



# MACKAY SURF LIFESAVING CLUB INC

## MINUTES – MANAGEMENT COMMITTEE

<b>Meeting Title:</b>	Management Committee meeting
<b>Meeting Time and Date:</b>	20 <sup>th</sup> August, 2013 @ 6pm
<b>Meeting Venue:</b>	Training Room
<b>Attendees:</b>	<b>Management Committee attending:</b> Stan Ridland, , Chris Lynam, John Brotherson, Greg Born, Alison Friswell, Tony Caris, <b>Club Members observing:</b> Karen Brotherson, Steve Bruun, Joy Tusa, Reg Butler, Jennie Mack, Nicole Biki, Kelly-Jo Czapski
<b>Apologies:</b>	Hannah Ridland, Murray Friswell, Michael Wilson
<b>Minutes kept by:</b>	Alison Friswell

### 1. Meeting Open:

<b>Opened by:</b>	Stan Ridland
<b>Time Opened:</b>	6.10pm

### 2. Minutes of the previous meeting:

<b>Moved by:</b>	Stan Ridland			
<b>Seconded by:</b>	John Brotherson			
<b>Amendments (if applicable):</b>				
<b>Result:</b>	Carried	<input checked="" type="checkbox"/>	For	
			Against	
	Lost	<input type="checkbox"/>	Abstain	

### 3. Business arising from minutes of previous meeting:

#### Discussion:

- Mackay Marina Run- Committee to make a decision on donation to Mackay SLSC from run organisers. An agreement should be in place for future events in which the club is providing volunteers/services- agreement to be made and agreed by management committee prior to event taking place.

<b>Motion:</b>	<b>That the management committee accept an \$800 donation from the organisers of the Mackay Marina Run and that an invoice of that amount be sent</b>		
<b>Moved by:</b>	<b>Michael Wilson</b>		
<b>Seconded by:</b>	John Brotherson		
<b>Result:</b>	Carried	<input checked="" type="checkbox"/>	For
			Against
	Lost	<input type="checkbox"/>	Abstain
<b>Actions arising</b>	<b>Lead role</b>	<b>Date</b>	
Michael Wilson to contact Marina organising committee and request donation			

### 4. Correspondence:

#### Inwards:

- Refer to inwards correspondence register

That the inward correspondence be received:

**Moved by:** Steve Bruun

**Seconded by:** Stan Ridland

<b>Result:</b>	Carried	<input checked="" type="checkbox"/>	For
			Against
	Lost	<input type="checkbox"/>	Abstain

#### Outwards:

- Refer to outwards correspondence register

That the outward correspondence be endorsed:

**Moved by:** Steve Bruun

		<b>Seconded by:</b>	Stan Ridland	
<b>Result:</b>	Carried	<input checked="" type="checkbox"/>	For	
			Against	
	Lost	<input type="checkbox"/>	Abstain	

**5. Business arising from correspondence:**

<b>Discussion:</b>
<ul style="list-style-type: none"> <li>Volunteer Grant funds –approval to be sought to vary the items on which the grant funds can be spent. It is proposed that the money allocated for IRB trailers (already paid for) be spent on new BBQs.</li> </ul>
<b>Actions arising-</b> Kelly-Jo to contact grantors for approval to vary the grant

**6. Treasurer’s report:**

<b>Discussion:</b>				
<ul style="list-style-type: none"> <li>Received \$14,000 reimbursement from Mackay Regional Council for change of rates category (commercial to community group)</li> <li>Discussion regarding opening a Gift account- committee agreed to open a gift account for receipt of gift or sponsorship money as per the Constitution</li> </ul>				
That the Treasurer’s report be adopted:		<b>Moved by:</b>	Chris Lynam	
		<b>Seconded by:</b>	John Brotherson	
<b>Result:</b>	Carried	<input checked="" type="checkbox"/>	For	
			Against	
	Lost	<input type="checkbox"/>	Abstain	
<b>Actions arising</b>			<b>Lead role</b>	<b>Date</b>
Chris Lynam to open gift account				

**7. Accounts for payment:**

<b>Accounts requiring payment:</b>				
<ul style="list-style-type: none"> <li>Refer to treasurers report</li> </ul>				
That accounts presented be passed for payment:		<b>Moved by:</b>	Chris Lynam	
		<b>Seconded by:</b>	Tony Caris	

<b>Result:</b>	Carried	<input checked="" type="checkbox"/>	For		
			Against		
	Lost	<input type="checkbox"/>	Abstain		

**Payments already made requiring ratification:**

- Refer to treasurers report

That payment of accounts presented be ratified:

**Moved by:** Chris Lynam

**Seconded by:** Tony Caris

<b>Result:</b>	Carried	<input checked="" type="checkbox"/>	For		
			Against		
	Lost	<input type="checkbox"/>	Abstain		

**8. Subcommittee and other reports:**

**Report Title:** Secretarial subcommittee report  
Publicity Report  
Youth Membership Officer report  
Coaching Subcommittee report  
Secretary's report  
Club Administrators report

**Discussion arising from reports:**

- John Brotherson discussed plans for Youth Development Camp at Broadbeach in January- seeking approval to spend remaining money from Local Sporting Championship grant (2013 Team grant- Aust Sports Commission)-committee supported- see Motion below.
- All expenditure on AMART account is to approved at management committee meetings- see Motion below
- Funds to purchase Video camera were included in the successful Volunteer Grant
- Committee agreed to purchase gift for Kelly Adams- provided free MYOB advice
- Kelly-Jo has provided a response to financial accounting issues raised at last meeting- refer to updated Club Administrators report
- IRB trailers need registering for beach use
- Still no Director of Surf Sports for North Barrier Branch- may affect some carnivals
- Patrols commence Sat 21 Sept; note the new public holiday in Oct; Easter Saturday is also considered a public holiday which means club will need to do morning patrol
- Need new patrol uniforms required 41 sets –see motion below

That the reports be adopted:

**Moved by:** Stan Ridland

**Seconded by:** Alison Friswell

<b>Result:</b>	Carried	<input checked="" type="checkbox"/>	For		
			Against		

	Lost <input type="checkbox"/>	Abstain		
<b>Actions arising</b>		<b>Lead role</b>	<b>Date</b>	
<ul style="list-style-type: none"> <li>Items proposed for purchase on AMART account are to be brought along to next meeting for committee to approve</li> <li>Purchase video camera- Michael Wilson and Kelly Jo</li> <li>Purchase gift for Kelly Adams- Kelly-Jo</li> <li>Circulate amended Club Administrators report with minutes of this meeting- Alison Friswell</li> </ul>				

<b>Motion:</b>	<b>That 41 new patrol uniforms at \$895 be purchased for commencement of patrol season</b>			
<b>Moved by:</b>	Tony Karis			
<b>Seconded by:</b>	John Brotherson			
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>Already have a stash of reversible caps in cupboard</li> </ul>			
<b>Result:</b>	Carried <input checked="" type="checkbox"/>	For		
		Against		
	Lost <input type="checkbox"/>	Abstain		
<b>Actions arising</b>		<b>Lead role</b>	<b>Date</b>	
<ul style="list-style-type: none"> <li>Nicole Biki to provide numbers of reversible patrol caps to Tony</li> </ul>				

**10. Election of office bearers:**

<b>Position:</b>	<b>Uniform Coordinator and assistant OH&amp;S officer</b>			
<b>Candidate 1:</b>	Nicole Biki	<b>Nominee 1:</b>	Karen Brotherson	
		<b>Nominee 2:</b>	Alison Friswell	
	<b>Candidate 2</b>			
	<b>Candidate 3</b>			
	<b>Candidate 4</b>			
<b>Elected candidate:</b>	Nicole Biki			

**11. Motions on Notice:**

<b>Motion:</b>	<b>That the 2013 Membership Fee Schedule for the 2013/14 season (attached) be amended to reduce the price of membership for affiliated club members (outriggers) to \$50 and waiver the fundraising levy.</b>			
<b>Moved by:</b>	Stan Ridland			
<b>Seconded by:</b>	Alison Friswell			
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>Email endorsement obtained from committee members for Membership Fee Schedule on 31 July 2013.</li> <li>Stan and Kelly Jo met with Outriggers to discuss fees for affiliated club members – agreed to reduce fees as above</li> <li>Alternative would be to charge an annual payment fee to outriggers for use of facilities</li> <li>Discussed insurance implications- Outriggers already covered by their own insurance so no need for SLSC insurance</li> <li>Discussed requirement to register affiliated members on Surfguard database – committee preference is not to register- will seek advice at State Conference.</li> </ul>			
<b>Result:</b>	Carried	<input checked="" type="checkbox"/>	For	
			Against	
	Lost	<input type="checkbox"/>	Abstain	
<b>Actions arising</b>			<b>Lead role</b>	<b>Date</b>
<ul style="list-style-type: none"> <li>Amend Membership Fee Schedule for 2012/13- Alison</li> <li>Kelly-Jo and Stan to seek advice at State Conference about requirements to register affiliated members on Surfguard and insurance implications</li> </ul>				

<b>Motion:</b>	<b>That the 2013/14 Sponsorship package (attached) be adopted</b>			
<b>Moved by:</b>	Michael Wilson			
<b>Seconded by:</b>	John Brotherson			
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>Email endorsement obtained from committee members August 2013 approving 2013/14 Sponsorship package</li> </ul>			
<b>Result:</b>	Carried	<input checked="" type="checkbox"/>	For	
			Against	
	Lost	<input type="checkbox"/>	Abstain	
<b>Actions arising</b>			<b>Lead role</b>	<b>Date</b>
Alison to email Sponsorship Package to John to approach potential new sponsor				

<b>Motion:</b>	<b>That the management committee adopt the 2013 Carnival Nomination Procedure- Attached</b>		
<b>Moved by:</b>	Karen Brotherson		
<b>Seconded by:</b>	Tony Caris		
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>Amend nomination procedure to put online payment first</li> </ul>		
<b>Result:</b>	Carried	<input checked="" type="checkbox"/>	For
			Against
	Lost	<input type="checkbox"/>	Abstain
<b>Actions arising</b>		<b>Lead role</b>	<b>Date</b>
Alison to amend carnival nomination procedure and recirculate			

<b>Motion:</b>	<b>That the management committee approve the redesign of the website at a cost of \$2244 plus ongoing hosting costs of \$300 per year</b>		
<b>Moved by:</b>	Claire Chapman		
<b>Seconded by:</b>	Alison Friswell		
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>On hold pending advice from State Conference – recent advice from Dept Sport and Rec was that websites are outdated</li> <li>Committee agreed not to pay Sporting Pulse hosting fee of \$500- use to be discontinued</li> </ul>		
<b>Result:</b>	Carried	<input type="checkbox"/>	For
			Against
	Lost	<input checked="" type="checkbox"/>	Abstain
<b>Actions arising</b>		<b>Lead role</b>	<b>Date</b>
Kelly Jo and Stan to seek advice re websites at State Conference			

<b>Motion:</b>	<b>That the management committee endorse the agreement (see attached) between Mackay SLSC and the Mackay Triathlon Club for events to be held on the 15, 28/29 Sept.</b>		
<b>Moved by:</b>	Alison Friswell		
<b>Seconded by:</b>	Tony Caris		
<b>Result:</b>	Carried <input checked="" type="checkbox"/>	For	
		Against	
	Lost <input type="checkbox"/>	Abstain	
<b>Actions arising</b>		<b>Lead role</b>	<b>Date</b>
Alison to confirm with Triathlon Club- send dates to Kelly Jo for Weekly Update			

<b>Motion:</b>	<b>That all purchases on the AMART Acc. are to be pre-approved by the Management Committee, receipts are to be provided to Club Administrator and all expenditure is to be recorded in minutes</b>		
<b>Moved by:</b>	Michael Wilson		
<b>Seconded by:</b>	John Brotherson		
<b>Discussion:</b>	•		
<b>Result:</b>	Carried <input checked="" type="checkbox"/>	For	
		Against	
	Lost <input type="checkbox"/>	Abstain	
<b>Actions arising</b>		<b>Lead role</b>	<b>Date</b>
• Items proposed for purchase on AMART account are to be brought along to next meeting for committee to approve			

<b>Motion:</b>	<b>That the management committee approve the pre-season order of stinger suits and pink vests as per attached list with indicative costs being:</b> <ul style="list-style-type: none"> <li>• \$4373 (kids stinger suits),</li> <li>• \$1073 (adult stinger suits),</li> <li>• \$968 (pink rashies, 44@\$22 per vest)</li> <li>• \$375 (50 caps @\$7.50 each)</li> </ul>		
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<b>Moved by:</b>	Karen Brotherson		
<b>Seconded by:</b>	Alison Friswell		
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>Discussed pricing of stinger suits and vests</li> </ul>		
<b>Result:</b>	Carried <input checked="" type="checkbox"/>	For	
		Against	
	Lost <input type="checkbox"/>	Abstain	
<b>Actions arising</b>		<b>Lead role</b>	<b>Date</b>
<ul style="list-style-type: none"> <li>Nicole to investigate costs of vests through State centre.</li> <li>Charge \$80 for stinger suits</li> <li>Nicole to place order in next week</li> </ul>			

<b>Motion:</b>	<b>That the management committee approve for payment expenses to bring up Liz Pluimers to Club Open Day on Sunday 29 September- estimated cost \$550 (\$300 appearance fee, \$250 flights/travel)</b>		
<b>Moved by:</b>	Alison Friswell		
<b>Seconded by:</b>	Stan Ridland		
<b>Discussion:</b>	<ul style="list-style-type: none"> <li></li> </ul>		
<b>Result:</b>	Carried <input checked="" type="checkbox"/>	For	
		Against	
	Lost <input type="checkbox"/>	Abstain	
<b>Actions arising</b>		<b>Lead role</b>	<b>Date</b>

<b>Motion:</b>	<b>That the management committee approve a pre-season club clean-up/working bee for the morning of Sat 14 Sept</b>		
<b>Moved by:</b>	Alison Friswell		
<b>Seconded by:</b>	Tony Caris		
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>Tony Karis has offered to coordinate on the day</li> <li>Need minimum 20 people</li> <li>Steve Bird to coordinate board clean out</li> <li>Could do some painting during the morning</li> <li>Club to put on free BBQ for helpers</li> </ul>		
<b>Result:</b>		For	

	Carried	<input checked="" type="checkbox"/>	Against		
	Lost	<input type="checkbox"/>	Abstain		
<b>Actions arising</b>			<b>Lead role</b>	<b>Date</b>	
Kelly Jo to put date claimer and call for volunteers via Weekly Update- suggest time of 9 am- 1 pm					

<b>Motion:</b>	<b>That the management committee approve the payment of \$1100 for asbestos inspection of the building</b>				
<b>Moved by:</b>	Kelly Jo Czapski				
<b>Seconded by:</b>	Stan Ridland				
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>Club is required to do an Asbestos inspection within 6 months of a commercial business commencing operation</li> </ul>				
<b>Result:</b>	Carried	<input checked="" type="checkbox"/>	For		
			Against		
	Lost	<input type="checkbox"/>	Abstain		
<b>Actions arising</b>			<b>Lead role</b>	<b>Date</b>	
Kelly Jo to arrange inspection					

<b>Motion:</b>	<b>That the money received from the Local Sporting Champion grant (2013 Team grant- Aust Sports Commission)- of \$3,000 be used to contribute towards the costs of running the Youth Development camp, January 2014</b>				
<b>Moved by:</b>	John Brotherson				
<b>Seconded by:</b>	Alison Friswell				
<b>Discussion:</b>	<ul style="list-style-type: none"> <li></li> </ul>				
<b>Result:</b>	Carried	<input checked="" type="checkbox"/>	For		
			Against		
	Lost	<input type="checkbox"/>	Abstain		
<b>Actions arising</b>			<b>Lead role</b>	<b>Date</b>	

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<b>Motion:</b>	<b>That the management committee approve expenditure of \$140 on 1000 print run of new club brochures</b>		
<b>Moved by:</b>	Claire Chapman		
<b>Seconded by:</b>	Alison Friswell		
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>Macprint quote (\$140) was considerably cheaper than BB print quote of \$308</li> </ul>		
<b>Result:</b>	Carried	<input checked="" type="checkbox"/>	For
			Against
	Lost	<input type="checkbox"/>	Abstain
<b>Actions arising</b>		<b>Lead role</b>	<b>Date</b>
Claire to order new brochures			

<b>Motion:</b>	<b>That the management committee approve the removal of Lexi Schiffer as signatory on club bank accounts and add Alison Friswell as the new signatory</b>		
<b>Moved by:</b>	Chris Lynam		
<b>Seconded by:</b>	Stan Ridland		
<b>Discussion:</b>	<ul style="list-style-type: none"> <li></li> </ul>		
<b>Result:</b>	Carried	<input checked="" type="checkbox"/>	For
			Against
	Lost	<input type="checkbox"/>	Abstain
<b>Actions arising</b>		<b>Lead role</b>	<b>Date</b>
<ul style="list-style-type: none"> <li>Stan to take a copy of minutes in to bank and countersign the change of signatory forms (Greenfields branch)</li> <li>Add change of signatories as an agenda item to the AGM meeting agenda template- Alison</li> </ul>			

## 12. General Business:

## Discussion:

1. Mackay Harbour Beach Race Day- need to close off access to side and front of Surf Club; Hannah to review the clubs involvement in next years event
2. Wish list grants- by next
  - a. Get Going- \$10,000 –application for roller doors and coaching- Kelly to prepare
  - b. Get Playing- \$100,000 – application to cover Stage 1 of major storage area to rear of clubhouse- Alison to prepare  
**Action:** Coaching subcommittee to provide Kelly-Jo with details of coaching courses, number of attendees and cost of attendance.
3. Dulux paint- Have obtained paint for external building. Need to check warranty on previous paint job- it was repainted quite recently. Rustproofing will need to be done prior to painting- could do some painting at working bee on 14 Sept.  
**Action:** Kelly Jo to check warranty conditions from previous paint job to see if club can make any claims.
4. Membership prices- motion carried above
5. Duck Derby- sale of tickets needs to be a priority. Possible events for sales include:
  - a. Ecofest 5/6 Oct (note coincides with Forrest Beach carnival)
  - b. Sell at Canelands, open day 15 Sept
  - c. Canelands- stand organised
  - d. Footy matches
6. Uniforms- liquidate at Open Day, North Aussies etc. Nicole to set prices- offer to members first.
7. Expenditure on Amart account- motion carried above
8. Affiliated membership fees- motion carried above
9. Equipment clean out- Motion carried above
10. Lockers- conduct a locker amnesty. Half are privately owned, many owners no longer members. List to be circulated to see who current users are and which lockers are no longer being used- surplus lockers to be reallocated.  
**Action:** Kelly Jo/Stan to see if we have an existing register and conduct an inventory of lockers/owners.
11. Art Union- has not been effective fundraiser for the club. Do not subscribe to tickets in future rounds
12. Nippers start date – Sat 12 October. Alison is updating Nipper Information booklet; need 2013/14 calendar  
**Action:** Junior Activities Committee to prepare Nippers calendar.
13. Proficiency dates/times –have published in Weekly Update. Training will be 10-11am, proficiencies 11am-12 New pool owner is allowing free use of lanes for proficiencies.  
**Action:** Kelly-Jo to change times for proficiency testing to 11am-12
14. Bonds Nipper Rash vest- Greg has researched- offer has closed.
15. Sporting Pulse website- received bill for \$500. Committee decided not to renew. Decision on website pending- see motion above.
16. Review of constitution- reviewed 4 years ago so not too many changes required. Changes need to be passed at a General Meeting. Proposed changes have been made in document circulated with agenda.  
**Action** – Committee to review proposed changes. General Meeting to be called in September to seek approval to accept amendments. Steve Bruun to review By-laws.
17. Quote for Asbestos inspection (\$1100) - motion carried above to progress.
18. Relocation of fridges to remove from gym area. – agreed by committee. Move during Clean up day  
**Action** – Fridges to be relocated during clean up day.
19. Social media policy- seek information at State Conference. Members only Facebook page should be accessible to members only (as per membership database)  
**Action-** Kelly Jo to seek policy on social media at State Conference and conduct an audit of Facebook members on the members only Facebook page.
20. 2013 Club handbook – Karen has completed and management committee endorsed. Binding to be done in house-  
**Action-** Kelly Jo to look into cost of heat and glue binding machine – able to be purchased with funds from Volunteer Grant. Kelly Jo to check that Peggy is happy

with section in Handbook that refers to function centre and restaurant.

21. Possibility of moving to Wide Bay Branch – not a lot of support from the committee.  
 Questions about where the idea originated. Can already enter combined teams for States (not eligible for medals, points). Not supported. Future of branches is under review.
22. North Aussies- need some funds to cover costs of merchandise for North Aussies- approx \$6k.  
**Action-** Nicole to get quotes and proposal together and send around as interim minute-need to do ordering soon.  
**Action-** Stan to speak to Craig Holden re restrictions on print
23. Logos- logos are required in .eps format for printing on clothing items.  
**Action-**Kelly Jo to source club logo in .eps format from uniform suppliers
24. Community Service kids- Circulate info for discussion at next meeting
25. Butterfly warriors-Circulate- discuss next meeting  
**Action-** Kelly Jo to circulate info relating to Community Service kids and Butterfly Warriors prior to next meeting.

<b>Motion:</b>	<b>That vehicular traffic and carparking along side road and in front of clubhouse be restricted to access for emergencies and loading purposes only.</b>		
<b>Moved by:</b>	Tony Caris		
<b>Seconded by:</b>	John Brotherson		
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• Unnecessary vehicle traffic and carparking along side road and in front of clubhouse prevents access in the event of an emergency and poses a hazard to clubhouse users</li> <li>• Club members should be not be using these areas for parking during training or club activities</li> </ul>		
<b>Result:</b>	Carried	<input checked="" type="checkbox"/>	For
			Against
	Lost	<input type="checkbox"/>	Abstain
<b>Actions arising</b>		<b>Lead role</b>	<b>Date</b>
Kelly Jo to include in Weekly Update			

**14. Next Meeting:**

<b>Meeting Time and Date:</b>	Next meeting – Tues 17 <sup>th</sup> September 2013 @6 pm
<b>Meeting Venue:</b>	Training room
<b>Attendees:</b>	

<b>Apologies:</b>	Chris Lynam
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**15. Meeting Close:**

<b>Closed by:</b>	Stan Ridland
<b>Time closed:</b>	8.20 pm