



## Minutes of MHSLSA Committee Meeting

**Subject:** MHSLSA Committee Meeting  
**Location:** MHSLSA, 40 Orestes St, San Remo WA 6210  
**Day and Date:** 19 Sep 19  
**Meeting Open:** 1836 **Meeting Closed:** 2134  
**Meeting chaired by:** Darren Gould (Club President) **Minutes recorded by:** Darren Gould (Club President)

**Attendees:** Anthony Gollan (Vice President), Russell Price (Director of Lifesaving), Irene Liitiaainen (Marketing and Sponsorship), Jamie Hesketh (Club Captain), Monica Reinhardt (Surf Sports), Eve Kuruc (Finance Officer), Ewan Jones (Youth), Fiona Kenyon (Nippers), Susan Gould (Administration Officer)

### Apologies:

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## 1. OPENING OF THE MEETING

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

## 2. CORRESPONDENCE IN

- 2.1 Deed of Ownership for Patrol Tower Town Beach
- 2.2 Woodside Nippers Club Contract

## 3. ACTIONS OUTSTANDING FROM PREVIOUS MINUTES

Meeting Action Items			
Action Items	Person Responsible	Deadline	Complete
Strategy and Planning Meeting to be organized and run.	Darren Gould	31/8/19	Completed
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
Calendar and Website to be updated with Committee meeting dates and times.	Darren Gould	19/9/19	Completed
Club By-Laws meeting to be organized	Darren Gould	31/10/19	Ongoing
Prepare a Budget for 2019/2020 season for Lifesaving.	Russell Price	31/08/2019	Ongoing
Prepare KPI's for Lifesaving for 2019/2020 Season	Russell Price	31/08/2019	Ongoing

Prepare KPI's for Surf Sports Team for 2019/2020 Season	Monica Reinhardt	31/08/2019	Ongoing
Prepare KPI's for Training for 2019/2020 Season	2019/2020 DoE	31/08/2019	Ongoing
Prepare KPI's for Youth Group for 2019/2020 Season	Ewan Jones	31/08/2019	Ongoing
Prepare Service Agreement for 2019/2020 season	Russell Price	31/08/2019	Ongoing
Portable Pallet Bar option	Luke Kuruc/Jamie Hesketh	1/09/2019	Ongoing
Purchase Surf Sports Surf Ski's and Boards as appropriate and within the scope provided - \$2500	Jamie Hesketh	1/09/2019	Ongoing
Youth Directors/Youth Captains to come up with a plan or schedule of events moving forward	Ewan Jones	1/09/2019	Ongoing
Prepare for 2019/2020 Nipper Rego Day	2019/2020 Committee	20/09/2019	Completed
SLSWA Delegate paperwork to be completed	Darren Gould	1/09/2019	Completed
Lifesaving patrols to be completed and provided to members	Russell Price	22/09/2019	Completed
ATV's/Jetski to be serviced at as appropriate.	Russell Price	1/10/2019	Completed
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	Fiona Kenyon	3/11/2019	Ongoing
Drone course nomination	Russell Price	31/10/2019	Completed
Investigate Club Insurances.	Eve Kuruc / Anthony Gollan	31/10/2019	Ongoing
Work on viewing Tides Café P/L	Eve Kuruc	31/10/19	Ongoing
Youth meeting (Captains and Youth Director)	Ewan Jones	1/9/2019	Completed
Purchase equipment under Grant	Anthony Gollan	31/10/2019	Completed
Investigate with Security Options with Mandurah Lockdown Services	Eve Kuruc / Darren Gould	31/7/2019	Ongoing

Complete a Security audit of the club including passwords, keys, pin numbers etc	Darren Gould	31/8/2019	Ongoing
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#### 4. NEW BUSINESS

##### 4.1 Club Captain

##### 4.2 Nippers

4.2.1 **Woodside Nippers trailer and equipment.** Trailer received and further equipment (boards) to be arriving Friday.

4.2.1.1.1 **Action:** Review the trailer set up for carriage of boards.  
Fiona Kenyon/Jamie Hesketh

4.2.2 **Swim Evaluations.** Have been tentatively booked for Sunday 27<sup>th</sup> October 9am -11am and Saturday 2<sup>nd</sup> October 2pm-4pm. Two 50m lanes have been booked and one lane in the learn to swim area for the U6 and U7 evaluations. Booking form has been sent into the MARC but no response yet received.

4.2.2.1.1 **Action:** Follow up the lane booking for Woodside Nipper Swim Evaluations. Fiona Kenyon

##### 4.2.3 Age Managers.

4.2.3.1 Currently have no age managers for U6s, U7s, U9s and need additional age manager support for U8s, U10s and U11 (see attached).

4.2.3.1.1 **Action:** Sheet for Age Group Managers on Registration Day, Surfguard e-mail to request age group managers. Darren Gould/Fiona Kenyon

4.2.3.2 Nipper App is up and running. Are we going to be using it this season? If so, how will it work?

4.2.3.2.1 **Action:** Anthony Gollan to advise on iPad donation availability.

4.2.3.3 Age Manager course at Safety Bay on 16<sup>th</sup> October. Nominations request. Have early indication that Billy Ferreira will be able to attend but it will depend on work commitments. We should be given the lesson plans and certificates.

4.2.3.3.1 **Action:** Fiona Kenyon/Ewan Jones to attend SLSWA Age Group Manager Course at Secret Harbour.

4.2.4 **Registration Day.** Nippers packs are being worked on but will not be available on registration day. Action: Fiona to coordinate the dissemination for the Nipper Packs as required.

4.2.4.1.1 **Action:** Website to be updates with cap colours. Irene Liitiaainen/Darren Gould

#### 4.2.5 **Nipper Club Based Competitions**

4.2.5.1 Intraclub – two intraclub Woodside Nippers surf sports competitions highlighted for this season on 24<sup>th</sup> November 19 and 9<sup>th</sup> Feb 2020. Surf Sports Director and Nipper Coordinator to coordinate, plan and action as scheduled.

4.2.5.2 Interclub – The annual competition against Pt Bouvard should be held this season. Unknown as to when this will be as it is Port Bouvard's turn to run this competition.

### 4.3 **Starfish Nippers**

4.3.1 **Membership Costs.** Starfish Nipper membership costs will remain the same as last season.

4.3.1.1 \$150 (1 parent/1 child)

4.3.1.2 \$45 per subsequent child.

4.3.1.2.1 **Ratified** – Starfish Nipper Costs \$150 \$150 (1 parent/1 child) and \$45 per subsequent child.

4.3.2 **New Member Welcome Gift.** A member has requested that the committee look at the possibility of offering a small welcome gift/trinket to all new Nippers/Families joining our club. Whilst acknowledged as a good idea, this has been parked until season 2020/2021 as we are too close to registration day and no budget has been allocated for this incentive.

### 4.4 **Youth**

4.4.1 **Planning.** Youth Director has had a short meeting with the youth captains and have started coming up with a youth activity plan for this season. Once completed it will go to all youth for their input as required.

4.4.2 **MIRVAC Sausage Sizzle.** Thanks to the youth and seniors who assisted with MURVAC Sausage Sizzle last week 15 Sep 19. MIRVAC donated \$300 for our assistance.

4.4.3 President moved that the \$300 dollars raised by the youth at MIRVAC be allocated to them to go towards an approved youth activity.

4.4.3.1.1 **Ratified:** \$300 Dollars allocated for an approved youth activity.

4.4.4 **Surfguard.** Surfguard access requested by Youth and Nipper Directors.

4.4.4.1.1 **Action:** Darren Gould to organise access to Surfguard as appropriate.

4.4.5 **Youth Camps.** SLSWA have released the expressions of Interest for the SLSWA youth TOAD and Rise Up camps. Ewan Jones will coordinate the applications as submissions to SLSWA as appropriate.

4.4.6 Vice President moved a motion that he club cover 50% of youth camp costs and that invoices for camps be fully paid for prior to the member attending.

4.4.6.1.1 **Ratified** – Club will cover 50% of the costs of TOAD and Rise Up camps. All invoices for camp must be paid prior to attendance. Where an invoice is not paid by a due date the position may on the amp may be offered to the next person.

## 4.5 **Surf Sports**

### 4.5.1 **Swimming**

4.5.1.1 **Lane Hire.** Surf Sports Director moved a motion that the costs for pool lane hire at the MARC be approved. Total costs for lane hire between October and March for 3 lanes \$1120.

4.5.1.1.1 **Ratified** - \$1120 for the lane hire costs from October 19 to March 20

4.5.1.2 **Swimming Policy.** Surf Sports Director submitted a Swim Training policy for approval by the committee. This policy is designed to provide information on minimum standards and abilities as well as guidelines around behaviour and discipline whilst remaining as inclusive as possible.

4.5.1.3 The committee acknowledge that the document had a good intent and was a good idea but was missing some areas of protection for the trainers as well as some clearly defined minimum swim ability standards.

4.5.1.4 After robust discussion it was requested that before ratification by the committee that the document be reviewed, and some quantitative standards be added for swimmers. The policy was not ratified at this stage.

4.5.1.4.1 **Action:** Add some quantitative swim ability standards to the document and provide to Club Captain for Committee review and ratification. Monica Reinhardt.

#### 4.5.2 **Boards**

4.5.2.1 **Leasing.** Surf Sports Director requested approval to commence a board leasing program. Program would see Club Nipper and Senior boards available for leasing. Each participant would be responsible for maintaining the board and would be required to sign a lease agreement with the club. Currently there are 5 people interested in this program.

4.5.2.2 Surf Sports Director and Nipper Coordinator are to liaise and discuss the board number requirements for Nippers and Surf Sports. It was moved by Vice President that if the 9 new boards from SLSWA Grants were fiberglass that these be made available to Surf Sports first.

4.5.2.2.1 **Ratified** – New Fiberglass Nipper Boards be made available to Surf Sports for leasing.

4.5.2.3 The proposed costs are as follows:

- Old Nipper/Senior Board - \$50 per annum + a \$100 Bond
- New Nipper Boards - \$100 per annum + \$100 Bond

4.5.2.3.1 **Ratified** - Old Nipper/Senior Board - \$50 per annum + a \$100 Bond

4.5.2.3.2 **Ratified** - New Nipper Boards - \$100 per annum + \$100 Bond

4.5.2.4 All costs are to be reviewed annually.

4.5.2.5 It was recommended that a Board Training Policy be developed similar to the Swimming Policy

4.5.2.5.1 **Action:** Board Training policy be developed for Surf Sports along the same lines as the swimming policy. Monic Reinhardt.

#### 4.6 Finance Officer

4.6.1 **Tides Refrigerator repair costs.** Have been sent a repair bill from Tides for **\$609.00** for fridge repairs. Fridge is owned by MHSLS and as such will need to be repaired.

4.6.2 Fridge was repaired in July at a cost of **\$209.00** for similar issues. It is understood that the issues are that the fridge is not staying cold enough.

4.6.3 Depending on how often this is happening maybe worth looking into the costs of new one.

4.6.3.1.1 **Action:** Request Tides to get a quote for a new Fridge – for cost comparison purposes at this stage. Eve Kuruc

4.6.4 **Ice Machine Quote.** Finance officer received an emailed quote from Essential Refrigeration for \$1980 for Ice machine repairs.

4.6.5 Cost is far too high to justify repair and use. **Repair not ratified – further investigation required.**

4.6.5.1.1 **Action:** Quote to be forward to Anthony Gollan for investigation and action. Cost is far too high at this stage and if not, cost-effective repair will not be ratified.

4.6.6 **Alarm Monitoring.** Darren Gould was getting more quotes for new monitoring. Awaiting quote from Adam Hoes from cost comparison with Mandurah Lockdown services.

4.6.6.1.1 **Action:** Darren Gould to follow up with Adam and make proposal at next Committee meeting.

#### 4.6.7 Merchandise.

4.6.7.1 **Polo Shirts.** New Polo Shirts have arrived. Stacey Bower and Finance Officer are both unhappy with the colour, material and logo placing. Overall quality is extremely poor and disappointing.

4.6.7.2 We have been given the option of a remake or a refund. As the quality is so terrible Finance Officer recommended that the club apply for a full refund and look to buying from a local supplier. Refund may take up to 6 weeks.

4.6.7.2.1 **Ratified** – Request for a full refund on the Polo Shirts and investigate a local supplier.

4.6.7.3 Stacey Bower will follow up two quotes from Embroid me and Dynamic Sublimation.

4.6.7.3.1 **Action:** Refund to be demanded and Shirts to be sent back Stacy Bower/Eve Kuruc.

4.6.7.3.2 **Action:** Irene to get involved with the merchandise branding

4.6.7.4 **Hoodies-** Stacey has mentioned that people have been requesting hoodies in sizes we have run out of. The hoodies are made by the same business that did a poor job on the hoodies. It was suggested that we look at other companies to manufacture the same designed hoodies moving forward.

4.6.7.4.1 **Action:** Ask other suppliers if they can duplicate the Hoodies and order as required. Stacey Bower/Eve Kuruc

4.6.8 **Outstanding fees and payments.** Darren to send email to those with large amounts outstanding.

4.6.9 Finance Officer will be resending all overdue invoices tomorrow prior to rego day.

## 4.7 **Marketing and Sponsorship**

### 4.7.1 **Registration Day Promotion**

4.7.1.1 **Schools.** Flyer sent to 20 primary schools (Singleton – Halls Head – Pinjarra) with several responding and saying they have included in newsletter or on website.

4.7.1.2 Meadow Springs PS offered for us to attend assembly but did not end up happening. We could attend at a later date if interested.

4.7.1.3 **City of Mandurah.** Flyer sent to CoM – Club Development department (Jo-Anne) and was shared on Department of Local Government, Sport and Cultural Industries, Peel FB page

4.7.1.4 **Facebook.** Paid promotion on Facebook – 1400 people reached, 31 event responses, \$40 spent. The event was also shared on Facebook Buy and Sell sites by Darren Gould.



4.7.1.5 **Newspaper.** Quarter page ad in Mandurah Mail Thu 19/9, cost \$394

4.7.1.6 **Internet.** Event posted on Mandurah Coastal Times What's On website and Coastlive.com.au What's On website

#### 4.7.2 **Media**

4.7.2.1 Sent defibrillator news to Mandurah Mail, did not make the paper this week, but hoping it will later. Will also send to Mandurah Coastal Times.

#### 4.7.3 **Training courses promotion**

4.7.3.1 First aid – flyer, email, paid Facebook promotion – Requested a spend of \$40 on social media advertising.

4.7.3.1.1 **Ratified - \$40 spend on social Media advertising for first aid training.**

#### 4.7.4 **Sponsorship**

4.7.4.1 Do we have a register of current sponsors?

4.7.4.1.1 **Action: Create an up to date Sponsor List – Irene Liitiaainen**

4.7.4.2 Do we have a current sponsorship package (what is included etc)?

4.7.4.2.1 **Action: Refresh Sponsor Package – Irene Liitiaainen**

#### 4.7.5 **Grants**

4.7.5.1 Alcoa Pinjarra Refinery Community Partnership Program, volunteers to help at events or busy bees – close 31 October. Is this a group we can use for laying more of the anti-slip carpet where needed?

4.7.5.2 **PEACH Grant.** Follow up possibilities in this area. It is understood that this grant can only be used for operational purposes. It is recommended to speak with Warwick Webb for info and guidance in this area as he has dealt closely with the PEACH grant this before.

4.7.5.2.1 **Action: Investigate Peach Grant opportunities Irene Liitiaainen and Russell Price**

4.7.5.3 **Healthy Sporting Club Program.** Up to \$4000 to WA community sporting clubs with recognised competitions running in the 2019 summer season –

close 12 noon 20 September. Not applied for as it required influence over the food offerings in the canteen which the club has limited control over.

4.7.5.4 **Good Sport Awards.** (individual & club categories) – close 30 September.

4.7.5.4.1 **Action:** Monica Reinhardt and Irene Liitiaainen to investigate and submit nominations as required.

4.7.5.5 CoM Club Grant – have we applied? Used to be \$500.

4.7.5.5.1 **Action:** Darren to apply for City of Mandurah \$500 Grant.

4.7.6 **Social events**

4.7.6.1 Do we have any planned at this stage?

4.7.6.2 Victoria Higgins has put her hand up to be the club social director. Irene to liaise directly with Victoria for detail and assistance with marketing these events.

4.8 **Director of Lifesaving**

4.8.1 **Lifesaving**

4.8.1.1 **Patrols.** Patrols for the season have now been set. All rostered patrols are now entered into Surfguard.

4.8.1.2 IRB rosters need a small tweak and then the confusing job of entering them into Surfguard can commence as well. The full overview of the roster is available on the members area library under the Mandurah section.

4.8.1.3 The club is encouraged to use this Members area Mandurah Library facility more. It would also be a great platform to store the nipper information and would encourage more parents to create accounts.

4.8.1.4 The first patrol of the season is a volunteer patrol on 6<sup>th</sup> October with the first rostered patrols starting on the 13<sup>th</sup> October.

4.8.1.5 Our lifesaving agreement is still sitting with the City awaiting their signature it will be sent to surf house as soon as is received. It was due last week.

4.8.1.5.1 **Action:** Follow up Lifesaving Service Agreement. Russell Price

## 4.8.2 Equipment

4.8.2.1 **Servicing.** All motorised equipment has now been serviced for the season after the completion of the ATV and Jet Ski servicing last week.

4.8.2.2 **ATV.** The new ATV arrived last week.

4.8.2.3 **First Aid.** Charlotte, Elaine and Ewan have done a great job to start to sort out the first aid equipment. We will endeavour to have this completed prior to the season commencement.

4.8.2.3.1 **Action: Oxygen bottles to be serviced – Russell Price**

4.8.2.4 Our club's external Defibrillator received from the lotteries west grant has arrived and been installed on the front of our building. The keys for access to this are in the safe. As back up the 4-digit code has been written on the white board in the first aid room. It is now up to us to maintain this so we will need to make sure this goes on our defib list.

4.8.2.5 **Gear Shed.** Thank you and well done to all that were involved in the shed clean up last weekend.

## 4.8.3 Water Safety

4.8.3.1 **Open Water Swim.** Still yet to confirm details for the open water swim series round to be held at town beach. Will chase up Josh McCleary again this week.

4.8.3.1.1 **Action: Follow up Josh McCleary for details on Open Water Swim Event. Russell Price**

4.8.3.2 **Mandurah Tri Club (MTC).** Still awaiting payment from MTC for last season's water safety and confirmation of this year's activities. Alan (MTC President) has been overseas competing and is back this week so will follow this up. About 70% of the plans done for this season sanctioning documents.

4.8.3.2.1 **Action: Follow up MTC for Payment of last years events and complete water safety sanctioning. Russell Price**

4.8.3.3 **National Out Rigger Championships.** Received WAZA's risk management plan last weekend and now waiting on the answers to some follow up questions. Once received we can start writing up our sanctioning documents for this. We need to make sure we action items for this event as there is a lot to organise.

4.8.3.3.1 **Action:** Complete sanctioning and prepare for event.  
Russell Price.

#### 4.8.4 **Drones**

4.8.4.1 Director of Lifesaving had a meeting with SLSWA during August regarding drone patrols. Still awaiting further correspondence; however, it is looking positive so far! Dave McCarron has put his hand up to lead this team.

#### 4.8.5 **Abalone Patrols**

4.8.5.1 Director of Lifesaving approached SLSWA regarding the introduction of a Mandurah abalone patrol. It looks as if it may be a work in progress this season. We are hoping this will become a joint venture with PBSLSC. We are yet to approach them regarding this but will endeavour to have this conversation prior to our next meeting.

#### 4.8.6 **Peer Support Program**

4.8.6.1 We have had one expression of interest for our peer support positions (Michelle Wong).

#### 4.8.7 **Jet ski**

4.8.7.1 The Clubs Westfarmers Jet ski team and trainees had a meeting at the start of this month.

4.8.7.2 As a result of this meeting Warwick Webb is our club Jet ski Captain. Minutes of this meeting are attached to these minutes.

4.8.7.3 Director of Lifesaving approved \$100 to spend on a few small items that were required. The team also requested a pre-approval of \$250 to spend on urgent items required without notice.

4.8.7.3.1 **Ratified** - \$250 pre-approval spend on urgent items for the Jet ski.

4.8.7.4 Director of Lifesaving thanked the committee for providing the opportunity to attend the Masterclass Leadership weekend and provided a short talk on his experience.

### 4.9 **Education Officer**

4.9.1 **Courses.** Are now set and available to apply for via trybooking.com Details and dates have been added to the Club Website Calendar.

4.9.2 **Training Books.** Request to purchase training books for the next Bronze Course.

4.9.2.1.1 **Ratified** – Purchasing the Bronze Medallion Books for the next bronze course. Cost is captured in the course fees.

4.9.3 **Skills Maintenance.** Will be completed this season during patrols in October with two additional dates available in November. Members are encouraged to log into their members area and register for a skills maintenance session (via e-trainu).

4.9.4 Trainers and Assessors and Patrol Captain requalification is set for Saturday 21 October. Patrol Captains that have completed this requalification will be ratified to complete the wet assessment of skills maintenance.

#### 4.10 **Administration Officer**

4.10.1 **Registration Day.** All paperwork has been printed off in preparation for registration day.

4.10.2 A copy of the Woodside Nipper requirements has been laminated and will be available for members.

4.10.3 **Archiving.** Archiving of old documents has commenced. We are scanning these documents and storing them on the Cloud. This will be an ongoing process for the club through the year.

#### 4.11 **Vice President**

4.11.1 Beach report – through the radio. **Action:** Talk to 91.7 the Wave FM Anthony Gollan

#### 4.12 **President**

##### 4.12.1 **Registration Day**

4.12.1.1 **Sequence of Events.** It is my intent to make registration day – just about registration and information. I will have a flyer available with key information on it by Sunday. Please talk talk talk to returning and new members.

4.12.1.2 **Process.** Administration Officer and Finance Officer will be managing the Registration process on the day.

4.12.2 **Woodside Nipper Contract.** President and Vice President had a meeting with the CEO SLSWA regarding our clubs' requirements to meet the Woodside Nipper Contractual arrangements. These requirements are still in draft but

are essentially around the naming rights and use of the woodside nipper equipment. Once final version of the agreement is provided it will be sent to all members.

4.12.3 As a committee we need to make sure that we meet our requirements off this Sponsorship as our compliance is linked to club funding from the Woodside Sponsorship.

4.12.4 **Club Try Nippers Day.** President suggested the club to consider a come and try day for Nippers in October.

4.12.5 The trick is mostly about managing the weather to make the most of this opportunity. It is proposed that we advertise for the event on Sunday 20 October 9 – 11am.

4.12.5.1.1 **Action:** Darren Gould/Jamie Hesketh to organise this event and include Starfish Nippers.

4.12.6 **One Club.** It is important that we as a club develop our membership base. We to be very careful that we are not seen as splintering off into separate clubs within clubs. (Lifesaving, Surf Sports, Nippers). This perception exists and we need to manage this carefully.

4.12.7 **Membership Incentives.** President proposed that the club offer a membership incentive to any member who refers another where the second person (or family) signs up to full membership for the first time.

4.12.8 It is proposed that the incentive be a one-off opportunity to receive a discount \$50 off of their membership next season. These must be new members and not renewing members from previous seasons and all discounts must be ratified by the committee.

4.12.8.1.1 **Ratified** – Membership incentives of up to \$50 as described above.

4.12.8.1.2 **Action:** Membership incentive flyer to be made up and sent to members. Darren Gould/Irene Liitiaainen

4.12.9 **Renaming Events (Nipper Friendly)**

4.12.9.1 President approach by a member who proposed that we soften some of the naming of our events to make them more Nipper friendly. The proposal was mostly around the surf sports area in the hope that it would encourage more Nippers to get involved.

- 4.12.9.2 The example provided was around Surf Sports training and how it was advertised in clubs over east. Changing it to Nipper Training or the like may create a softer landing for our members.
- 4.12.9.3 Nothing needs to change with regard to the training or the process it is more about the perception.
- 4.12.9.4 It was appreciated that the bridge between Nippers and Surf Sports needed to be developed; however, renaming was not supported. The Surf Sports Director and Nipper Coordinator will be work together to bridge this gap with Surf Sports coaches targeting different nipper age groups through the season. [Name changing not ratified.](#)
- 4.12.10 **Club Website Calendar.** The club website now has a calendar of events. This calendar is very good although I have used the free version and would like to purchase the full version for \$90/annum. Members will be able to export the calendar onto phone calendars etc as may be required.
- 4.12.10.1.1 **Ratified** – Spend of \$90/annum for website calendar function.
- 4.12.11 President has commenced populating the calendar with the following information:
- 4.12.11.1 Surf Sports Events,
- 4.12.11.2 Training and Skills Maintenance,
- 4.12.11.3 Committee Meetings,
- 4.12.11.4 Proposed AGM Date,
- 4.12.11.5 Proposed Awards Night,
- 4.12.12 The following information will be added in the ensuing days.
- 4.12.12.1 Nipper Days and Events and locations
- 4.12.12.2 Patrol – Days and locations.
- 4.12.12.3 Surf Sports/Nipper Training and Locations
- 4.12.12.4 Club Events
- 4.12.13 **Education Officer Committee Position.** An e-mail looking for a volunteer to take on the role of Education Director within our club will be sent next week.

The intent this season is to ensure as much as possible that only one person is looking after one role – I am very cognisant of not burning anyone out this year.

**4.12.13.1.1 Action:** Email to members looking for an education officer. Darren Gould

**4.12.14 Tower Contract (Deed of Ownership).** President received a contract from SLSWA in regard to the Tower ownership this week. It has not yet been signed as there are some areas of contention around the unrestricted access and use of the tower by Lifeguards. This contract has come in at an interesting time given the Lifeguarding Tender being run by the City of Mandurah.

**4.12.14.1.1 Action:** Darren Gould to discuss the contract with Nick Pavy SLSWA in the next week.

**4.12.15** Assistance from members may be sought for advice and guidance if required.

**4.12.16 Lifeguarding Service.** The City of Mandurah has started the tender process for Lifeguarding in the region. This tender closes on the 23 September. The intention is to put together a small team to manage the club's integration with whoever is successful in obtaining the Lifeguarding tender. SLSWA has tendered for the business.

**4.12.17** The preferred business will be selected and ratified at a City Council Meeting in the 4 October.

**4.12.18 Strategy and Planning.** Due to availabilities of committee members the final stage of the strategy meeting was postponed. President is to advise of a new time and date where this can be completed.

**4.12.18.1.1 Action:** A new date for finalisation of the Club Strategic Plan. Darren Gould

**4.12.19 Newsletter.** A club newsletter will be drafted and sent out to members after the registration day.

**4.12.19.1.1 Action:** Generate new newsletter for members. Committee

#### **4.13 General**

**4.13.1 Town Beach Storage.** As a result of the Lifeguarding service at Town Beach the club has a meeting with the City of Mandurah around storage requirements and possibilities. Meeting with Wendy from the city on Friday the 20 Sep 19 with Darren and Russell.



4.13.2 Club is required to invoice SLSWA for \$800 for Jet ski fuel.

4.13.2.1.1 **Action:** Invoice SLSWA for Jet ski fuel. Eve Kuruc

4.13.3 **Friday Night Nippers.** Nipper Coordinator proposed the idea of moving some Nipper session or activities to a Friday night through summer to encourage members to use the club. This might be done in conjunction with a club night or sundowner.

4.13.3.1 As a club we would need to consider our members who are working parents and how this would effect our numbers on the beach.

4.13.3.2 Would a carnival or a special event or something similar be a better option?

4.13.3.2.1 **Action:** More investigation into Friday Night events as an option. Committee

4.13.4 **Interclub Carnival Fundraising.** Should we use the Intraclub carnival as an opportunity to fundraise while on the beach? Especially if we are at Town Beach.

4.13.5 **Voluntary Photography Club.** The Mandurah Voluntary Photography Club has nee approached to take photos around the club for us. They have a number of members who are very keen to assist. We have explained that members will need to have WWC and wear vests while on the beach.

4.13.6 The club needs to identify those children whose parents have asked for them not to be photographed.

4.13.6.1 Pink Vests for Photographers with official photographer decaled onto them to be purchased.

4.13.6.1.1 **Action:** Purchase 5 Official Photographer vests as appropriate. Monica Reinhardt

## 5. Club Ratifications/Approvals

5.1 As a result of this meeting the following actions and requests are ratified.

5.1.1 Starfish Nipper Costs \$150 \$150 (1 parent/1 child) and \$45 per subsequent child.

5.1.2 \$300 allocated for an approved youth activity.

- 5.1.3 Club will cover 50% of the costs of TOAD and Rise Up camps. All invoices for camp must be paid prior to attendance. Where an invoice is not paid by a due date the position may on the amp may be offered to the next person.
- 5.1.4 \$1120 for the lane hire costs from October 19 to March 20
- 5.1.5 Board Leasing Old Nipper/Senior Board - \$50 per annum + a \$100 Bond
- 5.1.6 Board Leasing - New Nipper Boards - \$100 per annum + \$100 Bond
- 5.1.7 Request for a full refund on the Polo Shirts and investigate a local supplier.
- 5.1.8 \$40 spend on social Media advertising for first aid training.
- 5.1.9 \$250 pre-approval spend on urgent items for the Jet ski.
- 5.1.10 Membership incentives of up to \$50 as detailed
- 5.1.11 Spend of \$90/annum for website calendar function
- 5.1.12 Purchasing the Bronze Medallion Books for the next bronze course. Cost is captured in the course fees.

## **6. RELEASE**

- 6.1 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.
- 6.2 Clarification on any area of these minutes should be sought from the appropriate committee member.

## **7. NEXT MEETING**

The next meeting will be held on the 17 Oct 2019.

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Darren Gould  
President  
Mandurah SLSC

19 Sep 2019

Meeting Action Items			
Action Items	Person Responsible	Deadline	Complete
Letter to be sent to members with outstanding debts.	Darren Gould	1/07/2019	
Investigate with Security Options with Mandurah Lockdown Services	Eve Kuruc Darren Gould	31/07/2019	
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 2019/2020 season	Russell Price	31/08/2019	
Complete a Security audit of the club including passwords, keys, pin numbers etc	Darren Gould	31/08/2019	
Portable Pallet Bar option	Luke Kuruc Jamie Hesketh	1/09/2019	
Purchase Surf Sports Surf Ski's and Boards as appropriate and within the scope provided - \$2500	Jamie Hesketh	1/09/2019	
Youth Directors/Youth Captains to come up with a plan or schedule of events moving forward	Ewan Jones	1/09/2019	
Draft Social Calendar to be developed	Victoria Higgins Irene Liitiaainen	22/09/2019	
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	
Club By-Laws meeting to be organized	Darren Gould	31/10/2019	
Investigate Club Insurances.	Eve Kuruc Anthony Gollan	31/10/2019	
Work on viewing Tides Café P/L	Eve Kuruc	31/10/2019	
Nipper KPI's to be set by Nipper Coordinator	Fiona Kenyon	3/11/2019	
Review the trailer set up for carriage of boards.	Fiona Kenyon Jamie Hesketh	3/11/2019	
Sheet for Age Group Managers on Registration Day, Surfguard e-mail to request age group managers.	Darren Gould Fiona Kenyon	22/09/2019	
Follow up the lane booking for Woodside Nipper Swim Evaluations.	Fiona Kenyon	26/10/2019	
Anthony Gollan to advise on IPad donation availability	Anthony Gollan	17/10/2019	
attend SLSWA Age Group Manager Course at Secret Harbour.	Fiona Kenyon Ewan Jones	16/10/2019	
Website to be updates with cap colours.	Irene Liitiaainen Darren Gould	22/09/2019	
Access to Surfguard organised as appropriate.	Darren Gould	17/10/2019	
Add some quantitative swim ability	Monica Reinhardt	17/10/2019	

Meeting Action Items			
Action Items	Person Responsible	Deadline	Complete
standards to the document and provide to Club Captain for Committee review and ratification. Monica Reinhardt.			
Board Training policy be developed for Surf Sports along the same lines as the swimming policy.	Monica Reinhardt	17/10/2019	
Quote to be forward to Anthony Gollan for investigation and action. Cost is far to high at this stage and if not cost effective repair will not be ratified.	Anthony Gollan	17/10/2019	
Request Tides to get a quote for a new Fridge – for cost comparison purposes at this stage.	Eve Kuruc	17/10/2019	
Darren Gould to follow up with Adam and make proposal at next Committee meeting.	Darren Gould	17/10/2019	
Ask other suppliers if they can duplicate the Hoodies and order as required. Stacey Bower/Eve Kuruc	Stacy Bower Eve Kuruc.	17/10/2019	
Refund to be demanded and Shirts to sent back	Stacy Bower Eve Kuruc.	3/11/2019	
Irene to get involved with the merchandise branding	Irene Liitiaainen	3/11/2019	
Create an up to date Sponsor List	Irene Liitiaainen	16/11/2019	
Refresh Sponsor Package	Irene Liitiaainen	16/11/2019	
Darren to apply for City of Mandurah \$500 Grant.	Darren Gould	17/10/2019	
Investigate and submit nominations as required for Good Sports Awards	Monica Reinhardt Irene Liitiaainen	17/10/2019	
Investigate Peach Grant opportunities Irene Liitiaainen and Russell Price		3/11/2019	
Follow up Lifesaving Service Agreement.	Russell Price	30/09/2019	
Oxygen bottles to be serviced	Russell Price	6/10/2019	
Follow up Josh McCLeary for details on Open Water Swim Event.	Russell Price	6/10/2019	
Follow up MTC for Payment of last years events and complete water safety sanctioning.	Russell Price	17/10/2019	
Email request for interest in Education Officer position to club members.	Darren Gould	17/10/2019	
Membership incentive flyer to be made up and sent to members.	Irene Liitiaainen Darren Gould	17/10/2019	
Discuss the Tower contract with Nick Pavy SLSWA in the next week.	Darren Gould	4/10/2019	
A new date for finalisation of the Club Strategic Plan.	Darren Gould	30/09/2019	
Generate new newsletter for members.	Committee	6/10/2019	
Invoice SLSWA for Jetski fuel.	Eve Kuruc	17/10/2019	
More investigation into Friday Night events as an option.	Committee	1/01/2020	
Purchase 5 Official Photographer vests as appropriate.	Monica Reinhardt	17/10/2019	

## Attachment One – Board Leasing



### BOARD LEASE – AGREEMENT FORM

#### PRICING

Fiberglass Mal: \$50 for season plus a refundable deposit of \$100

Fiberglass Nipper board: \$50 for season plus a refundable deposit of \$100

Foam Boards: Will need to be signed in and out each Sunday

#### LESSEE OBLIGATIONS

- Athlete is to attend majority of board training sessions throughout the season.
- Transport of the board to and from training, carnivals and nippers is the responsibility of the lessee.
- Board is to be maintained in good condition and repaired immediately if damaged at the Lessee's expense. If damage occurs the Director of Surf Sports must be notified as soon as possible who will provide details of the clubs preferred repairer.
- If board is damaged beyond repair during training or private use, the board must be replaced by the same brand equivalent, age and condition, at the lessee's expense.
- If at any time the Club (JDC Committee) believes that the board is being misused and/or the above obligations are not being met; this agreement can be terminated with the board being returned immediately.
- Board is to be returned and inspected by the Director of Surf Sports (DSS) at the end of each season. Deposit will be refunded only if the board is in reasonable condition, as determined by the DSS.

Name of Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

**I agree to the above terms and conditions.**

Guardian Signature: \_\_\_\_\_

Director of Surf Sports Signature: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Age Group: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Board Number: \_\_\_\_\_ Paid: \_\_\_\_\_ Date: \_\_\_\_\_

Condition: \_\_\_\_\_

## Board leasing pre lease checklist



Notes: Both lessee and a club representative must be present at completion of this checklist. If any items on the structural/watertight/performance section of this checklist are ticked 'Y' the board is to be repaired before finalising the corresponding lease agreement. If the board is taken from the club by a potential lessee without this checklist being completed and signed the potential lessee may be liable for any or all damage to this board. Aesthetic damage to boards will be recorded by the club, it will be up to lessee discretion as to whether they are happy to accept the board with said aesthetic damage. Photos of board are to be attached to this document

Board ID:

### Structural/watertight/performance;

- Are there cracks in the fiberglass allowing water ingress? Y / N
- Is there any moisture or signs of moisture (salt build up) appearing around any other damaged areas of the board? Y / N
- Are there any handles missing? Y / N
- Are any handles loose? Y / N
- Are the knee pads lifting on any areas more than 2 cm? Y / N
- Is the fin loose or missing any screws? Y / N
- Is the fin box loose or showing signs of cracks? Y / N

If you have answered Y to any of these questions the board must be repaired before lease agreement is finalised!! The board is not to leave the club before lease agreement is finalised.

### Aesthetic;

1. Are there any paint chips on board? Y / N
2. Is any area of paint bubbling or peeling? Y / N
3. Are knee pads lifting on any area less than 2cm? Y / N
4. Is there any bubbling under knee pads? Y / N

If you have answered Y to any of these please mark on the image below with corresponding number in **RED** pen.

Notes:

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Italic

Lessee declaration:

I agree with all observations on this checklist and take full responsibility for any further damage to this board.

Board ID:

Lessee name:

Lessee Signature:

Date:

Club representative name:

Club representative Signature:

Date:

| \_\_\_\_\_ |

## Attachment 2 – Swim Training Policy

Mandurah Surf Life Saving Club  
40 Orestes Street, San Remo  
Phone: (08) 9518 1419  
Website: <https://mandurahslsc.asn.au/>  
Email: [surfsports@mandurahslsc.asn.au](mailto:surfsports@mandurahslsc.asn.au)



## SWIM TRAINING POLICY

The Mandurah Surf Life Saving Club provides a swimming program for all club members from U/8 through to seniors and masters. The program is provided to improve the swimming skills of the club members. Whilst the program is focused at competitive swimming styles, it is not restricted to competitors only. As with any program, there are some rules required for all participants so that we can maximize the value for all members.

1. Participants are expected to have a minimum swimming capability. They should be able to swim a minimum distance as described by the coaches. This is so all participants are able to complete the activities as set by the coach.
2. The swimming program will not provide "Learn to Swim" activities. The program will however provide swimming training to improve swimming capability.
3. Participants are expected to be punctual for the start of the session. Should a participant be late, it will be up to the coach to determine if they can participate in that session.
4. Participants should be ready to commence the training session at the start time. All participants should be ready to enter the water as soon as the session starts. If a participant does not start when requested, it will be up to the coach to determine if they can participate in that session.
5. Participants should attempt to perform the programs set out for the training session to the best of their ability, so as to not disrupt the other swimmers. Should a participant disrupt the training session the coach may request the swimmer to exit the pool and not take any further participation in the session.
6. If a participant continues to disrupt swimming training sessions, the Swimming coach may ask that person to not to attend any further sessions.
7. All participants should listen to the coaches and not disrupt their training.
8. Parents should not interrupt training sessions to talk to the coaches. If parents need to talk to the coaches, they should do it before or after the session.
9. Nippers must complete competition skill evaluation prior to starting open water swim training.
10. Volunteers will be required for all open water sessions to provide water safety for our athletes - volunteer numbers are condition dependent (1:5 in tough conditions, 1:10 in low risk conditions).
  - A) Must hold Nipper Rescue Certificate or higher
  - B) Not enough volunteers will result in smaller groups out in the water

The club provides swimming training as an additional service to its members to enable them to improve their swimming skills, stay fit and support life saving and competition requirements.

Participating members are asked to contribute to the costs of running this service by paying pool entry fee at each session.

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## Attachment 3 – Club Financials

# Profit and Loss

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### Mandurah Surf Life Saving Club Inc For the 12 months ended 30 September 2019

	Sep-19	Sep-18	YTD
<b>Income</b>			
Administration Income	4,074	8,761	290
Bank Interest	226	2,682	59
Building Levy	5,874	7,845	600
Carnival Entries	3,537	2,860	(205)
Club Bar	2,011	2,489	559
Club Events (42217)	-	2,700	-
Club Wind Up & Awards	3,029	3,418	2,495
Donations	35,973	23,308	21,386
Equipment and Personnel Hire	818	-	818
Equipment Sales	664	3,468	-
Fundraising (46015)	7,381	7,404	-
Grant - Observation Tower Lotterywest	75,000	10,000	-
Lifesaving Grant	9,091	3,227	1,364
Membership Income	14,197	21,058	982
Merchandise	5,204	11,751	-
Reimbursed Building Expenses	1,476	-	1,476
Sponsorship	1,000	31,818	1,000
Tides cost Reimbursements	1,205	1,656	284
Tides Service Fee	23,009	18,939	5,646
Training Income	3,277	2,991	632
<b>Total Income</b>	<b>197,045</b>	<b>166,377</b>	<b>37,385</b>
<b>Less Cost of Sales</b>			
Opening Stock	14,515	7,008	-
Closing Stock	(10,438)	(14,515)	-
<b>Total Cost of Sales</b>	<b>4,077</b>	<b>(7,507)</b>	<b>-</b>
<b>Gross Profit</b>	<b>192,968</b>	<b>173,884</b>	<b>37,385</b>
<b>Less Operating Expenses</b>			
Accounting Fees	4,489	1,800	2,050
Advertising	8	4,179	8
Bank Charges	33	30	18
Catering	56	240	-
Cleaning	3,120	3,083	1,103
Club Events (64105)	182	2,250	-
Club Wind Up	2,003	5,055	-
Competition Entries	3,795	2,670	-
Council Rates	-	706	-
Depreciation	5,667	-	-
Electricity	11,062	12,472	3,233
Equipment Purchase	5,991	8,888	3,683
Events AGM	84	199	84
Fixtures & Fittings	1,479	950	-

# Balance Sheet

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## Mandurah Surf Life Saving Club Inc As at 30 September 2019

	30 Sep 2019	30 Sep 2018
<b>Assets</b>		
<b>Bank</b>		
Cheque Account - 5214	2,811	16,826
High Interest Account - 5222	49,509	52,806
Petty Cash - 6241	540	1,135
<b>Total Bank</b>	<b>52,860</b>	<b>70,767</b>
<b>Current Assets</b>		
Floats	500	500
Term Deposit	120,305	110,000
Trade Debtors	2,823	1,570
<b>Total Current Assets</b>	<b>123,628</b>	<b>112,070</b>
<b>Fixed Assets</b>		
Asset - as valued	127,491	127,491
Depreciation of Observation Tower	(5,667)	-
Equipment	100,324	98,198
Leasehold Capital Improvements	1,890,256	1,890,256
Observation Tower	85,000	-
Stock on hand - Merchandise	10,438	14,515
<b>Total Fixed Assets</b>	<b>2,207,842</b>	<b>2,130,461</b>
<b>Total Assets</b>	<b>2,384,330</b>	<b>2,313,298</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
GST	(2,170)	(683)
Rounding	-	-
Trade Creditors	1,380	1,261
Venue Bonds	2,500	2,500
<b>Total Current Liabilities</b>	<b>1,710</b>	<b>3,078</b>
<b>Total Liabilities</b>	<b>1,710</b>	<b>3,078</b>
<b>Net Assets</b>	<b>2,382,620</b>	<b>2,310,220</b>
<b>Equity</b>		
Current Year Earnings	(8,975)	34,640
Members Accumulated Funds	2,391,595	2,275,580
<b>Total Equity</b>	<b>2,382,620</b>	<b>2,310,220</b>

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# Aged Payables

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## Mandurah Surf Life Saving Club Inc September 2019

	Current	August	July	June	Older	Total
<b>Payables</b>						
Impact Signs WA	330	-	-	-	-	330
Puma Energy Meadow Spring2	84	-	-	-	-	84
Surf Life Saving WA	-	965	-	-	-	965
<b>Total Payables</b>	<b>414</b>	<b>965</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,380</b>
	<b>Current</b>	<b>August</b>	<b>July</b>	<b>June</b>	<b>Older</b>	<b>Total</b>
<b>Total Expense Claims</b>	-	-	-	-	-	-
<b>Total</b>	<b>414</b>	<b>965</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,380</b>
	30.0%	70.0%	0.0%	0.0%	0.0%	