



Minutes

July 2020 Management Committee Meeting

📅 Thu July 16th, 2020

🕒 6:00pm - 8:00pm AEST

📍 Training Room

👥 **In Attendance**

Open & Welcome

Attendance & Apologies

a. **Attendance**

Andy Johnson

Shane Mackenzie

Meg Nagle

Ian Norman

Dan Rogers

Mick Sell

Kate Stockley

Tom Swete Kelly

Lindsay Crofton

Mick Nagle - visitor

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.

Kate Stockley - Long Service Membership

Previous Minutes

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.

Shane motions

Lidnsey Second

Motion passed

Business Arising from Previous Minutes

Supporters foyer door replacement - awaiting quotes

COVID Safe plans:

- IRB, Surf Boats, & Nippers have submitted plans

- Awaiting balance of sports and activities

Nippers Rashies:

- awaiting sponsorship commitment from The Shop by Friday 17 July. Nippers Rashie order to proceed regardless to ensure rashies are available on time.

SLSQ Excellence Awards:

- confirmed interviews for Club of The Year,

- Lifesaver of Year - Mick Sell,

- Volunteer of the Year - Kate Stockley.

- Official of the Year - Sharleen Swan to be confirmed.

a. Review Actions from Previous Minutes

For Decision

Any items requiring a decision of the MC to appear here. Each should state:

1. The Motion being put to the committee: eg Motion that the MC adopt the previous minutes as a true record of the meeting

2. Why the decision needs to be made by the MC and cannot be made by the section head. eg it might be a right reserved to the MC in the constitution.

Any relevant considerations: eg budget impact, impact on members, impact on the public.

3. How much time on the agenda is required.

Tom Swete Kelly to be endorsed as Proxy Secretary to carry out all of Secretary duties and authorisations from Coolum Beach SLSC

Decision:

Endorsed unanimously

a. Endorse Lindsay Crofton as Proxy CTO to carry out all CTO duties and signing of training paperwork and assessment requests for Coolum Beach SLSC

Decision:

Endorsed unanimously

b. Endorse Andrew Johnson as acting JAC and to carry out all JAC duties and authorisations for Coolum Beach SLSC

Decision:

Endorsed unanimously

c. Swimwear Proposal

Recommendation to proceed with order of new design swimwear through Engine

Championed by Kate Stockley

- Prices and order quantities have been received from suppliers.

Decision:

Unanimous decision to proceed with Engine quote.

Task:

Kate Stockley to confirm minimum order quantities for colours and designs.

Note: Committee agrees to proceed with Navy if minimum order quantities are contingent on each colour.

d. Treasurer's report - June 2020

For adoption

- Supporters making small profit (including JobKeeper income) after paying rent on current trading.

- Awaiting quotes on roller doors

Decision:

Motion to adopt Treasurer's Report by President

Seconded by Vice President

Treasurer's Report endorsed

e. Financial statements - financial year ended 30 April 2020

Audit of the full year financial statements has been completed. The auditor is ready to sign their audit report – no issues. There are some minor drafting items (management committee names and dates) to be finalised however financial data is complete.

The MC needs to make a resolution to approve the financials.

That means:

- We are saying the financials are materially true and correct – I am happy that is the case
- We are saying the Club is solvent – that is, it can pay its debts as and when due. I am also happy that is the case – we have no reason to think otherwise

Action - resolution to adopt the financials attached with inclusion of final list of management committee members.

The Financial Statements submitted for endorsement subject to updating Management Committee details.

Decision:

Treasurer moved a motion to adopt under the same.

President Seconds.

Financial Statements conditionally endorsed

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

For Information

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

Special Business

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

Bronze 10 modules total - SRC 6 modules - Radio 4 modules.

Training Portfolios: NippersSSV - Greg Whitely Shane Urban - IRB

In principle agreement with partner clubs for IRB assessment.

Risk Management under COVID 19 - COVID Safe Plan requires a Club Safety Officer.- Risk management form for each session

Corporate Governance Course - 19th August- Offered to MC members- MC members to reply to Ian's email- TSK to organise registration with Carla- Free. TSK to check with Kate re SLSQ governance training.

All bronze courses will include First Aid Certificate.

Bronze intensity course - 5 days plus assessment.

Proficiency likely to commence in September.

b. Surf Sports

1. Appointment of Mick Nagle as Deputy Surf Sport Officer

I wish to appoint Mick Nagle as the Deputy Surf Sport Officer.

Decision:

Surf Sports Officer moved a motion to progress a formal EOI for the position of Deputy Surf Sports Office post the AGM.

President Seconded.

Motion Moved.

2. Decision on Pool Swimming Coaching for Nippers and Lifesaving

We have received the proposals from St Andrews Pool and Swim Fit for supply of Pool Swimming services for the 2020 - 2021 season.

A decision needs to be made in relation to these proposals.

Proposal received from St Andrews Pool and Coolum Peregian Pool (Swim Fit).

Nippers Committee has voted in favour of St Andrews (6 - 2).

Andy advised that Nippers attendance of the swimming coaching was up to 30 per session. Attendance at the Open/Masters session was up to 15 per session.

Proposal suggested from Greg for club to pay for members swimming. User pays for Nippers. Agreed that any subsidy system should apply equally for all members.

Subsidy model proposed as alternative. Coolum SLSC to approach both pool for members to use standard squad sessions at a subsidized rate.

Task:

Surf Sports Office to engage with pools to progress subsidy model

Task:

Treasurer to review financial obligations for subsidy model

3. SOS Week

SOS Week is the 12 Oct to 18 Oct. Coolum Surf Club have put in for Ferny Grove Train Station, Coolum Village, Coolum Park and Mount Coolum this year.

We have not put in for the Eumundi Markets.

No discussion - dates were noted.

c. Youth & Cadets

1. Youth SRC Camp

Still Proceeding subject to progressing health situation.

Coolum Beach SLSC yet to receive and review COVID Safe plan.

2. Board Allocations

Discssed that there is an existing system in place for board allocation and prioritisation and that this will be carried forward. All members will need to re-apply under the revised policy which includes the COVID Safe protocols.

Task:

Club Equipment Policy and associated documents to be updated to align with COVID Safe plan and distributed to MC by Surf Sports Officer.

d. Nippers

1. Nippers Weekly Training for Endorsement - Season 2020-2021

Sessions and locations attached.

Coolum Aqua Park will be a back up weather option for training sessions and nippers Sundays

Ocean Training to be upated to include all beaches.

Pool swimming removed.

Training venues endorsed.

2. **Endorse JAAO's**

JAAO's endorsed along with codes of conduct signed by all JAAO's and a Form 14 signed by CTO.

New Awards:

- Nic Lowe (bronze,coach ,coolum/peregian pool).

Proficiencies:

- Andy Johnson (bronze,Jac)
- Carolyn Johnson (bronze)
- Kim Cameron (bronze, team manager)
- Karen Martin (bronze,coach, st Andrews pool)

Decision:

Motion to endorse JAAO's moved by Club Captain

Seconded by Chief Training Officer.

JAAO's endorsed.

3. **Authorisation for use of Eftpos machine for sale of uniforms and memberships**

Hannah Francey and Carolyn Johnson.

Raised by Andy

Seconded by Ian

Decision:

Motion for the same moved by Club Captain.

Seconded by President.

Motion endorsed.

e. **Lifesaving**

1. **Long Service Request - Kate Stockley**

Decision:

Motion moved by President

Seconded by Club Captain.

Motion Endorsed.

f. **Members**

1. Long Service Request - Sally Clem

Decision:

Motion moved by Deputy President

Seconded by Club Captain.

Motion Endorsed.

g. Administration

1. Blue Card Report

Noted.

2. Accidents & Workcover

No one

Noted.

3. Drivers Licence Report

Noted

4. New memberships & transfers endorsed

Transfers: Kennedi Clayton, Gabrielle Simpson, Zara Doyle

New memberships: Ross Fountain

Notred.

h. President & Deputy President

1. MC people endorsements - need to formalise in the MC minutes

Need to formally minute

- Andy J as JAC Chair
- Lindsay C as CTO proxy
- Tom SK as Secretary proxy

Discussed earlier in the meeting and endorsed. No discussion required.

2. COVID Safe plan

MC to endorse the COVID Safe program and member induction slide pack. Need to discuss how to induct all members.

Ian discussed member induction process to be established.

All members to be inducted in new COVID Safe Plan.

Ian to follow up with Mick and Richard Barrie.

3. Revised style guide and Annual Report

We have refreshed our style guide. Annual Report is final except for financials.

Final Draft pending Financials

Annual report was endorsed subject to the season financials being added. Revised style guide was noted.

4. Uniform Committee

Need to better coordinate uniform needs for the club across all areas. Recommend we formalise a Uniform Committee - Member Officer, Club Captain, SSO, JAC Uniform Officer.

Proposal for the establishment of a Uniform Committee to include Member Officer, Surf Sports Officer, Club Captain and JAC Uniform Officer.

Decision:

President moved motion for the same.

Seconded by Surf Sports Officer.

motion endorsed.

i. Season 2021 budgets

Draft as tabled in June MC meeting. Not for adoption until new committee in place

Draft FY21 budget tabled with the MC

MC endorsed the proposed Season 20/21 budget in principle. Noted that the budget will need to be ratified by the incoming season 20/21 MC. President and Treasurer noted that the budget will remain challenging due to the COVID 19 situation and we will need to progress regular re-forecasts.

Correspondence IN

Correspondence OUT

a. Beach Access Permits renewed

Noted.

General Business

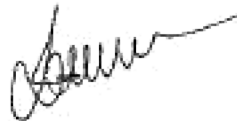
No general business.

Meeting Closed:

Meeting closed at 8.15 pm.

Next Meeting:

Next meeting scheduled for August 20th 2020.



Ian Norman