

Surf Life Saving Sydney Northern Beaches Inc.
Executive Meeting Wednesday 27th April 2011
 SNB Headquarters, Unit 9/1 Vuko Place Warriewood 2102

ATTENDANCE

Gordon Lang (President), Phil Cullis (Director Finance & Administration), Michael Wasley (Director of Education & Assessment)
 Steve Faddy (Director of Rescue Services), Ross Tester (Director of Surf Sports), Alan Mason (Director of Sponsorship & Marketing),
 Glenn Langley (Director of Youth & Membership Development), Jen Huston (Manager)

APOLOGIES:

Steve McInnes (CEO)

PREVIOUS MINUTES

Branch Executive Meeting of 15th March 2011 – As per notes below

Note:

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

MINUTES

Item	Area	Discussion	Action	Date
2969	Item 2947	Minutes did not state what action was to be taken, March minutes to be changed as follows: The Executive resolved to refer the matter to a judiciary.	Manager	28 th April
2970	Item 2949	Director of Sponsorship & Marketing spoke of his concern regarding this item and advised he did not think it was the branch responsibility to organize insurance cover. CEO to send a letter to SLSA regarding insurance for WAC and confirm if it is on the approved equipment list.	CEO	17 th May
2971	Item 2955	Director of Sponsorship & Marketing advised the BoM didn't agree with JAC attending the BoM meetings as a delegate and the matter is now dropped.	Info	n/a
2972	Item 2957	Director of Sponsorship & Marketing advised Branch should write to SLSNSW confirming there is no financial benefit to clubs doing the Quality Club Program.	CEO	3 rd May
2973	Risk Management & Important Issues	President advised a copy of proposed licence for Warringah Surf Rescue building was attached, President advised the Council was offering a five year term.. Executive agreed to sign off on the proposed license with a view to having a lease in place before the end of the five year term. President to follow up with SLSNSW President.	President	17 th May
2974	Risk Management & Important Issues	Director of Finance presented revised budget as per the outcomes of the BoM meeting, the desired end figure has been achieved taking into account the Club President's specifications. It was agreed that the Budget should go from the Finance Committee to the Executive and then be presented to the BoM., Director of Finance advised the budget shown is a cash flow budget to show items which have to be paid for, It is up the Finance Committee to recommend and the BoM to decide where any	All Directors	29 th April

		<p>excess belongs.</p> <p>Director of Sponsorship & Marketing advised he did not believe a President of any association should be on the finance committee, the President needs to be the person who can stand back and overlook.</p> <p>President noted he would take comment under advisement.</p> <p>Deputy President noted the branch has given funds back to clubs over a number of years (via capitation fee reductions and grants).</p> <p>Director of Finance advised he would have next year's budget ready for review by February, asking Directors to submit their budgets to him by the end of November.</p> <p>Director of Finance distributed individual revised budgets to Directors and asked for them to be returned to him with comment before Friday so he could compile final budget to present at May BoM.</p> <p>○</p>		
2975	Risk Management & Important Issues	President noted there had been no changes to business plan and requested the project tracking sheet be update and sent out	Manager	28 th April
2976	Surf Sports	<p>Director advised major carnivals for 11/12 had been listed on the agenda – a couple of clubs were interested in holding Branch Championships however no formal request has been received to date.</p> <p>Other carnivals are coming in slowly; there are a couple of conflicts with dates.</p> <p>Ocean Thunder series is back on, Dates have been set – but need to be confirmed.</p> <p>Keith Abraham reported there has been a lot of gear lost this season, this needs to be charged back to clubs responsible asap.</p> <p>Discussion on how clubs are charged for carnivals, this will be raised at next BoSS meeting.</p> <p>All Carnival and event nominations due to Director of Surf Sports by 16th May so the calendar can be finalised. Any calendar changes throughout the season should be approved by the BoSS</p>	Info	n/a
2977	Education & Assessment	Director reported the recent visit from the Directors from North Coast branches went very well and they enjoyed themselves.	Info	n/a
2978	Finance & Administration	<p>Director reported that we are in a sound financial position and presented draft reports for end of financial year. It was noted any overdue accounts go to CEO to follow up.</p> <p>Motion: To accept Financial reports presented for Surf Life Saving Sydney Northern Beaches Inc.</p> <p>Carried</p>	Motion	Carried
2979	Youth & Membership Development	Director presented first draft on revisions to MOC pointscore advising the committee had made some additions and moved categories around, Director asked other Directors to look at their relevant areas and comment on changes, the next committee meeting is 19 th May with final draft ready to present at	All Directors	17 th May

		the June BoM – Director will do a sample on points for this year and with revisions to show how it will effect scoring. Discussion following regarding various components of the scoring system including what is classed as Community Events and the weighting for core business, Director of Sponsorship & Marketing advised he would like to review when he returns from leave.		
2980	Youth & Membership Development	Director advised the 18-25 camp will be cancelled for this season as only one application had been received.	Info	n/a
2981	Youth & Membership Development	Director advised there was a BYMD meeting tomorrow night when the committee will finalise the calendar for next season. Director of Sponsorship & Marketing advised the Amazing Race concept was a fantastic idea and would like to see go ahead.	Info	n/a
2982	General Business	President advised there was a list of dates for Club presentation nights, and would like Executive to attend these when possible, list to be sent out for Directors to advise availability	Manager	29 th April
2983	General Business	Director of Surf Sports advised he was resigning as the Director effective from the June BoM.He advised the BoSS committee last Thursday Director commented he had enjoyed his time on Executive but must look after his health. President and Executive thanked the Director for all his time as part of the Executive. Nomination forms will be available at May BoM with nominations and resume will be due 17 th May, nominees should also attend June BoM to speak to Club Presidents prior to the vote.	Info	n/a
2984	General Business	Director Handbook, Operations Manual, Staff Handbook and Surf Sports Handbooks were presented to Directors, copies to emailed.	Manager	29 th April
2985	General Business	Directors' reports for Branch Annual Report are due to Manager by 31 st May	All Directors	31 st May
2986	General Business	A copy of Judging timetable for MOC nominations was distributed, Directors to advise availability	All Directors	6 th May
2987	General Business	President advised he would be attending the State Council Meeting on 14 th May, three nominations for Deputy President had been received and President asked Executive for their recommendations.	Info	n/a
2988	Rescue Service	Director advised the Quartered cap review survey had been designed and developed and sent out last week, there had been some problem with the link, it was advised if the actual link did not work to copy the URL and paste into you browser. An email will be sent with these instructions	Director rescue Services	29 th April
2989	General Business	Director of Sponsorship & Marketing noted this would be his last Executive meeting and wish everyone well for the future. President thanked Director and his family for their commitment, noting he had added an extra dimension to what the Branch does –	Info	n/a

		comments have been challenging, but have appreciated the Director's support. President wished the Director all the best for the future.		
2990	General Business	President advised there were still a number of positions vacant on some committees and thanked everyone for their work in the past year. President noted both Alan Mason and Ross Tester would be a loss to the organisation.	Info	n/a

Meeting Closed:

8.46

Executive Meeting: 17th May, 6.30pm SNB Headquarters
Board of Management Meeting: 3rd May, 2011 SNB Headquarters