

Agenda

Newport SLSC Board of Management Meeting, Robin Cale Room & Via TEAMS

14/08/2024

7:30 pm

Chairman: Guyren Smith

Notetaker: Rod Stevens

Attendees: Matt Edwards, Jeremy Paul, Ryf Quail, Rebecca Capell, Jess Menzies, Darren Warrener (remote),

Apologies: Janet Dunn

Topic	Person Responsible	Role
Confirmation of July Committee Minutes		Director of Admin
Moved: Guyren Smith Seconded: Jeremy Paul		
Business arising from previous minutes, including an update of Action Items	Everyone	

All action items raised in meeting can be found here

[Action Items - Planner \(office.com\)](#)

<ul style="list-style-type: none">For July, Club Bar revenue was \$9K (up a little from May and June), Functions provided a further \$4.5K. Colourtile signed on as a sponsor for \$15K for the year. There was the usual Hall hire, Interest, Gym memberships. \$31.5K Total revenue in the month. This compares to \$17.6K in Jun (Excl Kinghorn Donation) and \$18.6K in Jul 23).Subscription income still low as early in the year - YTD is \$1.5K (\$2.3K Jul 23).Costs are similar to last year at \$31K vs \$33K. The difference mainly relates to some spending on maintenance and first aid replenishment last year, which is likely a timing difference. Costs this month include the Audit \$3.6K.Normal operational expenses remain well controlled and include depreciation, utilities (\$2K for Electricity (on par with last year)), cleaning, bank fees, etc. July was a three payroll month (as per last year), which increases the wage costs as 3 fortnights vs the usual 2.There was a small profit for the month of \$0.5K, while we are still in a net loss position YTD at \$18.7K. However, this compares favourably to a loss in July last year of \$14.6K, and YTD of \$48.7K. The sponsorship income is the main reason for the difference in July.	Jeremy Paul	Director of Finance
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Topic	Person Responsible	Role
Items to be Discussed <ul style="list-style-type: none">• Long service, reserve active and Award members should get \$10 discount on member fees		

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Topic	Person Responsible	Role
<p>Items, News or Issues to report since last meeting</p> <ul style="list-style-type: none"> Welcome to Renee who has taken on the Office and facility manager role. Will be working predominantly Monday to Thursday and is continuing with the Admin@newportsurfclub.com.au email address Bar manager role has been filled by Matthew Barron with Assistance from Annalise Kibble DA Update – Bec and Rudi attended WRL to view testing process. L&E date set for 18-20 September (photos in folder). Court has sent out notices to people who made submissions to give options to address the court. Currently waiting for advice on what the legal team wants from us Sub committees- please advise of the makeup of your sub-committees for the year, this year a minimum of 4 meetings of each subcommittee will be expected as per the regulations and the minutes of the meetings should be available for the next board meeting. PCYC – term 4 running on Wednesdays from 23rd October to 11 December Bar was opened for the viewing of the Olympic Womens 4x100m relay with Kristie Edwards. Good turnout showing a great community spirit. 9 club members are attending the State Awards of Excellence <p>Items to be discussed.</p> <ul style="list-style-type: none"> Committee and Sub committee get together Life Members get together Beach to Beach Planning Gym Maintenance Annual Compliance requirements Agreed that the club will not support a cash option for Pool2Peak in line with rest of club being cashless <p>People to be Thanked/Mentioned</p> <ul style="list-style-type: none"> Jan Proudfoot and Eric Crooke for their work on getting ready for AGM and annual report Thanks to Karen Burns and Geordie Smith for volunteering to man the bar for the Olympics viewing 	<p>Guyren Smith</p>	<p>President</p>
<p>Items, News or Issues to report since the last meeting</p> <ul style="list-style-type: none"> Patrols Start the 28th Sept 2024 	<p>Matt Edwards</p>	<p>Director of Lifesaving</p>

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<ul style="list-style-type: none"> • Preparing a list of Active Patrolling members and competitors who will receive a NBC Parking Permit/Sticker. • Chris Borg and Jess Menzies and Liam have helped pull together an updated list of members from out of area and or are local who travel by car to the Beach to patrol (and not have access to a Parking Permit) • List to be submitted to Council this week by Jess while I'm away. • Scrutiny by Council is expected. • ME to distribute the Stickers via Patrol Captains and Chris Borg. • IRB Captain Role Filled by Nickolas Singh and Melisse Cooper. Members of the IRB racing team. Handover of gear inspection information and knowledge transfer to get them up to speed. • Gear Inspection 18th of August. • Brendan Capel is across the inspection and all the gear, thanks Brendan. • IRB Team is prepped and the gear will be reviewed again on Sat the 17th August for final preparation. (Team members organised for the 18th) • Meeting with GS and JM on Friday the 2/8 • ME to arrange a Patrol Captains Meeting TBC (Mid August) Meeting to cover: <ul style="list-style-type: none"> • Update for Skills Maintenance • Nipper Water Safety Briefing meeting and SAR's Roles and responsibilities. • After Hours Emergency Call Out Team updated for the Season 24/25 • ME to run a briefing for the Call out Team in the coming weeks • Planning 24/25 Patrol Roster • IRB Driver and Crew Training dates to be finalised. Will be run separately this year (Sat and Sun am) <p>Items to be discussed and/or approved at the next meeting</p> <ul style="list-style-type: none"> • Back to the Beach Planning (Patrols Start 28th Sept) Key Dates discussed 26th (Thursday) 27th September (Friday) Nights. • Suggestion in the Bar/Hall 80-90 ppl estimated. • Meals by a Local Indian Restaurant (Cheer Factory) something different. • Music and Fire Pit on the Deck 		

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<ul style="list-style-type: none"> • Budget for the event TBD. (Include Drink?) • Tri Booking and Comms to be done <p>Items for General Business</p> <ul style="list-style-type: none"> • Gym Maintenance and repairs. (Chains and Pedals for the Ex bikes, new cables for the Smiths Machine) • I am happy to look after and clean the Gym and be appointed the Gym representative/contact. Happy to also be a part of the House Maintenance team with NR, BC, JG and others. • Deputy roles for DoSL need to be decided 		
<p>Items, News or Issues to report since last meeting</p> <ul style="list-style-type: none"> • Courses: <ul style="list-style-type: none"> ○ ART – end of September (4 people on EOI list) ○ IRBC – End of September (8 people on EOI list) ○ IRBD – end of September (8 people on EOI list) • Bronze – 20th October (9 people on EOI list who were unavailable last season and need to be re-contacted). • Skills maintenance delegates to be approved by the board: <ul style="list-style-type: none"> ○ Bronze <ul style="list-style-type: none"> ▪ Jess Menzies (patrol 12) ▪ Kieran Menzies (patrol 1) ▪ Brendan Menzies (patrol 6) ▪ Guyren Smith (patrol 5) ▪ Lauren Budd (patrol 8) ▪ Jeremy Paul (patrol 7) ▪ Brendan Capell (patrol 11) ▪ Elaine Krek (patrol 4) ▪ Leanne Budd (patrol 9) ▪ Matt Edwards (patrol 14) ▪ Emma Carroll (patrol 2) ▪ Rob Barkley (patrol 10) ○ ART <ul style="list-style-type: none"> ▪ Jess Menzies ▪ Kieran Menzies ▪ Brendan Menzies ▪ Lauren Budd ▪ Guyren Smith ○ IRB – no delegates allowed ○ SMAR <ul style="list-style-type: none"> ▪ Guyren Smith ▪ Jeremy Paul • Branch CTO meeting 19th September 	<p>Jess Menzies</p>	<p>Director Of Education</p>

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<ul style="list-style-type: none"> Newport education meeting tentatively booked 10th September Basin Camp 14th September – trainers required for 3hrs in the morning. 		
<p>Key items</p> <ul style="list-style-type: none"> Support roles <ul style="list-style-type: none"> Age Manager Mentor – Nick Rogers has agreed to establish this new role Social media manager – Adam Willis has volunteered Dolphins & Marlins – Ian Crutch retiring and will write a job description. Needs a new leader. Will be sent out to Newport SLSC community Junior Development Officer – Nick Rogers stepping down and will write a job description. Needs a new leader. Will be sent out to Newport SLSC community Registration dates – to be confirmed with BOM Calendar <ul style="list-style-type: none"> Season starts - 20 October Break for Christmas – 15 December Return from break – 19 January Final twilight Nippers – 16 March Gemma to confirm dates for Club Champs based on carnival dates Rego banners and council Todd to contact Barrenjoey Signs to get quote and print new banner to replace lost banner Todd to book space at Kitchener Park and Newport Hill Spaces in September Proficiency at Aquatic Achievers Ryf to book for the first two weeks of Nippers BOM to confirm proficiency delegates Stock in shop <ul style="list-style-type: none"> Nicole confirmed Nipper kit ordered Sponsors <ul style="list-style-type: none"> Sponsors to be reconfirmed Matt Smith has two new sponsors – Ryf to send options Red Sun Rizz & Bella’s Dog Wash Coffee – Peak Café interested in becoming a sponsor 	Ryf Quail	Director of Junior Activities

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<ul style="list-style-type: none">▪ BOM to confirm them as a coffee option now there is no coffee van• Nipper Age Manager Shirts<ul style="list-style-type: none">○ BOM to approve quote for new Nipper Age Manager Shirts – Quote approved for \$1683○ Confirm Age Managers for 2024/25 – Warren to confirm• Gear check<ul style="list-style-type: none">○ Gemma to hand over to Matt○ Matt Smith to co-ordinate Nipper shed tidy○ Gemma to work with Matt to provide boards plan for Ryf to seek approval of BOM• Marketing in schools<ul style="list-style-type: none">○ Newport, Bilgola and Mona Vale to be targeted○ Lizzie Wellborn session in schools – Gemma to confirm if this is a possibility• Parent night – to be held 2nd last Sunday of Term 3 (22 Sept) at 3.30pm• Basin Camp – 13-15 September<ul style="list-style-type: none">○ Gavin Clarke preparing budget for BOM approval		

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	Darren Warrener	Surf Sports Director Report
<p>Items to be discussed and/or approved at the next meeting</p> <ul style="list-style-type: none"> Council has gotten back to us re change rooms. No official policy but the council pools have an age limit of 7 years of age to be in the opposite sex changeroom with parent. All pools do however provide a family / disabled change room. This matter was also raised at branch – other clubs are having similar issues branch is yet to advise us of any policy. <p>Items to be discussed and/or approved at the next meeting</p> <ul style="list-style-type: none"> Microphones for pool to peak <p>Items for General Business</p> <ul style="list-style-type: none"> Nick Rogers would like to be House Captain with a small team behind him this is to include Brendan Capell, Club President, Director of Finance, Steve Middleton and John Greenhill . These people are yet to be asked. The idea is that this small team will be able to bring their skills together to help with general maintenance of the club. President and DOF included to ensure expenditure and job priorities are kept to a standard without breaking the budget or doing unnecessary works. We were successful in the last grant for the Dolphins. Thank you to Brendan Capell, Guyren Smith, Jess Menzies, Lauren Budd. Kerin Menzies, Melisse Cooper, Jeremy Paul, Haidie Underwood, Rfy Quail for assistance on the 10/8 preparing for gear inspection. 	Bec Capell	Deputy President
<p>Items, News or Issues to report since last meeting</p> <p>Member Services Committee</p> <ul style="list-style-type: none"> Director of Member Services – Janet Dunn Registrar - Janet Dunn assisted by Kathy Middleton for 2024, looking to fill role 2025. Member Protection Information Officer – Karen Hennessy Honorary Legal Officer also acting as the Complaints Manager (as per the SLSA complaints resolution policy) appointed by the Board at the AGM. John Ringrose Social Events Manager – TBC – will discuss with Lizzie Welborn, and Maddie <p>Items to be discussed and/or approved at the next meeting</p> <ul style="list-style-type: none"> Noted details from last years’ August meeting with regards to Defibs – would like to know if any of the below 	Janet Dunn	Member Services

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<p>recommendations have been implemented and if not, then this needs to be done this year.</p> <ul style="list-style-type: none">○ Discussion: Defib installed in Newport. Register includes a private one in Cheryl Crescent. we register our 2 x Defibs (under Service NSW)<ul style="list-style-type: none">○ Pros: Obvious.○ Cons: What happens if someone using the register cannot access the Defibs at our club?<ul style="list-style-type: none">▪ Suggest that the benefit of it being on the register with clear hours of access spelt out outweighs the downside of not being available to someone wanting it during club closed hours.▪ The register includes an hours open section. Also can mitigate risk of person stranded outside club with signage to the Newport street defib <p>FEE STRUCTURE RECOMMENDATION</p> <p>Per the Agenda.</p> <ul style="list-style-type: none">• \$105 Associates & General• \$0 Top 10 Patrolling members for 2023-24 season.• \$80 for all other patrolling members (discount from Branch funds)• \$90 (all other categories) <p>Benchmarking:</p> <p>Other clubs (north and south of Newport) are significantly cheaper. Recommendation for future years:</p> <p>This incoming committee agrees that for future years the outgoing committee should make the fee structure decision in May of the year for the forthcoming season – this allows the timely updating of the price list in time for those that register for the new season very early.</p> <p>Ideas commenced/documented by previous DOMS – relevance for 2024-25</p> <p>Category 1: Volunteer Friendly Club</p> <ul style="list-style-type: none">▪ Due consideration be given to the structure and scope of paid role(s) within the club.▪ Recognition that former committee (and some current committee) members made contributions in time beyond the scale of full time employees.▪ Some aspects of club administration to be shared with paid staff.▪ Recommendation: Subcommittee conduct some dedicated benchmarking against other clubs with similar membership and operations.▪ Skills analysis? Training?		

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<ul style="list-style-type: none"> ▪ Simplification process... <p>Category 2: Social Club</p> <ul style="list-style-type: none"> ▪ DOMS planning to cast a wide net for Social Committee members to get Competitor (Water, Beach, IRB, First Aid / Champion Lifesaver), plus Nippers engaged in Social events. ▪ Back to beach planning – date picking ▪ Christmas party – date picking, venue selection. Should a short monkey survey be done with members? ▪ Recommendation: Pool to Peak – make the post pool to peak event a social gathering on our deck and in our club house... how does this fit in with Rowies? ▪ Awards night for 2025 – at least two weeks later than this year (May 18th 2024) to give a little more time for nominations etc. to be determined. <p>Items for General Business</p> <ul style="list-style-type: none"> ▪ We already have a number of membership renewals, and new member applications. They are being used to assist in familiarising the trainee Registrar with the process of registration. Also note that Surfguard has now changed its system and payment is required before the application for renewal or membership is accepted. It’s hoped that his will improve the registrar’s efficiency. ▪ Discuss Award Members, Reserve Active, Long service with regards to \$10 discount for this season. 		
<p>Items, News or Issues to report since the last meeting</p> <ul style="list-style-type: none"> • Top 5 out with fresh news proposed 1. Life Members 2. New Board 3. Annual Report 4. Pool 2 Peak 5. Beach 2 Beach 6. Back to Beach • Compliance review, Compliance report can be found here. https://newportsurflifesavingclub.sharepoint.com/Administration/Annual%20Compliance/2024-2025%20Compliance%20Circular.pdf • Photo library/stock photos can be found here https://newportsurflifesavingclub.sharepoint.com/Logos/Forms/AllItems.aspx • Credentials/admin rights required to the various apps e.g. SignUp, TryBooking , Wordpress admin <p>Items for the Social Media, Website and Communications Manager</p> <ul style="list-style-type: none"> • Latest Top 5 , see above suggestions 	<p>Rod Stevens</p>	<p>Director of Admin</p>

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Topic	Person Responsible	Role
<ul style="list-style-type: none">Beach to Beach posting and volunteer signupBack to Beach working with Matt Items for General Business <ul style="list-style-type: none">Will Sequoia Avtarovski be taking over Social media engagement?Proposal to open Bar on Saturday afternoons		

Key Dates for the Website

Event	Date
AGM (Clubhouse)	Sunday, 28 July, 3 pm
SLS NB AGM	Tuesday, 6 August 2024, 6:30 PM
Gear Inspection	Sunday, 18 August 2024
Start of Nippers	Sunday, 20 th October 2024
Beach to Beach Charity Fun Run & Festival	Sunday, 25 August 2024
Back to Beach	26 th September 2024
Start of Season	September 2024
Pool to Peak Ocean Swims	Sunday, 5 January 2025
SLS NB Branch Championships	TBC