

Create an up to date Sponsor List	Irene Liitiaainen	Ongoing
Refresh Sponsor Package	Irene Liitiaainen	Ongoing
Investigate Peach Grant opportunities	Irene Liitiaainen Russell Price	Ongoing
Follow up MTC for Payment of last years events and complete water safety sanctioning.	Russell Price	Complete
A new date for finalisation of the Club Strategic Plan.	Darren Gould	Complete – Stratgic plan to be released.
More investigation into Friday Night events as an option.	Jamie Hesketh Irene Liitiaainen Victoria Higgins	Withdrawn – will be revisited by the next committee
Order the Rashies as required – Fluro Green	Darren Gould	Ongoing – Needed for the commencement of next season.
Practical Age Group Manager mentoring to be completed; Find out how this process is assessed and complete as required.	Fiona Kenyon	Ongoing – Fiona to address at the next lot of SLSWA Forums
Reach out Community Members for assistance as required – find out how this works in relation to insurances etc.	Darren Gould Anthony Gollan	Ongoing – more research into the Wayfairers required.
Jamie to follow up with Adam to see if he is ready to present the shed plan.	Jamie Hesketh	Project on hold until next season.
Put the small trailer up for sale once the shed project is completed.	Jamie Hesketh	Sold - complete
Darren to provide a signed letter to Irene for donations as required.	Darren Gould	Ongoing – Letter to be written
Russell Price to glean interest in running a skippers course within the club.	Russell Price	Ongoing – in conversations with SLSWA regarding funding.
Darren to follow up with all NRC's to determine interest and set commencement date in April.	Darren Gould	Closed – Will look at this as an option next season.
Anthony/Darren to obtain a quote to install by-folding glass doors in the undercover area.	Darren Gould Anthony Gollan	Quote received (approx \$22K). Project will be placed on hold until a better understanding of our financial postion is known after COVID-19
Anthony/Darren look at some options of developing a site induction for new members/visitors to the club	Darren Gould Anthony Gollan	Ongoing – Will need collaboration to complete this.
Darren to follow-up with Mandurah Lockdown Services to obtain a quote for the camera system.	Darren Gould	Received (\$7K) - Project will be placed on hold until a better understanding of our financial postion is known after COVID-19
Club Event - Darren to investigate and follow up as appropriate.	Darren Gould	Withdrawn due to COVID-19
If PBSLSC approach MHSLSC 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	Withdrawn due to COVID-19
Darren to contact cleaners and discuss additional cleaning for the club.	Darren Gould	Conversations have been had – however placed on hold until COVID-19 situation settles.
Darren/Ewan to liaise with Garry Williams (SHSLSC) and John Hodges (PBSLSC) to organize youth dinner.	Darren Gould	Withdrawn due to COVID-19
Darren to investigate the CSRFF grant.	Darren Gould	Ongoing – Meeting with Troy Jones to discuss (re: Town Beach Shed).
Irene to look at the commencement of a google sheet to capture sponsorship details, grants etc.	Irene Liitianien	Ongoing
Anthony to submit insurance paperwork to change insurer	Anthony Gollan	Complete

Develop RACI Chart.	Darren Gould	Ongoing
Develop a username and password database.	Darren Gould	Ongoing

4. NEW BUISNESS

4.1 Nippers

- 4.1.1 Request for the club to creating/generate a Nipper Booklet for Nipper Age Group Managers. It was also discussed that a one day Age Group Managers Induction day would be a good idea. Fiona to follow up as required.
- 4.1.2 The use of the iPads for the Nipper App was discussed. The Nipper app is web based and needs to have access to the internet to work properly. It is an excellent tool but does have usage restrictions because of the need to connect to the internet. The club may need to look for a mobile wifi dongle that can be located and used on the beach?
- 4.1.3 Nipper close out needs to be completed.
 - 4.1.3.1 **Action:** Nipper end of season close out on Surf Guard to be completed. Fiona Kenyon
- 4.1.4 Fiona informed that she was interested in continuing on as the Nipper Coordinator however due may be restricted in duties later next season. It was discussed that two assistant coordinators be sought to assist. 1 x Woodside Coordinator and 1 x Starfish Nipper Coordinator.

4.2 Youth

- 4.2.1 **Youth.** Working on some plans for next season. Need to be more proactive in this space as it is a critical retention area.

4.3 Surf Sports

- 4.3.1 Surf Sports training has been suspended due to COVID-19 until further notice.

4.4 Finance Officer

- 4.4.1 Club Financial Audit to be completed commencing 2 Jun 2020.
- 4.4.2 Finance officer has requested that all outstanding debtors over 12 months old be written off. Discussion in relation to this was that all club members with outstanding debts where written off would have this notated on their Surfguard profile in the notes and would not be permitted membership until paid in full or an agreement with the club is made.

4.4.2.1 **Ratification Required** – Ratification for this proposal to be sought from committee members via electronic means. Please see addendum for result.

4.4.3 The club budget for next financial season has been completed. A detailed walk through was provided to committee members. Some slight changes may be required. Will be presented at the next Committee meeting for ratification.

4.4.4 **Season 2020 Club Fee structure.** A draft fee structure was presented to the committee in attendance; however, will need to be addressed and ratified at the next committee meeting.

4.4.4.1 **Action:** Review and ratify the season 2020 fee structure at the next committee meeting.

4.4.5 A request from Tides café for automatic soap dispensers in the toilets was requested. Currently there are manual dispensers in the toilets. Will need to be addressed at the next committee meeting.

4.4.5.1 **Action:** Discuss automatic soap dispensers at next committee meeting.

4.4.6 Current landline phone is playing up. It was suggested that a Club Mobile Prepaid phone be purchased and the landline removed. For further discussion at the next committee meeting.

4.4.6.1 **Action:** Discuss the purchase of Club Prepaid Mobile Phone for next season.

4.5 **Marketing and Sponsorship**

4.5.1 **Newsletter** - Request if we needed to do a new monthly Newsletter. Newsletter to be placed on hold at this stage – Annual reports are to be completed.

4.5.2 Annual Report – Annual report needs to be put together.

4.5.2.1 **Action:** Please forward all annual reports to Darren Gould by 25 Jun 2020 for annual report completion.

4.5.3 Advertising – Need to commence advertising for next seasons Woodside Nippers to gain interest early. For additional discussion at the next committee meeting.

4.6 **Director of Lifesaving**

4.6.1 **BSEF** – The BSEF has now been fully acquitted.

4.6.2 **IRB's** – looking and doing some off season training to keep skills up. IRB driving and skill sessions during winter. No pickups at this stage due to ongoing COVID-19 restrictions.

4.6.3 **Incident Support Group for LEMAC** – MHSLSLSC have been asked to be a part of the COVID-19 Incident support group (out of LEMAC). Have attended a couple of meetings

4.7 **Training**

4.7.1 All Lifesaving training remains on hold. Due to COVID-19 restrictions.

4.7.2 MHSLSLSC Leadership course indoors can recommence as long as social distancing restrictions are adhered to. Darren Gould to advise Billy Ferreira.

4.7.2.1 **Action:** Advise leadership course that they can recommence training as required.

4.7.3 Mental health first aid course that was approved is now on hold – we may look at trying to stand this up next season.



4.8 **Vice President**

4.8.1 Chemical Cabinet - The Chemical Cabinet in the Shed has rusted through on its second skin which means it now does not contain any spills that occur in the cabinet. This was evident recently when a boat bladder released its fuel load with the fuel leaking out the cabinet.

4.8.2 The cabinet was donated to the club a few years back so no cost was associated with it. The size of the current cabinet is 1750Hx1100Wx500D.

4.8.3 In view of the current cabinet being non-complaint the club needs to look at purchasing a new one. As with most items of this nature it is not a cheap exercise. The following priced have been obtained to replace the old cabinet with a new one.

4.8.4

Supplier	Description	Image	Cost (GST Incl)
Seton	Flammable Liquid Storage Cabinet 350L Yellow 1925Hx1400Wx500D		\$2,600.24
Seton	Flammable Liquid Storage Cabinet 350L 1760Hx870Wx870D		\$3,368.42

Seton	Flammable Liquid Storage Cabinet Value 250L Yellow 1825Hx1100Wx500D		\$2,094.90
DMD Storage Group	160 Litre Safety Cabinet 1295Hx1100Wx500D		\$1,541.00
DMD Storage Group	250 Litre Safety Cabinet 1825Hx1100Wx500D		\$1,832.00

4.8.5 We do currently have a small cabinet at town beach which we could utilise in the main gear shed as this was not used last year however it would not fit the IRB fuel bladders in it as the current one does now, so the club would need to change on how it handles these bladders if we went down this line.

4.8.6 **Recommendation** That the club allocate funds of \$3,000 towards the purchase of a new Flammable Liquid Storage Cabinet

4.8.6.1 **Ratification Required** – Ratification for this proposal to be sought from committee members via electronic means. Please see addendum for result.

4.8.7 **Club Insurances** - Quite a while back the club was chasing an alternative insurance quote to cover the clubs plant and equipment. The below quote has been received from Marsh Australia.

4.8.8 Kindly note that these figures are based on the policy inception date of 02/03/2020 until renewal date being 01/10/2020. This will bring us in line with the National Risk Protection Programme and the policy will then renew for the full 12 months. This is in alignment with SLISA.

Policy

Policy	Assets	Estimated Pro-Rata Premium (inclusive fees, taxes & charges)
Industrial Special Risks*	Location 1: Contents \$200,000, Stock \$30,000 + Member's Equipment \$10,000 Location 2: Building \$85,000	\$1,466.89
Motor Vehicle	X1 Sedan (Ute), x6 Bikes / ATV, x10 Trailer	\$2,200.69
Marine Hull	X4 IRB, x2 Motor, x1 Jetski	\$859.41

4.8.9 *Note the ISR policy includes the Equipment and Machinery policy at a pro-rata amount of approx. \$95.00.

- 4.8.10 **Deductible / Excess:**
 - 4.8.10.1 ISR \$750
 - 4.8.10.2 Jet Ski \$200 each and every claim
 - 4.8.10.3 Motors \$200 each and every claim
 - 4.8.10.4 Sedan \$500 per claim
 - 4.8.10.5 Trailer \$500 per claim
 - 4.8.10.6 ATV \$350 per claim
- 4.8.11 In view that the club has no current insurance coverage for our ATV's, IRB's, Stock, or contents it is proposed that we accept the above pricing to ensure we have comprehensive insurance coverage across the club.
- 4.8.12 Marsh Australia will accept the policy from the date of instruction and provide a formal invoice / policy wording.
- 4.8.13 Based on the above pricing it is estimated that our insurance costs would be around \$7,500 per year.
- 4.8.14 **Recommendation:** That MHSLSC proceed in obtaining comprehensive insurance through Marsh Australia as per the National Risk Protection Program.
 - 4.8.14.1 Insurance - \$7500 – marsh insurance 2 Mar 1 October dates. Prorata rates includes IRB,s Motors, ATV's Jet Ski. Ute Contents, Action
 - 4.8.14.2 **Ratification Required** – Ratification for this proposal to be sought from committee members via electronic means. Please see addendum for result.
- 4.8.15 **Stocktake** - With COVID-19 restrictions now allowing 10 people gatherings indoors the club should be looking at organising its annual stocktake as required by SLSWA. Number should be kept at 10 incorporating the stocktake at Town Beach.
 - 4.8.15.1 **Action:** Club Stocktake needs to be completed.

- 4.9.1 **Club Fitness.** With COVID-19 restrictions now allowing 20 people gatherings outdoors to the club a couple of members have asked if they can run a club fitness class. Sessions would be free of charge and activities and numbers would be managed to ensure that COVID restrictions are adhered to.
- 4.9.2 The committee members assembled had no issue with this commencing as long as it met the required COVID-19 restrictions. An investigation would be required to be completed to ensure that there was not particular training required by those running the activity. In fact it was seen as an excellent way to encourage members back to the club in a controlled manner.
- 4.9.3 **AGM** – The AGM has been set for 26 July 2020 this year and there we will be seeing some significant changes to the committee and its structure next season. Attached is a draft organisational chart that was presented at this meeting. This Organisational chart will be discussed and ratified at the next committee meeting.
- 4.9.4 The AGM notification and nomination forms to be sent out by 30 Jun 2020.
- 4.9.4.1 [Action: Send AGM E-mail.](#)
- 4.9.5 Take this opportunity to minute my thanks and appreciation to all the committee members this season. Your service is very much appreciated.
- 4.9.6 **SLSWA Awards of Excellence:** The following nominations were received and submitted for the SLSWA Awards of Excellence
- 4.9.6.1 **Club of the Year** – MHSLSC
- 4.9.6.2 **Community Program of the Year** – MHSLSC Starfish Nippers
- 4.9.6.3 **Youth Lifesaver of the Year 17-21** – Liam Gould
- 4.9.6.4 **Woodside Nippers Age Group Manager of the Year** – Michelle Wong
- 4.9.7 Receipt of all applications has been received. We wish all nominees the best of luck.
- 4.9.8 **Inclusive Beach Day** – I would still like to see this go ahead. Need to work with the CoM around how this would work.

5. Club Ratifications/Approvals

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

5.1.1 **Ratification Required** – Specific ratifications results are provided at the attached addendum.

5.1.1.1 Write off outstanding debts over 12 months old.

5.1.1.2 Purchase a new flammable cabinet.

5.1.1.3 Purchase extensive insurance as quoted.

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 18 Jun 2020 .

Darren Gould
President
Mandurah SLSC

27 May 2020

Addendum to Minutes of Meeting 21 May 2020

The following points have been ratified by the full committee via electronic voting dated 26 May 2020.

Request

Write off all outstanding debts over 12 months old – members with written off debts are to be recorded and managed as detailed within these minutes.

Result - Approved by Full Committee 26 May 2020

Request

Purchase a new flammable cabinet due to safety issue with current cabinet. Total value requested \$3000.

Result - Approved by Full Committee 26 May 2020

Request

Purchase comprehensive insurance from Marsh Insurance as quoted (up to \$7500) pro-rata.

Result - Approved by Full Committee 26 May 2020

Meeting Action Items

Action Items	Person Responsible	Progress Report
DoL to review Trauma kits. Equipment being ordered	Russell Price	
Club By-Laws meeting to be organized	Darren Gould	
Create an up to date Sponsor List	Irene Liitiaainen	
Refresh Sponsor Package	Irene Liitiaainen	
Investigate Peach Grant opportunities	Irene Liitiaainen Russell Price	
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.	Fiona Kenyon	
Reach out Community Members for assistance as required – find out how this works in relation to insurances etc.	Darren Gould Anthony Gollan	
Jamie to follow up with Adam to see if he is ready to present the shed plan.	Jamie Hesketh	
Darren to provide a signed letter to Irene for donations as required.	Darren Gould	
Russell Price to glean interest in running a skippers course within the club.	Russell Price	
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 contact cleaners and discuss additional cleaning for the club.	Darren Gould	
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 Liitiaainen	
Anthony to submit insurance paperwork to change insurer	Anthony Gollan	
Develop RACI Chart.	Darren Gould	
Develop a username and password database.	Darren Gould	
Nipper end of season close out on Surf Guard to be completed	Fiona Kenyon	
Review and ratify the season 2020 fee structure at the next committee meeting.	Committee	
Discuss the purchase of Club Prepaid Mobile Phone for next season.	Committee	
Please forward all annual reports to Darren Gould by 25 Jun 2020 for annual report completion.	Committee	
Advise leadership course that they can recommence training as required.	Darren Gould	
Club Stocktake needs to be completed	Russell Price Darren Gould Eve Kuruc	

Membership Categories and Fees								
Category	Notes	Raw Cost	Proposed	Building Levy	Total Cost/Person Current	% cost reduction	Total Cost/Person Proposed	Units
Building Levy	The building Levy is charge to all members and is used to pay for the building maintenance and utilities within the club.	\$40.00	\$40.00					Per Person
	This building levy is not included in the membership discounts.	\$120.00	\$120.00					Maximum per family
Active Member (18+)	Refer to the notes above for membership explanation. Price includes the Building Levy and excludes any discounts.	\$70.00	\$60.00	\$40.00	\$110.00	9%	\$100.00	Per Person
Active Member (15-17)	Refer to the notes above for membership explanation. Price includes the Building Levy and excludes any discounts.	\$50.00	\$40.00	\$40.00	\$90.00	11%	\$80.00	Per Person
Associate Membership	Refer to the notes above for membership explanation. Price includes the Building Levy and excludes any discounts.	\$120.00	\$105.00	\$40.00	\$160.00	9%	\$145.00	Per Person

Family Membership					
Parents or Guardians	One Child	Two Children	Three Children	Four Children	Additional Child
1 Parent +	\$235.00	\$320.00	\$360.00	\$400.00	\$45.00
Proposed	\$210.00	\$285.00	\$320.00	\$360.00	\$35.00
2 Parents +	\$360.00	\$400.00	\$440.00	\$480.00	
Proposed	\$320.00	\$360.00	\$395.00	\$430.00	

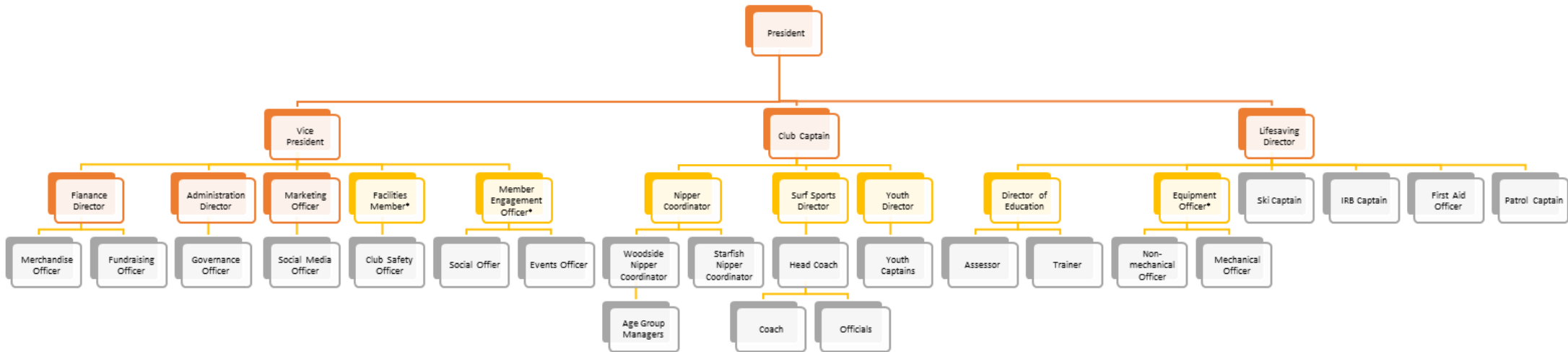
Approximately 10% membership price reduction across the board.

Proposal – to be confirmed

Surf Sports Fee	Package	Cost	Value	Saving	Notes
Little Nipper Surf Sports Fee	Includes: <ul style="list-style-type: none"> • 2 x Little Nipper Carnival (Entry Fee) • 1 x Little Nipper Country Carnival (Entry Fee) • 1 x Little Nipper State Championships (Entry Fee) 	\$50.00	\$65.00	\$15.00 23%	<ol style="list-style-type: none"> 1. <i>Non-refundable if you choose not to attend the events</i> 2. <i>Prices Subject to change prior to the commence of the season depending on number of events and associated fees.</i> 3. <i>If events are cancelled by SLSWA a prorata refund will be provided.</i>
Nipper Surf Sport Fee	Includes: <ul style="list-style-type: none"> • 2 x Nipper Carnival (Entry Fee) • 1 x Nipper Country Carnival (Entry Fee) • 1 x Country Championships (Entry Fee) 	\$80.00	\$100.00	\$20.00 20%	<ol style="list-style-type: none"> 1. <i>Non-refundable if you choose not to attend the events.</i> 2. <i>Does not include State Championship Entry Fees as Nippers need to qualify through Country Championships.</i> 3. <i>Does not include State Enduro Championships entry fee.</i> 4. <i>Prices Subject to change prior to the commence of the season depending on number of events and associated fees.</i> 5. <i>If events are cancelled by SLSWA a pro-rata refund will be provided.</i>
Youth and Senior Sur Sports Fee	Includes: <ul style="list-style-type: none"> • 3 x Carnival (Entry Fee) • 1 x Country Carnival (Entry Fee) • 1 x Country Championships (Entry Fee) • 1 x State Championship (Entry Fee) 	\$120.00	\$160.00	\$40.00 25%	<ol style="list-style-type: none"> 1. <i>Non-refundable if you choose not to attend the event</i> 2. <i>Does not include State Enduro Championships entry fee.</i> 3. <i>Prices Subject to change prior to the commence of the season depending on number of events and associated fees</i> 4. <i>If events are cancelled by SLSWA a pro-rata refund will be provided.</i>
Masters Surf Sports Fee	Includes: <ul style="list-style-type: none"> • 3 x Carnival (Entry Fee) • 1 x Country Carnival (Entry Fee) • 1 x Country Championships (Entry Fee) • 1 x State Championship or State Masters Championships (Entry Fee) 	\$120.00	\$160.00	\$40.00 25%	<ol style="list-style-type: none"> 1. <i>Non-refundable if you choose not to attend the events</i> 2. <i>Does not include State Enduro Championships entry fee</i> 3. <i>Includes one state championship entry fee - either state masters or state championships</i> 4. <i>Prices Subject to change prior to the commence of the season depending on number of events and associated fees.</i> 5. <i>If events are cancelled by SLSWA a pro-rata refund will be provided.</i>

Proposed Organisational Chart

* Proposed New General Committee Positions



Executive Committee - (Strategic Directors)

General Committee Members (Includes Executive Committee) - (Operational Directors)

Club Officer Positions Non Committee - (Volunteers)