

minutes

Newport SLSC Management Committee Meeting

11/09/2019

7:30 pm

Chairman: Glen Borg

Notetaker: Jan Proudfoot

Attendees: Rob Emerson, Rob Barkley, Jess Menzies, Rebecca Capell, Lauren Budd, Eric Crooke, Brad Griffith, Leanne Pate, Tanya Chamberland

Apologies: Nick Carroll, Meagan Barr, Alex Brown, Guyren Smith, Matt Edwards, Sandy Menzies, Richard Smith

Topic	Person Responsible	Role
<ul style="list-style-type: none">Confirmation of August Minutes <p>Moved: Jess Menzies Seconded: Lauren Budd</p>	Jan Proudfoot	Secretary
<ul style="list-style-type: none">Endorsement of new Publicity Officer (Tanya Chamberland) required by the Management Committee as per our Constitution <p>Discussion Will Hutchinson has resigned, and Tanya has agreed to be our new Publicity Officer</p> <p>Outcome eg Action Items and/or Motion Endorsed by the committee Moved: Jan Proudfoot Seconded: Glen Borg All in favour</p>	Glen Borg	President
<ul style="list-style-type: none">Treasurer's report <p>Discussion</p> <ul style="list-style-type: none">Subscriptions will bring us back to the right side of the ledgerWe are expecting to spend a bit on maintenance soon eg fridgeGlen Borg: Bev has given Glen the cost centre totals from last year so we can set a budget for a few committee membersBar ops: between May and August we run at a lossThe main advantage that functions have over opening the bar regularly on a Saturday night is that hirers pay for cleaning and bar staffBack to the Beach isn't on - replaced by our 110th Anniversary CelebrationLauren Budd: can we run a BBQ/sausage sizzle on a Friday night? We could roster competitors to organise as a fundraiserRob Emerson: will create a business case for opening on a Saturday night and a bar manager	Rob Barkley	Treasurer

minutes

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<ul style="list-style-type: none"> Business arising from August Minutes including an update of Action Items (Task List) 	Everyone	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> The following website pages have been updated recently: Nippers, Nippers' Competition, IRB Racing, All Competition pages (removed Glen Borg's name), Membership, Sponsorship <ul style="list-style-type: none"> A few more require updating Review slide deck (see August Minutes) Provide President feedback on values (slide 2) Provide President a short description of your role, include what you need from other members of the committee during the season <ul style="list-style-type: none"> Glen will chase the outstanding ones Provide the President a list of key dates for the season Ensure you have access to club emails and calendar on your devices. Ask for help if you need it. Ensure all Club files are stored on the Club SharePoint site <ul style="list-style-type: none"> ongoing Provide feedback on slide 14 - Communications <ul style="list-style-type: none"> Deferred to next committee meeting 		
<ul style="list-style-type: none"> Proper Use of Social Media – our Brand is important <p>Discussion</p> <ul style="list-style-type: none"> A lot of our posts are reaching 500-1000 people Branch, State and Australia are tagging us and bringing people to our page Please be aware that funny comments or “tongue in cheek” comments can degrade our brand The more we promote the brand in a good way, the more members we will attract 	Glen Borg	President
<ul style="list-style-type: none"> Overview of Executive Meeting <p>Discussion</p> <ul style="list-style-type: none"> Sandy Beard discussed how the Academy is trying to align with the club <ul style="list-style-type: none"> Sandy would like to know what initiatives the club has where the Academy can help Strategy <ul style="list-style-type: none"> We inherit SLSA, NSW and Branch strategies We are about connecting with the local community Current Initiatives <ul style="list-style-type: none"> Building/Lease (Branch is negotiating with Council about a template) Constitution and Regulations Patrol Excellence Member Retention <ul style="list-style-type: none"> We have a 25% retention rate (previous 10-year average) Community Engagement <ul style="list-style-type: none"> Eg Mental Health First Aid (MHFA) 	Glen Borg	President

minutes

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<ul style="list-style-type: none">○ Youth Development○ Family Engagement○ Events & Sponsorship		
<ul style="list-style-type: none">• Approval to run Mental Health First Aid (MHFA) course in October for PCs & VCs (budget approval to cover 5 spots)	Glen Borg	President
Discussion <ul style="list-style-type: none">• October is MH month• We had a lot of positive feedback from the recent course• \$200 per person over four consecutive Tuesday or Thursday nights• We could use “Strokes that Matter” money or find a sponsor• No charge to Barbara for hall so she can bring in her own attendees and therefore give us a good deal for her to charge per person• Rob Emerson asked about the course that Branch runs – 2 full Saturdays – wasn’t suitable for a lot of coaches		
Outcome eg Action Items and/or Motion \$1200 or less		
Moved: Glen Borg Seconded: Jan Proudfoot All in favour		
<ul style="list-style-type: none">• Discuss Budget for Saturday Night Music	Glen Borg	President
Discussion <ul style="list-style-type: none">• Rob Emerson: we need a plan for operating the bar on a Saturday evening to try and drive more revenue• We already have a band on Friday night, we need to do something a bit different on Saturday nights• Marketing is essential• Club for the whole community, not just members• Glen Borg – said Charlie at Cocoa Bar is a muso and very engaged with local musicians. He has heard the club used to be a place where young musicians could play to gain experience• Glen suggested a profit share arrangement – we provide an opportunity to play and they have an incentive to attract fans, friends and family to the club• Rob Emerson: we need a business plan and Meagan to organise entertainment• There might be a sponsorship opportunity		
Outcome eg Action Items and/or Motion <ul style="list-style-type: none">• A budgeted plan should come back to the committee to approve		
Due by: Next meeting		
<ul style="list-style-type: none">• Cover Working with Children requirements – we need to verify the numbers (please see attached email)	Glen Borg	President
Discussion <ul style="list-style-type: none">• Bev needs to verify numbers		

minutes

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<ul style="list-style-type: none">• Anyone over 18 working with under 18s need to have a wwc number and DOB• Glen has given Bev all the coaches names• We will be audited, and this happens via SurfGuard Outcome eg Action Items and/or Motion <p>If relevant to you, and other members you liaise with, ensure the wwc is provided to Bev Barnes</p> Due by: ASAP		
<ul style="list-style-type: none">• Veterans' Surf Patrol Initiative – see attached the flyer Discussion <ul style="list-style-type: none">• Soldier On are keen• Five Bronze positions to ex-servicemen and women• Some ex-service people find it hard to reconnect with community• Kirra SLSC has had great results with a similar programme• Rob Emerson started this initiative a year ago• Real cost of a Bronze Medallion course is \$120 (manual, mask, certificate, patrol uniform) Outcome eg Action Items and/or Motion <p>Club to pay for 5 veterans</p> Moved: Glen Borg Seconded: Jan Proudfoot All in favour	Glen Borg	President
<ul style="list-style-type: none">• Discuss Inclusive Beach Grant – see attached email Discussion <ul style="list-style-type: none">• For people with disabilities• Ideal for Dolphins and Marlins• We are looking for someone else to run the special needs programme because Doug and Sandy are moving. Outcome eg Action Items and/or Motion <ul style="list-style-type: none">• Glen will talk to whoever will take over and Sandy Menzies• Rob Emerson: The Academy has already given us money towards our Dolphins & Marlins programme, and it hasn't been spent so perhaps we don't need the grant money?• Would we be taking money away from other clubs that need it more than us?• Parents of Dolphins and Marlins could attend MHFA course if they are interested (does this grant cover Mental Health?)• Grant application is due by 1 November• Could we pool grant money with other clubs and have more buying power? Due by: next meeting	Glen Borg	President
<ul style="list-style-type: none">• Discuss Plastic Awareness Nipper Campaign	Glen Borg	President

minutes

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Discussion <ul style="list-style-type: none">Nippers goal: to create a plastic free zone on a Sunday morningWe are only recycling 12% of plastic bottlesWe collect cans and cash inWe have an environmental warrior in Lizzie Welborn who has just joined our clubIt is about educating parents even more than kids as the kids learn at schoolCouncil already has a single use plastic policy Outcome eg Action Items and/or Motion <ul style="list-style-type: none">We will ask Adrian from Coffee Cart to not sell bottled water Due by: 13 October Moved: Bec Capell Seconded: Glen Borg All in favour		
<ul style="list-style-type: none">Expression of Interest for Subcommittees Discussion <ul style="list-style-type: none">Several subcommittees need membersWe need to publicise the vacanciesHistory tells us we won't have numerous applicants Outcome eg Action Items and/or Motion Glen to work with Jan on email to all members Due by: Next meeting	Glen Borg	President
<ul style="list-style-type: none">Requesting permission to purchase whiteboard with stand for patrol use – approximate cost \$120-\$150 Discussion <ul style="list-style-type: none">Tony Waller – Director of Education, SLS NSW presented to Patrol Captains and Vice Captains on 7 SeptemberTony is working on increasing qualifications for Patrol CaptainsHe showed us a prototype of a white board and magnets that will help everyone on patrol to be accountable for their team, so our members are safeThis came out of the recent Coronial enquiryTo be used during briefing, PCs to take photos throughout the day as proof of due diligenceInstead of buying a whiteboard on a stand, Jess is intending to use hooks to hang off the patrol barrierPCs don't have to use itRebecca Capell: Nippers are thinking of using it so age groups can be trackedThis might also help keep younger members more engaged Outcome eg Action Items and/or Motion Whiteboard, hooks, magnets, etc to be purchased for approx. \$200	Jess Menzies	Club Captain

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Moved: Lauren Budd Seconded: Rebecca Capell All in favour		
<ul style="list-style-type: none">Skirting boards in first aid room have rotted as has the partition where the mobile trolley sits	Sandy Menzies/ Mal French	FA Officer and House Captain
Outcome eg Action Items and/or Motion Deferred until we have a quote		

General Business

Glen Borg

- Sandy is moving out of Newport, however, staying on as FA Officer role as she will visit Sydney regularly
 - Sandy will mentor Lily Tancred and Chloe Van Dam
 - Lily is studying psychology and Chloe is studying Paramedicine
- Suggested Key lock system (so a few people can access FA room rather than everyone have a key on their key ring)
 - Glen to obtain a quote
- Brad and Bec and Glen had a good meeting about youth development
 - To focus on 14s and 15s to start with

Leanne Pate

- Leanne asked about protocol and guidelines about posting on social media – Glen to discuss with Leanne

Meeting closed: 8:45 pm