



# CITY OF BUNBURY SURF LIFE SAVING CLUB INC

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**MAKING YOUR LIFE ON THE BEACH SAFER THIS SUMMER**

## BOM MINUTES

14 July 2020

**Vision** – Our Club will be a progressive family club with strong links to the community.

**Mission** – The City of Bunbury Surf Life Saving Club is dedicated to providing best practice in Surf Life Saving services in a positive family oriented and safe environment for our members and the community.

**BOM purpose** – To consistently align ourselves with our vision and mission, develop and implement operational best practice in order to grow our club into the community and the community into our club.

**Meeting Opened:** 14 July 2020, 6pm

1. **Attendance:** Denise Duncan, Cate Devenish, Julie Bain, Deb Saffy, Gary Carthew, Neil Robertson  
**Minutes taken by:** Kelly Mitchell  
**Apologies:** Heather Freeman, Jeff Scott, Adrian Doddy, James Duncan  
**Visitors:** na

2. **Previous Minutes** –  
 Acceptance of previous meeting minutes: 9 June 2020.  
**Accepted:** Cate Devenish **Seconded:** Denise Duncan

3. **Action Items - Business Arising and BOM Approved Expenditure from previous minutes**

Meeting Date	ITEM No.	Description (what)	Person (Who)	Timeframe (by when)	Communication (how and to whom)	Completed
9 Aug 16		Development of a Building and Infrastructure Policy.	Pres	During the off season On Hold	On hold	Ongoing
14 Jan 20		Discussion on future planning for club over next decade. This concerns: <ul style="list-style-type: none"> <li>• Current building</li> <li>• Appointing Lifeguard at Koombana Bay</li> <li>• Subcommittee to be formed</li> </ul>	Pres	Ongoing	On hold	Ongoing

4. **Correspondence**

Doc No.	Date	From	Correspondence Received/Sent in June for July 2020 Board Meeting	Directed to	Action taken
07.01.01	11/06/2020	SLSWA	Circ5-Legal Requirements to Fundraise	DoSADoA DoMS	Copy IN COR file
07.01.02	11/06/2020	SLSWA	Circ6-HiVis Vests for Surf Sports Comp Season	PRES/DOSS	Copy IN COR file
07.02.01	11/06/2020	COBSLSC	AGM Documents and Notification	All Members	Emailed from SG
07.02.02	10/06/2020	COBSLSC	Woodside Nipper Apparel Order Form submission	SLSWA	Emailed /COPY file
07.02.03	15/06/2020	COBSLSC	Letter to BlueHire - sponsorship of Hivis Vests 20-21	Byron Blue Hire	Emailed /COPY file
07.02.04	24/06/2020	COBSLSC	Hi Vis Vest Order Form Submission	SLSWA Andrew	Emailed /COPY file
07.02.05	20/06/2020	COBSLSC	AGM postponement Email to all members	All Members	Emailed from SG
07.02.06	22/06/2020	COBSLSC	Club Fundraising Status Form	SLSWA E Hislop	Emailed /COPY file
07.01.03	22/06/2020	SLSWA	Covid-19 Roadmap Phase 4	BOM	Copy IN COR file
07.01.04	30/06/2020	Minda	Contract Template for Woodside Nipper Agreement	Denise	To chase due24JUL

07.01.06	1/07/2020	SLSWA	Email confirming finalist for Awards of Excellence	BOM	Email filed
07.01.05	2/07/2020	SLSWA	Club Sponsor and Club Name on Woodside Nipp Vest	Denise/Neil	Emailed
07.01.07	9/07/2020	SLSWA	EOI for hosting Country Carnival 2021	BOM	Copy in COR file
07.01.08	9/07/2020	SLSWA	EOI for Board positions at HO	BOM	Copy in COR file

Notes – Woodside Partnership Agreement currently near completion by President – due 24 Jul  
Hosting Country Carnival Application to be completed by President – due 4 Aug

5. **Committee Reports**

Fun Run – on hold at the moment. Denise has spoken to CoB who are curious to know if event going ahead for their calendar. Will be reinvented to minimise road closures and impact on local businesses. Possibly with market evening. Ideas regarding a “colour run” type event welcome.

6. **Social Media Posts**

- Friday Night Awards of Excellence viewing on big screen – 6pm start time, Cashless, Maximum 70 people in the hall space. Email surfclub to indicate attendance to cap numbers. BYO nibbles, no food for purchase, Bar Open. Goodluck to all
- Skin Cancer Clinic vouchers available still
- Observation Tower – call for members to maintain – maintenance required on monthly basis, storms may have impact – need members to volunteer for maintenance
- Day Time Hall Hire to be encouraged / advertised
- Advertise for a Merchandise / Uniform Shop Volunteer for this season

7. **Social Media Report** - Summary of Posts attached in email.

8. **Hall Hire Applications and Events**

All hire cancelled for the moment                      Possible events  
To be promoted as a venue this season

9. **External Water Safety Events** – Busselton Tri event, date to be confirmed. Denise to pass info to Gary.

10. **Finance Report**

**Acceptance of Finance Report** – Financial reports submitted by Julie Bain

**Accepted:** Deb Saffy                      **Seconded:** All

Finances are looking good. Budget circulated and reviewed; budget notes listed below:

- Asset Register – up to date nothing to delete
- 200 Club – reduced to 50%
- Woodside Nipper Grant similar to last year
- Signage down by \$2000, offer current signage sponsors to offer the deck, Deb formatting letter to current sponsors to ask
- Auspice Funds – slight increase – with advertising push for this year
- Membership Fees conservative – only change to award category price
- Hall Hire slightly down
- SLSWA – budgeted the same funds, no guarantee, or not have to pay the insurance
- Telstra reimbursement came through
- GAINS – prestigious awards event
- No donated equipment this season
- Jobkeeper and COVID coming - \$30,000

11. **Declaration of Conflict of Interest:**

12. **Motions and Resolutions**

ITEM No. Motion	Description (what)	Person (Who)	Cost	Timeframe (by when)	Communication (How and to whom)	Seconded	Carried
12.1	Approve Education Honorarium for 2020/21 season for Julie Best for the amount of \$100	DoED	\$100			Julie	Y
12.2	Due to the resignation of Club Auditor Eastmans, BOM to appoint Mr David Paine 2019-20 Season to provide in depth financial review. Eastmans to be paid \$528 for financial guidance during season 2019/2020 & the preparation of the initial review of accounts	DoF	\$450	ASAP	As per Constitution Clause 27.2, 27.4 & Associations Act 2015	Deb	Y
12.3	BOM recommends that Mr David Paine be appointed by members at the 2020 AGM	DoF	\$1,300		Include in Agenda for AGM as per Constitution Clause 14.4 (a)	Neil	Y
12.4	Under Clause 28.2 of the Constitution, the BOM allocate the Director of Administration with the responsibility of tabling and presenting the monthly Finance Report in the absence of the Director of Finance	DoF			Cate Devenish nominated	Deb	Y
12.5	Appoint Cate Devenish as Vice President for the 2020/21 season - works closely with Office Staff and can easily administer signature	Pres				Gary	Y
12.6	Discussion and postpone appointment of Club Officers	Pres			To be confirmed		N
12.7	Approve the BOM nomination of the COBSLSC being classed as a Non-Reporting Club for the purposes of complying with ACNC requirements	DoF				Neil	Y
12.8	Approve the first Merchandise estimated order price for the season of \$4,500 to maintain stock (50% of estimate)	DoF	\$4,500			Cate	Y
12.9	Approve payment to Kristian Collins for Bar Manager Training. Includes RSA, Bar mangers course, National Police Clearance	DoA	\$397			Julie	Y
12.10	Approve 9 Patrons as discussed and listed	DoA				Cate	Y
<b>Approved Motions prior to meeting via email: Nil</b>							
12.11	To postpone the AGM pending the fulfilment of our affiliation requirement to SLSWA, which is to have our finances audited by a	DoF	n/a			Cate, Denise, Jeff, Julie	Y

	qualified auditor completed for presentation at the AGM.						
12.12	To appoint a qualified auditor to complete a full audit on our accounts as required for continued affiliation with SLSWA	DoF				All	Y

### 13. Reports

#### 13.1 **President - Denise Duncan**

As tabled. Sponsorship with Holden ute uncertain, sponsorship agreement with Surf Life Saving finishing on 31 Dec.

#### 13.2 **Director of Administration - Cate Devenish**

As tabled.

#### 13.3 **Director of Education - Jeff Scott**

As tabled.

#### 13.4 **Director of House - Adrian Doddy**

As tabled.

#### 13.5 **Director of Life Saving – Gary Carthew**

As tabled.

#### 13.6 **Marketing and Sponsorship – Deb Saffy**

As tabled.

#### 13.7 **Social Activities - Heather Freeman**

As tabled.

#### 13.8 **Director of Surf Sports - James Duncan**

As tabled.

#### 13.9 **Director of Youth - Neil Robertson**

As tabled.

### 14. General Business

14.1 Registration Day Date for New Members - Friday 18 Sep, Night and Dinner provided. Family meal and games on beach at the club. 5.30pm start, meals from 5.30pm also. Book billboard from 31 Aug for 3 weeks for advertising with same data as last year. Neil to talk to Dean Lomax whether we could get free tv advertising.

14.2 Patrons & Vice Patrons – invitation letters to be sent out to all on last season list except Adele & Monique due to position no longer held. Jason de San Miguel to be added.

14.3 BOM Meetings – one priority from Strategic Plan, Directors responsibilities. Survey provided minimal new information; communication improvement noted. Target is the Media presence/Promotion of the club, this target to be priority until December. Promote everywhere. Auspice, meeting place, functions all to be highlighted in promotions etc.

14.4 200 Club – go ahead as per normal. Mel to design advertising to go out with letter. Timing wise, keep the signage from Jan to Dec. Send letter to all businesses and draw the first day on the beach again. Denise to review prize list, possible Bar/Kitchen Naming. Signage from Mid Dec to Mid Dec, Frontline to be advised early.

14.5 Audit explanation – due to procedural reasons with the ACNC and SLSWA constitutions, the audit we have previously provided needs to be a full review and include the word audit on the document. We need to be recorded as a Non-Reporting Entity under the ACNC. A full audit could cost up to \$10,000 and our current audit is \$1,300 so implications are large. This is cause for delaying AGM. Review coming prior to AGM on 21 Aug, SLSWA to provide feedback.

- 14.6 OPPORTUNITIES
- a) GenX sponsorship – Deb to contact Ryan to suggest youth bonding night sponsorship, maybe next season. Overstocked with vests.
  - b) Signage – new spaces on offer, Deb to take photos of ocean side of building for promotion. Mel to advertise. Current sponsors on board for one more season to be offered ocean side positions first.
  - c) Telstra payment confirmed – will be in 3 instalments.
  - d) Cate to contact Old Boys to confirm if they would like function to go ahead.
  - e) Deb to check with HIT southwest of they can provide a broadcast on the Boardwalk for a Friday night for Twilight Carnival
  - f) Advertise that function space available at Surfclub, work dos, etc on billboard like rego day, Mel design billboard space. Check availability whenever vacancy, install.

- 14.7 Albemarle First Aid Room – the \$5,000 sponsorship is including GST. Deb to contact Albemarle after advice sought regarding water damage and explain the situation. Also to be offered option to place signage above First Aid Room Door at their own cost.

- 14.8 Discussion to appoint the following Officers of the Club for season 2020-21, nominations to be contacted before motioning: first

- Jim Smith - Jet Ski Operations Officer
- James Duncan - Ski Coach
- Denise Duncan - Head coach; Swim coach; Board coach and Ironman coach
- Kristian Collins - Bar Operations Manager
- Jim Smith - Emergency Response Team Co-ordinator
- Megan Bain - Nipper Beach Coach
- Keith Kavanagh – IRB Officer
- Kristian Collins - Boat Captain

Other Officers of the Club: required:

- Youth Coordinator
- Internal Water Safety Officer
- External Water Safety Officer
- First Aid Officer

**15. Office Follow up from meeting**

- Awards of Excellence Criteria – during season take notes at BOM meetings
- Send Director Forms out
- Forward EOI Country Carnival Circular to President
- Follow up with Memorandum of Lease for Koombana Tower who is responsible for repairing vandalism damage to glass on tower, see if Engineering dept can push some sand up beneath the tower, and check options for CCTV being targeted at the tower.
- Contact Phill Best and ask for advice regarding the water damage in the First Aid Room.
- Check if Mel would be able to write grants.
- Book Abbey in for the 18 Sep Rego Night for new members.
- Check if community TV can do a story on the Surfclub starting up for summer as free advertising.
- Advertising billboard bookings.
- 200 Club advertising out by 1 August

**16. Meeting Closed 7.10pm**

**Next Meeting: Tuesday 11 August 2020, 6pm &  
AGM Friday 21 August 2020, 6pm**