



Minutes, Committee Meeting 21 January 2011

Present: Leanne Burke (LB), Mark Kebell (MKeB) (part), Matt Burke (MattB), Greg Brown (GB) (part), Alyssa Perriman (AP), Phil Hughes (PH), Malcolm Bell (MB) (part), Simon Denton (SD), Deb McNay-Fowler (DMF) - part, Justin Burton (JusB), Jackson Bell (JaB), Mark Keating (MKea) - part.

**1. Apologies:** Peter Bell, Judy Doyle, Sarah Cartwright, Archie Gubbins.

Meeting Opened 7.00 PM

**2. Minutes of Previous Committee Meeting:** Tabled and accepted. Moved AP, seconded LB.

**3. Actions Arising:** Addressed. See below.

#### **4. Correspondence**

##### **In: LSV/SLSA**

- SLSA Annual Report
- Surf Lifesaving Foundation
- Hat and sunscreen sponsor/donation – Woodside Petroleum
- SLSA AGM and new President
- 186:12:10 Coles Local Community Support Program
- 187:12:10 Member Proficiencies
- LSV Memo: Insurance Arrangements State Govt. Grant
- 188:12:10 Surf Life Saving Sunscreen
- 189:12:10 Vic Masters Champs
- 191:01:11 Clubs Liquor Licence Fees
- 192:01:11 2011 Vic Lifesaving Champs – Call For Officials Nominations
- 193:01:11 Reminder, Club Admin. Grants
- LSV Under 15 Development Camp
- E-mail from LSV, Confirming Admin Grant B Criteria met and payment will be forthcoming.

##### **Other:**

- Barwon Coast – 13<sup>th</sup> Beach Trails – feedback by Feb 11 2011.
- Vic Dept of Justice – various confirmation of Working With Children Checks
- Geelong Multi-Sport Festival
- Festival of the Sea – Sunday Food Fair stall invitation
- AMSA – Distress Beacon Registration

##### **Out:**

- Purchase Orders, various
- Letter of thanks, Norma Leslie donation

## 5. Fundraising.

DMF tabled her report on the recent Doorknock (attached. Some \$14k had been raised, which was very good considering the current climate (QLD flood appeal etc.). Donations continue to be sent to the Post office. The need for a sub-committee to share the load was stressed, and a review of the way the event operates was appropriate. The Committee congratulated Deb on her and her helpers' work. Well done.

**Action: SD** to contact Chris Read with a view to resurrecting our Auction Night.

## 6. President's Report LB

See attached Report. The poor state of the Clubrooms following the Bronze and SRC programs was also discussed.

**Action; JaB** to contact East Geelong Rotary Club about guest speaker night.

**Action MaIB** to liaise with Swellnet on new camera on rooftop.

## 7. Treasurer's Report MK

See attached Report.

## 8. Club Captain's Report AP

The Cadet program was very successful – all passed. Half are rostered on to patrols, others are helping with Nippers. Parents very happy. The Committee passed its thanks to the organizers.

Various options for Bronze camps were discussed. Two camps for different segments? The need to secure more patrolling members was stressed by all.

Patrols were proceeding well, with the recent audit result outstanding (minus 50 points only). The annual patrol competition was discussed. Another requal would be run (date??). The Club Championships are to take place this Sunday 23<sup>rd</sup>.

The first aid area requires re-stocking.

**Action: LB** to contact Leanne Grills with a view to re-stocking the first aid area.

## Marrum input is required by end-January.

The Australia Day Sausage Sizzle was discussed.

**Action: GB** to arrange the Australia Day Sausage sizzle along similar line to previous years if weather forecast is favourable.

## 9. Equipment and Property Report MaIB

Many tasks are continuing. A quotation for access control and security for the Clubrooms from Pro Alarms was discussed (Approx. \$14K). Another quote is awaited from Matt Righetti.

The failing Polaris signage was discussed.

**Action: MaIB** to contact signwriter with a view to rectification.

The hole in the ceiling that resulted from recent comms work was discussed.

**Action: MalB** to contact LSV with a view to rectification.

The Gator was discussed.

**Passed: Motion** moved PH, Seconded GB to sell the Gator for a target price of around \$6k.

**Action: PH** to pass details to JusB for placement of a listing on E-Bay.

Updating of all of the honour boards was discussed.

**Action: MalB** to arrange updating, following relevant names being provided by **AP** and provision of signwriter details from **GB**.

## 10. Powercraft Officer Report MattB

Disposal of one IRB and motor was discussed.

**Passed: Motion** moved MattB, seconded LB to sell one IRB and motor

## 11. Nippers Report MK

All going well.

## 12. ATV Officer Report

The draft ATV policy was tabled and discussed.

**Action: All.** Comments on the draft policy to be provided to GB by Friday 28 January.

The new ATV has now passed its inspection for the season. The trickle charger and battery problem on the Polaris has now been fully rectified. Based on expected usage, a full service on this is only required annually (100 hours between services). A racking system for the unit is under consideration.

## 12. Social (SC)

See attached report.

## 10. General Business

- **Constitution Review.** Continuing.
- **State of Clubrooms/Access issues** were discussed in detail.  
**Passed: Motion**, moved **PH**, seconded **JaB**, that Competition and Lifesaving Equipment to be only used by Patrolling Members or those in training for an Award.
- **13<sup>th</sup> Beach Trail.**  
The request from Barwon Coast for a submission from the club was discussed. It was **agreed** that the motion passed some three Annual General Meetings ago (that the Club supported the concept of such a Trail for safety and access reasons, but would not comment on actual routes) would form the basis of our response.  
**Action: GB** to draft response for consideration and to advise (via SurfGuard e-mail) members of this course of action.
- **Barwon Coast relationship/future of Clubrooms.** To be discussed at next meeting.

**Note: The following constitute notes from discussions between the remaining members. By this stage of the evening most Office Bearers had departed due to the late hour.**

- Can we please have the ability to dump circulars onto our Website added?
- Need to have the current minutes available on the website so this fault has to be addressed with the website designers.
- All members to be notified of the meeting agenda, whether they want this or not.
- A Formal Training Page to be created.
- Possible formal training re the use of our Website may be needed as there seems to be a lack of understanding by many. Website Design Company to do this.
- **Action:** Merchandise to be put onto Website to advertise it. Models needed for the clothing. **LB/AP** to action.
- Training and Assessment; Laptop for training purposes also needs to be accessible Maybe a letter could be written to Sony/Major Electrical Supplier for a possible donation. **Secretary to action.**
- Non Proficient / Non Patrolling Members status; Who is on the list of Financial Members and are they patrolling? This needs checking.  
**Action:** **LB** to check with Sarah Roe that Patrolling Members are financial.
- Club communication of events needs to be more effective. Planning needs to be far more in advance.
- See Attachment read by Phil. He tabled this statement only, but as by this late stage of the night (near 11.00 PM) there were only 2 members of the committee present, this will be deferred to the next meeting. No Formal Discussion took place.
- Possible sponsorship; Buckleys have said they will donate money for a Projector and for its mounting. They have also indicated they would like to continue their sponsorship ? \$1200.00 annually. (From Michael Tonks, CEO Buckleys to Jackson Bell.) Proposed 5 year commitment and we could have sponsorship signage on the IRBs.  
**Action:** Jackson Bell to follow up Buckley's Sponsorship proposal.

**Next Meeting 18<sup>th</sup> Feb. at 7pm. Venue to be announced, due to club rooms possibly unavailable.**

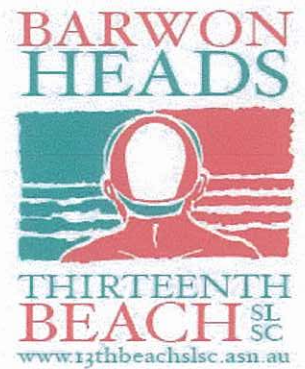
**List Of Actions (Complete, Ongoing and New):**

1. **Action: GB and MK** to investigate the possibility of gaining a Woolworth's Community Grant. **Continuing; GB to approach Safeway OG manager when appropriate,**
2. **Action: GB** to arrange the State Consumer Affairs Annual Return (including nomination of Secretary GB as the new Public Officer. **Continuing – delaying change until new bank account signatories are complete.**
3. **Action: MatB** purchase of a suitable IRB trailer to a maximum value of \$10,000.00. **Continuing – awaiting delivery.**
4. **Action: AP** to investigate payment for clothing via the SLSA payment gateway. **To be further investigated.**
5. **Action: LB** to arrange Post Office box. **Continuing. GB to provide letter of authority to LB.**
6. **Action: GB** to investigate bringing the road trailer up to a registerable level. **Continuing.**
7. **Action: MalB** to investigate a Board Trailer and report back. **Ongoing.**
8. **Action: Peter Bell** to provide draft Clubroom use policy to Committee as soon as practicable.
9. **Action: AP** to purchase a new megaphone unit from any source other than SLSA. **GB** to cancel order on SLSA.

10. **Action: MaIB (with input from all)** A contractors/suppliers register is to be established and maintained. **On-going.**
11. **Action: LB** to create pledge board before Nippers program. **Complete.**
12. **Action: GB** to check status of cheque for \$120 issued to Quikshade for replacement struts.
13. **Action; JaB** to contact East Geelong Rotary Club about guest speaker night.
14. **Action: MaIB** to liaise with Swellnet on new camera on rooftop.
15. **Action: LB** to contact Leanne Grills with a view to re-stocking the first aid area.
16. **Action: GB** to arrange the Australia Day Sausage sizzle along similar line to previous years if weather forecast is favourable.
17. **Action: MaIB** to contact signwriter with a view to rectification of Polaris signage.
18. **Action: MaIB** to contact LSV regarding the hole in the ceiling with a view to rectification.
19. **Action: PH** to pass details on the Gator to **JusB** for listing on E-Bay.
20. **Action: MaIB** to arrange updating of Honour Boards, following relevant names being provided by **AP** and provision of signwriter details from **GB**.
21. **Action: All.** Comments on the draft policy to be provided to GB by Friday 28 January.
22. **Action: GB** to draft response for consideration and to advise (via SurfGuard e-mail) members of this course of action.
23. **Action: JaB** to follow up Buckley's Sponsorship proposal.
24. **Action:** Merchandise to be put onto Website to advertise it. Models needed for the clothing. **LB/AP** to action.
25. **Action: LB** to check with Sarah Roe that Patrolling Members are financial.

## **President's Report January 21<sup>st</sup> 2011.**

- ***LSV Victorian Drowning Report 2009 – 2010 – available for all to view.***
- ***Swellnet agreement for Feb. 1<sup>st</sup>. 2011 – Feb. 1<sup>st</sup> 2014 has been continued.***
- ***U15 Leadership Development Camp 2011 – I have 2 suggestions, perhaps we need to nominate a few more.***
- ***Geelong East Rotary Club, Guest Speaker. They propose that a couple of Lifesavers attend their meeting Tues.25<sup>th</sup> Jan. to speak for 20mins re Club funding and operations.***
- ***State of Clubrooms. - The cleaners have been doing a fantastic Job of cleaning our clubrooms over the last few months. Unfortunately there has been a large amount of mess produced by our SRC group that will need to be addressed next year. Very disappointing.***
- ***Pledges Board. – The Nipper Families are again coming to the party with valuable donations of equipment for our Club. Recognition of these families/individuals will be given at the Nipper Presentation.***
- ***Australia Day BBQ. – Are we having this?***



## DOOR KNOCK 2011 OVERVIEW

### Raised (at 18th Jan 2011)

Tins from Shops	173.05
Credit Card Pledges & Raffle	389.35
Silver Banked 18 Jan 2011	1205.5
Chq / Notes / Gold Sat 15th Jan	12216

(Banked Nov 2010)  
Note - \$515 down - total  
of \$5 notes came to 1365  
instead of 1865 as  
written.

**Total** 13984

### Costs

Slab Crown / 1 bottle Wine	58.98
Drinks	70.5
Gas & ice	40.5
Printing - 5000 flyers	150.03
Red Lids	269.5
<b>Total</b>	<b>589.5</b>

Kim Ferry & Neale Family  
for assistance on night

Have been told that more pledges should be forthcoming from letters left in  
post boxes

Tins in shops due to be picked up by  
Easter

### PLUS

Credit Card Pledge 50

Banked Wed 19th

## Notes to committee

For next year

I would like to form a committee that oversees a yearly fund raising commitment

We need to see what is already available in the Bank & then have clear goals of what is needed on a yearly basis & then up to a 5 year basis.

I would like to see everything that is donated to the club brought to the attention of the fund raising committee in order that there is no doubling up of requests, and also appropriate recognition of those businesses.

For instance - Did Tonik sponsor the rash vests this year?

If so which ones & how much \$

The sun screen from the Pharmacy - who organized this & was a letter of thanks sent out?

Last year's money raised - was that spent as advertised in Talking Heads? It would be great to show what we have done with the money we have raised.

So - how do we go about getting helpers for a fund raising committee? Can we put something in the Marrum? Or maybe a press release via email

Any thoughts?

One week earlier next year for Max Tourist numbers - especially Caravan Park. To that end I have emailed Bob Jordan & requested Sat Jan 7<sup>th</sup> at the Caravan Park. We will have to be very careful to make sure all the Nippers know about assistance as that will be their first day - maybe coordinate with membership person to send a flier to each family with their membership details.

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# Social Secretary's Report

## Hawaiian Night

18<sup>th</sup> of December

Hawaiian night went really well! We had props including blow up palm trees, posters of sun's, beach balls and pineapples with lots of decorations and Hawaiian party food. We had about 20 people who come to celebrate and start of the season, whom enjoyed themselves well; everyone got into the theme and had great costumes.

Overall I spent \$860 on decorations, food and drinks. I charged \$15 entry so we should have been able to get our money back from decorations and food.

I brought enough drinks that should last a while, the fridge is pretty well packed for the moment.

Thank you to Jeremy Surges, Justin Burton, and Emma Eichhorn whom helped me set up.

I was a little disappointed with the packing up, one of the guys from Brighton Matt Righetti and myself were the only people whom helped! So I hope for future events we can all get together as a team and help each other out!

Overall, Hawaiian night was a successful event and everyone enjoyed themselves.

**Next Event:** I would like to make an event for everyone to come along to 13<sup>th</sup> for Australia day, even though we have all been rostered on for Patrol. I would like to make the day a little fun, like every year we have BBQ for ourselves and the public, and put yellow and gold zinc on everyone. Then after we could all have a few drinks up at the club to celebrate Australia day! I will advertise this on face book and even put a poster up at the club this weekend.

Thanks and apologies for not being able to make this meeting.

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**TREASURER'S REPORT**  
**13<sup>TH</sup> BEACH BARWON HEADS SLSC**  
**21 JANUARY 2010**

**CASH BALANCES:**

The current bank balances (after the payment of expenses and banking of receipts listed below) are as follows:

Balance of CBA at 21 January 2010	\$64679.04
Bell Potter at 16 December 2010	<u>78117.99</u>
	<u>\$142797.03</u>

**EXPENSE PAYMENTS:**

The following expenses have been paid over the last four weeks (up to 21 January 2011):

Leanne Grills – expenses	\$309.05
Lisa Kebbell – expenses	\$342.15
Life Saving Vic	\$4820.68
Peter Stevens	\$491.00
Rolloguard	\$198.00
Surf Life Saving Aust	\$2078.17
RL Signs	\$649.00
BOC	\$76.92
Vic Roads	\$37.40
Barwon Water	\$21.50
Telstra	\$174.51
Origin Energy	\$382.40
Andrea Parsons	\$425.00
Kleenheat Gas	\$440.73
Snap Printing	\$347.02
Door Knock expenses	\$589.51
Champion Sportswear	\$735.90
Andrea Parsons	\$215.00
M Monk – cleaning	\$410.00
Sarah Cartwright	\$860.00

**Outstanding Accounts**

I am still holding outstanding accounts which will be paid over the next week, which will be discussed at our next meeting.

## **BANKING OF RECEIPTS:**

### **i) Door Knock Appeal**

The total of all cash and cheques received in relation to the door knock appeal were banked on 15 January 2011 and were made up as follows:

Cash and cheques	\$12216.00
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Please refer to the attached statement from the bank in relation to an error in the deposit amounts.

Additional funds should be received via the mail over the next few days.

I would take this opportunity to thank all those involved in the door knock.

### **ii) On-going Receipts**

In addition, the total of receipts in relation to membership fees, donations, clothing sales, and food sales, etc. were banked directly into the CBA account totalling approximately \$26321.35 since 19 December 2010.

## **SUMMARY**

After a very good door knock appeal and good sales of clothing, etc, 13<sup>th</sup> Beach SLSC is in a good cash position with the continuous inflow of memberships and donations. We are up to date with all creditors after the paying of all current outstanding accounts as indicated. I will keep you informed on a regular basis of the CBA cash balance which is the main trading account.

Branch name

OCEAN GROVE

Date

17/1/11

BARWON HEADS  
 13<sup>TH</sup> BEACH SLSC

### Alteration to Deposit

The following alteration has been made to your deposit and the account adjusted as detailed below:

Account identification number      Date of deposit

383410051194      17/1/11

Agent number (if applicable)

Deposit increased

Deposit decreased

Total listed	\$ <del>1778</del> \$12,731.
Adjustment	\$ 12,216. - \$515.
Total credited	\$ 12,216 -

The error occurred due to:

Incorrect addition

Cash listed

Cheques listed

\$ 6955.

\$

Cash received

Cheques received

\$ 6440.

\$

Other


Cheques (see below)

Cheque listed - not received

Cheque received - not listed

Cheque drawn by	Bank	Branch	Amount
			\$
			\$
			\$
			\$

Please allow for this adjustment in your balance of account record.

For the Manager

*[Signature]*

Back at our clubs AGM in July & a club meeting in September 2010 you (the members of the Committee) all put your hand up to take on a position on the Committee at our club.

In doing so you elected to take on some of the following Responsibilities.

#To carry out the role and its Responsibilities that you were elected to do.

# Develop the role for future members

# Attend Committee/Club meeting and makes you selves **accountable** to the club by

- reporting on the activities of you role since the last Committee Meeting (in writing)
- Answering question in relation to your elected role put to you by other members
- Be involved in discussions relating to the future of the club

Along with you election to the Committee comes some responsibilities and to this point in time some members of this Committee are in **no way** for filling their responsibilities, some members are doing just enough to get by, some members are doing much more than they should be as they try to fill the void left by the Committee members whom are not for filling the duties there role requires.

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