

# Agenda

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

11/09/2024

7:30 pm

**Chairman:** Guyren Smith

**Notetaker:** Rod Stevens

**Attendees:** Matt Edwards, Jeremy Paul, Ryf Quail, Rebecca Capell, Jess Menzies, Darren Warrener, Janet Dunn, Jan Proudfoot, Adam Willis, Dave Barbour

**Apologies:**

Topic	Person Responsible	Role
<b>Confirmation of August Committee Minutes</b>		Director of Admin
<b>Moved:</b> Guyren Smith		
<b>Seconded:</b> Bec Capell		

<b>Business arising from previous minutes, including an update of Action Items</b>	Everyone	
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All action items raised in meeting can be found here

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

<ul style="list-style-type: none"><li>For August, Club Bar revenue was \$10K (Compared to \$9K in July, and \$8K in August 23), while it was a quiet month for Functions at \$500, down \$3K on prior year and \$4K on July. There was the usual Hall hire, Interest, and a small amount of clothing sales. \$17.4K Total revenue in the month. This compares to \$31.5K in Jul and \$26.6K in Aug 23).</li><li>We also recognised \$10K from the BSEF grant in other income (as we did in August last year)</li><li>Subscription income still low - YTD is \$6.3K (\$15.9K Jul 23). A reminder went out in the Newsletter so hope to see this pick back up to normal YTD levels in September</li><li>Costs are high, as per usual at this time of year, but lower than last year due to some timing differences. \$46K vs \$60K last year. The difference mainly relates to SLSA Capitation fees which were received in August last year for \$17K. SNB Capitation fees were expensed at \$10.3K, which is based on our Members as at 30 June 24, and was increased by 3.8% CPI by Branch this year. Our Club insurance was expensed this month at \$8.6K, which is about 17% higher than last year, due to revising up insured limits and general market increases in insurance costs. There were approx \$2K in clothing purchases, getting ready for the Nipper season. Annual report costs</li></ul>	<b>Jeremy Paul</b>	<b>Director of Finance</b>
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<p>were about half of last year, with the second year of mainly digital reports. Approx \$500 of Office expenses getting supplies for new office manager.</p> <ul style="list-style-type: none"><li>• Normal operational expenses remain well controlled and include depreciation, R&amp;M Equipment (\$1K for Radio repairs), cleaning, bank fees, rescue costs (Fuel, first aid) etc.</li><li>• There was a loss for the month of \$18.5K, so we remain in a net loss position YTD at \$37.2K. However, this compares favourably to a loss in August last year of \$23.2K, and YTD of \$72.0K. The lower subscription income, and Capitation fee timing difference mentioned above will account for the majority of this variance in August. I would expect the YTD position to close a little once the timing differences are accounted for.</li><li>•</li></ul> <p><b>Items to be Discussed</b></p> <ul style="list-style-type: none"><li>• No Items for discussion</li></ul>		

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Topic	Person Responsible	Role
<p data-bbox="95 347 766 392"><b>Items, News or Issues to report since last meeting</b></p> <ul data-bbox="151 403 973 1489" style="list-style-type: none"><li>• DA Update – Revised plans were put on public exhibition with a very short timeframe for submissions. Pleasing response from public with lots of submissions and the vast majority positive. Rudi and I have applied to speak at the hearing, awaiting further advice</li><li>• 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.</li><li>• PCYC – term 4 running on Wednesdays from 23<sup>rd</sup> October to 11 December</li><li>• Received Community Education program of the year at the state Awards of Excellence. That now gets put through to the SLSA awards or excellence.</li><li>• Attended the branch BOM meeting, council were present and outlined a few things:<ul data-bbox="199 1019 973 1422" style="list-style-type: none"><li>- There is little money in their budgets for Surfclub upgrades, so we will need to be looking for grant funding</li><li>- The ALS contract expires at the end of the season and they are looking at what happens after that. At this stage there is no plan to have lifeguards on weekends at beaches where that doesn't currently happen. Will only change if the risk level changes. They committed to keeping clubs informed and giving plenty of notice to deal with shared resources etc (as per our SSV)</li><li>- They spoke to the meeting about the importance of getting our DA approved.</li></ul></li><li>• Maintenance team has been formed to work on stuff around the club. Thank you to this group for their hard work</li></ul> <p data-bbox="95 1534 406 1579"><b>Items to be discussed.</b></p> <ul data-bbox="151 1590 901 1825" style="list-style-type: none"><li>• Tickets for the SLSA awards of excellence, \$150 per ticket</li><li>• Committee and Sub committee get together</li><li>• Life Members get together</li><li>• Gym Maintenance</li><li>• Annual Compliance requirements</li><li>• Grant expenditure due 16/9</li></ul> <p data-bbox="95 1870 534 1915"><b>People to be Thanked/Mentioned</b></p> <ul data-bbox="151 1926 734 2004" style="list-style-type: none"><li>• Team that helped out for gear inspection</li><li>• Bec for taking the lead on the JAC handover</li></ul>	<p data-bbox="989 347 1181 392"><b>Guyren Smith</b></p>	<p data-bbox="1189 347 1380 392"><b>President</b></p>

# Agenda

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<p><b>Items, News or Issues to report since the last meeting</b></p> <ul style="list-style-type: none"> <li>• PC Meeting this Thursday the 12<sup>th</sup> Sept 2024. 7:00pm at the club.</li> <li>• Parking Stickers are in. Some have been distributed. (Thanks Jess for your help with these)</li> <li>• I have organised a meeting for the 12<sup>h</sup> September for a All PC and PVC's to attend. I can have the PC distribute to Patrols in the coming weeks.</li> <li>• Renee can also distribute to those who need them immediately.</li> <li>• Chris Borg to distribute via the competition/training days to the Competitors.</li> <li>• 1<sup>st</sup> cut of the Patrol Roster has been done. Will be publishing this weekend after the PC Meeting.</li> </ul> <p><b>Items to be discussed and/or approved at the next meeting</b></p> <ul style="list-style-type: none"> <li>• Back to the Beach Friday the 27<sup>th</sup> Sept.</li> <li>• Try Booking to go up this week. Price TBD.</li> </ul> <p><b>Items for General Business</b></p> <ul style="list-style-type: none"> <li>• Thank you to Brendo for arranging the replacement wheels for the IRB Trailer.</li> <li>• Battery to be kept on charge for the ATV</li> </ul>	<p><b>Matt Edwards</b></p>	<p><b>Director of Lifesaving</b></p>
<p><b>Items, News or Issues to report since last meeting</b></p> <ul style="list-style-type: none"> <li>• Courses: <ul style="list-style-type: none"> <li>○ IRBC+D 26<sup>th</sup> September (6 crew + 6 driver)</li> <li>○ Bronze – 20<sup>th</sup> October (13 people confirmed)</li> </ul> </li> <li>• Branch CTO meeting 19<sup>th</sup> September</li> <li>• Newport education meeting booked 10<sup>th</sup> September – any major updates I will bring to the Board meeting.</li> <li>• Basin Camp 14<sup>th</sup> September – trainers required for 2hrs in the morning.</li> </ul> <p><b>Items to be discussed and/or approved at the next meeting</b></p> <ul style="list-style-type: none"> <li>• No Items for discussion</li> </ul>	<p><b>Jess Menzies</b></p>	<p><b>Director Of Education</b></p>
<p><b>Key items</b></p> <ul style="list-style-type: none"> <li>• JAC Succession <ul style="list-style-type: none"> <li>○ Stewart Deans, Adam Willis and Adam Gaffney taking over. Handover meeting booked for 17 September</li> <li>○ Ryf to assist to start of season</li> </ul> </li> <li>• Support roles</li> </ul>	<p><b>Ryf Quail</b></p>	<p><b>Director of Junior Activities</b></p>

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<ul style="list-style-type: none"> <li>○ Dolphins &amp; Marlins succession – being published via club admin, Scott McAlpine approached</li> <li>○ Junior Development Officer succession – Bec to send Ryf job role to be broadcast via Surfguard</li> <li>● <b>Registration dates – to be confirmed with BOM</b></li> <li>● Calendar               <ul style="list-style-type: none"> <li>○ Season starts - 20 October</li> <li>○ Club Champs Round 1– 17 November</li> <li>○ Break for Christmas – 15 December</li> <li>○ Return from break – 19 January</li> <li>○ Club Champs Round 2 -Bec confirming final date based on carnival schedule</li> <li>○ Final twilight Nippers – 16 March</li> </ul> </li> <li>● Rego banners and council update - Todd               <ul style="list-style-type: none"> <li>○ Council space booked and banners prepared</li> <li>○ Matt Smith to coordinate putting up and pulling down</li> </ul> </li> <li>● Proficiency at Aquatic Achievers               <ul style="list-style-type: none"> <li>○ Delegates confirmed</li> <li>○ Schedule on Sunday 20 October</li> <li>○ 12.30pm                   <ul style="list-style-type: none"> <li>▪ U6</li> <li>▪ U13</li> <li>▪ U12</li> </ul> </li> <li>○ 1pm                   <ul style="list-style-type: none"> <li>▪ U7</li> <li>▪ U11</li> <li>▪ U10</li> </ul> </li> <li>○ 1.30pm                   <ul style="list-style-type: none"> <li>▪ U9</li> <li>▪ U8</li> </ul> </li> </ul> </li> <li>● Shop update – under control</li> <li>● Surf sports update               <ul style="list-style-type: none"> <li>○ Training started 3 days a week</li> <li>○ Need a run coach</li> <li>○ Gemma organising handover from Laurellen Symonds</li> </ul> </li> <li>● Gear update               <ul style="list-style-type: none"> <li>○ Matt needs handover from Gemma</li> <li>○ Boards need to be sorted and coded ready for hire</li> <li>○ Board proposal needs to be developed by Gemma and Matt</li> </ul> </li> <li>● Sponsors               <ul style="list-style-type: none"> <li>○ Sponsors all confirmed                   <ul style="list-style-type: none"> <li>▪ LJ Hooker, Lucky &amp; Pep’s, The Peak Café, Honest Chicken and Colne Rick Advisory</li> <li>▪ Ryf finalising artwork for Age Manager Shirts</li> </ul> </li> </ul> </li> </ul>		

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<ul style="list-style-type: none"><li>• Confirm Age Managers for 2024/25<ul style="list-style-type: none"><li>○ Warren confirming returning Age Managers</li><li>○ Warren to confirm Pete Finn</li><li>○ Warren to meet with Jess on new Age Manager online course</li></ul></li><li>• Marketing in schools<ul style="list-style-type: none"><li>○ Newport and Bilgolah are happy to have Lizzie Wellborn et al present to U6 and U7 school age kids</li><li>○ Bec Capell confirming Lizzie's availability</li></ul></li><li>• Parent night – to be held 2<sup>nd</sup> last Sunday of Term 3 (22 Sept) at 3.30pm - cancelled</li><li>• Basin Camp – 13-15 September<ul style="list-style-type: none"><li>○ Very low numbers of kids and volunteers despite prolific communications</li><li>○ Going ahead numbers came through</li></ul></li><li>• Other items<ul style="list-style-type: none"><li>○ JAC meeting at Branch – 7.30pm 12<sup>th</sup> Sept – Adam and Matt attending with Bec</li></ul></li><li>• Website update – Bec Capell has access so will update and Ryf will approve content</li><li>• Welcome email to sent out once website is updated</li><li>• Comms<ul style="list-style-type: none"><li>○ Todd to set up Adam and Jen on TeamApp</li><li>○ Adam set up Newport Nippers Instagram</li></ul></li></ul>		

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<p><b>Items, News or Issues to report since the last meeting</b></p> <ul style="list-style-type: none"> <li>• ILS world championships were held on the Gold Coast and Newport sent a team to these championships across youth, pool, IRB, and water and as were restricted to 10 athletes per Gender per event category so we had members compete for other clubs.</li> <li>• Newport again finished 2<sup>nd</sup> on the open Water points score behind Northcliff, so an outstanding result.</li> <li>• Lizzie had an outstanding championship picking up 2 silver's and 3 Bronze – 2<sup>nd</sup> in the Ironwoman, Board, 3<sup>rd</sup> Ski, 3<sup>rd</sup> in Oceanwoman relay and Board rescue with Sarah Locke</li> <li>• Jackson Borg – 3<sup>rd</sup> in the ironman</li> <li>• Men's Board rescue – 3<sup>RD</sup> Charlie and Conner</li> <li>• Female rescue tube rescue 3<sup>rd</sup>, Sarah, Jasmin, , Jemma</li> <li>• Female Ocean woman – 3<sup>rd</sup> Lizzie ,Jemma, Sarah,Piper</li> <li>• The youth also had some success with Olivia picking up 3<sup>rd</sup> in the Ski and the mixed oceanman relay also 3<sup>rd</sup> ,Noah, Charli, Sam and Olivia</li> <li>• IRBs we also picked a 3<sup>RD</sup> men's rescue tube, Keelan, Tom and Luke</li> <li>• Ted smithies Gold 70-74 beach sprint and bronze in 70-74 flags in the Masters section</li> <li>• We also had 4 competitors racing for other clubs with Jayke, Blake, Jett picking up 3rd in the beach relay with South Maroubra and Lachlan at Avalon making the final of Swim.</li> <li>• Well done to everyone that competed and also the coaching team for getting them ready over the off season.</li> <li>• Branch Surf sports meeting has been moved to the 26<sup>th</sup> Sept</li> </ul> <p><b>Items to be discussed and/or approved at the next meeting</b></p> <ul style="list-style-type: none"> <li>• I would like to get the water teams proficiency's completed at training on the 19<sup>th</sup> Oct if this is possible due to an early start to the world ocean series first week in Nov and as the calendar is back to back until Christmas, I have spoken to the coaches and they will align with this date.</li> </ul> <p><b>Items for General Business</b></p> <ul style="list-style-type: none"> <li>• My Team for this season               <ul style="list-style-type: none"> <li>○ Surf Sports Director- Darren Warrener</li> <li>○ Lifesaving – Sam Capell</li> <li>○ Beach – Tristan Conn</li> <li>○ Boats - Michael King</li> <li>○ Masters - Pat Quinlan/ Jan Proudfoot</li> <li>○ Water/Officials - Dave Barbour</li> <li>○ Logistics – Dave Rees</li> </ul> </li> <li>• Craft Storage/ Sheds – Nic Carroll</li> </ul>	<p><b>Darren Warrener</b></p>	<p><b>Surf Sports Director Report</b></p>

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<p><b>Items, News or Issues to report since the last meeting</b></p> <ul style="list-style-type: none"> <li>We have found a replacement for JAC – Finer details need to be discussed as there is a team of three that will take on this role. Stewart Dean, Adam Willis and Adam Gaffney . I have organised a meeting for the 17<sup>th</sup> September for a full handover and to discuss who will take on which roles. Adam Willis will be representing Newport at the JAC meeting held at branch on the 12<sup>th</sup> September.</li> </ul> <p><b>Items to be discussed and/or approved at the next meeting</b></p> <ul style="list-style-type: none"> <li>I have highlighted with Isaac that Nipper proficiency clashes with first Nipper carnival. I have proposed two dates to get competition kids proficiency done earlier so they can compete. Proficiency will be done in rock pool at Billy either on 21/9 or 28/ 9 – Is this ok with the Board.</li> </ul> <p><b>Items for General Business</b></p> <ul style="list-style-type: none"> <li>Thank you to Guyren and Renee for a great newsletter.</li> <li>Thank you Renee for signage on the bathrooms.</li> </ul>	<p><b>Bec Capell</b></p>	<p><b>Deputy President</b></p>
<p><b>Items, News or Issues to report since last meeting</b></p> <ul style="list-style-type: none"> <li>Kathy Middleton now operating in a trainee mode as registrar.</li> <li>Issues with the state of the ladies toilets after training has been on – showers left on, flooding, sand everywhere. Stuff thrown on the walls and ceilings. The early morning swim crew are totally fed up with cleaning the area far too regularly and have complained to me about it – they would like something to be done about it.</li> <li>The changes to Surfguard requiring immediate payment have simplified some matters (but introduced a few lesser issues)</li> <li>Proposed End of Season awards RMYC 7<sup>th</sup> June</li> </ul> <p><b>Items to be discussed and/or approved at the next meeting</b></p> <ul style="list-style-type: none"> <li>Membership numbers as at 9/9/24</li> </ul>	<p><b>Janet Dunn</b></p>	<p><b>Member Services</b></p>



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<table border="1"> <thead> <tr> <th>Sub-Membership Category</th> <th>Total Members</th> <th>Male Members</th> <th>Female Members</th> <th>Non-binary Members</th> <th>Unkn Gende</th> </tr> </thead> <tbody> <tr> <td>Probationary</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Junior Activity Member (5-13 years)</td> <td>15</td> <td>7</td> <td>8</td> <td>0</td> <td>0</td> </tr> <tr> <td>Cadet Member (13-15 years)</td> <td>4</td> <td>3</td> <td>1</td> <td>0</td> <td>0</td> </tr> <tr> <td>Active (15-18 yrs)</td> <td>7</td> <td>5</td> <td>2</td> <td>0</td> <td>0</td> </tr> <tr> <td>Active (18yrs and over)</td> <td>29</td> <td>15</td> <td>14</td> <td>0</td> <td>0</td> </tr> <tr> <td>Award Member</td> <td>1</td> <td>1</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Reserve Active</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Long Service</td> <td>15</td> <td>11</td> <td>4</td> <td>0</td> <td>0</td> </tr> <tr> <td>Past Active</td> <td>1</td> <td>1</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Associate</td> <td>17</td> <td>10</td> <td>7</td> <td>0</td> <td>0</td> </tr> <tr> <td>Life Member</td> <td>16</td> <td>13</td> <td>3</td> <td>0</td> <td>0</td> </tr> <tr> <td>General</td> <td>13</td> <td>10</td> <td>3</td> <td>0</td> <td>0</td> </tr> <tr> <td>Honorary</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td><b>Total</b></td> <td><b>118</b></td> <td><b>76</b></td> <td><b>42</b></td> <td><b>0</b></td> <td><b>0</b></td> </tr> </tbody> </table> <p><b>Items for General Business</b></p> <ul style="list-style-type: none"> <li>We need to set a tentative date for End of Year function. - 2025 – Agreed 7<sup>th</sup> June.</li> <li>Any improvements recommended after last season's event.</li> </ul>	Sub-Membership Category	Total Members	Male Members	Female Members	Non-binary Members	Unkn Gende	Probationary	0	0	0	0	0	Junior Activity Member (5-13 years)	15	7	8	0	0	Cadet Member (13-15 years)	4	3	1	0	0	Active (15-18 yrs)	7	5	2	0	0	Active (18yrs and over)	29	15	14	0	0	Award Member	1	1	0	0	0	Reserve Active	0	0	0	0	0	Long Service	15	11	4	0	0	Past Active	1	1	0	0	0	Associate	17	10	7	0	0	Life Member	16	13	3	0	0	General	13	10	3	0	0	Honorary	0	0	0	0	0	<b>Total</b>	<b>118</b>	<b>76</b>	<b>42</b>	<b>0</b>	<b>0</b>		
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<p><b>Items, News or Issues to report since the last meeting</b></p> <ul style="list-style-type: none"> <li>Access sorted for most applications.</li> <li>Review of website management completed.</li> </ul> <p><b>Items to be discussed and/or approved at the next meeting</b></p> <ul style="list-style-type: none"> <li>Review of various application accesses and agreement to clean up.</li> <li>Ownership of Canva.</li> <li>Review of Sharepoint structure.</li> <li>Proposed restructure of monthly reports vis a vis collating and publishing to website.</li> </ul> <p><b>Items for the Social Media, Website and Communications Manager</b></p> <ul style="list-style-type: none"> <li>Who is working with Sequoia for Social Media management</li> </ul>	Rod Stevens	Director of Admin																																																																																										

## Key Dates for the Website

Event	Date
Start of Nippers	Sunday, 20 <sup>th</sup> October 2024

# Agenda

Event	Date
<a href="#">Beach to Beach Charity Fun Run &amp; Festival</a>	Sunday, 25 August 2024
Back to Beach	26 <sup>th</sup> September 2024
Start of Season	September 2024
Pool to Peak Ocean Swims	Sunday, 5 January 2025
SLS NB Branch Championships	TBC

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