

Minutes of MHLSC Committee Meeting

Subject: MHLSC Committee Meeting
Location: MHLSC, 40 Orestes St, San Remo WA 6210
Day and Date: 1 Aug 19
Meeting Open: 1902 **Meeting Closed:** 2104
Meeting chaired by: Darren Gould (Club President) **Minutes recorded by:** Darren Gould (Club President)
Attendees: Anthony Gollan (Vice President), Russell Price (Director of Surf Lifesaving), Eve Kuruc (Finance Officer), Jamie Hesketh (Club Captain), Irene Liittiaenen (Marketing and Sponsorship), Ewan Jones (Youth Director)
Apologies: Fiona Kenyon (Nippers), Monica Reinhardt (Surf Sports Director), Susan Gould (Administration)

1. OPENING OF THE MEETING

Darren Gould was elected as Chair and minute taker of the meeting.

2. ACTIONS OUTSTANDING FROM PREVIOUS MINUTES

Meeting Action Items			
Action Items	Person Responsible	Deadline	Complete
Finalization of Polo shirts with Stacey Bower – to have them ordered.	Darren Gould	30/07/2019	Complete
Draft Social Calendar to be developed	Victoria Higgins	22/9/2019	Ongoing
Letter to be sent to members with outstanding debts.	Darren Gould Eve Kuruc	1/07/2019	Ongoing
Annual reports to be completed and provided to President for Collating.	2018/2019 Committee	14/07/2019	Complete
Position Nominations to be returned to President by no later than 7 Jul 2019	Darren Gould	7/07/2019	Complete
Prepare a Budget for 2019/2020 season for Lifesaving.	Russell Price	31/08/2019	Ongoing
Prepare KPI's for Lifesaving for 2019/2020 Season	2019/2020 DoL	31/08/2019	Ongoing
Prepare KPI's for Surf Sports Team for 2019/2020 Season	2019/2020 Surf Sports Director	31/08/2019	Ongoing
Prepare KPI's for Training for	2019/2020	31/08/2019	Ongoing

2019/2020 Season	DoE		
Prepare KPI's for Youth Group for 2019/2020 Season	2019/2020 Youth Leaders	31/08/2019	Ongoing
Prepare Service Agreement for 2019/202 season	Russell Price	31/08/2019	Ongoing
Portable Pallet Bar option	Eve Kuruc	1/09/2019	Ongoing
Purchase Surf Sports Surf Ski's and Boards as appropriate and within the scope provided	2019/2020 Surf Sports Director	1/09/2019	Ongoing
Youth Directors/Youth Captains to come up with a plan or schedule of events moving forward	Youth Directors Youth Captains	1/09/2019	Ongoing
Prepare for 2019/2020 Nipper Rego Day	2019/2020 Committee	20/09/2019	Ongoing
Increase building Levy by \$10 per person to a max \$30	Eve Kuruc	22/09/2019	Complete
Uniforms to be available on the Registration Day	2019/2020 Committee	22/09/2019	Complete.
ATV's to be serviced at Fridays as appropriate.	Russell Price	1/10/2019	Ongoing
DoL to review Trauma kits.	Russell Price	1/10/2019	Ongoing
Water safety sanctioning to be completed for National Outrigger champs.	Russell Price	1/10/2019	Ongoing
Nipper KPI's to be set by Nipper Coordinator	2019/2020 Nipper Coordinator	3/11/2019	Ongoing
Apply for a Grant through NDS (up to \$5K) for the purchase of Starfish Nipper equipment	Anthony Gollan	31/8/2019	Complete
monitor and advise once Club Financial Audit is complete.	Eve Kuruc	14/7/2019	Complete
Write a letter of appreciation to John and Bella Perry thanking them for their continued generosity. Also investigate an appropriate form of club recognition for the Perry's continued and significant support	Darren Gould	31/7/2019	Complete
Investigate and repair or purchase IRB Motor	Russell Price	31/7/2019	Complete
Investigate and purchase an ART capable Mannequin	Monica Reinhardt	31/8/2109	Complete

Investigate with Security Options with Mandurah Lockdown Services	Eve Kuruc	31/7/2019	Ongoing
Complete a Security audit of the club including passwords, keys, pin numbers etc	Darren Gould	31/8/2019	Ongoing
Develop and release training Calendar.	Monica Reinhardt	31/8/2019	Complete
Provide information regarding photocopier and purchase as directed	Monica Reinhardt	31/7/2019	Complete

3. NEW BUISNESS

3.1 Club Captain/Vice President.

3.1.1 Welcome to new Club Captain (Jamie Hesketh).

3.1.2 Nippers

3.1.2.1 Woodside Nipper numbers and sizes for rashies and caps has been provided to SLSWA. Awaiting further information

3.1.2.2 Awaiting further details on the collection of the Lotteries West Nipper Trailer

3.1.3 Starfish Nippers

3.1.3.1 Request approval to applying for a Grant through NDS (up to \$10K) for the purchase of Starfish Nipper equipment has been approved. Equipment to be purchased as presented as apart of the Grant including:

3.1.3.1.1 Beach Wheelchair

3.1.3.1.2 Floating Water Mat.

3.1.3.1.3 Additional Gazebos

3.1.3.2 **Action:** Anthony Gollan

3.1.4 Youth

3.1.4.1 Congratulations to Ewan Jones on becoming the Youth Director for 2019.

3.1.4.2 Youth Director to meet with Youth club Captains to plan for coming years activities. **Action:** Ewan Jones

3.1.5 Surf Sports

- 3.1.5.1 The search for appropriate club Surf Skis for the club is ongoing . Purchase will not occur without consultation with members with experience in surf ski equipment.

3.2 Finance Officer

3.2.1 Club Audit

- 3.2.1.1 The Audited financials were provided to members at the AGM last weekend. No actions required.
- 3.2.1.2 Finance Officer to follow up viewing of Tides P/L as required. **Action:** Eve Kuruc.
- 3.2.1.3 Club insurance to be investigated for better coverage. **Action:** Eve Kuruc

3.2.2 Sponsorship

- 3.2.2.1 Welcome to our new Sponsorship Director – Irene Liittiaenen.
- 3.2.2.2 Finance Officer, Admin Officer and Sponsorship Officer to coordinate the Club Registration Day. – **Action:** Susan Gould, Eve Kuruc, Irene Liittiaenen.

3.2.3 Merchandise.

- 3.2.3.1 **Swimwear** – Club will hold off on purchasing new swimwear for the season until all outstanding merchandise has been sold (Rival, SportsCentre, Kozi). Due to poor management in this area three to four years ago we are still trying to moves stock that is inferior in quality and design (in particular the swimwear from SportCenter). Prices were slashed last season to move these items at a loss to the club. The current swimwear range (Ohana) is a far better quality, design and price point. The club will continue to use Ohana and the current design moving forward.
- 3.2.3.2 Old swimwear to be sold until all gone. The prices will now be slashed to the following:
 - 3.2.3.2.1 Blue/Green Swimwear – Gold Coin Donation
 - 3.2.3.2.2 Black Swimwear - \$5
- 3.2.3.3 **Polo shirts** – Numbers and have been forwarded and authorisation for the order been provided. **Action:** Darren Gould

3.2.4 **Outstanding fees and payments**

- 3.2.4.1 Letters advising members with significantly valued and long term outstanding invoices that they will be unable to renew their membership for season 2019 until outstanding payments are received or a payment plan is in place to be sent. **Action:** Darren Gould and Eve Kuruc

3.3 **Director of Lifesaving**

3.3.1 **Lifesaving**

- 3.3.1.1 Service Agreement is almost complete and will be ready for submission as required. **Action:** Russell Price
- 3.3.1.2 Expressions of interest for the Drone Operators course have been received with over 15 people expressing interest. Once details form SLSWA come through these numbers will be short listed. **Action:** Russell Price
- 3.3.1.3 Rosters are almost complete and will be sent out shortly for all members. **Action:** Russell Price

3.3.2 **Equipment**

- 3.3.2.1 **IRB Motors** – Motors are back from Servicing – no further action required.
- 3.3.2.2 **ATV/Jetski** – To be serviced in the coming months. **Action:** Russell Price

3.3.3 **Grants**

- 3.3.3.1 St Johns Defib Grant has been approved. Location of the electronic lock box for the external of the building to be determined. Waiting on arrival.

3.3.4 **Education Officer**

- 3.3.4.1 Dates for courses for the 2019 have been set during a trainers meeting this week. Trainers for all courses have been allocated.
- 3.3.4.2 Winter Bronze Course commenced 1 Aug 19.

3.4 **President**

3.4.1 **Annual General Meeting**

- 3.4.1.1 Congratulations and welcome to the new MHSLSC Committee.

3.4.1.2 Thank-you to the 2018 Committee. A great year with some wonderful outcomes.

3.4.2 **2019/2020 Committee Meetings**

3.4.2.1 Committee Meetings will be held every third Thursday of the month in the Board Room at MHSLSC. Meetings will commence at 1830 h and finish by no later than 2130. During the winter season the timings may change to a Sunday afternoons.

3.4.2.2 Notification of committee meetings will be done via the website – Home Page and the Club Calendar. Darren to organise. **Action:** Darren Gould

3.4.2.3 Club members are welcome to passively attend any and all committee meetings.

3.4.3 SLSWA Deletate – Darren Gould nominated as the MHSLSC delegate to SLSWA. Paperwork to be completed and returned to SLSWA as appropriate. **Action:** Darren Gould.

3.4.4 **Roles and Responsibilities**

3.4.4.1 With most all positions filled this year it is important that committee members stay in their lane with their responsibilities. Darren is very cognisant of committee members burning out.

3.4.5 **Strategy Meeting**

3.4.5.1 A strategy meeting is to be organised for the club asap in line with the constitution. **Action:** Darren Gould

3.4.6 **By-Laws**

3.4.6.1 The Club By-Laws need to be reviewed and refreshed. A request for people interested in assisting in developing these rules has been sent to members. To date eight responses have been received. Darren Gould to organise a meeting to get this process underway. **Action:** Darren Gould

3.5 **General**

3.5.1 **Club Ratifications/Approvals**

3.5.1.1 The MHSLSC Committee ratifies and approves the following submissions as requested:

3.5.1.1.1 **Darren Gould** – as delegate for MHSLSC at SLSWA. **Approved/Ratified**

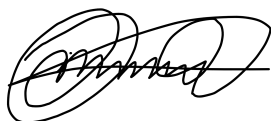
4. RELEASE

4.1 These minutes are released to the members for information as required. They are a representation only of the discussions and decisions made at the dated meeting.

4.2 Clarification on any area of these minutes should be sought from the appropriate committee member.

5. NEXT MEETING

The next meeting will be held on the 19 Sep 2019.



Darren Gould
President
Mandurah SLSC

1 Aug 2019

Meeting Action Items			
Action Items	Person Responsible	Deadline	Complete
Strategy and Planning Meeting to be organized and run.	Darren Gould	31/8/19	
Draft Social Calendar to be developed	Victoria Higgins	22/9/2019	
Letter to be sent to members with outstanding debts.	Darren Gould Eve Kuruc	1/07/2019	
Calendar and Website to be updated with Committee meeting dates and times.	Darren Gould	19/9/19	
Club By-Laws meeting to be organized	Darren Gould	31/10/19	
Prepare a Budget for 2019/2020 season for Lifesaving.	Russell Price	31/08/2019	
Prepare KPI's for Lifesaving for 2019/2020 Season	Russell Price	31/08/2019	
Prepare KPI's for Surf Sports Team for 2019/2020 Season	Monica Reinhardt	31/08/2019	
Prepare KPI's for Training for 2019/2020 Season	2019/2020 DoE	31/08/2019	
Prepare KPI's for Youth Group for 2019/2020 Season	Ewan Jones	31/08/2019	
Prepare Service Agreement for 2019/202 season	Russell Price	31/08/2019	
Portable Pallet Bar option	Eve Kuruc	1/09/2019	
Purchase Surf Sports Surf Ski's and Boards as appropriate and within the scope provided	Monica Reinhardt	1/09/2019	
Youth Directors/Youth Captains to come up with a plan or schedule of events moving forward	Ewan Jones	1/09/2019	
Prepare for 2019/2020 Nipper Rego Day	2019/2020 Committee	20/09/2019	
SLSWA Delegate paperwork to be completed	Darren Gould	1/09/2019	
Lifesaving patrols to be completed and provided to members	Russell Price	22/09/2019	
ATV's/Jetski to be serviced at as appropriate.	Russell Price	1/10/2019	
DoL to review Trauma kits.	Russell Price	1/10/2019	
Water safety sanctioning to be completed for National Outrigger champs.	Russell Price	1/10/2019	
Nipper KPI's to be set by Nipper	Fiona Kenyon	3/11/2019	

Coordinator			
Drone course nomination	Russell Price	31/10/2019	
Investigate Club Insurances.	Eve Kuruc	31/10/2019	
Work on viewing Tides Café P/L	Eve Kuruc	31/10/19	
Youth meeting (Captains and Youth Director)	Ewan Jones	1/9/2019	
Purchase equipment under Grant	Anthony Gollan	31/10/2019	
Investigate with Security Options with Mandurah Lockdown Services	Eve Kuruc	31/7/2019	
Complete a Security audit of the club including passwords, keys, pin numbers etc	Darren Gould	31/8/2019	