



Minutes of MHSLSLSC Committee Meeting

Subject: MHSLSLSC Committee Meeting
Location: MHSLSLSC, 40 Orestes St, San Remo WA 6210
Day and Date: 10 Feb 20
Meeting Open: 1841 **Meeting Closed:** 2224
Meeting chaired by: Darren Gould (Club President) **Minutes recorded by:** Darren Gould (Club President)

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

Apologies:

1. OPENING OF THE MEETING

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

2. CORRESPONDENCE IN

3. ACTIONS OUTSTANDING FROM PREVIOUS MINUTES

Meeting Action Items		
Action Items	Person Responsible	Progress Report
Complete a Security audit of the club including passwords, keys, pin numbers etc	Darren Gould	Mandurah Lockdown Services attending MHSLSLSC 21/2/2020 to change codes and look at system.
Purchase Surf Sports Surf Ski's and Boards as appropriate and within the scope provided - \$2500 – working with Mac Nichols	Jamie Hesketh	Thes items must be Purchased before April 2020
DoL to review Trauma kits. Equipment being ordered	Russell Price	Tourniquet purchased – as for the trauma kits we are waiting to get the Life Guard ones.
Club By-Laws meeting to be organized	Darren Gould	Darren and Ant to catch up
Work on viewing Tides Café P/L	Eve Kuruc Anthony Gollan	Darren and Anthony to catch up with Jainie.
Ask other suppliers if they can duplicate the Hoodies and order as required. Stacey Bower/Eve Kuruc	Darren Gould	Have asked for a sample – Darren to provide.
Create an up to date Sponsor List	Irene Liitiaainen	We currently have an empty List – we do have on we just need to see contracts and contact names to confirm
Refresh Sponsor Package	Irene Liitiaainen	Package has been written needs to be reviewed in detail

		by other committee members
Investigate Peach Grant opportunities	Irene Liitiaainen Russell Price	Darren to liaise with Warwick and request grant for use in the gear shed refurbishment project
Follow up MTC for Payment of last years events and complete water safety sanctioning.	Russell Price	Email received by MTC – waiting for \$1400 to be transferred
A new date for finalisation of the Club Strategic Plan.	Darren Gould	Darren to organise. Proposed KPI's to be received by all pillars.
More investigation into Friday Night events as an option.	Jamie Hesketh Irene Liitiaainen Victoria Higgins	Ongoing
Order the Rashies as required – Fluro Green	Darren Gould	On hold – will work to have these for beginning of next season.
Practical Age Group Manager mentoring to be completed; Find out how this process is assessed and complete as required.	Jamie Hesketh Darren Gould Fiona Kenyon	Darren and Fiona to catch up and discuss the details provided by SLSWA.
Reach out Community Members for assistance as required – find out how this works in relation to insurances etc.	Darren Gould Anthony Gollan	Ongoing – Wayfairers may be the best option.
Follow up with quotes on upgrading the AV system in the club.	Darren Gould Ewan Jones	Quotes have been received. Waiting on a Quote from PSI – if not received by 2 nd week March will award the work to West Coast Hi Fi
Professional carpet cleaning to be organised by the club.	Eve Kuruc	To be completed twice as season. Can come of here as this will become BAU.
Jamie to follow up with Adam to see if he is ready to present the shed plan.	Jamie Hesketh	Ongoing
Put the small trailer up for sale once the shed project is completed.	Jamie Hesketh	Ongoing
Darren and Fiona to follow up any requirements with SLSWA. Age Group managers	Darren Gould Fiona Kenyon	Complete
Fiona to purchase Ipad equipment as necessary.	Fiona Kenyon	Complete
Darren to provide a signed letter to Irene for donations as required.	Darren Gould	Ongoing
Darren to follow up with SLSWA (Dominic Cowdell) to have rectified.	Darren Gould	Has had to go to SLSA to be rectified. Ongoing will provide update at next meeting.
Russell Price to glean interest in running a skippers course within the club.	Russell Price	Ongoing
Darren to follow up with all NRC's to determine interest and set commencement date in April.	Darren Gould	Have spoken to all NRC's and provided the offer. Will follow up to ascertain interest appropriate.
Anthony/Darren to obtain a quote to install by-folding glass doors in the undercover area.	Darren Gould Anthony Gollan	Waiting for quote. 21/2/2020
Anthony/Darren look at some options of developing a site induction for new members/visitors to the club	Darren Gould Anthony Gollan	Ongoing – needs to be together for next season.
Darren to follow-up with Mandurah Lockdown Services to obtain a quote for the camera system.	Darren Gould	Quote to be provided 21/2/2020
Darren to write a letter to DOT as per request above.	Darren Gould	Ongoing
Darren to organise a debrief and catchup with SHSLSC and PBSLSC	Darren Gould	Complete – PBSLSC and SHSLSC did not attend.

Club Event - Darren to investigate and follow up as appropriate.	Darren Gould	Spoke to CoM and they are in support.. Need to work on some of the detail around insurances etc.
Darren to take over the Merchandise role.	Darren Gould	Complete
Darren to organise a meeting with COM to work through facilitating this event.	Darren Gould	Complete
Darren to follow up AV quotes and scope.	Darren Gould	Complete
If PBSLSC approach MHSLSLSC regarding Intra club competition Nipper Coordinator, President and Surf Sports Coordinator to engage to assist our clubs organization participation.	Darren Gould Fiona Kenyon Monica Reinhardt	Ongoing
Darren to contact cleaners and discuss additional cleaning for the club.	Darren Gould	Ongoing
Darren/Ewan to liaise with Garry Williams (SHSLSC) and John Hodges (PBSLSC) to organize youth dinner.	Darren Gould	Ongoing

4. NEW BUSINESS

4.1 Club Captain

4.1.1 **Surf Boat** – Use the boat for a trial. Social and taster for the rowing.

4.1.1.1 **Action:** Jamie to organise an EOI for those interested in rowing the boat.

4.1.2 **Social – Club Awards Night** – Discussion had around the location and menu for the 2020 Club Awards Night. Quotes for the function to be held external from the club (the Sebel was the preferred option v's the club) were provided. The price for doing this was like if not cheaper (depending on menu) to holding it at the club and took away the stress of finding volunteers needing to organise set and clean up, organising a liquor licence and bar staff etc. The Sebel also had a larger max capacity for people to attend.

4.1.3 The counter argument of keeping at the club was discussed with concern around perception of taking it away from the club particularly regarding sponsors. Cost comparison was similar to off site.

4.1.3.1 **It was proposed the awards night to be held off site (at the Sebel Mandurah) and that up to \$500 be made available for a DJ. This motion was passed by a majority of the committee. Ratified**

4.1.4 Costs for the Awards night will be \$50/head and will include a drink (beer or wine) on arrival and music by a DJ. Special deals will be available for members should they wish to stay at the Sebel.

4.2 Nippers

- 4.2.1 **Swim Evaluations** - Ongoing – outstanding ones are being completed on the beach
- 4.2.2 **Ipads.** Ipads are all set up. Covers have been purchased along with cords and chargers. Also purchased a sim card however this needs to have a prepaid account set up. Would like it if this could be completed so we can test the ipads before the end of season to iron out any issues before we use them next season.
- 4.2.3 **Skills Sessions** Have been cancelled for the remainder of the season. They did work well at the start so Monica, Jamie and I will have a debrief to see what worked well and what the lessons learned are for next season.
- 4.2.4 **Nipper Break up – Event** Have been working on ideas for the nippers break up and the suggestion is to have a colour run. Victoria obtained a quote for 250 for a price of \$1,447.50 (incl GST). This comes with sunglasses, wristbands and a water bottle for all participants (250). Average cost of \$5.80 per person.
- 4.2.4.1 **It was proposed that a spend of \$1447.50 be ratified for the colour run. Ratified by a majority of the committee.**
- 4.2.5 **Nipper Awards** Certificates for the end of year have been received and handed to the Age Group Managers.
- 4.2.6 Have requested names for Champion Boy and Girl and most improved from all age Group Managers. Discussed amending the name of the awards to “Male and Female Nipper of the Year” and “Nipper Encouragement Award”.
- 4.2.7 Need committees suggestions on end of year awards so I can start organizing.
- 4.2.7.1 **Proposed that awards consist of Woodside Nipper towels and trophies as discussed. Ratified by all committee Members.**

4.3 Starfish Nippers

- 4.3.1 **Additional Boards for Starfish Nippers and Woodside Nippers.** With the growth in both nipper programs this year it has come to my attention that a few of our members are physically restricted by the size of our current boards. The benefits of obtaining these boards are;
- Retain current nippers and not lose any. Self-conscious nippers may wish to give up if they cannot do boards like the rest of their group.

- Additional boards for training rescues for Under 13's etc.
- Shows investment back into nippers

4.3.1.1 **It was proposed that the Club allocates \$4,790 for the purchase towards the purchase of 4 x ¾ rescue boards (excluding surf decals) so they can be shared across nippers. Ratified by all committee members.**

4.3.2 In addition to the boards requested above I believe we are also short in body boards for our younger age groups. Should we be looking at purchasing around 10 more of these also.

4.3.2.1 **Action: Quote to be obtained for the purchase of body boards for use at Nippers. Anthony Gollan**

4.4 Youth

4.4.1 **Youth Camps.** Four of our youth have now attended the Youth Camps at Rottneest Island and Pemberton. From all accounts the team had a wonderful experience.

4.4.2 **Youth Captains.** Nominations and voting for new youth Captains will occur in March 2020. Youth Captains will come from the U17 pool of youth (unless we have no nominations – then U19 nominations will be accepted.)

4.5 Surf Sports

4.5.1 **Surf Sports Awards Budget** – Surf Sports requested a budget of up to \$600 to put towards Surf Sports Awards.

4.5.1.1 **It was proposed that a budget of no more than \$600 be allocated to Surf Sports for Awards. Ratified by all members of the committee.**

4.5.2 **Surf Sports Wind up Budget .** It was requested a budget of \$500 be allocated for a Surf Sports wind up. The idea of a Surf Sports specific wind up was discussed and it was decided that pillar specific “wind ups” should not be funded by the club. The club has two official wind up functions - Nipper wind up and the Club awards night. It was discussed that if Surf Sports team wanted to have a get together to celebrate the end of the competition season that was fine (and supported) but it would need to be funded by those attending

4.5.2.1 **The proposal for \$500 for a Surf Sports wind up was not ratified.**

4.5.3 **IRB Racing Team.** Given the strong interest in IRB racing it was requested that the club investigate the following items.

- **Full length Jackets** – for before and after racing. To be purchased by competitors as required.
- **Life Vests and Helmets** – It was requested the club subsidise IRB Racing Life Vests and Helmets. Discussion was had around this point. It was decided that at this stage the club may purchase some for use – depending on number that commit to racing - but will not subsidise members to purchase their own. Quotes need to be obtained.

4.5.4 **Youth AOE.** MHSLSC President requested the Surf Sports provide a name for Youth Official of the Year for the Youth AOE – after prompting and insistence from SLSWA that clubs nominate members. In order to support SLSWA’s initiative Ruby Moogan has been nominated based on her participation at 3 Interclub and Intra club events.

4.5.5 **Bathers and Cap order**

4.6 **Finance Officer**

4.6.1 **Merchandise** – Bathers and Caps have been ordered; however, there is a hold up at the moment due to the ongoing virus situation in China. Arrival time of this merchandise has been pushed back until late March at the earliest.

4.7 **Marketing and Sponsorship**

4.7.1 **Boardies Day.** Now that schools are back, will contact them to see if we can get this organized. Is there any interest in attending during the day for some demonstrations. Ewan mentioned that he may be available to assist.

4.7.2 **Bunnings Sausage Sizzles.** Sat 11 April 2020 - Will need to put out EOI form to Nippers parents & surf sports families as this is outside of the season and during Easter.

4.7.2.1 **Action:** EOI for Bunnings sausage sizzle for helpers on the 11 April 2020.

4.7.3 **Club events** - The following dates have been locked in and are on the calendar on our website:

1. Fri 20 March – beach carnival, group photos, sausage sizzle & bar

2. Sun 5 April - Nippers wind-up/colour Run – club raffle (need letter signed to get donations)
3. Fri 24 April - Quiz & Youth games night in the shed
4. Sat 9 May - Awards night

4.7.4 **Fundraising.** City of Mandurah Club and Community Group Fundraising Opportunity CoM are seeking EOIs from community groups and clubs to provide volunteers in exchange for a donation. Opportunities include supporting with delivery of Crab Fest (March) and managing parking for gold coin donation at CoM events.

4.7.4.1 **It was proposed that MHSLSC provide volunteers to work manage parking for a small donation at crab fest. This proposal was not ratified.**

4.7.5 **Grants.** Grants Community Sporting and Recreation Facilities Fund (DLGSC)- Small grants round open 3 Feb – 31 Mar, \$2,500 - \$300,000.

4.7.5.1 **Action: Darren to investigate the CSRFF grant.**

4.7.6 **Newsletter.** March newsletter to be sent out Fri 6 March / Sat 7 March - content by Thu 5 March Suggestions for Club person?

4.7.7 **Other** - Started a document capturing community events, fundraising opportunities, grant details, sponsor details, contact details etc. Suggest we create a Google sheet that is shared with all Committee members for access and updates.

4.7.7.1 **Action: Irene to look at the commencement of a google sheet to capture sponsorship details, grants etc.**

4.8 **Director of Lifesaving**

4.8.1 **Lifeguarding.** Negotiations are still under way to finalise lifeguard contact with SLSWA. Issues over the return of loaned gear still yet to be totally finalised.

4.8.2 **Mandurah Tri Club.** Mandurah Tri club has been followed up on regarding last years donation and tri stars water safety.

4.8.3 **Emergency Response.** I attended a L.E.M.C. Meeting last Wednesday (12th Feb). Main topic for the meeting was the recent fire activity. Our guest speaker was the incident controller from the recent Norseman fires which

enforced the closure of the eyre hwy. Our scenario was also based on road closures and who gets permission to enter.

4.8.4 Following the last abalone patrol on the 15th Feb, I was part of an exercise between the Wesfarmers RWC Team and Rockingham Marine rescue.

4.8.5 **Abalone.** Abalone season has concluded for this season. As well as our Wesfarmers JetSki members supporting the Penguin Island and Point Perron patrols, we have been monitoring the Halls Head area gathering Statistics for SLSWA. From this hopefully next season we can run abalone patrols in this area. This will be a joint venture with PB. Abalone patrols are state funded and will be another revenue stream for the club. Thank you to Darren, Liam and Sydnee Gould for your help in gathering these Stats.

4.8.6 **Water Safety.** Still not convinced we have the right workings for the rostered patrols and nippers water safety this year. Some brainstorming to come for next season.

4.8.7 **Awards.** Champion Patrol will need to be started thinking of. The annual patrol captains meeting for this will need to be schedule in the coming month.

4.8.8 **Youth AOE.** I was approached by the president to provide a name for Youth Life Saver of the Year (SRC) for the Youth AOE – after prompting from SLSWA. I selected Sydnee Gould based on her attendance (104.25 hours) and also her participation on Patrol.

4.8.9 **Surf 365.** Discuss Surf 365 program for the City of Mandurah

4.8.10 **Sunday 12 Jan 2020 Incident Debrief** – An incident Debrief was conducted with those MHSLSA members that were involved in the incident. Continued support is available to any that require assistance. PBSLSA and SHSLSC were invited to be a part of this debrief but were unable to for different reasons.

4.8.11 Just a reminder that the club has 4 Peer Support Officers available should anyone need any assistance in relation to this incident. I can organise this if necessary.

4.8.12 VMR exercises – still ongoing.,

4.9 **Training**

4.9.1 **Bronze Medallion Books** – Bronze medallion books are required for the current Bronze course.

4.9.2

- 4.9.2.1 **It was proposed that the club purchase the required Bronze books. It was further proposed that this purchase approval be a standing approval for all subsequent training. Proposal ratified by all committee members.**
- 4.9.3 **Upcoming SLSWA Courses** – Trainers are meeting Saturday 22 Feb to discuss upcoming courses.
- 4.9.4 **Form 14's** – As per last meeting we need to ensure that Form 14's are filled in correctly. The form that had an assessor has now gone to SLSA for rectification. These errors bring the club training processes into question and provide due cause for our club to be audited. I propose that the head trainer for each course be responsible for completing their own form 14. Where this is not possible (i.e. do not have access to Surfguard) then alternative arrangement shall be made.
- 4.9.5 **Training Points Requirement.** SLSWA have been sent an e-mail stating concern over the 12 points training system and that it does not assess a trainer's ability to train and that it will potentially reduce trainer numbers as a result of people not being able to maintain their currency.
- 4.9.6 **Mental Health First Aid Course.** A Youth Mental Health First Aid Course has been locked down with RDP Enterprise Solutions for the 16 and 23 May 2020. There will be 10 places available of which 4 will be allocated to the club Peer Supporters should they wish to attend. The 6 additional places will be offered to other members of the club. This is a fantastic opportunity to engage other members from outside of our club.
- 4.9.6.1 **It was proposed that a small fee of \$50 be requested from all members to cover the costs of this course. Proposal was ratified by all committee members.**
- 4.9.7 A teen mental health first aid course will be run after this session for up to 20 youth members.
- 4.9.8 **NRC transition Course (SRC/Bronze)** - I have put the work out that we are willing to run a free NRC course for those that are interested. I will run the course with a minimum of two members if that is all that step up. This will be followed up again later this season.
- 4.10 **Administration Officer**
- 4.10.1 **Membership** – Our membership numbers continue to grow. We are at 465 members as of today an increase of over 100 members from last year. Indications are that we will see a small rise in this number as the season continues. Estimated membership at end of season will be around 475.

4.10.2 **Archiving** – I have commenced archiving old memberships – starting from last season. Please review and comment if there are names in the list that should not be archived at this point. There is quite a lot of back log in this area.

4.11 **Vice President**

4.11.1 **Youth AOE – Youth AOE** – MHSLSC President requested the Youth director and I provide a name for Club Youth Achiever of the Year for the Youth AOE – after prompting and insistence from SLSWA that clubs nominate members. In order to support SLSWA's initiative Phoebe Higgins has been nominated based on her Patrol attendance (79 hours) and also her all round participation in the club.

4.11.2 Grants. Families and Communities Program Volunteer Grants Activity 2019-20 Volunteer Grants - I have submitted a grant through Andrew Hastie office towards the purchase of additional boards for the club. The grant is capped at \$5,000.

4.11.3 The grant has been submitted based around the Starfish Nipper Program and the requirement for larger boards to assist the participants of the program

4.11.4 If successful we will receive additional $\frac{3}{4}$ boards for the club. And again these boards in my view will be used quite extensively during our two nippers programs.

4.11.5 **Insurance** – I will submit the required paperwork to change our insurances to JLT as soon as possible.

4.11.5.1 **Action:** Anthony to submit insurance paperwork to change insurer

4.12 **President**

4.12.1 **Club Management.** Committee members are reminded that information needs to be shared particularly with the president of the club. When information is not shared it makes it very difficult for me to answer queries or support our decisions. I have no intention of wanting to do every persons job but I do need to know what is going on as it is I that receives all the questions and complaints.

4.12.2 **RACI Chart** – Responsible, Accountable, Consulted and Informed. As a result of the above I will be developing a RACI chart not just for this team but for future committees to assist with understanding there communication responsibilities.

4.12.2.1 **Action:** Develop RACI Chart. Darren Gould

4.12.3 **AGM** – The AGM has been set for July this year and there is a potential for some significant changes. As such the committee need to collate all usernames and passwords to **so that transition to new members is easier and also to prevent siloing for those that will remain.**

4.12.3.1 **Action:** Develop a username and password database. Darren Gould

4.12.4 **22 Feb 20 Event** – I have postponed this event due to timing and back to back events. I have spoken to the CoM and we may conduct a similar activity in late April but on a larger scale. Working through some paperwork. I will be looking for at least 10 helpers for this activity (Ideally those that have a Bronze or SRC)

4.12.5 **Inclusive Beach Day** – I would still like to see this go ahead. Need to work with the CoM around how this would work.

4.12.5.1 **Action:** Darren to organise a meeting with COM to work through facilitating these events.

4.12.6 **Vacuum** – Tides have identified that the current vacuum cleaner is not sufficient to keep the new carpets in the club clean. They have requested that the club purchase a new stick vacuum.

4.12.6.1 **Proposed that a new suitable vacuum be purchased in order to keep the carpets cleaned. Proposal approved by the whole committee. Darren to follow up with Janinie regarding cost.**

4.12.7 **Cleaners.** I do not believe that the cleaners we have at the moment are sufficient for our cleaning and hygiene needs. It is suggested we speak to the cleaners and see if we can amend the current contract to ensure that we keep our club looking clean at all times.

4.12.7.1 **Action:** Darren to organise a meeting the current cleaners to review current agreement.

4.12.8 **New Carpets.** Have been installed however there are some issues with the gluing of the squares. The CoM have committed to getting the installers back out to fix as appropriate.

4.12.9 **Club Awards Night** - has been discussed already – nominations will be sent out to club members in March for completion.

- 4.12.10 **Awards of Excellence Nominations** – We know what the categories will be I am happy to receive nominations at any stage for the AoE.
- 4.12.11 **Skin Check Partnership.** 19 and 21 March has been booked in with the links to be released shortly.
- 4.12.12 **Club KPI's** – Thanks to all that have provided these they will be very helpful in developing the clubs strategic plan.

5. Club Ratifications/Approvals

- 5.1 As a result of this meeting the following actions and requests are ratified.
 - 5.1.1 It was proposed the awards night to be held off site (at the Sebel Mandurah) and that up to \$500 be made available for a DJ. This motion was passed by a majority of the committee. Ratified
 - 5.1.2 It was proposed that a spend of \$1447.50 be ratified for the colour run. Ratified by a majority of the committee.
 - 5.1.3 Proposed that awards consist of Woodside Nipper towels and trophies as discussed. Ratified by all committee Members.
 - 5.1.4 It was proposed that the Club allocates \$4,790 for the purchase towards the purchase of 4 x ¾ rescue boards (excluding surf decals) so they can be shared across nippers. Ratified by all committee members.
 - 5.1.5 It was proposed that a budget of no more than \$600 be allocated to Surf Sports for Awards. Ratified by all members of the committee.
 - 5.1.6 It was proposed that the club purchase the required Bronze books. It was further proposed that this purchase approval be a standing approval for all subsequent training. Proposal ratified by all committee members.
 - 5.1.7 It was proposed that a small fee of \$50 be requested from all members to cover the costs of this course. Proposal was ratified by all committee members.
 - 5.1.8 Proposed that a new suitable vacuum be purchased in order to keep the carpets cleaned. Proposal approved by the whole committee. Darren to follow up with Janinie regarding cost.

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 where required should be sought from the appropriate committee member.

7. NEXT MEETING

The next meeting will be held on the 19 Mar 2020 .

Darren Gould
President
Mandurah SLSC

20 Feb 2020

Meeting Action Items

Action Items	Person Responsible	Progress Report
Complete a Security audit of the club including passwords, keys, pin numbers etc	Darren Gould	
Purchase Surf Sports Surf Ski's and Boards as appropriate and within the scope provided - \$2500 – working with Mac Nichols	Jamie Hesketh	
DoL to review Trauma kits. Equipment being ordered	Russell Price	
Club By-Laws meeting to be organized	Darren Gould	
Work on viewing Tides Café P/L	Eve Kuruc Anthony Gollan	
Ask other suppliers if they can duplicate the Hoodies and order as required. Stacey Bower/Eve Kuruc	Darren Gould	
Create an up to date Sponsor List	Irene Liitiaainen	
Refresh Sponsor Package	Irene Liitiaainen	
Investigate Peach Grant opportunities	Irene Liitiaainen Russell Price	
Follow up MTC for Payment of last years events and complete water safety sanctioning.	Russell Price	
A new date for finalisation of the Club Strategic Plan.	Darren Gould	
More investigation into Friday Night events as an option.	Jamie Hesketh Irene Liitiaainen Victoria Higgins	
Order the Rashies as required – Fluro Green	Darren Gould	
Practical Age Group Manager mentoring to be completed; Find out how this process is assessed and complete as required.	Jamie Hesketh Darren Gould Fiona Kenyon	
Reach out Community Members for assistance as required – find out how this works in relation to insurances etc.	Darren Gould Anthony Gollan	
Follow up with quotes on upgrading the AV system in the club.	Darren Gould Ewan Jones	
Professional carpet cleaning to be organised by the club.	Eve Kuruc	
Jamie to follow up with Adam to see if he is ready to present the shed plan.	Jamie Hesketh	
Put the small trailer up for sale once the shed project is completed.	Jamie Hesketh	
Darren to provide a signed letter to Irene for donations as required.	Darren Gould	
Darren to follow up with SLSWA (Dominic Cowdell) to have rectified.	Darren Gould	
Russell Price to glean interest in running a skippers course within the club.	Russell Price	
Darren to follow up with all NRC's to determine interest and set commencement date in April.	Darren Gould	
Anthony/Darren to obtain a quote to install by-folding glass doors in the undercover area.	Darren Gould Anthony Gollan	
Anthony/Darren look at some options of developing a site induction for new members/visitors to the club	Darren Gould Anthony Gollan	
Darren to follow-up with Mandurah Lockdown Services to obtain a quote for the camera system.	Darren Gould	
Darren to write a letter to DOT as per request above.	Darren Gould	
Club Event - Darren to investigate and follow up as appropriate.	Darren Gould	

If PBSLSC approach MHSLSLSC regarding Intra club competition Nipper Coordinator, President and Surf Sports Coordinator to engage to assist our clubs organization participation.	Darren Gould Fiona Kenyon Monica Reinhardt	
Darren to contact cleaners and discuss additional cleaning for the club.	Darren Gould	
Darren/Ewan to liaise with Garry Williams (SHSLSC) and John Hodges (PBSLSC) to organize youth dinner.	Darren Gould	
Jamie to organise an EOI for those interested in rowing the boat.	Jamie Hesketh	
Quote to be obtained for the purchase of body boards for use at Nippers.	Anthony Gollan	
EOI for Bunnings sausage sizzle for helpers on the 11 April 2020.	Irene Liitiaainen	
Darren to investigate the CSRFF grant.	Darren Gould	
Irene to look at the commencement of a google sheet to capture sponsorship details, grants etc.	Irene Liitianien	
Anthony to submit insurance paperwork to change insurer	Anthony Gollan	
Develop RACI Chart.	Darren Gould	
Develop a username and password database.	Darren Gould	
Darren to organise a meeting with COM to work through facilitating these events.	Darren Gould	

Profit and Loss

Mandurah Surf Life Saving Club Inc For the 12 months ended 29 February 2020

	Feb-20	Feb-19	Feb-18	YTD
Income				
Administration Income	3,851	12,208	-	3,515
Bank Interest	148	2,660	4,867	98
Bar Staff	-	-	277	-
Building Levy	16,315	9,099	16,320	16,045
Cafe and Catering	-	-	12,556	-
Carnival Entries	2,286	5,311	2,940	1,668
Club Bar	2,664	3,440	9,790	2,163
Club Events (42217)	-	-	4,631	-
Club Wind Up & Awards	3,627	3,418	3,462	3,093
Donations	31,657	27,739	36,704	22,692
Equipment and Personnel Hire	2,329	-	2,139	2,329
Equipment Sales	245	859	4,732	155
Fundraising (46015)	2,872	4,196	15,507	769
Grant - Observation Tower Lotterywest	75,000	-	65,955	-
Hall Hire	-	-	5,368	-
Lifesaving Grant	10,909	8,227	5,000	10,909
Membership Income	30,882	21,891	47,621	30,555
Merchandise	6,234	9,897	24,326	6,170
Reimbursed Building Expenses	1,476	-	-	1,476
Sponsorship	11,684	22,727	21,364	11,684
Supervisor Fee	-	-	1,653	-
Tides cost Reimbursements	766	1,234	2,180	518
Tides Service Fee	22,546	21,642	24,688	16,581
Training Income	3,579	1,171	6,136	1,954
Venue Cleaning	-	-	636	-
Total Income	229,069	155,721	318,852	132,373
Less Cost of Sales				
Opening Stock	14,515	7,008	11,116	-
Tides Cafe - Alcohol	-	-	2,434	-
Closing Stock	(10,438)	(14,515)	(7,008)	-
Total Cost of Sales	4,077	(7,507)	6,542	-
Gross Profit	224,992	163,228	312,310	132,373
Less Operating Expenses				
Accounting Fees	2,300	4,239	3,100	2,300
Advertising	828	743	5,328	828
Affiliation	-	-	370	-
Bank Charges	33	35	38	28
Catering	-	172	11,501	-
Cleaning	2,361	3,297	5,827	1,805
Club Events (64105)	5	1,409	7,035	5
Club Wind Up	1,312	5,745	8,796	-

Profit and Loss

	Feb-20	Feb-19	Feb-18	YTD
Competition Entries	2,768	3,352	3,020	455
Council Rates	-	706	1,315	-
Depreciation	5,667	-	-	-
Electricity	12,026	11,730	18,628	9,647
Equipment Purchase	9,520	4,644	5,650	8,246
Events AGM	84	199	300	84
Fixtures & Fittings	1,228	252	950	-
Freight and Delivery	203	712	1,533	162
Fuel & Gas	1,402	671	1,551	1,135
Function Costs	10,185	1,118	3,033	7,579
Fundraising (64200)	618	2,011	4,966	87
Gas	2,971	2,215	4,492	2,158
Insurance	4,899	4,939	10,124	4,899
MARC Lane Hire	2,607	1,281	-	2,321
Medical equipment	6,067	4,532	7,409	3,858
Membership Refunds	80	-	465	80
Merchandise Purchase	11,444	12,327	35,353	11,126
Merchant Fees	1,246	441	445	1,241
Office Supplies	3,277	6,476	3,282	2,958
Other Expenses	1,335	4,401	420	553
Other General Expenses	940	110	1,292	871
Postage	204	254	340	168
Print & Stationary	1,527	43	1,582	1,437
Registration & Licence	1,990	1,796	1,487	1,586
Repair & Maintenance	18,677	8,821	23,013	16,810
Security	1,773	330	1,501	1,409
SLSWA Registration	5,632	5,986	5,402	-
Superannuation	-	520	2,532	-
Telephone	1,102	1,083	2,009	836
Training Courses Expenses	4,799	1,393	4,517	4,149
Training Manuals Expenses	233	27	345	164
Vehicle Repairs & Maintenance	721	4,185	4,890	721
Wages & Salaries Expenses	-	486	38,091	-
Water Rates	3,066	2,780	4,805	2,538
Youth Social (64150)	308	417	153	-
Total Operating Expenses	125,434	105,880	236,890	92,239
Net Profit	99,558	57,349	75,421	40,134

Balance Sheet

Mandurah Surf Life Saving Club Inc As at 29 February 2020

29 Feb 2020 28 Feb 2019

Assets

	29 Feb 2020	28 Feb 2019
Bank		
Cheque Account - 5214	17,350	14,510
High Interest Account - 5222	87,600	68,016
Petty Cash - 6241	1,244	241
Total Bank	106,194	82,767
Current Assets		
Floats	445	500
Term Deposit	120,305	110,000
Trade Debtors	7,071	5,632
Total Current Assets	127,821	116,132
Fixed Assets		
Asset - as valued	127,491	127,491
Depreciation of Observation Tower	(5,667)	-
Equipment	100,324	100,197
Leasehold Capital Improvements	1,890,256	1,890,256
Observation Tower	85,000	10,000
Stock on hand - Merchandise	10,438	14,515
Total Fixed Assets	2,207,842	2,142,459
Total Assets	2,441,856	2,341,358

Liabilities

Current Liabilities		
GST	2,257	(7)
Rounding	-	-
Trade Creditors	4,520	6,693
Venue Bonds	2,500	2,500
Total Current Liabilities	9,278	9,187
Non-Current Liabilities		
Board Bond	850	-
Total Non-Current Liabilities	850	-
Total Liabilities	10,128	9,187
Net Assets	2,431,729	2,332,171

Equity

Current Year Earnings	40,134	56,592
Members Accumulated Funds	2,391,595	2,275,580
Total Equity	2,431,729	2,332,171

