



## Minutes of MHLSC Committee Meeting

**Subject:** MHLSC Committee Meeting  
**Location:** MHLSC, 40 Orestes St, San Remo WA 6210  
**Day and Date:** 30 Jun 19  
**Meeting Open:** 1600                                  **Meeting Closed:** 19:00

**Meeting chaired by:** Darren Gould                                  **Minutes recorded by:** Darren Gould  
(Club President)    (Club President)

**Attendees:** Russell Price (Director of Surf Lifesaving), Monica Reinhardt  
(Education Officer), Anthony Gollan (Club Captain)

**Visitors:** Nil

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### 1. OPENING OF THE MEETING

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

### 2. APOLOGIES

Eve Kuruc (Finance Officer), Shannon Wright (Vice President)

### 3. ACTIONS OUTSTANDING FROM PREVIOUS MINUTES

Meeting Action Items			
Action Items	Person Responsible	Deadline	Complete
Call Special Resolution meeting for Constitution	Darren Gould	25/05/2019	Completed
Finalization of Polo shirts with Stacey Bower – to have them ordered.	Darren Gould	30/06/2019	
Invoice to be sent to City of Mandurah for Additional Patrol Hours	Russell Price Eve Kuruc	31/05/2019	Complete
Draft Social Calendar to be developed	Victoria Higgins	23/07/2019	
Prepare a budget and KPI's for Finance for the 2019/2020 season	Darren Gould Eve Kuruc	30/07/2019	Complete
AGM Meeting members to be notified by no later than 1 Jul 2019	Darren Gould	1/07/2019	Complete
Clear outstanding debts as directed	Eve Kuruc	1/07/2019	Complete

## Meeting Action Items

Action Items	Person Responsible	Deadline	Complete
DoL and DoE to liaise to establish a time and date prior to commencement of season to run a Bronze Course	Russell Price	1/07/2019	Complete
Letter to be sent to members with outstanding debts.	Darren Gould Eve Kuruc	1/07/2019	
Nomination forms for AGM to be released to members by no later than 1 Jul 2019	Darren Gould	1/07/2019	Complete
Annual reports to be completed and provided to President for Collating.	2018/2019 Committee	14/07/2019	
Position Nominations to be returned to President by no later than 7 Jul 2019	Darren Gould	7/07/2019	
Prepare a Budget for 2019/2020 season for Lifesaving.	Russell Price	31/08/2019	
Prepare KPI's for Lifesaving for 2019/2020 Season	2019/2020 DoL	31/08/2019	
Prepare KPI's for Surf Sports Team for 2019/2020 Season	2019/2020 Surf Sports Director	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	2019/2020 Youth Leaders	31/08/2019	
Prepare Service Agreement for 2019/202 season	Russell Price	31/08/2019	
Order New Rashie Tops from Lactic Zone	Darren Gould	1/09/2019	Cancelled due to SLSWA Woodside Nippers Sponsorship
Portable Pallet Bar option	Eve Kuruc	1/09/2019	
Purchase Surf Sports Surf Ski's and Boards as appropriate and within the scope provided	2019/2020 Surf Sports Director	1/09/2019	
Set Lifesaving Requalification Dates	2019/2020 DoE	1/09/2019	Completed
Youth Directors/Youth Captains to come up with a plan or schedule of events moving forward	Youth Directors Youth Captains	1/09/2019	
Nipper Caps to be ordered	Darren Gould Anthony Gollan	20/09/2019	Cancelled due to SLSWA Woodside Nippers Sponsorship

Meeting Action Items			
Action Items	Person Responsible	Deadline	Complete
Prepare for 2019/2020 Nipper Rego Day	2019/2020 Committee	20/09/2019	
Increase building Levy by \$10 per person to a max \$30	Eve Kuruc	22/09/2019	
Uniforms to be available on the Registration Day	2019/2020 Committee	22/09/2019	
ATV's to be serviced at Fridays as appropriate.	Russell Price	1/10/2019	
DoL to review Trauma kits.	Russell Price	1/10/2019	
IRB motors to be sent to Dinghy World for servicing as required during the off season.	Russell Price	1/10/2019	Complete
Water safety sanctioning to be completed for National Outrigger champs.	Russell Price	1/10/2019	
Nipper KPI's to be set by Nipper Coordinator	2019/2020 Nipper Coordinator	3/11/2019	

#### 4. NEW BUSINESS

##### 4.1 Club Captain.

##### 4.1.1 Nippers

- 4.1.1.1 SLSWA announced at the Awards of Excellence that the naming rights for Nippers had been sold to Woodside for \$5 Million. Nippers will receive a rashie vest, cap, hat and bag every year for the next 5 years.
- 4.1.1.2 The rashie order through LacticZone is now not required (at this stage) we will review during the season. Darren Gould has now cancelled this order with LacticZone.
- 4.1.1.3 SLSWA announced that Lotteryswest have provided a grant for brand new Nipper trailers containing a standard set of equipment fro each club. Trailers will be available prior to the start of the season. Trailers will not be licenced on delivery unless requested and approved through SLWA. Anthony Gollan has requested that the MHSLSC trailer be licenced prior to delivery as we do conduct Nippers at different beaches through the season.

##### 4.1.2 Starfish Nippers

4.1.2.1 Request approval to applying for a Grant through NDS (up to \$5K) for the purchase of Starfish Nipper equipment. **Approved/Ratified. Action:** Anthony Gollan

#### 4.1.3 Youth

4.1.3.1 The youth are trying to organise another meeting to propose another youth event. Details will be promulgated via the youth chat group.

#### 4.1.4 Surf Sports

4.1.4.1 Training is continuing through the winter season with numbers steady for most sessions. A review of the schedule is being completed next Thursday with coaches to adjust to attendances as appropriate. The new schedule will be available on Team App.

4.1.4.2 The search for appropriate club Surf Skis for the club continues. Purchase will not occur without consultation with members with experience in surf ski equipment.

### 4.2 Finance Officer

#### 4.2.1 Club Audit

4.2.1.1 All documents as requested by the Auditors have been provided. The Auditor was booked for mid June however due to backlog of work it will now be completed in the second week of July. Eve Kuruc will monitor and advise once complete. **Action:** Eve Kuruc.

#### 4.2.2 Sponsorship

4.2.2.1 The club has received a personal donation of \$20K from John and Bella Perry. The cheque has been presented to the bank and a receipt has been printed. Darren Gould is to write a letter of appreciation to John and Bella Perry thanking them for their continued generosity. Darren will also investigate an appropriate form of club recognition for the Perry's continued and significant support. **Action:** Darren Gould

#### 4.2.3 Merchandise.

4.2.3.1 **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.

4.2.3.2 **Polo shirts** – There are currently no club polo shirts available for purchase. The new 2019 Polo Shirt designs have been approved. Darren Gould to provide a breakdown of sizing for minimum purchase. **Action:** Darren Gould

#### 4.2.4 **Outstanding fees and payments**

4.2.4.1 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

### 4.3 **Director of Lifesaving**

#### 4.3.1 **Equipment**

4.3.1.1 **IRB Motors** - the last three motors are with Dinghy World for repair at the moment. Dinghy World have advised that one of the motors has a cracked head which will cost at \$1k to repair. Discussion occurred around the cost of replacing the motor v's fixing it. Russell Price to investigate and discuss options with Dinghy World.

4.3.1.2 A value of up to \$3.5K approved for the purchase or repair of the motor whichever is deemed financially appropriate. **Action:** Russell Price

4.3.1.3 **ATV** – To be serviced in the coming months.

#### 4.3.2 **Grants**

4.3.2.1 St Johns Defib Grant has been approved. Location of the electronic lock box for the external of the building to be determined.

### 4.4 **Education Officer**

#### 4.4.1 **Courses**

4.4.1.1 Dates for courses for the 2019 have been set during a trainers meeting this week. Trainers for all courses have been allocated.

4.4.1.2 The training calendar will need to be developed and made public on completion. **Action:** Monica Reinhardt

4.4.1.3 Posters for each training course are in production and will be released shortly.

#### 4.4.2 **Equipment**

4.4.2.1 It was proposed by Darren Gould that the club purchase an ART capable mannequin. This mannequin can be used by the club for both Surf Life Saving ART training/requalification and for club auspice approved first aid training as required.

4.4.2.2 The committee has approved the purchase of an ART capable mannequin up to the value of \$5K. Monica Reinhardt to investigate and source an appropriate mannequin for purchase. **Action:** Monica Reinhardt

#### 4.4.3 **Storage**

4.4.3.1 Request to review the storage location of the Training equipment. To be followed up through the off season. **Action:** All

4.4.3.2 Office 365 to be sourced

### 4.5 **President**

#### 4.5.1 **General Meeting (Constitution)**

4.5.1.1 The Constitution was passed on the 16 Jun 19 at a special resolution meeting. Thanks to the sub-committee for their hard work in getting this document prepared for submission. This document was submitted the DMIRS via the Associations online website on the 16 Jun 2019

#### 4.5.2 **Club Security**

4.5.2.1 Club to investigate moving security monitoring from Wilsons to local coverage from Mandurah Lockdown Services. Eve Kuruc has asked for some quotes in relation to this. **Action:** Eve Kuruc

4.5.2.2 A full review of passwords and pin number should be completed with changes made as appropriate. **Action:** Darren Gould

#### 4.5.3 **By-Laws**

4.5.3.1 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.

## 4.6 General

### 4.6.1 Club Ratifications/Approvals

4.6.1.1 The MHSLSLSC Committee ratifies and approves the following submissions as requested:

4.6.1.1.1 **Russell Price** – Submission for application for SLSA Master Class Course. – **Approved/Ratified**

4.6.1.1.2 **Adam Hoes** – Application Jetski Course being conducted by Secret Harbour Surf Lifesaving Club in August. **Approved/Ratified on advice from Club Jetski operators.** *(Subject to meeting the requirements set out in MHSLSLSC selection process)*

4.6.1.1.3 **Tom Polinelli** – Application Jetski Course being conducted by Secret Harbour Surf Lifesaving Club in August. **Approved/Ratified on advice from Club Jetski operators.** *(Subject to meeting the requirements set out in MHSLSLSC selection process)*

4.6.1.1.4 **Monica Reinhardt** – Submission for and application to the SLSWA Education Advisory Committee *(member approached by SLSWA and encouraged to apply)* - **Approved/Ratified**

4.6.1.1.5 **Liam Gould** - Submission for and application to the SLSWA Lifesaving Advisory Committee *(member approached by SLSWA and encouraged to apply)* - **Approved/Ratified**

### 4.6.2 Website

4.6.2.1 Has been released. A couple of small issues have been identified and will be addressed by Cascade Designs as appropriate.

### 4.6.3 Office Equipment

4.6.3.1 **Printer/Photocopier** – The current photocopiers and printers have been identified unreliable and unserviceable. Monica has organised some quotes for the provision of an all in one system for the club.

4.6.3.1.1 **Option 1** – Photocopier/Printer/Scanner office Station.

- Cost \$68+GST/month (5 year lease)
- Cost \$2.9K (purchase outright)
- Cost/Page black and white 0.8c per page
- Cost/Page black and white 8c per page

#### 4.6.3.1.2 **Option 2** – Photocopier/Printer/Scanner office Station.

- Cost \$95+GST/month (5 year lease)
- Outright purchase – no option
- Cost/Page black and white 1c per page
- Cost/Page black and white 7c per page

4.6.3.2 Committee prefer option one to potentially purchase outright; however, have asked for more information regarding servicing and toner costs. If suitable and cost effective then approval to purchase the machine at option 1 is approved. **Action:** Monica Reinhardt.

#### 4.6.4 **Inclusion Mentoring**

4.6.4.1 Inclusion Solutions will be meeting with Darren Gould, Anthony Gollan and Russell Price on 2 Jul 19 for Inclusion Mentoring provided by the City of Mandurah.

### 5. **RELEASE**

- 5.1 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.
- 5.2 Clarification on any area of these minutes should be sought from the appropriate committee member.

### 6. **NEXT MEETING**

The next meeting will be the Annual General meeting to be held on the 28 Jul 2019.

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Darren Gould  
President  
Mandurah SLSC

Jun 2019



## 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	
Draft Social Calendar to be developed	Victoria Higgins	23/07/2019	
Letter to be sent to members with outstanding debts.	Darren Gould Eve Kuruc	1/07/2019	
Annual reports to be completed and provided to President for Collating.	2018/2019 Committee	14/07/2019	
Position Nominations to be returned to President by no later than 7 Jul 2019	Darren Gould	7/07/2019	
Prepare a Budget for 2019/2020 season for Lifesaving.	Russell Price	31/08/2019	
Prepare KPI's for Lifesaving for 2019/2020 Season	2019/2020 DoL	31/08/2019	
Prepare KPI's for Surf Sports Team for 2019/2020 Season	2019/2020 Surf Sports Director	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	2019/2020 Youth Leaders	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	2019/2020 Surf Sports Director	1/09/2019	
Youth Directors/Youth Captains to come up with a plan or schedule of events moving forward	Youth Directors Youth Captains	1/09/2019	
Prepare for 2019/2020 Nipper Rego Day	2019/2020 Committee	20/09/2019	
Increase building Levy by \$10 per person to a max \$30	Eve Kuruc	22/09/2019	
Uniforms to be available on the Registration Day	2019/2020 Committee	22/09/2019	
ATV's to be serviced at Fridays as appropriate.	Russell Price	1/10/2019	
DoL to review Trauma kits.	Russell Price	1/10/2019	

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Nipper KPI's to be set by Nipper Coordinator	2019/2020 Nipper Coordinator	3/11/2019	
Apply for a Grant through NDS (up to \$5K) for the purchase of Starfish Nipper equipment	Anthony Gollan	31/8/2019	
monitor and advise once Club Financial Audit is complete.	Eve Kuruc	14/7/2019	
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	
Investigate and repair or purchase IRB Motor	Russell Price	31/7/2019	
Investigate and purchase an ART capable Mannequin	Monica Reinhardt	31/8/2109	
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	
Develop and release training Calendar.	Monica Reinhardt	31/8/2019	
Provide information regarding photocopier and purchase as directed	Monica Reinhardt	31/7/2019	

# Profit and Loss

## Mandurah Surf Life Saving Club Inc For the month ended 30 June 2019

	Jun-19	May-19	Apr-19	Mar-19	YTD
<b>Income</b>					
Administration Income	49	1	-	336	50
Bank Interest	16	22	26	23	38
Building Levy	(60)	(60)	60	210	(120)
Carnival Entries	-	(205)	-	618	(205)
Club Bar	-	559	29	472	559
Club Wind Up & Awards	344	2,126	534	-	2,470
Donations	20,609	-	149	8,816	20,609
Equipment Sales	-	-	-	91	-
Fundraising (46015)	-	-	180	1,923	-
Lifesaving Grant	1,364	-	-	-	1,364
Membership Income	(5)	(5)	218	109	(9)
Merchandise	-	-	-	64	-
Reimbursed Building Expenses	1,476	-	-	-	1,476
Sponsorship	-	1,000	-	-	1,000
Tides cost Reimbursements	71	71	106	142	142
Tides Service Fee	909	909	5,055	909	1,818
Training Income	-	-	1,625	-	-
<b>Total Income</b>	<b>24,772</b>	<b>4,419</b>	<b>7,983</b>	<b>13,713</b>	<b>29,192</b>
<b>Less Cost of Sales</b>					
Opening Stock	-	-	14,515	-	-
Closing Stock	-	-	(10,438)	-	-
<b>Total Cost of Sales</b>	<b>-</b>	<b>-</b>	<b>4,077</b>	<b>-</b>	<b>-</b>
<b>Gross Profit</b>	<b>24,772</b>	<b>4,419</b>	<b>3,906</b>	<b>13,713</b>	<b>29,192</b>
<b>Less Operating Expenses</b>					
Bank Charges	-	5	-	5	5
Cleaning	142	142	-	555	284
Club Wind Up	-	-	-	1,258	-
Competition Entries	-	-	-	2,314	-
Electricity	-	-	2,379	-	-
Equipment Purchase	-	126	1,274	-	126
Extraordinary expense	-	-	-	680	-
Freight and Delivery	-	-	41	-	-
Fuel & Gas	-	379	-	267	379
Function Costs	-	3,901	2,561	-	3,901
Fundraising (64200)	-	-	197	334	-
Gas	-	756	-	814	756
Medical equipment	-	289	2,209	-	289
Merchant Fees	-	11	-	5	11
Office Supplies	364	185	257	63	549
Other Expenses	1,884	553	477	1,497	2,437
Other General Expenses	746	145	125	-	890

# Profit and Loss

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	<b>Jun-19</b>	<b>May-19</b>	<b>Apr-19</b>	<b>Mar-19</b>	<b>YTD</b>
Postage	-	14	36	-	14
Print & Stationary	-	8	90	-	8
Registration & Licence	-	42	295	110	42
Repair & Maintenance	255	5,333	392	1,476	5,588
Security	170	-	-	364	170
SLSWA Registration	-	-	-	5,632	-
Telephone	-	102	88	177	102
Training Courses Expenses	-	-	-	650	-
Training Manuals Expenses	-	-	69	-	-
Vehicle Repairs & Maintenance	-	703	-	-	703
Water Rates	-	427	528	-	427
Youth Social (64150)	-	-	308	-	-
<b>Total Operating Expenses</b>	<b>3,561</b>	<b>13,119</b>	<b>11,326</b>	<b>16,199</b>	<b>16,680</b>
<b>Net Profit</b>	<b>21,212</b>	<b>(8,700)</b>	<b>(7,420)</b>	<b>(2,486)</b>	<b>12,512</b>

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# Balance Sheet

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

30 Jun 2019      30 Jun 2018

### Assets

<b>Bank</b>		
Cheque Account - 5214	27,408	3,543
High Interest Account - 5222	56,399	89,147
Petty Cash - 6241	960	330
<b>Total Bank</b>	<b>84,768</b>	<b>93,021</b>
<b>Current Assets</b>		
Floats	500	-
Term Deposit	110,000	89,230
Trade Debtors	4,795	1,756
<b>Total Current Assets</b>	<b>115,295</b>	<b>90,986</b>
<b>Fixed Assets</b>		
Asset - as valued	137,491	127,491
Equipment	100,324	98,112
Leasehold Capital Improvements	1,890,256	1,890,256
Stock on hand - Merchandise	10,438	14,515
<b>Total Fixed Assets</b>	<b>2,138,509</b>	<b>2,130,374</b>
<b>Total Assets</b>	<b>2,338,572</b>	<b>2,314,381</b>

### Liabilities

<b>Current Liabilities</b>		
GST	(1,530)	(870)
Rounding	-	-
Trade Creditors	2,959	11,475
Venue Bonds	2,500	2,500
<b>Total Current Liabilities</b>	<b>3,929</b>	<b>13,105</b>
<b>Total Liabilities</b>	<b>3,929</b>	<b>13,105</b>
<b>Net Assets</b>	<b>2,334,643</b>	<b>2,301,276</b>

### Equity

Current Year Earnings	12,512	25,696
Members Accumulated Funds	2,322,131	2,275,580
<b>Total Equity</b>	<b>2,334,643</b>	<b>2,301,276</b>