

minutes

Newport SLSC Board of Management Meeting, via Teams

12/10/2022

7:30 pm

Chairman: Guyren Smith

Notetaker: Jan Proudfoot

Attendees: Glen Borg, Jess Menzies, Jeremy Paul, Darren Warrener, Brendan Menzies, Ryf Quail, Eric Crooke, Avona Cox

Apologies:

Topic	Person Responsible	Role
Confirmation of September Committee Minutes Moved: Darren Warrener Seconded: Jess Menzies	Jan Proudfoot	Director of Admin
Business arising from September 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">• Sponsorship Opportunities - Newport Surf Life Saving Club (newportsurfclub.com.au)• Pleasing month for income month with lots of Club activity. Bar, function, and events (back to beach) income of \$9K. We've seen 27% of last year's Membership fees be received in Sep at \$24K. The Basin camp brought in \$4.5K. Clothing sales, Sponsorship, hall hire and board hire make up the rest. Total Revenue of \$42.5K vs \$18K last year. Last year included \$6K of COVID / Job saver grants in Sep.• Expenses a bit lower than prior year, mainly due to the timing difference with SLSNSW Capitation costs of \$15K in August vs September prior year. Variable expenses associated with the Bar and functions and SRC camp were up in line with revenue as you'd expect, although the food costs for the Back to the Beach function were paid in August.• Normal expenses were well controlled but include operational costs of the club such as Wages, Depreciation, Cleaning and R&M / Rescue supplies to get ready for the upcoming season.• Other Expenses incurred included costs for Purchasing clothing stock (some more Nipper rashies and a new stock of club hats (caps) to sell.• At this stage last year we had received approx. \$35K of COVID grants from the govt vs \$0 this year.• Profit of approx. \$18K for the month. YTD position is \$10K worse than last year, although there is a favourable timing difference of approx. \$16K regarding membership subscriptions which we are seeing earlier due to less uncertainty about the season. So effectively \$26K behind last year.• A Sponsorship meeting has been held: an ad has gone out for the Sponsorship manager; Nippers have been reaching out to all their sponsors and have made great progress; Pool to Peak committee has also been in contact with their sponsors.	Jeremy Paul	Director of Finance

minutes

Topic	Person Responsible	Role
Update on DA Council will ask for a review following rejection by the Planning Panel.	Guyren Smith	President
Newport Spring Celebration – 15 October 2022 (revamped Market Day) <ul style="list-style-type: none">Jan to contact NSW regarding trailer (completed Ryota Iwasaki has been in touch – please see attached email). Trailer idea abandoned but we have lots of promotional material and prizes instead.Flyers required – promoting bar, Bronze Medallion Course, Nippers – Jan to organise tomorrow.Games for kids – we need one more person to help.Stall under a tent: drink bottles, clearance of old stock.We will also have a rescue board and an IRB in the park.The Newport will be giving away gelato nearby our area. Action Item <ul style="list-style-type: none">Guyren to update his President’s Message to include requests for help with the Spring Celebration.	Guyren Smith	President
NP baseball caps Action item <ul style="list-style-type: none">Look to sell in the bar as well as online and at Nippers.Due by Friday week (21 October).		
Pre-Christmas Celebration Save the Date – See Santa arrive followed by drinks and a BBQ – Newport Surf Life Saving Club (newportsurfclub.com.au)	Guyren Smith	President
Discussion <ul style="list-style-type: none">Food for purchase.More details to be worked out at the next meeting. Outcome eg Action Items and/or Motion <ul style="list-style-type: none">Bar to open one hour earlier and ensure we have enough staff.		

minutes

Topic	Person Responsible	Role
Long Service Request from Rudi Valla <ul style="list-style-type: none">Please see attached docs. Discussion <p>Jess Menzies recommends Rudi's change in status.</p> Outcome eg Action Items and/or Motion <p>Jan to update SurfGuard and notify Rudi.</p> Due by: <p>ASAP</p> Moved: Jess Menzies Seconded: Jan Proudfoot	Jess Menzies	Director of Lifesaving
Long Service Request from Lise Layard <ul style="list-style-type: none">Please see attached email. Discussion <p>Jess recommends Lise's change in status.</p> Outcome eg Action Items and/or Motion <p>Jan to update SurfGuard and notify Lise.</p> Due by: <p>ASAP</p> Moved: Jess Menzies Seconded: Jan Proudfoot		
Reserve Active Request from Jackson Borg <ul style="list-style-type: none">Please see attached letter. Discussion <p>Jess recommends Jackson's change in status.</p> Outcome eg Action Items and/or Motion <p>Jan to update SurfGuard and notify Jackson.</p> Due by: <p>ASAP</p> Moved: Jess Menzies Seconded: Jan Proudfoot		
Reserve Active Request from Charlie Brooks <ul style="list-style-type: none">Please see attached email. Discussion <p>Jess to review Charlie's late request and look at hours. If Jess supports the change in status, the Board agrees.</p> Outcome eg Action Items and/or Motion <p>Jess to let Jan know the outcome.</p> Due by: <p>ASAP</p> Moved: Jess Menzies Seconded: Jan Proudfoot		

minutes

Topic	Person Responsible	Role
Returned Servicemen/Servicewomen Honour Board Update <ul style="list-style-type: none">• Sunday, 13 November is scheduled for the unveiling.• Guyren to follow up with Michael King and John McInerney.• The Board recommends 3:30 pm in the lead-up to the bar opening at 4 pm.• VIPs to be invited eg Rob Stokes, Sophie Scamps, Rory Amon, Michael Gencher and Michael Regan.	Guyren Smith	President

Bev's Job Title Jan Proudfoot Dir of Admin
See Administration report

Other examples include office-manager@newportsurfclub.com.au Note: Office Manager is common to several clubs in our branch.

Discussion

- Jeremy and Guyren to discuss with Bev.
- Website and signature to be updated accordingly.

Outcome eg Action Items and/or Motion

As per above discussion.

Due by:

ASAP

Moved: Jan Proudfoot

Seconded: Guyren Smith

All in favour

Rescue of the Month Nominations

- Nil

Other Recognition of Members

- Thanks to Brendan Capell and Pete Probert for helping get the gear ready.
- Thank you to Brendan Menzies and ITeam for setting up external collaboration for our Teams. I promise to test this feature very soon.
- Matthew Smith – member of the last Bronze Group. His company has donated:
 - 4 x training defibs
 - 8 x spare defib pads
 - 6 x Ventolin trainers
 - 7 x epi pens
 - Spacer
 - 6 x adult manikins
 - 3 x infant manikins
 - Various slings and bandages

Action Item:

- Jan to send a thank you letter from the President.
- Also include a stainless-steel drink bottle, a NP baseball cap, coffee keep cup.
- Ryf will present at Patrol on 29 October.

minutes

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

Events	Dates	Lead	Team
Newport Spring Celebration	15 October	Guyren Smith	
Take for 3 for the Sea	23 October	Ryf Quail	
Unveiling of new honour board for returned service men and women	13 November	Michael King	
Surf Boats Carnival	26 November	Darren Warrener	
Twilight Nippers & Pre-Christmas function	11 December 2022	Ryf Quail	
Pool to Peak Ocean Swims	8 January 2023	John Guthrie	
Branch Championships	28 January – 18 February 2023	Darren Warrener	
NSW Championships	17 February 2023 – 5 March 2023	Darren Warrener	
Australian Championships	25 March 2023 – 2 April 2023	Darren Warrener	
Last Patrol	25 April 2023	Jess Menzies	
Annual Awards	May 2023 (we will choose a date as soon as we know the IRB Racing dates)	Eric Croke	
AGM	30 July 2023	Jan Proudfoot	

Questions on Reports

General Business

Ryf Quail

- Ryf summarised his report.

Guyren Smith

- Guyren has had a suggestion we should introduce a **Surf Sports Official of the Year** major award ie a Bernie.
- Darren recommends this to encourage more officials.
- Also, let's introduce an **Educator of the Year** major award.

Action Items:

- Jan to update list of Annual Awards in the Policies and Procedures Library.
- Jan to organise an additional couple of Bernie sculptures for the Annual Awards.

Glen Borg

- The Academy will present to the Board next month.
- Glen needs feedback from members of the board re what they would like to know.
- Glen will reinforce the aims of the Academy and how the club benefits.

Meeting closed: 9:23 pm

Newport Surf Life Saving Club

Report submitted by Guyren Smith

Date of Meeting: 12/10/22

Items, News or Issues to report since last meeting

- As per previous emails, Development Application has been refused. Further discussion in the agenda
- Updates from Branch Board of Management:
 - Branch has released guidelines for nippers moving between age groups, including that it be minuted by the club board
 - Rollout of new radio system likely delayed by 2 years
 - North Palm Beach is short of patrolling members and is asking for assistance in patrols from anyone that can spare some time

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

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Items for General Business

- Adding of an award for Surf Sports Official of the year for the Bernies

Newport Surf Life Saving Club

Director of Education's Report submitted by Brendan Menzies

Date of Meeting: 12th October 2022

Items, News or Issues to report since last meeting

Delegates for proficiencies

Nippers:

- Emma Carroll
- Luci Bentley
- Rebecca Capell
- Brendan Capell
- Jeremy Paul

Newport Surf Life Saving Club

Surf Sports Director Report submitted by Darren Warrener

Date of Meeting: 12th Oct 2022

Items, News or Issues to report since last meeting

Coolangatta Gold 15th and 16th Oct so good luck to our Crew going up to compete in Teams and Individual events.

Jemma Smith is the New ICF World Canoe Champion after winning the Ocean race over 15km

KNG Trials are set down for the 12th and 13th Nov at Tugan

Local carnivals start this month with Fast Fives at Nth Curl Curl as well as Beach and Boat events.

Newport's Boat Carnival is locked in for the 26th Nov

I sent Emails to all Officials whose accreditation is up for renewal and Coaches who are up for renewal as well and they will be receiving an email from Branch on how to reaccredit themselves

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

Items for General Business

Newport Surf Life Saving Club

Nipper Programme Report submitted by Ryf Quail

Date of Meeting: 12TH October, 2022

Items:

- Nipper strategy accepted by Nipper committee and presented today to BOM
- Registration on track to exceed 2021 season (253) – 191 to date
- First week of Nippers 16 October
- Sunday operations
 - o Proficiencies to be completed in Pool
 - Booked with Council first 4 weeks
 - Delegates – Brendan, Jeremy, Luci and Emma
 - Key issue is swimming capability of U9s (due to COVID)
 - Gear – two board hire days held leading up to season commencement
 - Take 3 for the Sea is scheduled 23 Oct
 - o Age Managers all engaged – strong numbers of parent volunteers
 - Majority have completed course work and have WWC numbers (SharePoint)
 - o SRC – proposed that one person be responsible for transition between Nippers and Active Membership – potentially Nick Rogers
 - o Surf Sports Update – Dee Why Carnival 23 October
 - Issues around communication competition proficiency Vs regular proficiency being resolved
 - Issues with Branch around distribution LiveHeats Wristband being resolved
 - o Dolphins programme success - Dylan to come out of Dolphins and work with the U10s. Dylan's father to support.
- Parent and sponsor engagement
 - o Shop – may be some delay in sufficient rashies for Nippers kick off (COVID delays). Encouraging parents to recycle/hand down rashies and wetsuits.
 - o Sponsorship
 - LJ Hooker, Lucky and Peps, Colne Advisory & Charcoal Charlies reconfirmed
 - Potential for increased sponsorship with Lucky & Peps
 - Potential for new coffee cart sponsorship – new partner being trialled
 - New sponsors have approached club – Mortgage Choice, Aveena & plus one Nipper parent business to be confirmed
 - New Nipper sponsor package to be sorted (Jan has provided base document)
 - Propose a banner be made to put up on club on Sundays with sponsors
 - Propose scrapping of BBQ and replace with Lucky & Peps food truck
 - o Nipper Social function – Sunday arvo at Lucky and Peps before Christmas – date to be confirmed.

Newport Surf Life Saving Club

Club Captain Report submitted by Jess Menzies

Date of Meeting: 12 October 2022

Items, News or Issues to report since last meeting

- Radios
 - 6 have been serviced by Karera
 - 5 currently being serviced
- Gear
 - Thanks to Brendo and Pete for helping get the gear ready
- Patrols
 - 12 patrols this year
 - Attempting to try and even out patrolling numbers on patrols as some have been quite short
- Back to the Beach
 - 100 RSVPs - 90 on the night – looked like everyone had a good night
- Skills Maintenance
 - Thanks to some Assessors/Delegates who have commenced the process
 - Dates to be released this week

Items to be approved

Newport Surf Life Saving Club

Report submitted by Jan Proudfoot

Date of Meeting: 12/10/2022

Items, News or Issues to report since last meeting

- I have made numerous updates to our website and TeamApp recently.
- Website:
 - Bec identified that just about every link was broken on this page [Member Protection - Newport Surf Life Saving Club \(newportsurfclub.com.au\)](#)
 - Acknowledgement of Country is now in the footer of our major pages.
 - Our sponsorship packages have been revised. This news post will appear in our next Top 5 >>> [Sponsorship Opportunities - Newport Surf Life Saving Club \(newportsurfclub.com.au\)](#). A link to the packages is also available from the Sponsors' page.
 - Old sponsors' logos have been removed.
 - A Style Guide link has been added to our Marketing & Promotion page. [Marketing & Promotion - Newport Surf Life Saving Club \(newportsurfclub.com.au\)](#)
 - A TOC has been added to the Pathways to Membership page because it is so long. [Pathways to Membership - Newport Surf Life Saving Club \(newportsurfclub.com.au\)](#) Let me know if you think it is too ugly. I've used a TOC plugin. If you don't like the format, I will have to work on a more manual method.
- TeamApp
 - The Patrol Roster and Docs button now has many more files eg Constitution, Regulations, Annual Report, Sponsorship Opportunities, Style Guide, Request for Active Reserve and Long Service status.
 - Old sponsor advertisements have been removed.
- Please regularly review the web pages and TeamApp areas that fall under your area of responsibility. I can show you how to update or you can send the details to me.
- I think we should create a new post regarding Member Protection soon and introduce Bec Capell. I already have a photo to use for a Top 5 intro.
- I have organised for Eric Crooke to be the main contact at Good Sports instead of me. [Become a Good Sports club - Good Sports](#)
- Newport Spring Fair – Ryota Iwasaki (Community Education Digital Projects Officer) from SLSNSW Community Education called me regarding the promotional trailer on Monday morning. Please see email from him. We need some to collect and return the trailer from Belrose. Jordan from SLSNSW is sending promotional material to my house.

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

- Many members regularly confuse my job role with Bev's and this is made worse by my recent change of job name (Director of Administration).
- Could we think about changing Bev's job title to reduce confusion? Her email address (admin@newportsurfclub.com.au) can remain because it is used in so many places but we could create an alias that will remove confusion eg general-manager@newportsurfclub.com.au. Bev could then use the new title in her email signature, and we can update our website Contact page.

Items for General Business

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