



**MACKSVILLE-SCOTTS HEAD SURF LIFE  
SAVING CLUB INC. ABN: 31637315870**

**MINUTES OF MONTHLY MEETING:  
Wednesday 8.03.2017 6:30pm  
Held at the Clubhouse**

**1. MEETING OPENED 6.43PM**

**2. ATTENDANCE AND APOLOGIES**

Scott Norman, David Brunson, Peter English, Cath O'Donnell, Barry Clow, Dot Clow, Peter McNally, Jason O'Donnell, Andrew Moran, Jim Brazel, Michael Coulter, Keith McKay

Apologies: Terry Falson

**3. FINANCE REPORT (Scott Norman)**

The finance report was brought forward as the Treasurer had to leave.

A written report was provided to the meeting.

The gross trading result for the bar has been trending down over the past 3 months. A possible reason for this was discussed being wastage in the use of the kegs. It was **agreed** that kegs would only be used for functions or large crowds.

It was noted that \$4,000 had been spent on new furniture.

It was noted that the electricity bill had increased by 45% on the same time last year.

***# Resolved on the motion of Scott Norman/Michael Coulter that \$89 of debit card transactions be reimbursed to the debit card account and that the Treasurer's Report be adopted.***

**4. ADOPTION OF MINUTES OF THE COMMITTEE MEETING HELD ON 8.02.2017  
AND BUSINESS ARISING**

***# Resolved on the motion of Michael Coulter/David Brunson that the minutes of the meeting held on 8 February 2017 be adopted.***

There was discussion as to whether or not the constitution precludes ordinary members from speaking at management committee meetings.

It was moved by Jim Brazel that a special meeting be called to address the issue of the constitution that does not allow members to have a say at the monthly committee meetings. There was no seconder.

It was noted that under Clause 16.2 of the Club's rules that the request for a Special General Meeting is made on the requisition in writing of 20 members who are entitled to vote.

It was moved Andrew Moran/Michael Coulter that the Club inform members that anyone who has an issue or problem with the current rules shall advise the Secretary in writing and that upon receipt of a requisition of 20 members a special general meeting be called. Further the request for a requisition be open for a period of 21 days.

The motion was debated.

The motion was not put as the President ruled it was not required under the constitution.

It was **agreed** to seek further advice and clarification from Michelle Bainbridge (Surf Life Saving NSW).

In relation to the second last paragraph of the minutes of the meeting on 8 February 2017 under item 3, "Adoption of Minutes of the Committee Meeting Held on 11.01.2017 and Business Arising", it was **agreed** to change the minutes from, "the Surf Sports Officer, Jason O'Donnell criticised the previous minutes for quoting him when he was not in attendance at the meeting", to "the Surf Sports Officer, Jason O'Donnell was critical of the previous minutes for quoting him when he was not in attendance at the meeting".

## **5. CHIEF TRAINING OFFICER (Cath O'Donnell)**

It was reported that arrangements were being made to run an IRB driver and crew course at the end of the season when it has been previously done. This training was in response to a number of requests from Club members. A commencement date for the course is to be advised.

It was noted that there was no interest in conducting a bronze squad at the moment.

## **6. PRESIDENT (Andrew Moran)**

The President reported that he had spoken to a number of older members about forming an "Old Boys Committee".

The Surf Sports Officer proposed that the objectives of the Old Boys Committee be as follows:

*The objects of the OBC shall be:*

- i) To assist the Club in the promotion of Surf Lifesaving activities*
- ii) To unite Club members involved in OBC activities in the bonds of friendship, good fellowship and mutual understanding*
- iii) To provide a social forum in order to:*
  - a. retain experienced members who for personal reasons may not have continued with their club membership*
  - b. invite former members to reapply for club membership and*
  - c. help with small tasks in and around the clubhouse.*

*note this would be a sub-committee with no voting rights at meetings, be part of our regulations and would report back to the management committee*

## **7. ITEMS TO BE RATIFIED**

There were no executive decisions to be ratified.

## **8. PRESIDENT (Andrew Moran) cont.**

It was requested that on the notice of agenda, Peter English is to be listed as the Deputy Chief Training Officer as this is a management committee position.

It was requested that there be a gap between items (p) and (q) on the agenda as the reports from the Social Committee, Surf Boats, ATV Coordinator and Gear Steward are not part of the Management Committee.

The President reported that Pam Hallam is seeking a management fee of 4.4% for hall bookings.

**# Resolved on the motion of David Brunson/Jim Brazel that the Club agree to Pam Hallam's request for a management fee of 4.4% for hall bookings.**

**# Resolved on the motion of Andrew Moran/Peter English that there be a no charge "end of season" get together for Club members on 23 April 2017 with a BBQ, two (2) drink tickets per person, and trampoline.**

The President advised that he had received a quote for the supply of Melfoam acoustic panels which are a 700mm x 700mm bevel edged acoustic ceiling tile which he proposed be installed in the bar area prior to considering their placement in the hall. The best price obtained for 36 panels was \$2,160 plus GST.

**# Resolved on the motion of Jim Brazel/Peter English that the Club purchase the acoustic panels from Melfoam Acoustics.**

The President expressed his general disappointment that the Management Committee as the Club's leadership group are not communicating with each other respectfully and this sends a poor message to the members of the club through the setting of a bad example.

## **9. SECRETARY (Michael Coulter)**

A written report of incoming/outgoing correspondence was presented.

The Secretary advised that the Council was seeking feedback from the Club on a report by engineering firm GHD title "Scotts Head Foreshore Upgrade – Concept Design Report". The report had been previously circulated but the Secretary summarised the options for repairing the revetment wall in front of the Club and taking the stormwater drain to the ocean (northern) side of the ramp (Option 1) or to Little Beach (Option 2). The report also proposed the use of geotextile sand containers in various stages to protect the beach in front of the caravan park from further erosion.

There was discussion about the options.

It was **agreed** that the Club express a preference for taking the stormwater drain to Little Beach (Option 2).

It was also **agreed** that the Council be advised that a shower be placed (reinstated) towards the end of the (current) drain; and that a beach access path of grey plastic be provided from the end of the (current) drain down to the beach which is wide enough for the Club's ATV plus trailer.

The Secretary advised that he had been contacted by the Licencing Police in Port Macquarie in relation to the proposed Food and Wine Festival on 9 April. The organisers of the Festival had advised the licencing police that they could not be responsible for the behaviour of patrons at their event because of people leaving the surf club bar. The Secretary questioned whether the bar should be closed on 9 April to avoid any conflict with the Food and Wine Festival.

It was **agreed** that the bar remain open for Sunday sips on 9 April.

The Secretary also reported on the proposed road closure for the Food and Wine Festival.

It was **agreed** that the Council be advised that in relation to the road closure that the Club requests that members be able to access the Club without having to pay and that access not be denied to any member. Further that the access to the beach beside the drain be kept clear for the ATV and trailer. Any essential surf craft are not to be denied access to the Club.

#### **10. CLUB CAPTAIN (Barry Clow)**

The Club Captain had nothing to report.

#### **11. CLUB VICE CAPTAIN (Peter McNally)**

The Vice Captain noted that the replacement radio had been received and that the outside CCTV camera was working.

#### **12. SURF SPORTS OFFICER (Jason O'Donnell)**

The Surf Sports Officer noted that nominations for the coaching course can be lodged. They can be done on line with AIS.

The Surf Sports Officer advised that he had considered the 50/50 policy and indicated that he doesn't believe there should be a 50/50 policy but rather an allocation policy whereby instead of the Club member contributing half the cost that upon request, the Committee consider the club outright purchase individual pieces of equipment and then those pieces of equipment are allocated to that individual member for their exclusive use. It was suggested that this was a more equitable arrangement in terms of the way equipment is provided for example to surf boat rowers. The allocation of equipment under the "Allocation Policy" would be as per the criteria in the 50/50 policy. It was proposed that for the three (3) 50/50 funded pieces of equipment which had been purchased that the user have the option of purchasing the Club's 50% share, otherwise that the Club pay out the 50% owned by the member.

***# Resolved on the motion of Jason O'Donnell/Michael Coulter that the Club adopt the "Acquisition Policy" as put forward by the Surf Sports Officer.***

It was **agreed** that get well cards be sent to Tony Wright and Ralph Johnson.

In relation to the SUP event in June the Surf Sports Officer sought advice as to whether or not the paper work had been done. The President advised that the paper work was ready to be sent. The Surf Sport Officer advised the meeting that there was nothing further to report about the SUP event.

#### **13. MEMBERSHIP OFFICER (Dot Clow)**

The Membership Officer read a list of new, transferring and renewing members.

***# Resolved on the motion of Dot Clow/Andrew Moran that the new, transferring and renewing members be accepted.***

### **GENERAL BUSINESS**

The President discussed the role of the Function Coordinator. It was noted that the Club had received an invoice for \$1,000 for undertaking this role from the previous function coordinator Chris Minto. This reflected a discussion between the President and Facilities Officer Chris Minto that there be a payment of \$250 per function for coordinating functions. It was agreed that weddings in particular required a significant amount of work.

**# Resolved on the motion of Barry Clow/Peter McNally that the Club pay Chris Minto's invoice for four (4) functions at \$250 per function.**

It was **agreed** that a position description for the role of Function Coordinator be drafted by the President for consideration at a future meeting.

**MEETING CLOSED AT 9.20pm**