

minutes

Newport SLSC Management Committee Meeting

10/10/2018

7:30pm

Chairman: Rob Emerson

Note taker: Jan Proudfoot

Attendees: Jack Holland, Rob Barkley, Matt Halakas, Gemma Eastwood, Kieran Menzies, Lauren Budd, Brendan Doyle, Glen Borg, Guyren Smith, Sandy Menzies, Nick Carroll, Bev Barnes

Apologies: Leanne Pate, Jess Menzies, John Greenhill, Madi Smithies, Ian Crutch

Topic	Person Responsible	Role
1. Confirmation of September Minutes <ul style="list-style-type: none">Sandy Menzies: Member Protection section needs to refer to a form being completed rather than forms.	Jan Proudfoot	Secretary

Moved: Matt Halakas

Seconded: Jack Holland

2. Business arising from September Minutes including an update of the Task List <ul style="list-style-type: none">Sandy asked if we had a response from Steve McInnes in relation to sharing jet ski with the professional Life Guards – no we haven'tCommittee Members' Goals to be edited where necessary to ensure they meet SMART guidelines. Deferred until November. Jan Proudfoot, SecretaryA Member Welfare subcommittee to be created - objectives of sub-committee, responsibilities and proposed functions they will perform to be presented at the next meeting. Sandy Menzies, First Aid Officer (a copy of Sandy's email dated 7/10/18 is below)	Everyone	
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History:

The abuse and exploitation of children and young people can be largely prevented in organisations if there is a strong club management ethos of ensuring members are aware of the issues and the identified risks are managed. SLSA has defined resources and policies in place to make this easier for clubs.

Surf life Saving has policies in place to ensure all members are able to access clubs without fear of reprisal or harassment, and that SLS activities are inclusive. Traditionally in the past surf life Saving has not done this well.

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Objectives:

To ensure that Newport SLSC provides a safe and inclusive environment for all members, and actively embraces and promotes safeguarding for our children and young people.

Committee:

5 or 6 members with an interest in member protection and wellbeing. This group should also include some members with training or experience in mental health first aid

Role:

- Promote inclusion and safeguarding within the club - newsletters, website, flyers, team/group meetings etc
- Advertise the safeguarding and inclusion policies and ensure all members are aware of their obligations
- Promote working with children checks for members who require these for their role, and provide assistance to access these where necessary
- Promote child safe declarations to all over 18 members, and encourage completion
- Offer information on the grievance processes for members when an issue arises
- Information on appropriate pathways for resolution of differences between members, dependent upon the severity
- Information, support and guidance on mandatory reporting when needed
- Support for members who may suffer stress or trauma in the course of their volunteer role, and information on the services available for them to use - TIPS team, EAP, chaplain etc
- Promoting mental health as an important part of wellbeing - newsletter articles, flyers

Management Committee:

- Support this subcommittee with its objectives
- Advocate and promote the objectives
- Review any areas that need to be changed to ensure our members are safe, and ensure that change occurs

Other areas may come up as we move forward.

minutes

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Sandy Menzies

- Had a conversation with Ted Bruce and asked him to email information but he didn't get back to her
- Quite a few processes need to be looked at. For example: Change rooms – adults shouldn't be getting changed in front of children
- Working with Children Check: Sandy recommends everyone does it even if they have children in Nippers
- One person needs to verify if the checks have been taken – Bev or John are checking in The NSW Working with Children Check portal
- Patrol Captains should also complete if they have young members – and all PCs should undertake WWC
- Ted would like to be on committee and recommended adding in Work, Health and Safety
- Sandy recommends we place Member Protection and WHS on every meeting agenda

Motion

We proceed with subcommittee as outlined in Sandy's report and above points

Moved: Lauren Budd

Seconded: Gemma Eastwood

All in favour

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- Another POS system quote for bar to compare with Sanyo quote received in November 2017. 3 more quotes have been obtained for comparison. Please see Secretary's October report.

Jan Proudfoot Secretary

Discussion

Rob Emerson distributed a document regarding Bar procedures. A copy of that text is below:

Notes for October 2018 Management Committee with regards to a new point of sale system and suggested bar operation improvements

For the first time in probably our Clubs history the bar revenue is projected this year to surpass income from membership fees as the Clubs largest revenue stream.

Last year the gross revenue was almost \$100k and it is predicted that this year we will achieve at least \$120,000

Bev does a great job of organising the bar, stock and the paid staff. The bar operation has come a very long way since 2012 when the refurbishment was completed under Bev's guidance and administration.

However, in my opinion we need to move to more robust processes for the bar operation to ensure we have greater control of the financial transactions that lead to decision making on pricing and other matters, protect the Club (and the staff) from the risk of theft/fraud and understand the finer grain detail of this operation and how they can be enhanced to attain greater returns to the surf club.

minutes

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<p>Fundamentally we need more robust processes and reporting to ensure the Management Committee is confident that the bar is operating effectively, securely and profitably (as determined by the Management Committee).</p>		
<p>Moving Forward in my opinion we need to undertake the following Step One introduce a POS system that provides as a minimum the following attributes:</p>		
<ul style="list-style-type: none">• Retail price management and sale trends.• Cash Reconciliation.• Security and loss prevention auditing.• Real Time Inventory Management.• Management operation and financial reporting• Stock management• Tiered Loyalty opportunities i.e. member non-member categories		
<p>The Abacus system sourced by Jan is a low-cost POS option that will assist the bar operation deliver the required controls and reports, we need to purchase it and have it functioning asap.</p>		
<p>Step Two – Physical stock takes and reconciliation against sales.</p>		
<p>We need to immediately start to undertake regular physical stock takes commencing on a fortnightly basis through the season and reconcile against POS stock/sales reports. Where there are discrepancies we need a process to investigate why they have occurred.</p>		
<p>I would suggest that Bev would need to undertake the physical stock takes and if significant (what determines significant, to be agreed) discrepancies occur then the Club Treasurer or President undertake with Bev a simple review or investigation to determine the reason</p>		
<p>Step Three – We need to continue and more vigorously advertise and promote the bar operation to increase patronage from both our membership and the broader community.</p>		
<p>I will speak with Bev, Jan, Gemma and Madi and bring back to the November meeting of the Management Committee, some costed advertising and promotional opportunities to increase patronage.</p>		
<p>Step Four - The Management Committee needs regular quarterly reporting from the bar operation that will be aided by the POS system</p>		
<p>Reports to include as a minimum:</p> <ul style="list-style-type: none">-YTD Revenue attained through the bar operation-YTD Expenditure/ income ratio achieved- YTD performance against agreed targets		
<p>Step Five – The Management Committee in conjunction with Bev need set some performance targets for the bar operation that can be regularly reviewed against performance</p>		
<p>I suggest Bev and the Treasurer, President and Deputy President form a small working party to develop a set of simple performance targets and report back to the Management Committee.</p>		
<ul style="list-style-type: none">• Sandy – Does Rob Emerson think someone is stealing? No, but we still need a process to protect staff and the organisation. If assumptions are made, the staff are protected by having a robust accounting system.		

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<ul style="list-style-type: none">• Guyren Smith – a POS system provides a great amount of information, so we need to make sure someone can use the information.• Rob Emerson: Bev will produce reports• Jan Proudfoot: advised new quote is \$3,460.05 (inc GST) plus a monthly subscription of \$86.90 (inc GST)• Nick Carroll – do people pay by cash mainly or card? Rob Emerson and Rob Barkley: card is becoming more frequently used. Rob Emerson: increase in revenue is due to increased patronage mainly due to Fridays and functions on Saturdays. Last year wasn't great for functions but has picked up this year.• Lauren Budd: Will the system process cash and cards? Yes.• Rob Emerson: besides ringing up a sale we will have additional data that allows us to reorder, see the items that are selling well. Stocktakes will also be much easier. Revenue will reach \$120,000 this year.• There is an opportunity to use it in the shop and carnivals• Sandy Menzies: Could the system handle members registrations: we are not sure		
<p>Outcome eg Action Items and/or Motion Rob Emerson recommends we implement the Abacus system and the procedures outlined in above.</p> <p>Moved: Rob Emerson Seconded: Sandy Menzies All in favour</p>		
3. Richard Andjelkovic - Application for Long Service	Jan Proudfoot	Secretary
<p>Moved: Jan Proudfoot Seconded: Kieran Menzies All in favour</p>		
4. Rebel Community Kickbacks (details were distributed with Agenda)	Jan Proudfoot	Secretary
<ul style="list-style-type: none">• Brendan Doyle brought this opportunity to our attention• Our club receives 5% back on all members purchases• Our members receive member prices, competitions and digital receipts		
<p>Discussion Glen: A-Mart Sport used to run this loyalty programme – Rebel bought A-Mart then stopped scheme. Rebel have reintroduced it. Shoppers choose which organisation the money will go to.</p> <p>Outcome eg Action Items and/or Motion Club to join and Bev Barnes to complete the application form</p> <p>Moved: Lauren Budd Seconded Kieran Menzies All in favour</p>		

minutes

5. General Business

General Business

Glen Borg

- 3 November carnival – nippers in morning, opens in afternoon. Maddie Spencer is on top of all the organising
- Glen has contacted the Branch Director Surf Sports, Louis Tassone regarding SLSA Policy 5.4 Patrol Hours & Competition Eligibility. Clubs are meant to have more say on how hours are served (not just patrolling). We are looking to get clarity for this season. Although our committee agreed on guidelines regarding this policy last year, we haven't been able to advise our athletes due to the Branch and NSW push back.

Kieran Menzies

- Maddi Smithies is stuck in Gold Coast airport.
- 25 October –Newport Public School is about to celebrate its 130th anniversary and they need volunteers to help with First Aid. If you have a Provide First Aid certificate and would be able to help for two hours (1-3, 3-5, 5-7 or 7-9 pm), please let Maddi or Sophie Elliott know (Sophie has already posted in our Facebook group)

Guyren Smith

- Academy are running BBQ on Newport Public School Anniversary

Gemma Eastwood

- Reminder re text and images for newsletter are due tomorrow
- Gemma has Emily Doyle's results but doesn't have Under 15 results
- Nick Carroll will provide info to Gemma
- Profiles and photos are required

Lauren Budd

- Female toilet – doesn't have a light – even if main light is on, if you shut door
- Action item – Bev Barnes to investigate (post meeting note: the light globe has been replaced)

Rob Barkley

- \$40,000 membership fees
- \$5,000 taken in clothing and bar
- \$33,000 in capitation fees

Jan Proudfoot

- Shiralee Hamm has been hired by the Academy to look after marketing, events and sponsorship. Jan hopes to report to the November meeting how her role will assist and/or affect our Management Committee roles.

Rob Emerson

- Sponsorship committee met with Shiralee last week regarding how we will work together.

Meeting closed: 8:12 pm