



Minutes

May 2020 Management Committee Meeting

📅 Thu May 21st, 2020

🕒 6:00pm - 8:00pm AEST

📍 Zoom

👥 **In Attendance**

I. **Open & Welcome**

I Norman welcomed attendees to the meeting

II. **Attendance & Apologies**

I Norman noted apologies from James Blackmore, John Roderick and Meg Nagle

a. **Attendance**

Ian Norman (Chair), Kate Stockley (Secretariat) Greg Bott, Shane McKenzie, Mick Sell, Andy Johnson, Dan Rogers

III. **Disclosure of Interest & Declaration of Confidentiality**

- All members are to declare any conflicts of interest regarding the agenda items to be discussed.
- All members are to declare they understand and will abide by the code of conduct for Administrators, Directors and Officer and will maintain strict confidentiality of matters discussed at the meeting.

Nil declared

IV. **Previous Minutes**

Previous minutes from April committee meeting were tabled for endorsement

a. **Minutes Attached -**

b. **Motion to adopt the attached minutes for publication to members.**

Minutes are the previous month meeting minutes with confidential information redacted.

Dan Rogers moved that minutes be endorsed

Shane McKenzie seconded that minutes be endorsed

V. **Business Arising from Previous Minutes**

- Head Coach EOI discussions held over until Surf Sports
- I Norman confirmed that the committee has formally deferred expenditure for roadworks at the shed

- I Norman advised that he and Shane McKenzie have met with Mal Wright and confirmed advice from MGI Audit that Supporters Club have requested a rental holiday and won't accrue debt due to COVID-19 response and reduced trade

a. **Review Actions from Previous Minutes**

Nil discussed

VI. **For Decision**

Motion that the Riccardo Cornacchia be approved for Long Service Membership as per attached patrol hour record. Eligible due to completion of 10 years patrol and 770 patrolling hours. .

- K Stockley tabled request for Long Service Membership received from Riccardo Cornacchia and noted that he is eligible for membership category.
- Request approved, K Stockley to communicate committee decision

a. **Treasurer's report - April 2020**

- S McKenzie tabled the Treasurers report and noted that the forecast remains unchanged from last month
- Mal Wright will be putting forward a draft budget scenario on the assumption that Supporters Club will resume trading in October 2020
- S McKenzie advised that it is estimated that the club will be operating at 50% of usual budget for the 2020 / 2021 season, it was agreed that there would be a focus on essential services only ie. patrols and building maintenance
- It was noted that expenditure related to Administrative Support is considered essential and will continue. D Rogers to talk with Carla Gilbert to assure her that her role within the club is safe
- Membership Fees were confirmed for the 2020 / 2021 season to remain same as current season with a reduction in number of patrol hours required for free membership to 30hrs. K Stockley to draft communication to members to get Membership Fees endorsed by the Club Council prior to membership renewal due to the delayed AGM
- S McKenzie moved that the Treasurers Report be adopted, seconded by Mick Sell

VII. **For Action**

This section is for items that do not under the constitution comprise a decision reserved to the MC but nevertheless need MC members to take action.

1. What is the problem that needs to be solved or opportunity that could be pursued
2. What are the current blockers
3. What help can the MC provide
4. What action is requested

Nil discussed

VIII. **For Information**

Include here any item for information that is worthy of special consideration above being included in the relevant section report.

Nil discussed

IX. **Special Business**

Nil discussed

X. Section Reports

Each Section to provide a dot point list of:

- What has happened in the previous month
- What is upcoming in the next 2 months
- Any blockers
- Any help required

a. Training

Nil discussed

b. Surf Sports

- G Bott to draft 2020 / 2021 season budget for consideration
- It was recommended that Pool Swimming Training costs be moved out of the Surf Sports budget to fall under lifesaving as this activity is attended by all patrolling members rather than competitors
- The Management Committee agreed that, due to budget constraints, the Head Coach EOI won't progress for the 2020 / 2021 season

c. Nippers

- A Johnson advised that Nippers are meeting next week and will review their budget for the 2020 / 2021 season
- It was noted that Nippers is largely self-funded from membership fees and doesn't rely on the Lifesaving Club budget

d. Youth & Cadets

Nil discussed

e. Lifesaving

- M Sell noted that the season finished well despite the impact of the COVID-19 response to patrols
- Positive feedback has been received at the last Patrol Captains meeting regarding the 2019 / 2020 season
- I Norman acknowledged the hard work done by M Sell this season and thanked him for his efforts
- M Sell advised that the club bus has had an inspection with a recommendation for rust proofing. Committee members endorsed this spending and requested that this proceed
- M Sell noted that Mercury IRB motors will not be available past August. It was noted that the club has recently purchased two new motors and agreed that current motors are acceptable and there is not a need to purchase new ones at this stage

f. Members

1. Updated end of season timeline

Updated end of season timeline tabled to reflect new AGM date in August.

2. Club Cap Change update

Club Cap changes document tabled, new Club Cap to be endorsed by the Club Council at the AGM prior to progressing through SLSQ and SLSA approval processes

g. Administration

1. Annual Report Draft

100 copies to be printed (price TBC by graphic artist)

Update from Holly Keys, Graphic Artist CV Services - *I have not been able to complete the entire document as yet, but have put in pages for where all the rest of the material needs to go. Please note that the entire document will run over 80 pages due to layouts not being finalized (amount of text, photos to display, layout design for each remaining section etc) It could be closer to 100 pages.....I realise this is substantially a lot more than previous years but there's also a lot more that's being put in (3 issues of Coolum Pulse, report text, more text in tables etc)*

Annual Report draft tabled

2. **Blue Card Report**

3. **Accidents & Workcover**

Kat Egan

Steve Stockley

It was noted that Steve Stockley's workcover claim has been closed, Carla Gilbert to follow up

4. **Licence Expiry Report**

5. **New Memberships & Transfers**

No new memberships or transfers

6. **Sponsorship Payments**

h. **President & Deputy President**

1. **End of season awards video**

Video under development. Will need video input from Club Captain, Chief Training Officer and Surf Sports Officer for their award recipients plus Vice Captain (Steve S) for the Kennedy Cup.

Target release date is June 5 via Vimeo.

I Norman advised that the end of season awards will be announced via video to all members with a plan to have this finalised by the end of next week

2. **Post COVID 19 transition program**

Still waiting on Branch/SLSQ direction. Recommend we commence work on social distancing standards for each area e.g. common rooms, admin offices, gear shed.

It was noted that post COVID-19 plans are being led by Sunshine Coast Branch and SLSQ, these will be communicated as they are published

3. **AGM**

Date scheduled for August 8th - 4pm. To be held at the Coolum Civic Centre.

I Norman noted that it is planned that the AGM be held as a face-to-face meeting at Coolum Civic Centre in August, to be confirmed once allowed numbers are confirmed

4. **Website development**

Our current website platform expires in October 2020. Proposal received from Probit Marketing but not a firm quote yet. Jarrod has advised standard cost is \$4,400.

Please note we have done an interim refresh to tidy and update.

I Norman advised that quotes are being sought to review the club website with a

change to a new platform e.g. Word Press. The current website platform expires in October 2020. It was suggested that the website may use the same landing page as the Supporters Club website.

XI. **Correspondence IN**

Nil discussed

XII. **Correspondence OUT**

Nil discussed

XIII. **General Business**

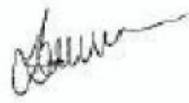
Nil discussed

XIV. **Meeting Closed:**

I Norman closed the meeting at 7:30pm

XV. **Next Meeting:**

Thursday 18th June 2020



Ian Norman
President