

minutes

Newport SLSC Board of Management Meeting, Robin Cale Room

13/07/2023

7:30 pm

Chairman: Guyren Smith

Notetaker: Jan Proudfoot

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

Apologies: Jess Menzies, Ryf Quail, Darren Warrener

Topic	Person Responsible	Role
Confirmation of June Committee Minutes Moved: Jeremy Paul Seconded: Guyren Smith	Jan Proudfoot	Director of Admin
Business arising from May minutes, including an update of Action Items Management Committee Action Items in MS Planner	Everyone	
Director of Finance & Sponsorship Committee's Report Discussion <ul style="list-style-type: none">• While June is a low activity month at the Club, our Annual Bernies (Award dinner) were held. As a result, income for the event was recognised during the month (\$11K). Club Bar revenue is steady at \$8K. June also sees the annual donation to the Newport Kinghorn Surf Racing Academy that comes through the club. Underlying Revenue of \$23K vs \$9K last year.• Excluding the Academy expense, Expenses are significantly up on last year for June at \$44K vs \$20K. Main expense variances included early purchases of clothing stock to prepare for the season ahead (\$5K), R&M to the Club IRB / Nipper trailer of approx. \$2K, Awards night expenses of \$15K (Subsidy of approx. \$4K to members vs \$10K last year). Increased bar income leads to increased variable expenses associated with that activity.• Normal expenses remain well controlled but include operational costs of the club such as Wages, Depreciation, Cleaning and R&M / Rescue supplies as stocks are replenished and action taken at the end of the patrolling season.• Net Loss YTD (2 months) of \$32K vs \$34K last year. This position is to be expected as these are the low-income months for the Club.• We also need to consider the financial statements for the annual report. The Board is responsible for the preparation and presentation of these accounts, and in the report makes a statement in accordance with a resolution of the Board that the accounts comply with accounting policies, gives a true and fair view of the position of the Club.	Jeremy Paul	Director of Finance

minutes

Topic	Person Responsible	Role
<ul style="list-style-type: none">Replacement of Club Bar tables – approx 5 new tabletops (\$195 each) and bases (\$185 each) are required for the deck.Nick Rogers has sourced quotes for gas heaters during Winter. Requested Board consider purchasing them for approx \$675.<ol style="list-style-type: none">The club operate 2 moveable gas heaters on deck which can be covered when not in use.Storage during the winter months between Bar Openings to be on the deck between the stairs and railing.Staff to operate the heaters and place them appropriately by tables so patrons can surround them at an appropriate distance.Gas supply is with refillable 9kg bottles. Each bottle gives a 9hr run time.Run time of each session is approximately 3 hrs.Refilled bottles will be required by personnel tbc.Safety Factors. These heaters have a gas cut-off and flame failure system should they be tipped over. 9kg gas bottles weigh them down. Weight is 18kg. They stand 1.3m tall, so aren't likely to tip in our semi-sheltered area.		
<h3>Outcome or Action Items</h3> <p>Motion: The financial reports for period end April 30, 2023 as presented be adopted and a Declaration to that effect be made in the annual report.</p> <p>Moved: Jeremy Paul Seconded: Guyren Smith All in favour</p> <p>Motion: Replace tables for approximately \$1,600.</p> <p>Moved: Jeremy Paul Seconded: Guyren Smith All in favour</p> <p>Motion: Purchase gas heaters and gas bottles to generate more revenue during the winter months for approximately \$675.</p> <p>Moved: Jeremy Paul Seconded: Guyren Smith All in favour</p>		
<h3>Lifesaving Agreement</h3> <p>Discussion</p> <ul style="list-style-type: none">Season ends 28 April 2024 and 27 April 2025.	Guyren Smith	President
<h3>Proposal to add our Annual Awards Criteria to Our Regulations</h3> <p>Please refer to email sent on 20 June and also attached.</p>	Jan Proudfoot	Director of Admin

minutes

Topic	Person Responsible	Role
<p>Discussion</p> <ul style="list-style-type: none">Jessica Menzies requested via email that we add facilitators to the Menzies Educator of the Year award. <p>Outcome or Action Items Motion: updated awards criteria is approved</p> <p>Moved: Jan Proudfoot Seconded: Guyren Smith All in favour</p>		
<p>Ticket for Kieran for the RESCA awards. Ticket price \$95.</p> <ul style="list-style-type: none">Kieran has been nominated for a Rotary Emergency Service Community Award (RESCA). Presentation night will be 12th August at Bankstown Sports Club. Awaiting info on booking tickets. Discussion <p>Motion: Should the club pay for Kieran's ticket?</p> <p>Moved: Jeremy Paul Seconded: Eric Crooke All in favour</p> <p>Pool to Peak Risk and Safety Plan</p> <ul style="list-style-type: none">An updated Emergency and Safety Plan has been created by Kieran Menzies and Jess Menzies as the SEMC, and the plan has been approved by the Pool to Peak committee. The Pool to Peak Committee is now seeking endorsement of the plan as submitted for review on the 29th June. <p>Outcome or Action Items Motion: Board of Management endorses the new Pool to Peak Ocean Swims Risk and Safety plan.</p> <p>Moved: Jeremy Paul Seconded: Guyren Smith All in favour</p>	Jess Menzies	Director of Lifesaving
<p>Pool to Peak Medals</p> <p>Please see quotes attached from two suppliers. For example:</p> <ul style="list-style-type: none">JD Trophies 2-year supply: \$2,640 inc GSTPlatinum Awards 2-year supply using our Pool to Peak Logo: \$2,318.80 inc GST <p>Discussion This is an opportunity to update the design to our current logo.</p> <p>Outcome or Action Items Motion: Expenditure approved up to \$2,640 with the Pool to Peak Ocean Swims logo.</p>	Jan Proudfoot	Dir of Admin

minutes

Topic	Person Responsible	Role
Moved: Jeremy Paul Seconded: Guyren Smith All in favour		

Beach to Beach – 27 August 2023

Jan Proudfoot Dir of Admin

- Draft sign-up form: <https://signup.com/go/TtoXujj>
- Should we organise a BBQ as per Jeremy's suggestion last meeting?

Discussion

Guyren will look at this tomorrow then provide feedback. Yes to BBQ.

Outcome or Action Items

Fees for 2023-24

Eric Crooke Dir of Member Services

Motion:

- Associates & General fees to increase from \$100 to \$105
- All other categories: increase from \$85 to \$90
- Website to be updated ASAP and use bullet points for all categories instead of listing horizontally so it is easier to read

Rescue of the Month Nominations

- Nil

Other Recognition of Members

- Keiran Menzies for updating the Pool to Peak Emergency and Safety Plan
- IRB Officials (Kieran Menzies, Carla Thornton, Sam Ranson, Adrian Hill) for their efforts across the NSW Premiership and State Champs
- Jan Proudfoot for co-ordinating the Annual Report, always a monumental challenge
- Matt Edwards (and his Dad, Adrian Edwards), for their time repairing the Club Nipper/IRB trailer.
- Tom Appleton for supplying board rack on the fence.
- Nick Rogers for installing a power point and TV in the foyer.

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

Events	Dates	Lead	Team
AGM	Sunday, 30 July 2023	Jan Proudfoot	
SNB Gear Inspection	Sunday, 20 August 2023		
Beach2Beach Charity Fun Run	Sunday, 27 August		
Carroll Cup and Kings Cup	End of September 2023	Darren Warrener	Nick Carroll
Beginning of 2023-24 Season	23 September 2023		
Last Patrol	28 April 2024		

Items for the Social Media, Website and Communications Manager

- IRB Racing results
- Nina Imani Fundraiser Flyer (trivia night on 22 August)

minutes

Questions on Reports

General Business

Newport Surf Life Saving Club

Report submitted by Guyren Smith

Date of Meeting: 13/07/2023

Items, News or Issues to report since last meeting

- DA Update –Still waiting for outcome of May Planning Panel meeting.
- Beach2Beach – is on 27th August. Rotary is working with the Chamber of commerce to make the finish more of a festival and have it go till later in the afternoon We will be responsible for the normal first aid and water at the finish as well as a stall promoting the club and water safety and some nippers type activities on the beach, Tug of war, obstacle course etc.
- Lifesaving Agreements – have had notification from Branch (not from state yet) that likely to stay on same patrol hours as last season.
- Branch awards, we won junior athlete of the year Conner Maggs), Athlete of the year (Blake Drysdale) and Masters Athlete of the year (Ashley Brown).
- Sub committees meeting was held on 18/6, format was good and some good feedback from the meeting. It re-enforced the need for our subcommittees to have regular meetings to keep the communications working.
- IRB team came third on the premiership point score and 5th on the state championships point score. Aussies is on 20-23 July. Zach Van Dam, Thomas Doyle and Sabrina Warwar were selected in the state development team and Melisse Cooper, Emily Thornton and Luke Thornton were selected in the state team.
- On Sunday night 9/7 the deck area was vandalised with tables and chairs thrown of the railing and lights broken. The front of the club also sustained graffiti. This has been reported to the police and council. No CCTV footage was available. Quotes have been obtained for replacement furniture. We have also requested quotes for external CCTV cameras.
- Thanks to Nick Rogers for his work on putting the TV in the foyer on the wall and connecting it to power.

Newport Surf Life Saving Club

Club Captain Report submitted by Jess Menzies

Date of Meeting: 12 July 2023

Items, News or Issues to report since last meeting

- Radio servicing underway. Half done and returned. Second half sent for servicing.
- Gear inspection 20th August. Gear is on it way to being checked.
- Kieran has been nominated for a Rotary Emergency Service Community Award (RESCA). Presentation night will be 12th August at Bankstown Sports Club. Awaiting info on booking tickets. Should the club pay for Kieran's ticket??
- Change to Club Lifesaving agreements have been put on hold for this season due to lack of evidence for change. Need to dole check the new agreement when it comes out to make sure it is the same.

Items to be approved

- Ticket for Kieran for the RESCA awards. Ticket price \$95.

From: [Simon | Platinum Awards](#)
To: [Jan Proudfoot](#)
Subject: RE: Quote for Pool to Peak Ocean Swims
Date: Thursday, 6 July 2023 2:27:26 PM
Attachments: [image001.jpg](#)
[Newport SLSC Peak to Pool Medallions 3 Year OU1964 July 2023.pdf](#)
[Newport SLSC Peak to Pool Medallions 2 Year OU1963 July 2023.pdf](#)
[Newport SLSC Peak to Pool Medallions 1 Year OU1962 July 2023.pdf](#)

Thanks Jan

Attached are 3 quotes for these medallions.

They are based on a 50mm antique finish medallion with a two colour paint fill and a ribbon. The quote caters for adjustments to the colour of the finishes, in case you need gold, silver and bronze medallions.

In summary our unit prices are as follows:

- **1 Year - \$13.05** each incl GST & Engraving
- **2 Years - \$9.65** each incl GST & Engraving
- **3 Years - \$8.45** each incl GST & Engraving

These prices factor the tooling and design charge over 1, 2 or 3 years depending on which quote you opt to go for.

I will work on the new medallion design once the club has expressed interest in using our services. Including the new event logo should be fine, however we may have to make some adjustments to the design so that it translates correctly once cast.

We are currently working off a turn around time of between 4 and 6 weeks on medallion orders. If the club is interested in proceeding with an order, we would need confirmation by the end of September at the latest.

If you have any questions please don't hesitate to contact me.

Thanks again for giving us the opportunity to quote on this order

Kind Regards

Simon Ready



PLATINUM AWARDS

Unit 23, 26 Wattle Road (Upper Level)
Brookvale, NSW 2100

T. 02 8065 9846 | M. 0402 438 049

E. simon@platinumawards.net.au | W. www.platinumawards.net.au

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Please consider the environment before printing this email.

From: Jan Proudfoot <secretary@newportsurfclub.com.au>
Sent: Thursday, July 6, 2023 1:42 PM
To: Simon | Platinum Awards <simon@platinumawards.net.au>
Subject: Re: Quote for Pool to Peak Ocean Swims

I think we have gold, silver and bronze.

Jan
Sent from my iPhone

On 6 Jul 2023, at 1:36 pm, Simon | Platinum Awards
<simon@platinumawards.net.au> wrote:

No Problem Jan

Last question, are all the medallions silver or are there Gold (1st place), Silver (2nd place) & Bronze (3rd place) options?

Kind Regards

Simon Ready

[<image001.jpg>](#)

PLATINUM AWARDS

Unit 23, 26 Wattle Road (Upper Level)
Brookvale, NSW 2100

T. 02 8065 9846 | M. 0402 438 049

E. simon@platinumawards.net.au | W. www.platinumawards.net.au

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From: Jan Proudfoot <secretary@newportsurfclub.com.au>
Sent: Thursday, July 6, 2023 1:31 PM
To: Simon | Platinum Awards <simon@platinumawards.net.au>
Subject: Re: Quote for Pool to Peak Ocean Swims

By next Tuesday will be ok. We have a board meeting on Wednesday night.

Thanks!

Jan
Sent from my iPhone

On 6 Jul 2023, at 1:07 pm, Simon | Platinum Awards
<simon@platinumawards.net.au> wrote:

Hi Jan

Thanks for giving us the opportunity to quote on this order.

Do you need a quote today or will next week be ok?

Kind Regards

Simon Ready

[<image001.jpg>](#)

PLATINUM AWARDS

Unit 23, 26 Wattle Road (Upper Level)
Brookvale, NSW 2100

T. 02 8065 9846 | **M.** 0402 438 049

E. simon@platinumawards.net.au | **W.** www.platinumawards.net.au

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Please consider the environment before printing this email.

From: Jan Proudfoot <secretary@newportsurfclub.com.au>

Sent: Thursday, July 6, 2023 11:12 AM

To: Simon Ready Platinum Awards <simon@platinumawards.net.au>

Subject: Quote for Pool to Peak Ocean Swims

Hi Simon

1. Could you please quote for medals for our annual ocean swims (400m, 800 m and 2 km)?
2. Please see email trail below.
3. They are held annually, first Sunday in January.
4. I have attached existing design photos, our style guide and the Pool to Peak logo.

5. I would like to update the design with our p2p logo instead of the old-fashioned reel.
6. Note: we no longer print the year on the medal so we can use left over medals the following year.
7. [Newport SLSC's Annual Pool to Peak Ocean Swims - Newport Surf Life Saving Club \(newportsurfclub.com.au\)](https://newportsurfclub.com.au)

Regards

Jan Proudfoot

Director of Administration (formerly Hon. Secretary)

0409 207 907

From: Guyren Smith <guyren.smith@newportsurfclub.com.au>

Sent: Wednesday, 5 July 2023 1:02 PM

To: Jan Proudfoot <secretary@newportsurfclub.com.au>

Cc: Jeremy Paul <jeremy.paul@newportsurfclub.com.au>

Subject: Re: P2P Medals

If you could get the alternate quote so it could be included on the agenda that would be great

Thanks

Sent from my iPhone

On 5 Jul 2023, at 11:41, Jan Proudfoot

<secretary@newportsurfclub.com.au> wrote:

1. We could also get a quote from these guys:
[Trophies Sydney | Northern Beaches | Corporate Awards \(platinumawards.net.au\)](https://platinumawards.net.au)
2. I'll do that if you like.
3. It's an opportunity to have our p2p logo on the medal instead of the old reel.

Regards

Jan Proudfoot

Director of Administration (formerly Hon. Secretary)

0409 207 907

From: Guyren Smith

<guyren.smith@newportsurfclub.com.au>

Sent: Wednesday, 5 July 2023 11:29 AM

To: Jeremy Paul

<jeremy.paul@newportsurfclub.com.au>; Jan Proudfoot

<secretary@newportsurfclub.com.au>

Subject: Fw: P2P Medals

We will need to put this on the Agenda for next weeks meeting. My thoughts are to go for the 2 years supply, but will be guided by Jeremy's thoughts as well.

Thanks
Guyren Smith

President

NEWPORT SLSC

M: 0409501655

E: guyren.smith@newportsurfclub.com.au

W: www.newportsurfclub.com.au

<image001.png>

From: g.cook2@bigpond.com <g.cook2@bigpond.com>

Sent: Wednesday, 5 July 2023 11:22 AM

To: Guyren Smith

<guyren.smith@newportsurfclub.com.au>

Cc: sashapr@sashapr.com.au

<sashapr@sashapr.com.au>

Subject: P2P Medals

Hi Guyren,

As per our telephone conversation this morning. Our very long term supplier of Medals and Trophies (JD Trophies-Nth Narrabeen) is no longer able to cast medals themselves and now needs to source these from China

The lead time required is that our order would need to be to them by mid August

Need to keep the Order in round numbers'- Ball Park Figures as below, Quote to be supplied once we decide on an Option

Option 1 is 120 Medals , one years supply - \$15 per Medal + GST (Covers Ribbon & Engraving) = \$1,800 + GST (Keep in mind that included in this pricing is an amount to cast a new Dye for the Medals)

Option 2 is 240 Medals, two years supply - \$10 per Medal + GST (Covers Ribbon & Engraving) = \$2,400

+ GST (Cost of the new Dye is spread out over greater number of Medals)

Please note that the Medals do not have a year engraved on them, only the event, distance and place-1st, 2nd & 3rd so can be rolled over if needed to future years

Also we do not require to order any swimming caps for the 2024 Swim as we have enough in Stock at present, but would have to order more for 2025 but in that year if we go for option 2 there would not be any cost for Medals

Could you please take this matter to the Club's next Board Meeting for approval so that we can proceed to a Quote and confirmation of Order before the cut off date to JD Trophies. The P2P Committee's recommendation is that we go for Option 2 and we are looking for support from the Board on this.

Look forward to your advices in due course.

Regards, Gary (Pool to Peak Committee Member)

From: [Guyren Smith](#)
To: [Jeremy Paul](#); [Jan Proudfoot](#)
Subject: Fw: P2P Medals
Date: Wednesday, 5 July 2023 11:28:46 AM
Attachments: [Outlook-Small Logo.png](#)

We will need to put this on the Agenda for next weeks meeting. My thoughts are to go for the 2 years supply, but will be guided by Jeremy's thoughts as well.

Thanks

Guyren Smith

President

NEWPORT SLSC

M: 0409501655

E: guyren.smith@newportsurfclub.com.au

W: www.newportsurfclub.com.au



From: g.cook2@bigpond.com <g.cook2@bigpond.com>
Sent: Wednesday, 5 July 2023 11:22 AM
To: Guyren Smith <guyren.smith@newportsurfclub.com.au>
Cc: sashapr@sashapr.com.au <sashapr@sashapr.com.au>
Subject: P2P Medals

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Look forward to your advices in due course.

Regards, Gary (Pool to Peak Committee Member)

Membership	Training (other than SRC)
\$ 90.00	\$ 165.00

==== see picture

Monna Vale Comparison	Monna Vale Fees	Training	Avalon Early Bird before 15/8/2023	Bligbla Early Bird before 10/20164
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Membership Categories & Fees

	2021/ 2022 Season	2022/2023 Season	Recommended 2022/2023	Change	Worst Case Family 5 Members				Monna Vale Comparison	Monna Vale Fees	Training	Avalon Early Bird before 15/8/2023	Bligbla Early Bird before 10/20164
					Jacobson \$ 25	Rogers \$ 25	Smith \$ 15	Wallich \$ 25					
Nippers Fee includes compulsory safety rash vest and club cap for first time Nippers Nipper - \$85 Parent Associate - \$100	\$ 85.00 \$ 100.00	85 100	\$ 90.00 \$ 105.00	\$ 5.00 \$ 5.00	3	2	1	1	\$ 75.00 \$ 35.00		\$ 40.00 \$ 40.00	\$ 70.00 \$ 85.00	\$ 80.00 \$ 80.00
Cadet Membership (Pre-Bronze) 14 - 15 years Fee - \$70	\$ 70.00	85	\$ 90.00	\$ 5.00	1	1	1	1	\$ 75.00		\$ 40.00	\$ 75.00	\$ 75.00
Under 14s Surf Rescue Certificate Includes course material and patrol gear Fee - \$175	\$ 175.00	Same basis 185	Same basis \$ 190.00	Same basis \$ 5.00					\$ 75.00	\$ 75.00	\$ 40.00	\$ 75.00	\$ 75.00
Active Junior Lifesaver 15-18 years Fee - \$70	\$ 70.00	85	\$ 90.00	\$ 5.00	1	1	1	1	\$ 75.00		\$ 40.00	\$ 75.00	\$ 75.00
Active Senior Lifesaver 18 yrs + Fee - \$80	\$ 80.00	85	\$ 90.00	\$ 5.00	2	3	1	2	\$ 75.00		\$ 80.00	\$ 85.00	\$ 90.00
Active Reserve Lifesaver Fee - \$80	\$ 80.00	85	\$ 90.00	\$ 5.00			1		\$ 75.00		\$ 80.00	\$ 85.00	\$ 90.00
Long Service Fee - \$80	\$ 80.00	85	\$ 90.00	\$ 5.00					\$ 75.00		\$ 80.00	\$ 85.00	\$ 90.00
Associate Member Fee - \$100	\$ 100.00	100	\$ 105.00	\$ 5.00					\$ 100.00		\$ 250.00		
Friends of Newport (non SLSA, social membership) NA	NA								\$ -		\$ 99.00	\$ 85.00	\$ 100.00
Life Member with a returned membership form Fee - \$0	\$ -	0							\$ -	\$ -			
New Bronze (adult) Includes membership, history book, club cap, course material, patrol gear and a ticket to our Annual Awards celebration where your Bronze Medallion will be presented. Fee - \$300	\$ 290.00	250	\$ 255.00	\$ 5.00					\$ 100.00	\$ 100.00			
New Bronze (under 18 yrs) Includes membership, history book, club cap, course material, patrol gear and a ticket to our Annual Awards celebration where your Bronze Medallion will be presented. Fee - \$300	\$ 270.00	250	\$ 255.00	\$ 5.00					\$ 225.00	\$ 75.00	\$ 150.00		
New Bronze (SRC holder continuing to Bronze) Includes membership, history book, club cap, course material and a ticket to our Annual Awards celebration where your Bronze Medallion will be presented. <i>Note: If another patrol uniform is required, this will cost extra.</i> Fee - \$175	\$ 195.00	250	\$ 255.00	\$ 5.00					\$ 150.00	\$ 75.00	\$ 75.00		

MV - Family 3	MV Fam1	MV Fam2	MV Fam2
Active	200	250	250
\$	\$ 360.00	\$ 300.00	\$ 390.00
\$	450	450	450
\$	\$ 270.00	\$ 90.00	\$ 180.00
	\$ 210.00	\$ 210.00	

MONA VALE - Family Friendly Prices

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.***	\$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	\$50