

**Surf Life Saving Sydney Northern Beaches Inc.**  
**Executive Meeting Tuesday 20<sup>th</sup> September 2011**  
 SNB Headquarters, Unit 9/1 Vuko Place Warriewood 2102

**ATTENDANCE**

Gordon Lang (President), David Murray (Deputy President), Phil Cullis (Director Finance & Administration), John Fahey (Director of Surf Sports), Glenn Langley (Director of Youth & Membership Development), Steve Faddy (Director of Rescue Services) - until 8.00pm, Rob Berry (Director of Sponsorship & Marketing), Michael Wasley (Director of Education & Assessment), Steve McInnes (CEO), Jen Huston (Manager).

**APOLOGIES:**

**PREVIOUS MINUTES**

**Branch Executive Minutes 16th August 2011 – Carried**

**Note:**

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

**MINUTES**

Item	Area	Discussion	Action	Date
3166	Risk Management & Important Issues	<p>Discussion regarding risk management for special events. Currently clubs prepare the documents and send to SNB for approval SNB then sends to SLSNSW who check everything is order. To ensure an audit trail of responsibility, it was proposed: a) to add the check column (as per the carnival application form) that is signed of by the event organiser and b) set up a system where the organiser notifies SNB that the plan is implemented.. At end of event again the event organiser should advise SNB the event has be run without incident or report any incidents. It was proposed this policy is adopted for all special events. Further discussion followed - it is the club's responsibility need to make sure they are doing what they saying they are doing.</p> <p><b>Motion:</b> For each special event; to ensure compliance to their risk management plan clubs are to contact Surfcom 30 minutes prior to the event starting declaring that they are fully compliant with their risk management plan and are about to start the event. At the completion of the event, the event organiser is to contact Surfcom and report the event has concluded any report any</p>	CEO	18 <sup>th</sup> October

		<p>incidents.</p> <p>After the event the club should also supply a signed, completed risk management form back to Branch within 7 days.</p> <p>For events held outside of surf life saving hours a designated radio operator shall be provided by the club for each event. <b>Motion not carried</b></p> <p>Further discussion followed outlining a number of options:</p> <ul style="list-style-type: none"> <li>• If event does not have a radio operator club cannot start until someone is appointed.</li> <li>• Event organiser to ring Branch and leave a message or send a text Message advising they are compliant.</li> <li>• Another column to be added to the special event form (same as carnival one).</li> </ul> <p>In season there isn't a problem having someone at Surfcom earlier to cover the early start of carnivals, the problem is for events out of the season.</p> <p>Discussion continued. It was recommendation the CEO develop an actual planto be put forward as a motion and to seek advice.</p> <p>Question was raised on whether Branch actually approves the event or just acknowledges it is being held. If club is running an event it is the club's responsibility.</p> <p>SLNSW state a risk management plan has to be supplied, Executive questioned why Branch has to approve and questioned what SLNSW do to ensure the clubs comply.</p> <p>CEO to speak to SLNSW clarify Branch obligations; knowledge or approve?</p>		
3167	Risk Management & Important Issues	<p>President put forward a paper on the club house tenure and noted his concerns about the Straight Talk direction, his view is the issue needs to go political level with outcome being having the act/policy changed.</p> <p>President proposed to set up a working party with specialised people within the organisation to help drive this. President to write to SLNSW and advise Branch intentions.</p>	President	18 <sup>th</sup> October

3168	Risk Management & Important Issues	President discussed Water safety 1.1 policy and noted SLSA and SLSNSW Presidents are aware of issues. President noted clubs cannot not comply with current regulations. An email to be sent to clubs advising them they have to comply with the policy to their best endeavours. Discussion followed on the water safety policy for Special Events.	Director Rescue Services	24 <sup>th</sup> September
3169	Risk Management & Important Issues	Re IRB footstraps, the Director of Education advised he as formulated a questionnaire regarding IRB injuries, SLSNSW is completing these and Director will collate results. Most clubs have had incidents but only one was reported in Surfguard. It was noted there is a lot more onus on the driver.	Info	n/a
3170	Sponsorship & Marketing	Director gave an overview on current sponsors arrangements: <ul style="list-style-type: none"> <li>• Coke reviewing contract and advised they won't be continuing with the same level of commitment,. If clubs continue ordering they may do a rebate system. Contract expires on 30<sup>th</sup> September, the budget has been set on the expectation the contract would continue. Director to negotiate a non-exclusive period so we can approach other sponsors.</li> <li>• Fighting to find sponsorship for 20 Beaches, really need another \$10,000. Sponsorship committee is still working on leads.</li> <li>• Warringah Mall has cut right back, no cash available this season.</li> <li>• Manly Daily is looking for a formal arrangement.</li> </ul>	Info	n/a
3171	Sponsorship & Marketing	Director gave an update on the replacement for PR & sponsorship co-ordinator, approx. 40 people applied, interviewed 7 candidates and hoping to select one shortly.	Info	n/a
3172	Sponsorship & Marketing	Director reported Streets are pretty happy with their sponsorship and want to sign off for another three years however there will be no CPI increase. It is anticipated new tents will be supplied next season.	Info	n/a
3173	Rescue Services	Director Rescue Services asked about new tents to be supplied and if they would have 6 ties? Discussion	Info	n/a

		<p>followed on the pegs, Director advised Club Captains have seen the pegs Newport clubs use and have been given prices and contacts pegs \$70 a pair.</p> <p><b>Motion:</b> SNB purchase pegs for all clubs. <b>Carried</b></p> <p>It was noted a number of clubs had already purchased an email to be sent to clubs advising Branch will purchase..</p>		
3174	Rescue Services	It was advised tents can be repaired at North Sail in Mona Vale, 9998 8500.	Info	n/a
3175	Education & Assessment	<p>Certificate IV course has four weeks to go, only one person has not attended and all candidates are up to date with assignments. Director noted he hoped thought future courses can be done in much less time, there will be a debrief after course is finished. Director advised there is an obligation to Branch after they have completed course.</p> <p>The Certificate IV enables candidates be facilitate any of the awards with the ability to train and assess.</p>	Info	n/a
3176	Youth & Membership	Director advised the numbers for Rookies camp is not looking good, the deadline has been extended for another week. Decisions to be made on running the camp at the end of the week. If camp does not go ahead in October Director will organise something different for the end of the season. Director noted there has been a poor representation from clubs from their youth & juniors. A reminder email from Surfguard will be sent.	Info	n/a
3177	Youth & Membership	<p>Discussion on the Awards of Excellence and how SNB can improve their performance.</p> <ul style="list-style-type: none"> <li>• Help clubs put forward their submissions</li> <li>• Put together a template which makes doing the submissions a lot simpler.</li> <li>• Template structure on line, if the criteria isn't filled in the form cannot be submitted.</li> <li>• Set-up templates now so clubs can start doing submission earlier</li> <li>• Approach runners up from last year to see if they are interested</li> </ul>	Director Youth & Membership	8 <sup>th</sup> November

		<p>and coach accordingly.</p> <ul style="list-style-type: none"> <li>• Certain awards should be director's choice only, not by filling in forms.. Someone to vet the nominations when they come in, if it doesn't comply send back to Club President.</li> </ul> <p>Director of Education noted this was a lot of work for someone to do and was a full time job. He further noted that he had tried simplifying things for members at his club and found no-one was very interested. Members barely address the criteria when filling in these submissions.</p> <p>A recommendation to BoM to develop database entry program (details and costing to be supplied), develop the process to encourage people to put their nominations in.</p>		
3178	Rescue Services	<p>CEO advised he was still waiting on Seadoo for costings on new jet skis. At present there problem with the blue ski, 4 engine mounts have gone. Seadoo has said they are working on modifications for the new skis and would supply quote,. It was also suggested the CEO contact Seadoo and request they lend Branch a couple of skis while the modifications are being done.</p>	CEO	24 <sup>th</sup> September
3179	Rescue Services	<p>Director requested a list of the Carnival ESO nominations..</p>	Manager	24 <sup>th</sup> September
3180	Rescue Services	<p>Director reviewing new standards for Evacuation Centres to see how many clubs meet criteria</p>	Info	n/a
3181	Rescue Services	<p>Support Operations grant from SLSNSW has been announced. No details yet as to amount. Negotiations with SLSNSW regarding requirements.</p>	Info	n/a
3182	Rescue Services	<p>August Exec Item 3129 + 2011/12 Action Plan, purchase jetskis. Season starts in four days and jetskis have not been ordered. Director requested definite date within 7 days for order to be placed. Director has also been requesting maintenance contract for over 18 months and requests definite date for completion.</p>	Info	n/a
3183	Surf Sports	<p>Director advised SLSNSW Talented Athletes Program has five SNB members; Harrison Stone (Manly), Remi Krenkels (Manly), Charlie Brooks (Newport), Matthew Sears</p>	CEO	24 <sup>th</sup> September

		(Long Reef), Kelly Singleton (Freshwater). Letter of congratulations to be sent to members.		
3184	Surf Sports	Director advised the SLNSW High Performance Squad has 6 members from SNB; Mitchell Trim (Collaroy), Jake Lynch (Newport), Max Brooks (Newport), Ollie Signorini (Newport), Cooper Krenkels (Manly), Eleanor Owen (Manly), there is possibly an additional person from Freshwater to be confirmed. Letter of congratulations to be sent to members.	CEO	24 <sup>th</sup> September
3185	Surf Sports	Director advised he had put 9 nominations forward for the 40 year + Officiating Award, nominee's commitments date back to the original Board of Examiners. Director will advise the outcome.	Info	n/a
3186	Surf Sports	Director advised there are five SNB members attending the upcoming Level 2 Officials courses, plus one additional will possibly attend.	Info	n/a
3187	Surf Sports	Director advised the Australian Titles 2011/12 to be held in Kurrawa; 2012/13 in Christies SA and 2013/14 will be held on Sunshine Coast.	Info	n/a
3188	Surf Sports	CEO advised the gear trailer was at the end of its life and had been sold, and will use a side lifter to deliver the gear container to carnivals and put on the ground,. Second container has also been sold. CEO advised the old carnival quad bike had been sold, Branch will hire an utility vehicle for carnivals and will only need to cover the conditional registration costs, rego plates will need to be taken off each time.	Info	n/a
3189	Surf Sports	CEO advised he used the prototype of the carnival payment system this morning, there are a few cosmetic changes to be done which will be completed early next week. Training for clubs will be held Thursday 6 <sup>th</sup> October. Payment will be required to validate carnival entries. <b>Motion:</b> Entries close on the Wednesday prior to carnival and payment to be received the Thursday prior to carnival. <b>Carried.</b>	<b>Motion</b>	<b>Carried</b>
3190	Surf Sports	President asked for the Carnival	Info	n/a

		Entries training email to be sent to everyone. Not just BoSS members. President also asked the Director consider having a meeting for competition directors, Director of Surf Sports advised anyone can attend meeting but only BoSS members can vote. President requested a demo of the payment system at the BoM.		
3191	Finance & Administration	Director advised on the Balance Sheet there was an intercompany loan Enterprises owes the Branch. The budget has been set with this money being paid into Branch as income and should appear on the P&L. Director proposed to write off loan and invoice Enterprises for the loan as an invoice, otherwise cash will not show in the P&L. <b>Motion:</b> Write off the \$30,000 from loan from branch to Enterprises. <b>Carried</b>	<b>Motion</b>	<b>Carried</b>
3192	Finance & Administration	Director proposed Capital expenditure items will be brought to Executive for approval, then to the BoM for approval, then to the Finance Committee for approval.	Info	n/a
3193	Finance & Administration	Director asked for a detailed list of capital expenditure for next three years from all Directors to be supplied to him at the next Executive meeting. It was noted urgent capital items can be purchased with approval from two of the following; President, Director of Finance and CEO	All Directors	18 <sup>th</sup> October
3194	Finance & Administration	Individual director P&L to be emailed out prior to meeting.	Manager	n/a
3195	Finance & Administration	Director advised the Commercial Enterprises on budget.	Info	n/a
3196	General Business	Discussion on recent Club Conference, whilst the event was very good, it was disappointing so few people attended, there were a few people confused about what was actually happening at the info day. Need to improve for future, if Directors could send any feedback to CEO asap.	All Directors	18 <sup>th</sup> October
3197	General Business	National property register, SLNSW has asked us and every club to complete, President feels certain info is already available in annual reports. It was suggested SLSA could be	Director Sponsorship & Marketing	18 <sup>th</sup> October

		looking at a bigger buying potential. Director Sponsorship & Marketing to supply sponsor and property names and maintain a register for ourselves		
3198	General Business	CEO to Contact Pittwater clubs regarding their equipment share arrangements.	CEO	24 <sup>th</sup> September
3200	General Business	Director of Sponsorship advised Ausgrid were prepared to do a retro fit for one of the clubs, however there were a number of criteria which made it difficult to choose a club. Director to do a brief description of each club with photo and supply to Ausgrid for consideration.	Director Sponsorship & Marketing	18 <sup>th</sup> October

Meeting Closed: 9.10 pm

**Executive Meeting: 18th October, 6.30pm SNB Headquarters**  
**Board of Management Meeting: 4th October, 2011 SNB HQ**