

Surf Life Saving Sydney Northern Beaches
Branch Executive Tuesday 19th October 2010
 Branch Headquarters, Unit 9/1 Vuko Place Warriewood 2102

ATTENDANCE

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

APOLOGIES:

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

PREVIOUS MINUTES

Branch Board Executive 22nd September 2010 – Carried

MINUTES

Item	Area	Discussion	Action Req.	Date
2673	Youth & Membership Development	Director advised a memo had been sent out to Club Presidents, Secretaries, Captains, and Life Members and Distinguished Service members regarding Most Outstanding Club (MOC) committee nominations. The committee will have four members including the Director who will discuss the MOC criteria. Nominations are due at the SNB office before 31 st October. An additional memo has been sent out regarding proposed changes to the current MOC criteria and options to be considered. A copy of the memo was sent to Club Presidents and will be discussed at the November Board of Management meeting.	Director of Youth & Membership Development	1 st November
2674	Youth & Membership Development	Following discussion at the September Executive meeting regarding gender balance Director advised the Executive his Board were developing a "Profiler Series", a draft paper was presented with initial ideas (attached). The series runs on evenings for approximately two hours as opposed to an entire weekend. Presentations will be advertised to all members of the public and the community to attend. Further discussion followed where it was suggested another topic could be Managing a competitive team, Director of Surf Sports advised there is a National program for training team managers and would send the details to Director of Youth & Membership.	Director Youth & Membership Director of Surf Sports	9 th November 22 nd October
2675	Youth & Membership Development	Director advised he had put forward five nominations for the SLSNSW 18-25 Development Network Programs which will be held on 26 th November.	Info	
2675	Youth & Membership Development	Director advised information regarding Junior Life Saver of the year nominations had been sent out a number of times to clubs. To date no nominations had been received. Closing date is 1 st November 2010. Interviews will be held on 10 th and 13 th November, and the winners announced at the Narrabeen Junior Carnival on 16 th January	Director of Youth & Membership Development	1 st November
2676	Youth & Membership Development	Director advised the Patrol captain mentor program had been advertised and the Board was aiming to have the same sort of numbers as last year. Induction day will be held 27 th November at Mona Vale SLSC and training will be held January /February – dates tbc.	Director of Youth & Membership Development	9 th November
2677	Youth & Membership Development	Director was asked question on number of nominations received for the Sir Adrian Curlewis Scholarship, Director advised the Executive he could not get any nominations due to the age group and timing conflicts with University and HSC exams. Director will start looking for nominees for next year.	Info	n/a
2678	Surf Sports	Director advised Interbranch selection trails were held on Sunday in very cold conditions. Director presented a team list nominated by the selectors to the Executive for ratification (list attached); The U13's will be announced		

		at Manly Junior carnival. Successful boat team will be decided from the best two results of the first three rounds of the boat premierships. Motion: To accept Interbranch Team list presented.	Motion	Carried
2679	Surf Sports	Director advised he was looking for a high achieving competitor to do a motivational talk to the Interbranch team. President noted there should be a debrief after each series. President advised Branch will send out a congratulations letter on behalf of executive.	Director of Surf Sports	22 nd October
2680	Surf Sports	Director of Sponsorship & Marketing questioned why the selection was made so early, noting with other sports you work your way up to the elite team after winning a number of titles. Director of Surf Sports advised the selection process includes past results and selectors are aware of competitors. Director of Sponsorship & Marketing suggested the Board should be looking at the competitors winning this year and approach for next year, a further suggestion was to invite all winners from the Branch Championships to a development camp prior to the selection carnival. Director of Surf Sports noted BoSS looks at how to develop competitors for the future.	Director of Surf Sports	9 th November
2681	Surf Sports	Director reported he had received a complaint for a competitor who received a parking fine at the Interbranch Selection Carnival. The person in question considered it a Branch carnival where parking restrictions are usually not enforced. Executive agreed for the Director to write letter to Council on SNB letterhead asking for consideration; however the fine was not the responsibility of SNB.	Director of Surf Sports	9 th November
2682	Surf Sports	Director clarified the need for Aquatic licences; Director advised clubs only need to apply for a Waterways license when holding a carnival where the public is competing. If the carnival is only for surf life saving members there is a special exemption and a waterways license is not required.	Director of Surf Sports	n/a
2683	Surf Sports	Discussion on presentations to Boards by suppliers. A supplier was claiming to be a Branch Sponsor and wanted to do a presentation to junior Chair people claiming to be a Branch Sponsor. Executive advised they do not endorse this. Any sponsorship query should go through Director of Sponsorship & Marketing or the CEO initially. CEO to advise supplier.	Director Sponsorship & Marketing CEO	n/a 21 Oct
2684	Surf Sports	Director reminded Executive of the start of season cocktail party being held at Narrabeen Beach SLSC on 29 th October from 6.30pm. Director advised cocktail dress standards apply. Cost is \$20 per head.	Director of Surf Sports	n/a
2685	Surf Sports	Director presented Director of Finance & Administration with his draft Surf Sports budget for next season.	Director of Surf Sports	n/a
2686	Surf Sports	Director of Rescue Services commented on the Interbranch Selection Carnival radio traffic being run on Channel 2, Director reminded Director of Surf Sports this is the emergency channel only and should not be used for any other purpose.	Info	n/a
2687	Surf Sports	President noted there was a push to have the 2013/14 State titles in the Sydney metro or Sydney Northern Beaches areas. President advised SNB had received support to hold the Australian titles from the three Councils, two State politicians and two Federal politicians. Decision is pending financial support from NSW Events.	Info	n/a
2688	Sponsorship & Marketing	Director reported on current sponsors; <ul style="list-style-type: none"> EnergyAustralia has confirmed the roll-over of the existing contract for a further 12 months to bring us in line with Hunter and Central Coast Branch contracts. We will then seek a 3.5 year contract so that the term does not end half way through a season. Motor Accidents Authority has renewed for \$20,000 for this year. This should enable the school to educate approximately 4000 children with the Arrive Alive Surf Smart program held in classrooms. 	Sponsorship & Marketing	n/a

		<ul style="list-style-type: none"> Following recent meeting with Westpac, a proposal for sponsorship of 20 Beaches and the Branch Championships has been developed. Director noted Branch will not be involved in Boardies Day; any involvement would be up to individual clubs. 		
2689	Sponsorship & Marketing	Director advised the proposals for the development of a new website have been shortlisted to two tenders. Director wants to get Sponsorship committee together for presentation from both of these, at the moment this is scheduled prior to the November BoM. Director noted the full budget will be utilised.	Sponsorship & Marketing	9 th November
2690	Rescue Services	Director asked for endorsement of suggested policy by a number of RWC operators: Motion: For a club member to maintain his/her RWC proficiency, in addition to performing their annual proficiency he/she must perform at least 4 patrols with the Branch's Support Services jet skis during the patrol season, with at least 2 patrols being performed before the end of December. At the next annual RWC proficiency, if a club member has not done at least 4 patrols in the previous season, their RWC proficiency will not be processed until such time as the member has caught up with the number of patrols required for the previous season, plus the normal 2 patrols needed to be performed by the end of December for the current season. If the club member has not caught up with their missed patrols before the end of December, his/her proficiency will not be processed, and that member will not be allowed to operate any of the Branch's RWCs, nor be endorsed buy the Branch for any State of National RWC duties. Any club member gaining the RWC Operator's Certificate after October 1 will have their patrol requirement prorated	Motion	Carried
2691	Rescue Services	Discussion continued on forming a policy for future RWC operations. The 22 people who have done RWC training should be contacted directly. It was suggested they be given a number of options as opposed to a blank roster to fill in themselves. Director noted there is a group of operators who trained a few years ago haven't done any patrols since, recent trainees have also been very slow volunteering for patrols. There are currently 40 operators doing patrols, 15 from Palm Beach and North Palm Beach. There is concern over the cost of training if operators are not following through with patrolling - training isn't worthwhile. There needs to be a policy in place to ensure there is an obligation which goes with this award. Director to consider options.	Director of Rescue Services	9 th November
2692	Rescue Services	Director presented Director of Finance & Administration with his draft Rescue Services budget for next season, with a note there is a need to replacing jetskis.	Director of Rescue Services	n/a
2693	Finance & Administration	Director advised the Account Receivables attached with financial reports is current to today and does not match the figure in the balance sheet which is reported at 30 th September, Director advised in future the accounts receivable would be in line with the balance sheet. Director reported Branch was travelling well within budget and was financially sound. Director advised a list of accounts paid during the month would be presented for approval at the next Executive meeting. Motion: To accept Branch financials presented.	Motion	Carried
2694	Finance & Administration	Director presented Surf Life Saving School financials advising the school was well ahead of budget. Motion: To accept Surf Life Saving School financials presented.	Motion	Carried
2695	General Business	President reminded Executive there was a Department of Lands workshop on 18 th November – this will be critical to what clubs want to do in future. President advised it would be worthwhile for any directors wanting to attend the meeting. There is a Department of Lands briefing to State	All Executive	18 th November

		Council on 6 th November.		
2696	General Business	President advised Executive of the new Club Presidents' mentoring program whereby new Club Presidents have been paired with experienced Presidents from other clubs - the format has been put in place and is up to Presidents to make use of it.	Info	n/a
2697	General Business	President advised he was in the process of organising a Club Planning Workshop in 2011 (similar to the 2020 workshop). This will be looking at the structure of SLSSNB, planning our future, and seeking feedback on the best way to efficiently serve our stakeholders. For example – do we need to hold a BoM every month? The workshop is planned towards the end of season, after the Australian titles and will involve representatives from each Club	President	n/a
2698	General Business	President discussed the criteria for Life Membership which was raised two meetings ago and asked for further comment. It was resolved to send back suggested revisions to the committee. Executive agreed club content should be removed from criteria as the award is for Branch services, and there should be a limitation of five awarded per year.	CEO	9 th November
2699	General Business	President noted attention to Sun protection policy, reminding all Directors SNB has an obligation at carnivals to ensure there is enough shade particularly at Nipper carnivals.	All Executive	n/a
2700	General Business	Discussion was held on possible SNB Future Fund. President and Director of Sponsorship & Marketing had a meeting with Peter Harper who runs a foundation/charitable trust. The fund would hold licenses, conduct audits, pay accounting fees and trustee fees under the umbrella. They run many other charitable trusts. Structure is such you put money in without all the administration fees however funds are under your control. The idea was to setup structure like that within Branch, where any club could be part of that structure but remain independent. Could help clubs in approaches to people to donate to the club, and to setup structure to develop long term funding for SNB. No point trying to get 21 clubs to agree however the plan is to pick a couple of clubs with the need and see if they would be interested. Working group to best set-up to investigate further.	President	9 th November
2701	General Business	President reported the presentation to Pittwater Council held last week went very well. The section on community involvement from clubs was worthwhile.	Info	n/a
2702	General Business	Executive discussed recent complaint received from a Club member, Director of Rescue Services to address.	Director of Rescue Services	9 th November
2703	General Business	Discussion regarding voting rights at Club AGMs, SLSA has supplied legal opinion which will be supplied to all clubs.	CEO	9 th November
2704	General Business	The CEO advised that he had received a letter from anonymous persons in relation to an alleged "rumour". The letter also made inappropriate threats towards the Branch. As the letter is anonymous and potentially defamatory it could not be tabled. The Executive discussed the position and determined that there is no capacity for the Branch to respond or action. Any member with a legitimate complaint should use the appropriate mechanisms as set out in SLSA Polices.	President	n/a
2705	General Business	President reported on OceanSeries advising the first two events went well however numbers were down a little. SNB has now signed an MOU with Australian Canoeing for the 20 Beaches to be a round of the ICF world series. Initial payments to hosting clubs have been made. CEO has presented a proposal to Westpac re: 20 Beaches sponsorship.	Info	n/a
2706	General Business	President reminded Executive the SNB Headquarters official opening will be held on 1 st December starting at 6.00pm. This will be a high-profile event and all Executive should attend. Invitations will be sent out soon.	Info	1 st December

2707	General Business	President advised minutes from meetings need to be sent out earlier to Presidents and Executive. Agendas also need to be sent out well prior to meetings. President also requested an action plan from each meeting be sent to Directors so they can follow up on actions from meetings.	Manager	22nd October
2708	General Business	Discussion on recent SLSNSW Branch of Year award. It was advised– Central Coast gave a better presentation.	Info	n/a
2709	General Business	President advised latest edition of Shorebreak was sent to stakeholders today and congratulated Chris and Jen for their efforts to produce it.	Info	n/a
2710	General Business	President advised Warringah Deed of Agreement was close to being finalised.	President	9 th November
2711	General Business	President advised he and CEO were having ongoing discussions with SLSA regarding patrol uniforms. President put forward a suggestion to SLSA to track uniform numbers through Surfguard. SLSA considering.	President	9 th November
2712	Surf Life Saving School Report	<ul style="list-style-type: none"> • CEO advised there are a number of new people on board to work in the Surf Life Saving school, with a number of senior people to help. • Intensive program has commenced with Knox with the support of Whale Beach which involves Bronze Medallion, Spinal Management, IRB Crew, ARTC and Basic Beach Management for those of correct age – there are 47 students being trained. • A number of Surf Survival courses are being run at local high schools throughout Term 4. • There is a tentative booking for Vodafone for a Business on the Beach program in December for 200 people. • School is well ahead of budget, some of which is due to timing issues 	Info	n/a
2713	General Business	Director of Finance and Administration reported on recent WorkCover visit, representative advised we were doing a lot of good things. Director advised an addition to be made to Carnival Plan, adding another column to sign off on actual day of carnival; this will be kept as a record of risk analysis done on the day of the carnival.	Director of Surf Sports	9 th November
2714	General Business	Director of Finance and Administration Director requested Directors who had not yet given him their draft budgets to send through ASAP.	Director Sponsorship & Marketing and Youth & Membership Development	31 st October
2715	General Business	Director of Sponsorship & marketing advised he needed a breakdown on line items to produce budget. CEO advised he would send to him. Director of Sponsorship & Marketing advised he would have a need sheet in the sponsorship budget and is working on a strategy to deal with budgets.	Director Sponsorship & Marketing. CEO	31 st October
2716	General Business	Director of Sponsorship & Marketing asked for an Action Plan from minutes. Director noted minutes are recorded as info and they don't flow through to next meeting – need to ensure there is a mechanism to move discussions forward.	CEO Manager	22 nd October
2717	General Business	Director of Sponsorship & Marketing made comment on recent Survivor Camp. Director noted there was a lot of effort gone to for only 39 kids. Discussion followed suggesting the need to look at doing something different next time. Director of Youth & Membership noted that previous camp had 70 attendees however the age group and timing was changed the this camp. Director Youth & Membership advised there was a BYMD meeting on Thursday night to discuss further.	Director Youth & Membership Development	9 th November
2718	General Business	Director Rescue Services advised his Future directions panel came up with a recommendation of two year proficiency for some awards. Director has a list of people with spinal and IRB awards that didn't do proficiency last year, trial will involve doing a comparison with those who did the proficiency last year.	Director of Rescue Services	9 th November

2719	General Business	<p>President advised he received a letter from Whale Beach President wanting to hold junior activities at Whale Beach over four weekends. There was a discussion on the current Whale Beach constitution which states you cannot be a member of the club if you are under 13 years of age, therefore cannot run junior activities, the only way it can run is if they join another club and the event is run at Whale Beach.</p> <p>Motion: Branch Executive to endorsed the concept of junior activities at Whale Beach SLSC - club needs to make sure it meets constitution and bylaws.</p>	Motion	Carried
2720	General Business	<p>Director of Youth & Membership referred to items 2656 and 2657 from Board of Management Minutes. Director made a request to be able to speak directly to the Board of Surf Sports and let them know how the Board of Youth & Development is working. Both the Director of Youth & Development and the BoSS delegate will both attend to answer any questions raised. Director also advised he would speak personally to Narrabeen Beach President regarding the issues raised at the Board of Management and contained within the BYMD minutes.</p> <p>General discussion on the issues raised:</p> <ul style="list-style-type: none"> • There was a general issue around marshalling, sun protection and OH&S in general at all carnivals. OH&S issue to ensure there is enough shade at every carnival, Narrabeen Beach junior carnival was only being used as an example and there was no intention to single out – need to encourage clubs at all Nipper carnivals to ensure there is adequate shade protection. • Director further noted BYMD is an accredited Board to look after youth and all membership. They have opportunity to look at all membership if they raise issues; these issues are entitled to be addressed. • Director noted the people who attend the BYMD meeting had seen issues and had offered suggestion to addressing them. Any member can attend the BYMD meetings. • Recommendations: <ol style="list-style-type: none"> 1. Marshalling announcements be highlighted from general announcements. 2. Adequate shade tents in marshalling area 3. An alert be made prior to marshalling 4. A whiteboard in each area 5. More training for team managers to help with organisation. 6. Make better use of technology, trial whiteboard first then look at illuminated signs on the beach. 7. SMS each event to team managers <p>Director advised Executive the objective was to retain members and ensure they are looked after; there was no intention to upset people.</p>	Director Youth & Membership	21 st October
2721	General Business	<p>Question was asked of Director of Surf Sports why can't marshalling be from entries before the carnival. It was advised the entry system is done in age groups not actual events. It was suggested over next couple of carnivals to identify which age managers are doing the best job at carnival and speak to them about helping other age managers.</p>	Director of Surf Sports	9 th November
2722	General Business	<p>President advised that in keeping with corporate governance – Item 3 on the Executive Agenda and Item 7 on the Board of Management Agenda will now be Risk Management and Important Issues as these critical to our future.</p>	Info	n/a
2723	General Business	<p>Director of Sponsorship & Marketing advised he had sent through a copy of a Risk management spreadsheet which may be useful, CEO will forward onto all Executive.</p>	CEO	22 nd October

2724	General Business	Director of Surf Sports advised the first round of East Coast Surf Festival was on this weekend at North Cronulla, series is open to all club members.	Info	n/a
2725	General Business	President confirmed the next Board of Management would be held on 9 th November, both President and Deputy President will be unable to attend so the meeting will be chaired by the Director Finance & Administration. The next Executive meeting will be held on 23 rd November.	Info	n/a
2726	General Business	Director of Rescue Services referred to recent article in Manly Daily where the patient was named in the article. Director asked that all clubs be reminded patients should not be named as per the National media policy.	Director of Rescue Services	9 th November
2727	General Business	President referred to upcoming dates. By the next Board of Management there will be a new SLSA President, SLSA will have moved premises and SLSNSW will have moved premises.	Info	n/a

Meeting closed at 9.28pm