had attended the JAC dinner at Dee Why RSL attended by 8 clubs. One of the main issues raised was the use of Water Activity Centres (WAC's) and ongoing insurance for these devices. Five clubs have trialled them without incident. CEO to follow up with JLT who are the Insurance brokers.	CEO	22 nd March
2950	Youth and Membership Development	Director advised that most clubs have increased their junior membership with some clubs still taking registrations. Some concerns rose about the timing of the Age Managers courses being run too early in the season. There were also concerns raised regarding the amount of paperwork required and why can't clubs use an excel spreadsheet to record proficiencies rather than the green cards. Director to ask SLSNSW why they won't accept a spreadsheet with the same information as the card. Further discussion regarding approaching SLSA to develop an Ipad app that could record this information directly into SurfGuard. Assistant Director E&A advised that if an assessment request is entered into SurfGuard it will generate an attendance list. Director and Asst Director to develop further training on how to use this facility.	Director Education and Assessment	15 April.
2951	Youth and Membership Development	Director advised that two new categories will be added to The SNB Awards. These are Master Athlete of the Year and Training Officer of the Year. This will bring us in line with the State Awards. It was further recommended that the Surf Boat awards be	Info	n/a

		presented at the Branch Championships next year. Some awards will be presented in blocks this year to reduce time. MOC criteria are the same as last year.		
2952	Youth and Membership Development	Director advised that they are planning to run an 18-25 retreat at Palm Beach (subject to confirmation) in May.	Info	n/a
2953	Youth & Membership	Director advised that he had reviewed the Quality Club Program at Newport and believes the club could attain gold level based on where they are now. Director believes all SNB Clubs would be gold level. Main concern being that to retain gold level club has to attain 90% or more in patrol assessments. Director believes the program was not sold well to Clubs.	Info	n/a
2954	Youth & Membership	Director of Sponsorship and Marketing attended the JAC dinner. The feedback he received was that we need to streamline our communications so that JAC's only receive information relevant to them. Deputy President advised that the new website will have a CRM which should enable this to be done. CEO advised that new website will have calendars for each portfolio. Other feedback was in relation to Carnivals and why do we need to have a Level 1 Officials qualification to do simple tasks such as marshalling when these could be done by parent helpers	Info	n/a
2955	Youth and Membership	Director of Sponsorship and Marketing suggested that a standing committee be established for Junior Activities and that this committee makes recommendations to the SNB Executive. Director of Youth and Development to review. The other suggestion made was for the Junior Activity Chairs to attend the BoM as a delegate. There should be a junior representative on all SNB Boards – currently no junior representation of Board of Surf Sports.	Director of Youth and Development	19 th April
2956	President	Advised that the Life Member criteria should be sent out per the last draft..	Manager	17 March
2957	President	Discussion regarding the Quality Club Program. President advised that he did not speak in favour of the program at the NSW Meeting despite being quoted as doing so. President has been advised that the level (Bronze, silver, gold) would not affect funding to Clubs.	Info	n/a
2958	President	President advised that there were 3 options for the role of Support Officer. 1) Continue the 50/50 role with SLSNSW with the person working out of Belrose 2 days per week and SNB 3 days; 2) a 100% funded role by SLSNSW with the person working 5 days out of Belrose and not part of SNB structure or; 3) a fully funded position within SNB (would require additional budget allocation). CEO advised that he had written to SLSB NSW requesting consideration of a fully funded role (SLSNSW) but based within SNB structure. The request will go to the next SLSNSW Board meeting.	Info	n/a
2959	Education and Assessment	Assistant Director, Shannon Job, advised that SLSNSW has agreed to run Certificate IV (TAE) courses through their RTO which will reduce the cost to SNB. Initially 4 people will be trained – these 4 will then be able to train others within the Branch. Asst. Director to send details of costs to the CEO so that the budget can be amended.	Director Education and Assessment	22 nd March
2960	Education and Assessment	Assistant Director advised that the Directors of E&A from 5 other Branches will be visiting SNB on 26 March on an exchange program. They will be visiting clubs and observing assessments and other activities.	Info	n/a

2961	General Business	Director of Sponsorship and Marketing advised that Frantelle Water had sent an email to Clubs and individual members promoting sale of their drinks as SLSA Fundraising. Director advised that both SLSA and Frantelle had been advised of our sponsorship agreement with Coke which meant that clubs could not purchase the Frantelle products. CEO advised that he had sent a further reminder to SLSA and Frantelle. CEO to remind all clubs of their obligations to Coke.	CEO	22 March
2962	General Business	President advised that nominations are open for SLSNSW Directorships and encouraged all SNB members to consider nominating for a position. Positions up for election are Deputy President, Director of Lifesaving, and the Director of Member Services. Nominations must be received at Branch by 6 April.	Info	6 April
2963	General Business	President advised he had been invited to attend a Nippers presentation at Avalon on 27th March but could not attend. No other Directors were available to attend.	Info	n/a
2964	General Business	President recommended that an event be held at the end of the season for our Officials. CEO to work on this.	CEO	31 st March
2965	General Business	President provided a summary of the last SLSNSW Board minutes. CEO to request a copy of the report on the LPMA meeting. President denied speaking in support of the Quality Club Program at the SLSNSW AGM in November.	CEO	18th March
2966	General Business	Discussion regarding follow up on the meeting with SLSNSW Directors at the last BoM. There were several areas where the records need to be set straight and these will be documented and sent to SLSNSW.	President	15 th April
2967	General Business	CEO advised that a project sheet was attached to the business papers. This itemised all action items from both the BoM and Executive meeting and showed the current status – green (on time, on budget), amber (pending) and red (behind schedule or over budget). Electronic copy to be sent to all Directors for updating.	Manager	22 March
2968	General Business	A list of upcoming events and nomination deadlines was provided on the agenda. Directors reminded to check these.	Info	n/a

Meeting Closed: 10.12pm

Executive Meeting: April 19th, 6.30pm SNB Headquarters
Board of Management Meeting: 12 April 7.30pm SNB Headquarters