

minutes

Newport SLSC Board of Management Meeting, Clubhouse

10/08/2022

7:30 pm

Chairman: Guyren Smith

Notetaker: Jan Proudfoot

Attendees: Glen Borg, Eric Crooke, Jess Menzies, Jeremy Paul

Apologies: Ryf Quail, Darren Warrener, Brendan Menzies

Topic	Person Responsible	Role
Confirmation of July Committee Minutes Moved: Guyren Smith Seconded: Glen Borg	Jan Proudfoot	Director of Admin
Business arising from July minutes including an update of Action Items Management Committee Action Items in MS Planner	Everyone	
Director of Finance & Sponsorship Committee's Report <ul style="list-style-type: none">• Very low-income month as expected - \$5K of Bar and Functions and hall hire (Yoga) with a small amount of clothing and donations.• Expenses well controlled but include operational costs of the club such as Wages, Depreciation, Cleaning, Bar costs and the quarterly energy bill.• Other Expenses incurred included costs for the Audit and Annual report production - \$3.8K combined, and \$650 to investigate and repair hot water issue with club change rooms.• At this stage last year, we had received approx. \$15K of COVID grants from the govt.• Loss of approx. \$16K for the month. YTD position is \$17K worse than last year, although a comparable position if you exclude the COVID grants.• The Annual Awards evening cost more than anticipated due to the attendance being half of what we budgeted on. Accordingly, we won't need a large venue next year.	Jeremy Paul	Director of Finance

minutes

Topic	Person Responsible	Role
Reminder regarding Start of Season Checklist Season Checklist - Surf Life Saving - Sydney Northern Beaches	Guyren Smith/Jan Proudfoot	President/ Director of Admin
Regulations <ul style="list-style-type: none">Motion to be put to approve the draft regulations that have been circulated to go alongside the new constitution	Guyren Smith	President
Discussion Several committee compositions revised. Moved: Jeremy Paul Seconded: Eric Crooke All in favour		
Timing of board meetings <ul style="list-style-type: none">Historically board meetings have been second Wednesday of the month, however this leaves issues with some meetings through the year, is there a desire to change the week?	Guyren Smith	President
Discussion Meetings to stay as second Wednesday of the month		
Long Service Request from James Oxenham <ul style="list-style-type: none">Moved to September meeting	Jess Menzies	Director of Lifesaving
Fees for 2022-2023 <ul style="list-style-type: none">Nipper (Under 6 to Under 13) fee includes one Nipper membership and one parent membership [General category] as well as a compulsory safety rash vest and club cap for first-time Nippers. See fees for siblings below. \$185All Active Members (Nipper siblings, SRC, Patrolling, Past Active, Active Reserve, Long Service) \$85Associates and General: \$100SRC course: \$100 + membership feeBronze course: \$165 + membership fee	Eric Crooke	Director of Member Services
Moved: Eric Crooke Seconded: Jeremy Paul All in favour		
Back to the Beach <ul style="list-style-type: none">Saturday, 24 SeptemberBudget? Jess to obtain catering quote.Entertainment?	Jess Menzies	Director of Lifesaving

minutes

Topic	Person Responsible	Role
Committee Members <ul style="list-style-type: none">• Please let me know if anything on our Contact page can be updated/amended• High priority: Member Protection, Sponsorship and Sponsorship1 (sponsorship1 is the Nipper representative account – is Toni Garske continuing?)<ul style="list-style-type: none">○ Note: Guyren is looking after sponsorship email temporarily	Jan Proudfoot	Director of Admin
Education Certificates <ul style="list-style-type: none">• I was under the impression we had resolved the onerous task of distributing certificates to members by requesting PDFs to be emailed. However, Bev has informed me that we cannot pick and choose which categories ie we cannot ask for hard copies for Bronze, Silver and Gold for our annual awards and PDFs for everything else.• Could we ask Patrol Captains to present them on patrol.<ul style="list-style-type: none">○ Jess offered to hand them out at Patrol Captains meetings.	Jan Proudfoot	Director of Admin
Annual Report <ul style="list-style-type: none">• Two annual reports were dropped into the Branch office last Tuesday.• Thanks for the contributions, however, next year, I need more help.• The reports need to be uploaded to SharePoint and proofread.• Quality high-res images only ie at least 1 mb in size (also uploaded to SharePoint).• The user of nick names and first names without surnames continues to be an issue. Also, several names were not spelled correctly.• Can we find a volunteer(s) to take a photo of every patrol and age group?<ul style="list-style-type: none">○ Jan to ask Melisse Cooper (Social Media, Website and Comms Manager). All Board members to also help with this if they have an opportunity.• Note for Surf Sports: Harvpix sells digital images for \$15 each instead of \$25 if we buy at least 10.	Jan Proudfoot	Director of Administration
Beach to Beach, 28 August <ul style="list-style-type: none">• Ian Crutch is coordinating, and Cliff Burke is assisting• Comms will need to go out Thursday, 11 August.	Jan Proudfoot	Director of Administration
Returned Servicemen/Servicewomen Honour Board Update <ul style="list-style-type: none">• See attached email and draft regulation• We will discuss at the September meeting or via email or Teams posts if necessary.	Guyren Smith	President

minutes

Topic	Person Responsible	Role
Rescue of the Month Nominations		
Nil		

Other Recognition of Members

- Thank you to Matthew Thomas who organised the printing and delivery of the annual reports in time for the AGM.

Key Dates (Events being held at Newport Beach and Surf Sports Championships)

Events	Dates	Lead	Team
Gear Inspection	21 August 2022		
Beach to Beach	28 August 2022		
Youth Basin Camp	10 & 11 September 2022		
Back to the Beach	24 September		

Questions on Reports

Nil

General Business

Jan Proudfoot

- Met with our new Shop Manager, Nicole Fasseau on Monday, 8 August to explain how to process online orders and update stock levels after selling on a Sunday morning (or replenishing stock).
- I have not shown her how to add new items or resize images. I've assumed we are not encouraging new products and I will do resizing of images for her until we get a chance to go over that another day.
- Nicole is going to organise a meeting with our Director of Finance, Jeremy Paul.
- Cover letters from Guyren enclosing our annual report to sponsors, Rob Stokes and Sophie Scamps are a work in progress. Letters to Rob and Sophie will go out this week, however, sponsors will take more time as I need to make sure we have the correct contact details from our Sponsorship Committee.
- Sponsorship page on website has been updated. Sliding banner on website still needs a couple of amendments. The sponsors page on TeamApp has been updated. Sliding banners on TeamApp have been updated.

Meeting closed: 9:56 PM

Newport Surf Life Saving Club

Report submitted by Guyren Smith

Date of Meeting: 10.8.2022

Items, News or Issues to report since last meeting

- Welcome to the committee and thank you for standing for the year
- Covid
 - At this stage vaccinations will not be compulsory on patrol
- DA update
 - Notification period has ended with a couple of submissions from people that had previously submitted objections
 - Now have dates for Planning panel to visit (25 August) and for it to go to determination with the Planning panel (22 September)
- Lease negotiations
 - A workable compromise has been agreed on the outstanding items and the Lease has now gone on public display with all the other club leases
- Hot water – there was an issue with a leak in the front garden which meant that the hot water had to be turned off for a period, this is now rectified
- Constitution
 - New Constitution has been lodged with the relevant bodies
- Committees
 - Formation of relevant committees to work under the board. Each of the directors to be aware of the committees that fall under them and to work towards having the relevant positions filled. When planning timing of meetings please try to be aware of getting minutes and requests to the board in time for its meetings.

Items to be discussed and/or approved at the next meeting

- Regulations
 - Motion to be put to approve the draft regulations that have been circulated to go alongside the new constitution
- Timing of board meetings, historically board meetings have been second Wednesday of the month, however this leaves issues with some meetings through the year, is there a desire to change the week?

Items for General Business

- Congratulations to the service award recipients at the general meeting
- Congratulations to our newest life member Ted Smithies

Newport Surf Life Saving Club

Report submitted by Eric Crooke

Date of Meeting: 10 August 2022

Items, News or Issues to report since last meeting

- Tentative Positions
 - Director of Member Services (who shall act as Chairman) - EC
 - Member Protection Information Officer - TBC
 - **Honorary Legal Officer** also acting as the Complaints Manager (as per the SLSA complaints resolution policy) appointed by the Board at the AGM
 - Social Events Manager – TBC with some considerations
 - Deputy – **Janet Dunn (new-ish member, soon to be bronze, and a former Registrar with a soccer club)**

Items to be discussed and/or approved at the next meeting

RESCUE BOARD FOR EMERGENCY USE

- Suggestion that a rescue board be added to the standing and always accessible rescue gear on the outside of the club.
- Photos below illustrate the Avalon solution
- Reasons for – anyone who doesn't have a key. Rescues with tubes versus boards. One in club's front door is a 'half-measure' for when club front door is open, but begs question of when door is closed.
- Possible reasons against. Worst case consequences consideration:
 - Loss of a rescue board – ok
 - Illegitimate use of rescue board leading to a risky situation / harm to user...



FEE STRUCTURE RECOMENDATION

Basis – simple, simple, simple.

Any member joins for same price.

Any training course is the same price.

Price sheet becomes 2 line items...

- **Membership (all types)**
 - **Training (all types)**
1. 1 only fee membership value.
 - a. \$100 is the value for an Active Kids Voucher
 - b. However, recommend using \$90 for all membership classes for current year, (and \$100 next year)
 - c. However, would also support a flat \$100 for this year, provided a hardship fund set aside for larger families...(as usual)
 2. 1 only training fee value
 - a. Say \$170

Recent 'input masking' on renewal has limited the options for 'renewing memberships' - this is an improvement.

Current Structure

Membership Category	2021/22
Associate	\$100
Nipper (Under 6 to Under 13) fee includes one Nipper membership and one parent membership (General category) as well as a compulsory safety rash vest and club cap for first-time Nippers. See fees for siblings below. Under 14s - please see SRC fee below	\$185
Nipper Sibling	\$85
Marlin & Dolphins (Special Needs)	\$0
General (Parents of Nippers)	\$100
Active Cadet Lifesaver (has completed SRC but not yet Bronze qualified)	\$70
Active Junior Lifesaver (15-18 years)	\$70
Active Senior Lifesaver (including Award Members); Active Reserve Lifesaver; Long Service Lifesaver & Past Active Lifesaver (18 years+)	\$80
Life Member (on-line renewal required)	\$0
Under 14s Surf Rescue Certificate (includes membership and patrol gear)	\$175
New Bronze (SRC holder continuing to Bronze - includes a nationally recognised unit of competency: HLTAID003 Provide First Aid, membership, history book and club cap) Note: if another patrol uniform is required, this will cost extra	\$195
New Bronze (under 18 years - includes a nationally recognised unit of competency: HLTAID003 Provide First Aid, membership, history book and club cap)	\$270
New Bronze (adult - includes a nationally recognised unit of competency: HLTAID003 Provide First Aid, membership, history book, club cap and patrol gear)	\$290

Benchmarking:

Mona Vale:

Membership Fees 2022/2023 Season

Membership Fees for New and Renewing Members	Fee
Family Membership 1: 1 Nipper and up to 2 parents guardians* (registered as General member)	\$200
Family Membership 2: 2 or more Nippers and up to 2 parents guardians* (registered as General member)	\$250
Active Patrolling Family Membership: Active, Cadet, Active Reserve or Long Service members plus the membership of dependent children as Nippers, Cadets or Active members.*** <i>(For families with two or more members actively involved in SLS activities (Patrolling and Nippers) one additional non active family member may be included (registered as General member).)</i>	\$150
Active, Cadet, Active Reserve, Long Service, Award	\$75
General Member**	\$35
Associate Member	\$200
Associate member with Seniors Card	\$100
Life Members with renewal form	\$0
Community Member	\$100

AVALON BENCHMARKS

Membership Fees 2022/23 season

***Patrolling (18+) Member – \$80 earlybird offer until 14 August**

***FAMILY PATROLLING MEMBER DISCOUNT**

Families with 2 or more *patrolling members aged 18+ ***\$180 earlybird offer**. Note, additional Nipper membership fees apply.

Associate Member (aged 50+) *\$200 renewing member earlybird offer

Associate Member (aged <50) *\$300 renewing member earlybird offer

Nippers (Under 6 – Under 14) Refer to our [Nippers](#) pages.

Under 15 Cadet – \$40 membership if your child is Under 15 and has attained the Surf Rescue Certificate.

Parents of U15 Cadets must remain as members until their child reaches the age of 15. Membership fees for a General Member parent is \$40

Under 16 Rookies – Under 18 – \$40 membership if the member is is Under 18 @ 30 September 2022. It is not compulsory for parents of these age groups to be a member. If you wish to remain as a General member then membership fee is \$40 for each parent member.

Worst benchmark is big families against Mona Vale.

Increased revenue (assuming no loss of membership): ~ \$4k

Worst impacted families: (without training cost, like for like membership)

Worst Case Family
5 Members

Jacobsen	Rogers	Smith	Wallich	Capel
\$ 35	\$ 70	\$ 40	\$ 40	\$ 65

Items for General Business

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Newport Surf Life Saving Club

Surf Sports Director Report submitted by Darren Warrener

Date of Meeting: 10th Aug 2022

Items, News or Issues to report since last meeting

Irb Aussies – some great result with 4 crews making finals and 2 teams picking a Bronze, congratulations to all involved

Pool Rescue Aussies – Congratulations to Emily on Picking up a silver medal and to the team as they made several finals and to Emily, Kim, Katelyn, Anthony Doyle and Noah Maggs on Making the State team for the interstate pool championships.

The Water team are going to Toowoomb Bay for a weekend training camp and team building session ahead of the upcoming Season

Branch have asked the club to Run the Water Branch championships on the 28th – 29th Jan and Guyren was following up with Branch what the club needs to provide and also what the Hosting Fee is.

I have approached the clubs surf sports teams to fill the Sub Committee positions and as yet to finalise all of the positions.

Items to be discussed and/or approved at the next meeting

Branch Awards and Nominations process and a response to Branch re the awards and Results as the criteria was clearly not followed again the this in relation to Youth Athlete and Team of the year, so I would like to speak to Branch on behalf of the club if the Board Approves to understand the process and how they reached these results.

Items for General Business

From: [Guyren Smith](#)
To: [Jan Proudfoot](#)
Subject: Fwd: NSLSC SERVICE HONOUR BOARDS
Date: Monday, 8 August 2022 1:15:00 PM
Attachments: [NSLSC Veteran Honour Board Eligibility Regulation V2.0 20220808.docx](#)

Jan,

Can you please place this on the agenda for Wednesday

Thanks

Sent from my iPhone

Begin forwarded message:

From: John McInerney [REDACTED]
Date: 8 August 2022 at 12:37:04 AEST
To: Guyren Smith <guyren.smith@newportsurfclub.com.au>
Subject: FW: NSLSC SERVICE HONOUR BOARDS

From: John McInerney
Sent: Monday, 8 August 2022 12:25 PM
To: guyren.smith@newportsurfclub.com.au
[REDACTED]
Subject: NSLSC SERVICE HONOUR BOARDS

The purpose of this submission is to request that the Executive of the Newport Surf Life Saving Club (NSLSC) is for the NSLSC to install a new Veteran's Honour Board to honour Members who have served Australia in theatres of "warlike" operations post-Vietnam. NSLSC has a proud tradition of recognising Members who have such service with the names of 95 on the current three Honour Boards.

It is also recommended to the NSLSC Executive that a new Regulation be adopted as to the eligibility for inclusion on the Board. A regulation is now required as many changes have replaced the former proof (Return from Active Service Badge #) as recognition by the Federal Government of eligible service. Changes in terminology so that a "day in uniform" is recognised by the Department of Veteran Affairs (DVA) as a "Veteran" further complicates the issue.

The proposed Regulation utilises the DVA recognition^[1] for "warlike" service to simplify eligibility. If potential candidates for the Honour Board have proof of being awarded this recognition, they are eligible. This will enable applicants and future family generations to determine eligibility and remove any potential inconsistencies.

There are currently four, possibly five NSLSC Members who have attained the required proof. NSLSC Michael King has generously constructed a Post Vietnam Honour Board. Additional costs will be incurred for the inscription and naming of the Board.

It is proposed that the Board be erected over the entrance to the kitchen hall. Naming and recognition conventions are covered in the proposed Regulation.

Adoption of the proposed Regulation his highly commended to the Board of Management NSLSC.

Should further clarification or explanation be required, we would be happy to discuss.

Yours in Surf Life Saving,

Michael King (Life Member) Colonel Matt Stevens DSC, CSC (Member) John McInerney OAM (Life Member)

[\[1\]](#) Local RSL Sub-Branches (e.g. Avalon or Pittwater) may be able to assist in gaining DVA proof and recognition of an applicant members' 'Warlike' service.

NEWPORT SURF LIFE SAVING CLUB Veteran Honour Board Eligibility

This Regulation purpose is to set out who is eligible for inclusion on the NSLSC Veteran Honour Boards. The Regulation utilises the recognition awarded by the Australian Government, via the Department of Veterans Affairs (DVA) for service on "Warlike/Warlike Operations".

1. Membership Eligibility

The Candidate must have been a **current** Member as one of the following classes of NSLSC Membership.

- Active Senior
- Active Reserve
- Long Service
- Past Active
- Life Members

At the time commencement of service, conscription, or deployment to a 'warlike' operational theatre

2. Classification of Eligible Service

The Candidate must be in receipt of one of the following

- Australian Active Service Medal (AASM)
- Return from Active Service Badge (RASB)
- Operational Service Medal (OSM)¹
- Return from Operational Service Badge (ROSB)²

3. Proof Requirements

3.1 Applicant

- Service Records including:
 - RAS Badge #
 - PMKeys Read Out

3.2 Family (Where the Service person is deceased or incapacitated)

- Badge/Medals details (including inscription on the reverse or rim of decoration device)
- Death Certificate
- Certified copies of Service records where available.
 - Discharge Certificate
 - Service Record
 - Paybook
 - Anything else relevant to the Service Member
- DVA Freedom of Information Form (FOI)

4. Approval Process

4.1 Applicant

- Ensure Membership Eligibility
- Cross reference Service/Badge/Documentation #'s

4.2 Family

- Engage one of the Ex-Service Organisations (ESO's) to provide and Advocate certify the documents with DVA.
 - Northern Beaches District Council of Sub-Branches
 - Northern Beaches Legacy
- Approval by NSLSC Board of Management

5.0 Board Entry

¹ Only those members whose service is deemed 'warlike' by their conditions of service and in accordance with DVA recognition of such service are eligible.

² As per 1

The following naming and recognition conventional will apply

- Initials
- Surname
- Abbreviated Post Nominal entitlements (as per <https://www.pmc.gov.au/resource-centre/government/post-nominals>)
- Theatre of Service
- Killed in Action (KIA) by a Cross

Example:

M Maley, CSC, DSM (Afghanistan, Iraq, ICAT³)

³ International Coalition Against Terrorism (ICAT)

Update Legal Name and/or Governing Documents

CHARITY DETAILS

Charity name: Newport Surf Life Saving Club Inc
Charity ABN: 56603611439

GOVERNING DOCUMENTS

The following details have changed in your charity's governing documents:

Other : We have modernised the Constitution to accommodate contemporary issues, allowing modern technology to connect with our members. The board structure has been updated to streamline the operation of the club. The updated constitution has been based on the SLSNSW model constitution to bring it in line with other lifesaving clubs.

Does your governing document contain personal information: No

The following document was uploaded to display on the Charity Register:
Newport-SLSC-2022-Constitution.pdf

DECLARATION

Title: Miss
Family name: Proudfoot
Given name: Janet
Other given names: Maree
Primary phone number (include area code): 0409207907
Secondary phone number:
Email address: director-administration@newportsurfclub.com.au
Position held: Director of Administration
Declaration signed as: Responsible Person
Date: 04/08/2022

Thank you for taking the time to update your charity's information.