



Executive Meeting

Meeting:	Executive	Date:	22 March 2016
Venue:	Surf House 64 Smith Street, Wollongong	Start Time:	6.30 pm
		Finish Time:	8.40 pm
Attendees:	Val Zanotto, President Peter Evert, Deputy President Anthony Turner, Director of Lifesaving Maria Caldwell, Director of Finance Keith Caldwell, Director of Surf Sports Bill Seay, President's Advisor Adriana Gervaise, Director of Education Advisor Amy Vella, Administration Assistant Maria Sewell, Office Manager		
Visitors:	Nil		
Minute Taker:	Maria Sewell, Office Manager		

MINUTES

1. APOLOGIES Joanne Massey, Director of Education, Gary Chapman, Interim Director of Member Services
2. PROXIES Adriana Gervaise, Director of Education Advisor
3. Disclosure of interest Nil
4. MINUTES OF MEETING HELD 16 FEBRUARY 2016 Minutes accepted as a true and accurate record. <i>Moved: Keith Caldwell Seconded: Maria Caldwell Carried</i>
5. BUSINESS ARISING FROM PREVIOUS MINUTES Nil
6. DIRECTORS' REPORTS Surf Sports <ul style="list-style-type: none"> • Surf Sports Dev Program –running for kids attending Aussie Youth & Open Championships. Finish on 11 April • Sydney Water Series – organising committee is hoping to sit down either before Aussies or after Aussies to have a de-brief on the series & look at possible 2016 dates • Branch Results have been posted – big thank you to Maria Caldwell for summarising & recording of these results • Warilla Bowls Boat Series last round was at Warilla SLSC – 58 crews contesting that round with the presentation at the Warilla Bowls Club. Overall Club Championships, 1st North Cronulla 2nd Corrimal 3rd Bulli • Last 2 Surf Sports Meetings have been discussion talks only due to lack of club representatives • 2016 Junior State Championships – restricted qualifying events for Junior Age Championships (Board Rescue & Iron-person) – DOSS would like to move a recommendation that individual events not be restricted & place this item of discussion on the agenda at the upcoming SLSNSW Surf Sports Conference in May <i>Moved: Keith Caldwell Seconded: Anthony Turner Carried</i> • 2016 State Championships – some great results for Illawarra clubs in Age, Masters & Open Championships. Age 4 Gold 4 Silver 9 Bronze, Masters 17 Gold 8 Silver 8 Bronze, Open 10 Gold 6 Silver 7 Bronze. Will have a document soon with those results available for circulation • SLSNSW Coaches course – Circular 3438 (will be sent out in club mail out). Updated information about nominating for this course • SLSI Officials Course – DOSS has spoken with facilitators and a likely date TBC in September/October just prior to the start of surf sports events so the keenness is there for new officials just undertaken the course • Expression of interest of any Level 2-3 officials that would like to assist in the role of facilitating officials courses • Windang & Thirroul are keen to run the Board Riding Championships – DOSS will send an official request and work through possibly dates prior to the State Board Riding Championships which are in August 2016 • Good luck to all the clubs competing at the 2016 Aussies on the Sunshine Coast. Updated information including circulars on Scrutineering & Team Managers information has been sent out in weekly club mail out • Next Surf Sports Meeting TBA <i>Moved: Anthony Turner Seconded: Maria Caldwell Carried</i>

6. DIRECTORS' REPORTS cont.

Education

- Upcoming courses advertised in weekly newsletter – SMBBM now full, SMAR still have a few spaces available.
- Proficiency card audit required to be completed by April, CTO's have been notified at last Education meeting and via last week's newsletter, further details to be sent out in the next week.
- EduCheck was successfully completed by the majority of clubs at our last Education meeting, those who did not complete understand State requirements on getting this back to SLSNSW by close of season – this balance check directly correlates with Quality Clubs program and can assist in the completion of Education components.
- Blackspot program – 3 dates have been secured. Program has run at Towradgi for first 2 then scheduled for Port Kembla.
- Asked as DOE to help facilitate Training Officers Certificate course at Belrose on Saturday 2 and Sunday 3 April.
- Attending Combined Conference Saturday 28 and Sunday 29 May.
- CTO Conference announced by SLSNSW as going ahead 16 & 17 July, details being sent to CTO's.
- Pre-season Conference 2016/2017 will only need a few hours not whole day as last year. Planning on a 'Breakfast meeting' Sunday 11 September 8.30am – 11.30am TBC, all TAFs will be invited to attend.
- Education budget and expenditure balanced with DOF – very pleased to report we are currently sitting nearly at parity –
- Income \$ 3238 - Clontarf training/ Albion Park HS training/ SLSI shop etc.
- Expenses \$ 3320.28
- We now have the ability to purchase some training manikins and supplies for Branch.
- Looking at Dip VET requirements – without which we will be unable to offer Training Officer's Certificate, Assessor's Certificate or any TAE upgrades independently past 2016 (due to changes to Government training package requirements).
- AOE SLSI – have arranged with Maria Sewell for prizes/trophy re Ed awards, happy to send out invitation for panel with other portfolios please.

Moved: Anthony Turner

Seconded: Keith Caldwell

Carried

Life Saving

- Full day patrols as per LSA over the 4 day Easter period. Friday 25 March, Saturday 26 March, Sunday 27 March, Monday 28 March.
 - Shoulder season commences on 2nd April 2016 to season ends 25 April 2016. All clubs finish patrol at 5pm.
 - Last day of patrols Monday 25th April 2016.
 - Announced patrol audits - last round on Sunday 3 April 2016 (North Wollongong, Wollongong City, Port Kembla and Windang). High standards with most audits this season. Well done to all members ensuring standards remain high on beaches this season.
 - Reminder to clubs to complete patrol hours/logs and rescue stats on surf guard.
 - Coalcliff SLSC successful with BRP grant - new ATV (50% discount)
 - SLSI also successful with BRP grant - Sea Doo GTI 130 (50% discount)
 - Coalcliff beach ongoing work to retaining wall - Wollongong City Council
 - Emailed Andy Kent requesting a meeting with SLSNSW and Port Kembla/Corrimal SLSC President/Club Captain to present information, regarding relevant crowd data and photos collected over the 5 Saturday patrols (11am to 3pm) over the January period. (Call out system for Saturday patrols). DOL contacted both clubs to complete all data on surf guard. Andy Kent was overseas, awaiting reply back.
 - SurfCom operational hours to change when daylight saving ends early April.
 - Current Operational hours SurfCom 7am to 7pm
 - Monday 4 April 2016 Operational hours SurfCom 7am to 5:30pm
 - Monday 25 April 2016 (off season) Operational hours SurfCom 7am to 5pm
- Note: Clubs to sign on with SurfCom while training/callouts with RWC / IRB 's during the off season.
- Attended the Lifesaving Exchange Program to New Zealand as a volunteer facilitator last week.
 - Visited the SLS Northern region Headquarters and Tour of the Westpac Rescue Helicopter Base.
 - Attended the 2 day intermediate Lifeguard school at Bethells Beach. Practiced rock entry/exits in challenging 2-3 metre swells. Rescuing patients. Search and rescue patterns in surf. Night search rescue scenario. Rescue scenarios in caves.
 - Visits to Piha and Muriwai beaches developing our skills at different locations with rock entry/exits with patient rescues. Cave entries. Working with NZ surf lifeguards.
 - Provided detailed training and assessing on rescue boards techniques on conscious and unconscious victims in the surf zone to New Zealand surf lifeguards.
- Over all, it was great to share our knowledge and working as a team towards a common goal, to save lives. We too learnt new skills from our New Zealand colleagues.
- Val congratulated Anthony on being selected to attend and noted that if Anthony is still SLSI's Director next year he may be considered to facilitate this Program.

6. DIRECTORS' REPORTS cont.

Life Saving cont.

Support Operations report :

- RWC Bases : Coalcliff , Coledale , Woonona , Towradgi , Windang
- Purchased recovery kit for Duty Officer Vehicle.
- Applied for a grant 4WD/ATV course for Duty Officers/Support Operations Crews with RRR.
- Paddle against Poverty, Dan Hutton to provide insurance, council/maritime details/approval before SLSI considers water safety. Individual clubs to decide on involvement.
- Each RWC provided with Dye pack and snorkel & mask in kits bag.
- Manuel Schuldt updating local coastal maps for Duty Officer Vehicle. Branch to laminate maps.
- Audit completed on RWC trailers.
 - Coalcliff RWC trailer requires a Blue Slip. Grant Smith to arrange and provide registration papers to branch once completed.
 - Coledale RWC trailer registered with Coledale SLSC.
 - Towradgi and Windang trailers current and registered.
 - SLSNSW RWC registered with SLSNSW.

Moved: Maria Caldwell

Seconded: Keith Caldwell

Carried

Member Services:

Nil

Deputy President

22 March 2016 WCC SLSI Liaison meeting.

- Capital Works:
 - Bulli – Building construction tenders received, successful tender to be advised.
 - Austinmer – Project is in jeopardy of DA expiry. WCC to write to club.
 - Woonona Tower – New tower expected to be installed by 30th June 16.
 - North Wollongong – Concepts for core lifesaving functions of refurbishment completed, construction drawings in progress, QS then to be completed to understand budget cost for refurbishment versus new. 50 year life expected from refurb works.
 - Scarborough – Looking at two opportunities: 1) to either refurb club house for lifeguard amenity / patrol room, or 2) provide a standalone lifeguard building.
 - Bellambi – Planning for a shared tower to be installed in approximately 2 years time. Will then allow for refurb works in club house.
- Maintenance:
 - No issues.
- Dune Management Strategy:
 - Fairy Meadow & Corrimal: Agreement with clubs in principal on scope of works. FM work to be completed by end June 16, Corrimal work will flow into 2nd budget period. Both projects to be concluded prior to season commencement.
- General Business:
 - Coastsafe report: New SLSNSW emergency beacon to be provided to Wgong City beach, existing City beacon to be relocated to East Corrimal.
 - Surf Club Licences: Discussion on recent announcement from Minister for Lands and Water re 20 year minimum leases. Some work still to do between WCC and NSW Govt before leases are available to clubs. Still ongoing...
 - Coalcliff: Interim sandbag wall construction ongoing...
 - Board rider incidents: Report indiscretion's to DO / Lifeguard supervisor for action.
 - Next Wollongong City Council_SLSI Liaison meeting – to be held 28th April 16 at 845am.

Club Sustainability Indicator reports:

First pilot meeting held and concluded with Bellambi surf club. Feedback has been provided to SLSNSW. Await meeting availability dates from Fairy Meadow and Austinmer executives.

Moved: Anthony Turner

Seconded: Adriana Gervaise

Carried

6. DIRECTORS' REPORTS cont.

Finance

Summary of February/March payments tabled as follows:

SUMMARY OF PAYMENTS - February/March 2016

ID#	Date	Memo/Payee	Amount
345	16/02/2016	Sydney Water Prizemoney	\$ 50.00
368	17/02/2016	Sydney Water Prizemoney	\$ 200.00
Ddebit	17/02/2016	Telstra Corporation	\$ 520.12
370	18/02/2016	Sydney Water Prizemoney	\$ 200.00
Ddebit	19/02/2016	Caltex Clearing	\$ 537.89
EFT	22/02/2016	BTW Communications	\$ 480.48 Branch Radios
EFT	22/02/2016	Illawarra Production Services	\$ 990.00 Junior carnival
EFT	22/02/2016	New Millenium Trophies & Gifts	\$ 240.00 JLOTY
EFT	22/02/2016	Sandon Point SLSC	\$ 1,100.00 Host fees
EFT	22/02/2016	Surf Life Saving South Coast	\$ 1,320.00 hire of gear for Syd Water
EFT	22/02/2016	Towradgi SLSC	\$ 2,000.00 Host fees
303	25/02/2016	Sydney Water Prizemoney	\$ 200.00
EFT	26/02/2016	Illawarra Production Services	\$ 1,980.00 Branch PA
EFT	26/02/2016	Leisure Coast Marine	\$ 521.70 RWC
EFT	26/02/2016	Sunlife Products Pty Ltd	\$ 312.00 Pop up shop
EFT	28/02/2016	Bookkeeping Matterz	\$ 660.00
Ddebit	1/03/2016	Surf Life Saving Australia	\$ 2.46
EFT	4/03/2016	Helensburgh-Stanwell Park SLSC	\$ 2,846.96 LSA
359	7/03/2016	Sydney Water Prizemoney	\$ 100.00
Ddebit	8/03/2016	Fuji Xerox	\$ 247.50
EFT	8/03/2016	liconic Creative	\$ 55.00
EFT	10/03/2016	Skye Group Pty Ltd	\$ 9,108.00 Syd Water prizes
EFT	11/03/2016	Skye Group Pty Ltd	\$ 6,628.05 Interbranch uniforms
Bpay	18/03/2016	BOC Ltd	\$ 10.20
EFT	18/03/2016	Leisure Coast Marine	\$ 32.00 RWC
EFT	18/03/2016	Officeworks	\$ 167.41 Stationary
EFT	18/03/2016	Surf Life Saving Australia	\$ 74.80 Jacket for A Turner LS xchg
EFT	18/03/2016	The Document Business Centre	\$ 142.75
EFT	18/03/2016	Wollongong Pure Water	\$ 17.00
Ddebit	21/03/2016	Caltex Clearing	\$ 990.36
			\$ 31,734.68
		Administration	\$ 2,479.48
		Fees	\$ -
			\$ 34,214.16
TOTAL PAYMENTS for February/March 2016			\$ 34,214.16

This report has been tabled and approved at the executive committee meeting held on _____

Signed: _____

Position: _____

Moved: Anthony Turner

Seconded: Adriana Gervaise

Carried

7. GENERAL BUSINESS

State Championships

To be held at Swansea Belmont for the next couple of years. If SLSI would like to see them in the Illawarra we need to organize a committee now. WCC happy for event to take place if feasible. Letter to be sent to Destination Wollongong seeking their support. Expression of interest to be sought from members wishing to be part of the committee to work towards organizing the Championships, no set place at this time, to come later.

Moved: Peter Evert

Seconded: Keith Caldwell

Carried

Bendigo Bank Aerial Patrol Australia

Harry Mitchell advised Chief Pilot had resigned which meant at this point in time the service is grounded. Harry noted he would like to see this service come under SLSI.

SLSI IT

NeoTech IT had submitted a proposal to have the office IT backup up on a server as well as continued support. Currently the office does not have a server nor back up which means the staff have their work on individual laptops and cannot share documents.

Moved: Maria Caldwell

Seconded: Peter Evert

Carried

Website

Amy advised she had met with Dan from Think Design and she would send the link to all Executive for their input as once approved it was ready to go live. Will also look further at Campaign Monitor for use for weekly newsletter distribution.

RWCs

Anthony noted he would like to purchase navigation lights at a cost of \$65.75 each as well as Finn belts at a cost of about \$60.00 each. Resolved to purchase these.

Moved: Anthony Turner

Seconded: Adriana Gervaise

Carried

8. NEXT MEETING

19 April 2016, 6.30pm