

**Surf Life Saving Sydney Northern Beaches Inc.**  
**Executive Meeting Tuesday 19<sup>th</sup> July 2011**  
 SNB Headquarters, Unit 9/1 Vuko Place Warriewood 2102

**ATTENDANCE**

Gordon Lang (President), Phil Cullis (Director Finance & Administration), Glenn Langley (Director of Youth & Membership Development), Steve Faddy (Director of Rescue Services), John Fahey (Director of Surf Sports), Rob Berry (Director of Sponsorship & Marketing), Richard Andjelkovic (Asst. Director of Rescue Services), Steve McInnes (CEO), Jen Huston (Manager)

**APOLOGIES:**

David Murray (Deputy President), Michael Wasley (Director of Education & Assessment)

**PREVIOUS MINUTES**

**Branch Board of Management Minutes of 19th June 2011 – Carried**

**Note:**

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

**MINUTES**

Item	Area	Discussion	Action	Date
3110	Action Plan	CEO has put together a complete Action Plan for each portfolio, this includes the action, responsibility and time frame. Information has been collated from one on one meetings with Directors and from the Planning weekend. Directors to let CEO know of changes prior to 15 <sup>th</sup> August so final draft can be presented at the next Executive Meeting. Following this, the action plan will be updated each month prior to the Executive Meeting. Once a task has been completed the action will be removed from the list.	All Directors	15 <sup>th</sup> August
3111	Important Issues	Director of Finance advised all Directors will need to have their budgets for any capital expenditure to him by 14 <sup>th</sup> August in preparation for the Finance Meeting on 21 <sup>st</sup> August.	All Directors	14 <sup>th</sup> August
3112	Sponsorship & Marketing	Director reported on current sponsor arrangements: Cancer Institute currently planning agenda for the new school programs. Streets and Coca Cola – hoping to resolve agreements asap. Website – both the SNB and OceanSeries sites are well underway.	Info	n/a
3113	Sponsorship & Marketing	Director reported on the document sent to Clubs re: Club Conference and questioned whether this should be considered further. Executive noted the concept of doing as a one day expo broken up into break away groups had been discussed previously. Director noted it should be called a Club	All Directors CEO	15 <sup>th</sup> August 22 <sup>nd</sup> July

		Officers Information Day or workshop to make it more appealing to clubs. Suggested day is Saturday 10 <sup>th</sup> September. Executive agreed the workshop was a good idea, President asked all Directors to put forward what they want included. CEO to advertise the date urgently to clubs to give them plenty of notice and to look at a keynote speaker.		
3114	Sponsorship & Marketing	Director of Sponsorship & Marketing noted he was concerned with the date of the Gear Inspection. Director of Rescue Services advised that the date had been set. Question was raised re: scrutineering requirements for craft Director of Surf Sports to check requirements and advise accordingly.		
3115	Important Issues	President advised the paper circulated re: meeting structure was designed to generate discussion. Following discussions, the Executive was happy with current frequency of meetings but suggested changes for better management. President and CEO will prepare a further paper about refining meetings for presentation at next Executive.	President & CEO	3 <sup>rd</sup> August
3116	Surf Sports	Director of Surf Sports advised he was looking at borrowing ATVs from different suppliers for carnivals to try them out before deciding which to purchase. It was noted the ATV used need to be SLSA approved	Info	n/a
3117	Surf Sports	Director advised there was a list of elected BoSS officers attached to the agenda. Executive endorsed the BoSS officers list.	Info	n/a
3118	Youth & Membership	Director advised he would supply a list of elected officers for Youth & Development once he had filled all positions. This would be presented at next Executive Meeting.	Director Youth & Membership	16 <sup>th</sup> August
3119	Surf Sports	Director advised he was still waiting on a response from a couple of clubs regarding the holding of the SNB Champs.	Info	n/a
3120	Education & Assessment	Director Youth & Membership advised Surf Life Saving Australia had dropped the age for the first aid certificate which is now available to 14 years olds.	Info	n/a
3121	Finance & Administration	Director advised a Finance meeting was held last week where last year's actuals and this year's budget were approved. <b>Motion:</b> To accept financial reports	Motion	Carried

		presented. <b>Carried</b>		
3122	Rescue Services	Director advised he had received letters from Long Reef SLSC and Bungan Beach SLSC advising they have their AGM on the same day as the Gear Inspection and won't be able to put gear out, Director advised he will organise and alternative day for both clubs.	Info	n/a
3123	Rescue Services	Director noted item 6.1.4 from BoSS minutes regarding the Carnival ESO question raised at the last BoM. It was confirmed the Director of Rescue Services selects the ESO panel and then the ESO for each carnival (taking into account local knowledge). It was further discussed that the ESO has responsibility for the Risk Assessment which is why the decisions needs to be separate from the Carnival Referee. There will be new regulations coming out from SLSNSW and SLSA re ESO criteria. The Director of Rescues Services will need to set the ESO requirements. EMA training will need to be organised for all ESO's. Director advised a call for nominations had been sent out this week.	Info	n/a
3124	Rescue Services	Director advised he had been approached by a company who want to supply 300 Junior Epi pens to clubs who have juniors. Director has made enquiries about governance if we have to administer the medication and is waiting on a response.	Info	n/a
3125	Rescue Services	Director advised Bungan Beach have purchased an ATV and are wanting to apply for \$4\$ to fund the difference.	Info	n/a
3126	Rescue Services	Question was raised about Clubs providing water safety for non-SLSA events. CEO to contact Newport SLSC re: Reef to Reef Ocean Fun paddle find out what involvement SLS have as there has been no special event application received.	CEO	21th July
3127	General Business	President advised SNB had a table at the SLSNSW Awards of Excellence being held on Saturday, 6.30pm for 7pm start at Cockle Bay	Info	n/a
3128	General Business	President advised the National conference is being held on October 7 <sup>th</sup> -9 <sup>th</sup> with the SLSA awards night being held on the Saturday night. SNB should have representation there, President and CEO will attend – if any other Director's would like to attend please	Info	n/a

		advise.		
3129	General Business	President advised an email was send out for SLSA standing committees, Directors to ask at relevant committee meetings for suitable nominees.	All Directors	4 <sup>th</sup> August
3130	General Business	President advised the PD for the SNB Member Services Officer has been sent to all clubs with no feedback received. Discussion followed on the proposed role versus the SLSNSW Support Officer role. SNB role is required to ensure Youth and Membership Development action plan can be implemented and to provide back up and admin support to other roles The position has been approved in the budget. CEO authorised to go ahead and recruit.	Info	n/a
3131	General Business	Presentation on new Oceanseries and SNB websites which are currently in development.	Info	n/a
3132	General Business	School looking at expression of interest to run programs on Manly Beach, CEO will submit an Expression of Interest.	Info	n/a
3133	General Business	President noted SNB should have as many people as possible on the SLSNSW advisors committees and panels.	Info	n/a
3134	General Business	Director of Surf Sports advised Ritchie Lytham will no longer take responsibility for the SNB starting pistols. Keith Abraham will be getting his firearms license as a replacement. Director to clarify where the starting pistols will be stored.	Director Surf Sports	16 <sup>th</sup> August
3135	General Business	CEO advised the second 40 ft. container had been cleared out and was now for sale.	Info	n/a

Meeting Closed: 9.00

**Executive Meeting: 16<sup>th</sup> August, 6.30pm SNB Headquarters**  
**Board of Management Meeting: September, 2011 SNB Headquarters**