



Darren to follow-up with Mandurah Lockdown Services to obtain a quote for the camera system.	Darren Gould	Will remain on hold for the foreseeable future.
Darren to investigate the CSRFF grant.	Darren Gould	Completed. To be reviewed 2021.
Develop a username and password database.	Darren Gould	Complete

#### 4. NEW BUSINESS

##### 4.1 Life Saving

4.1.1 **Life Saving Agreement:** Waiting on SLSWA to release the Lifesaving agreement template to commence lifesaving plan for 2020/2021. Lifesaving patrols will be focused on San Remo (Club) and Town Beach only this season.

4.1.2 **First Aid Room:** First Aid Officers have commenced a stocktake of the First Aid room. A request for a \$1000 budget to purchase equipment.

4.1.2.1 **Recommendation:** Total Budget of \$1000 approved for purchasing of required first aid equipment. *Ratified by full committee.*

4.1.3 **Equipment Sale:** It is requested that the club dispose of identified excess equipment this season. The following items are approved for sale:

- a. Old Red IRB and one Motor
- b. Old Orange IRB and one Motor
- c. Red ATV
- d. Large Patrol Trailer
- e. Light weight boat trailer.

4.1.3.1 **Action:** Director of Lifesaving to establish prices and process for sale to be ratified by this committee. Once ratified items to be disposed of.

##### 4.2 Education

4.2.1 **Restrictions:** As of todays date contact training remains restricted due to Level 4 COVID -19 restrictions.

4.2.2 **First Aid Course:** A Provide First Aid course is commencing next week – training will be modified to meet the non-contact standards if restrictions continue to be in force.

4.2.3 **Meeting:** Trainers are meeting this week to discuss training courses for the first part of the season that will hopefully be locked in this weekend. These courses will be subject to COVID restrictions.

##### 4.3 Club Captain

4.3.1 **Boards:** New boards have been paid for and we are awaiting arrival. A complete review of the leasing process will be completed to ensure that we are charging the correct amount and that boards are only being taken if leased.

4.3.1.1 **Action:** A review of the board leasing program.

#### 4.4 Surf Sports

4.4.1 **Training:** The circuit training continues to be popular with those attending. We will be commencing some swim training on Mondays.

4.4.2 **Meeting:** Meetings with coaches to be organised to commence planning for the 2020/2021 season.

#### 4.5 Youth

4.5.1 **Camps:** After visiting SLSWA the Toad and Rise Up Camps will be run again this season. All Youth are encouraged to apply to attend. the season.

4.5.2 **Youth Courses:** SLSWA advised that there are a number of Youth Courses available for our youth and all are encouraged to look at participating (Youth Officials, Age Group Managers, Coaching and Training)

4.5.3 **Quiz Night:** We would like to kick off our Youth nights by commencing a fortnightly Youth Kahoot quiz night. It is requested the board budget \$500 for prizes and incentives for this activity.

**4.5.3.1 Recommendation:** \$500 for fortnightly Youth Quiz night. ***Ratified by committee (within Budget)***

#### 4.6 Nippers

4.6.1 **Flyers/Advertising:** Need to develop some flyers for the registration day.

**4.6.1.1 Action:** Flyers to be developed for registration day.

4.6.2 **Meeting:** Nipper sub-committee meeting on Sunday to develop plan for 2020/2021 season.

#### 4.7 Finance

4.7.1 **Sub Committee:** Finance sub committee met last week as a meet and greet for the 2020 season. This sub committee will meet monthly the week prior to the committee meeting

4.7.2 **Utilities Sub-Metering:** The finance subcommittee recommended that the club look at the cost to sub meter its utilities to obtain a clear understanding of where our utility costs within the club are coming from.

**4.7.2.1 Recommendation:** hat the club look at the cost to sub meter its utilities to obtain a clear understanding of where our utility costs within the club are coming from. ***Ratified by the full Committee***

**4.7.2.2 Action:** Club to investigate sub-metering costs.

4.7.3 **Bank Signatories:** With he change of the committee at the AGM banking signatories will need to be changed. The following members will need to be removed as banking Signatories:

- a. Monica Reinhardt,
- b. Susan Gould.

4.7.4 The following people are to be added as MHSLSC Bank signatories.

- a. Anthony Gollan,
- b. Amanda Bettridge,

**4.7.4.1 Action:** Eve Kuruc and Darren Gould to visit bank to organise bank signatories.

4.7.5 **Club Debit Cards:** Club needs to investigate the possibility of additional club cards to make purchasing easier.

**4.7.5.1 Action:** Club to investigate additional debit cards.

4.7.6 **Club Audit:** Club equipment audit needs to be completed. Date needs to be set and volunteers requested.

**4.7.6.1 Action:** Club equipment audit to be completed

4.7.7 **Term Deposit:** The club Term deposit will be rolled over for another year.

#### 4.8 Admin

4.8.1 The Mandurah Gymnastics Club are folding and have offered the club money to put towards Starfish Nippers – total money to be advised.

4.8.2 A request from the City of Mandurah for the club to participate in the Summer Sports Expo. The club is interested and will participate.

**4.8.2.1 Action:** Complete paperwork for Summer Sports Expo.

#### 4.9 Vice President

4.9.1 **Club Finances** - The current finance balances of the club are roughly \$185,000. This amount is currently not allocated to any specific areas except for our operations budget. In view of this and the clubs strategic plan it is prudent that the committee commence reserving funds towards meeting these targets and securing the future development of the Mandurah Surf Life Saving Club.

4.9.2 It is recommended that the Committee establish the below reserve funds and allocate funds accordingly.

**4.9.2.1 Building Reserve - \$80,000** - To be used for capital maintenance on Club owned buildings.

**4.9.2.2 Plant and Equipment Reserve - \$30,000** - To be used for the purchase or replacement of capital plant and equipment.

**4.9.2.3 Nippers/Youth Reserve - \$15,000** - To be used for the development and purchase of equipment for Nipper/Youth activities.

4.9.3 These funds will then be used to support the purchase of specific items as approved by the committee and fall into the scope of each reserve. It is also foreshadowed that the above reserves be supported by strategic programs based over a 10 year forecast.

4.9.4 If the above is approved by the committee this would leave around \$65,000 in our operational account.

4.9.5 If for some reason the clubs operating expenses were above the operating income a special majority vote of the committee (75%) would be required to transfer any funds from the reserves back into the operational account.

4.9.6 As this is a new proposal for the club there are no additional forecasted transfers to these reserve funds this year however it is suggested pending the clubs audited profit and loss for 2020/21 the committee maybe in apposition to top these reserves funds up even further taking into consideration our operational needs.

4.9.7 Moving forward into 2021/22 the committee should be looking at making regular transfers to these reserves each year to ensure the viability of the club.

**4.9.7.1 Recommendation:** That the Mandurah Surf Life Saving Club establish the below Reserve funds and allocate funds as from its operational accounts. ***Ratified by full Committee***

- **Building Reserve - \$80,000** - To be used for capital maintenance on Club owned buildings.
- **Plant and Equipment Reserve - \$30,000** - To be used for the purchase or replacement of capital plant and equipment.
- **Nippers/Youth Reserve - \$15,000** - To be used for the development and purchase of equipment for Nipper/Youth activities.

**4.9.7.2 Action:** The committee request the Mandurah Surf Life Saving Club Finance Sub-committee develop strategic programs based over a 10 year forecast for the above reserves and report these back to the full committee for approval.

4.9.8 **Sponsorship** - The Vice-president has contacted 91.7 The Wave seeking sponsorship for the club and in particular the Starfish Nipper Program.

4.9.9 **Club Bar** - In relation to the club's strategic plan the issue of a licenced bar was raised on multiple occasions and included in the final document.

4.9.10 As the introduction of a licenced bar to the surf club would give us a more social aspect it also provided the opportunity to increase our revenue base.

- 4.9.11 It is recommended that the Committee establish a Building Sub Committee as soon as possible to commence the process of obtaining the requirements around establishing a licenced bar plus putting plans together of where the bar could be located within the current club building. It is envisaged that the committee may need to engage a third party to assist in providing this information.
- 4.9.12 Companies like Lavan assist clubs in obtaining liquor licenses. Lavan have also sponsored SLSWA in the past.
- 4.9.13 It would also be pertinent to suggest that this committee would also be utilised to look at the future development/expansion of the club facilities over the next 5 years however the establishment of a licenced club bar is the first priority in the authors view.

**4.9.13.1 Recommendation:** That the Mandurah Surf Life Saving Club establish a Building Sub-Committee with the focus of obtaining the requirements around establishing a licenced bar plus putting plans together of where the bar could be located within the current club building. *Ratified by full committee*

#### 4.10 President

- 4.10.1 **Memorial** – Club has been approached by Kerrie Webb requesting permission to mount a Memorial Plaque in memory of her daughter Jaymee Webb.

**4.10.1.1 Recommendation:** Club allow the memorial plaque to be installed at the club. *Ratified by full committee.*

**4.10.1.2 Recommendation:** That the club honour the Webbs loss by awarding the Youth Lifesaver of the Year award in memory of Jaymee Webb. *Ratified by full committee.*

- 4.10.2 **Strategic Plan Presentation:** Darren would like to have an evening event with local VIP's to talk though the clubs strategic plan – proposed date 18 September.

- 4.10.3 **SLSWA Affiliation:** Club Affiliation paperwork is to be completed.

**4.10.3.1 Action:** Darren Gould to ensure that Affiliation paperwork is completed.

- 4.10.4 **SLSWA Forums:** Forums are scheduled for the 5 September. Strict COVID-19 procedures apply. It is suggested that all members that these forums are relevant to attend as appropriate

- 4.10.5 **Honour Boards and Trophies.** Need to be updated.

4.10.5.1 **Action:** Darren to follow up and organise Honour Boards and trophies to be completed.

## 5. Private and Confidential Matter

5.1 The committee discussed a private and confidential matter that cannot be minuted here. This discussion was generated as a result of correspondence received from SLSWA.

## 6. Ratifications

6.1 The following recommendations have been ratified as a result of this meeting.

6.1.1 **Recommendation:** Total Budget of \$1000 approved for purchasing of required first aid equipment. ***Ratified by full committee.***

6.1.2 **Recommendation:** \$500 for fortnightly Youth Quiz night. ***Ratified by committee (within Budget)***

6.1.3 **Recommendation:** hat the club look at the cost to sub meter its utilities to obtain a clear understanding of where our utility costs within the club are coming from. ***Ratified by the full Committee***

6.1.4 **Recommendation:** That the Mandurah Surf Life Saving Club establish the below Reserve funds and allocate funds as from its operational accounts. ***Ratified by full Committee***

6.1.5 **Recommendation:** That the Mandurah Surf Life Saving Club establish a Building Sub-Committee with the focus of obtaining the requirements around establishing a licenced bar plus putting plans together of where the bar could be located within the current club building. ***Ratified by full committee***

6.1.6 **Recommendation:** Club allow the memorial plaque to be installed at the club. ***Ratified by full committee.***

6.1.7 **Recommendation:** That the club honour the Webbs loss by awarding the Youth Lifesaver of the Year award in memory of Jaymee Webb. ***Ratified by full committee.***

## 7. RELEASE

7.1 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.

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

## 8. NEXT MEETING

The next meeting will be the AGM held on the 26 Jul 2020 .

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Darren Gould  
President  
Mandurah SLSC

13 Aug 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	
Investigate Peach Grant opportunities	Darren Gould	
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	
Jamie to follow up with Adam to see if he is ready to present the shed plan.	Jamie Hesketh	
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	
Flyers to be developed for registration day.	Darren Gould	
Club to investigate sub-metering costs.	Eve Kuruc	
A review of the board leasing program.	Jamie Hesketh Teagan Bertoli	
Eve Kuruc and Darren Gould to visit bank to organise bank signatories.	Eve Kuruc	
Club to investigate additional debit cards.	Eve Kuruc	
Club equipment audit to be completed	All	
Complete paperwork for Summer Sports Expo.	Shona King-Goddard	
The committee request the Mandurah Surf Life Saving Club Finance Sub-committee develop strategic programs based over a 10 year forecast for the above reserves and report these back to the full committee for approval.	Anthony Gollan	
Darren Gould to ensure that Affiliation paperwork is completed.	Darren Gould	
Darren to follow up and organise Honour Boards and trophies to be completed.	Darren Gould	
Director of Lifesaving to establish prices and process for sale to be ratified by this committee. Once ratified items to be disposed of.	Russell Price	



