**Committee Meeting**

**Warrington Surf Life Saving Club**

**Wednesday 28th August at 7.00pm**

**PRESENT**

Charlotte Becconsall-Ryan, Mark Hastie, Naomi Ingram, Philip Clayton, Maaike Duncan, Paul Gager, Isaac Davies, Bede Wright, Debbie Hayde, Rhys Owen

**APOLOGIES/cc**:

Karyn Becconsall, Brent Matehaere, Sarah McNaughton, Rebecca McNaughton, Tricia McNaughton, Lynette Harris

**MINUTES OF PREVIOUS MEETING**

**Motion:** That the minutes of the last meeting be accepted as a true and accurate record

Carried by (Phil/Charlotte)

**CORRESPONDENCE**

# Card from Lyn Hastie to thank Warrington Surf Club’s Daphne plant and card given to acknowledge the passing of Murray Hastie. Warrington Surf Club notes that Murray gave a lot of time to the Surf Club over his years with us. We are thinking about their family over this difficult time.

# **LIFE GUARDING REPORT**

* Examination dates are 13th October and 16th October.
* Patrol dates are now set for the 13th November to 6th March. With the stat days falling on weekends this will need to be manned by volunteers and Sarah has been considering some incentives.

**Ideas for lifeguarding in the 2021-2022 season:**

* Rostering for patrols: We will have a google form so that people can put input the dates they want. This means that people won’t be in patrol teams. Rather these teams will be mixed to reflect the rostering – this is an opportunity to learn from each other.
* We will publicise the incentive programme more this season for doing lifeguarding hours. Isaac suggests that get items that you wouldn’t get already, e.g. specially-designed 40th anniversary shirts.
* We will put out an application form for patrol captains so people can express their desire to do it. NB: There is a patrol captains’ briefing coming up on 8th October

*Action Points: Advertise examination dates, patrol dates, patrol captains’ briefing to members.*

# **SPORT REPORT**

Invoice for new canoes is attached, Ken and Mark are travelling to Wellington on 9th of October to collect. Gerard has started construction of new trailer.

*Action Point: Rebecca to pay the canoe invoice.*

**AGM, CONSTITUTION, POLICIES, PROCEDURES AND ROLE DESCRIPTIONS**

No report

**REPORT FROM SURF LIFE SAVING OTAGO (Brent Matehaere/Isaac Davies)**

Anyone intending being a PC needs to go to that (zoom session). We need to ensure that our best practice is standardised across the clubs. There will be an overview of radios, rescue, bleeding and de-fib.

* Two training dates: Rock Rescue 13th November, and 27th November. One in town and one in Kaka Point.
* Board rescue modules will be available in the early part of the season. Qualification is now examined by a ‘become a lifeguard’ examiner.
* Jetski training – Warrington will be included when that happens.
* Sporting: Any club members will be able to come to structured coaching/exam sessions focussed on skills, sports, fitness. Tuesdays at 5pm and Saturday (juniors, seniors and Masters) rotated throughout Otago beaches.
* There is an introduction to the Surf Coaching course which is the Friday before the first sports day. This is applicable for parent coming in who are green… this might be good for our parent helps.
* 3rd and 4th December – developing coaching course – this is for those who are already actively coaching.
* Warrington needs to identify what Otago Surf can do for us. We identified Isaac being available on the Sunday Club Days, and Isaac doing rescue scenarios with our lifeguards, IRB Drivers’ and Crew.
* National Guard School. Anyone interested.
* We are asking for two members from each club to attend the Peer Support training.  This will be delivered on the weekend December 4-5 (one and a half days). Here is a link more information [NT149-21 Safety Welfare & Risk.docx.pdf - Google Drive](https://apc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdrive.google.com%2Ffile%2Fd%2F1c8xDGRMbZ7ODC8wryoie8GIuwfKfOB8G%2Fview&data=04%7C01%7Cnaomi.ingram%40otago.ac.nz%7Cc300bafc18b345d113a708d9822e7a8c%7C0225efc578fe4928b1579ef24809e9ba%7C1%7C0%7C637683958446691865%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=oUu00WhjFlPY7sT7hSIu54VfDx5Re6yEJIJotUvePa8%3D&reserved=0) (Phil and Charlotte have volunteered for that).

*Action: Sarah to contact Scoobie about drivers and crew for qualifications.*

**FINANCIAL**

|  |  |
| --- | --- |
|  | $ |
| Cheque Account | 54,976.67 |
| Bonus Saver | 8042.26 |
| Term Investment | 11,624.47 |

Audit is underway.

Charlotte and Mark have been discussing that there is a lot of money out.

$30,000 for canoe invoice. $10,000 for the painting.

$44,000 for the trust coming in.

$4,000 for the wood coming in.

We are OK currently.

# **CLUB FUNDING**

Good news! Our allocation of government funding has arrived and it’s looking good. I have attached their official letter of funding which goes through how funding was distributed across all the clubs and the breakdown of everything, and a spreadsheet I quickly put together which shows our requested funding, our allocated funding, and our spent funding for the 2021/22 season all on one page. It’s a nice easy way to visualise where we are at and I hope to keep it updated throughout the season so there isn’t such a rush at the end.   
  
You will likely note that it is slightly different than the initial budget we submitted, owing to the fact that we withdrew our application for $40k of funds which would go to the repair of the A Frame, as this will now be covered by the building project. Any extra funds we were allocated in this section will likely be swallowed by consenting costs for the building project, but I hope we will be able to stretch it to cover sections that didn’t receive as much funding as we had requested.

**GRANT APPLICATIONS**

# Phil is about to send off the canoe-paddles application.

# Phil to look at a funding application for the trailer.

Bea (Debbie has contact details) is happy to help with grants.

# ***Action: Debbie to email Phil with details/log in about how to update the charities register to upload the accounts and update the role-holders.***

# **FUNDRAISING**

Still need a coordinator and a team of people to do this. Suggestion: We map out the potential fundraising opportunities so that it seems more finite.

**OPERATIONS COMMITTEE MEETING**

* Mark is the sport person and he attends this.
* Minutes of last meeting are attached, please read and ask any questions at meeting.
* The big conversation is deciding about if Nationals will go ahead if COVID affects one area.

**HEALTH & SAFETY**

No report

**BUILDING COMMITTEE**

Attached is most up to date concept, please have a look and pass on any thoughts . If you are not able to access this, contact Mark Hastie for a copy. We are currently gathering quotes for working drawings , structural engineering, fire engineering, ground works and consents . Maaike is organising a topographic survey.

Motion: To use Terramark to do the topographical surveying for the Warrington Surf Lifesaving clubhouse. Proposed: Mark/Seconded: Phil, Naomi.

[https://cdn.fbsbx.com/v/t59.2708-21/242755730\_365152158648294\_6764175009742553877\_n.pdf/692-Warrington-Surf-life-Saving-Club.pdf?\_nc\_cat=106&ccb=1-5&\_nc\_sid=0cab14&\_nc\_ohc=MqnshVsTFfYAX\_Rhohs&\_nc\_ht=cdn.fbsbx.com&oh=d0cdd32b6d35ea12d5f06e7dd4883c7e&oe=6150331F&dl=1](https://apc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcdn.fbsbx.com%2Fv%2Ft59.2708-21%2F242755730_365152158648294_6764175009742553877_n.pdf%2F692-Warrington-Surf-life-Saving-Club.pdf%3F_nc_cat%3D106%26ccb%3D1-5%26_nc_sid%3D0cab14%26_nc_ohc%3DMqnshVsTFfYAX_Rhohs%26_nc_ht%3Dcdn.fbsbx.com%26oh%3Dd0cdd32b6d35ea12d5f06e7dd4883c7e%26oe%3D6150331F%26dl%3D1&data=04%7C01%7Cnaomi.ingram%40otago.ac.nz%7C98f66f50f7064123123d08d980b487d6%7C0225efc578fe4928b1579ef24809e9ba%7C1%7C0%7C637682336447228864%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=0LnH7BU0oXh0YZKTzAgx%2BUNFZ1G%2FLPXpe%2F82gvwPWTw%3D&reserved=0)

# **Discussion:**

* Show-case this at the open day so the community feel informed.
* Could this be used for community groups? This is certainly something to keep in mind, but the main purpose is lifeguarding and trying to satisfy that
* First aid room – how easy is it to get someone from a can-nam into a first-aid room. Answer: There is an accessible ramp.

# **UNIFORM**

Idea: To incorporate the iconic silhouette of the A-frame onto a uniform (e.g. a long sleeve training top) – using the old design or incorporating a new one – Phil has volunteered to have a go at mocking up a design.

Uniform Report Sept 2021

Since the AGM I have gathered all uniform clothing items from the club and Francis and a stocktake was completed. In summary, there are 162 vests, 2 t-shirts, 2 hoodies and 8 caps which I suspect are senior sizing. There is one family’s order from last season that has not been collected. It is considered that there are sufficient yellow vests for the season. This makes use of the vests that were corrected late last year.  We will need to decide if we are selling these at the standard price or whether a reduction in cost is applied to account for the slight imperfection. Happy to discuss and take direction on this. Once we have opening day sales completed, a new order will be undertaken to top up the numbers again ready for next season so we will effectively be ahead of ourselves.

I have obtained a record of last year’s t-shirt, hoodie and jacket orders and it shows that there were 12 t-shirts, 6 windbreakers and 51 hoodies sold and from what I can gather no caps. There were 12 fleece lined jackets sold.

To align with the strategy to get nippers along to interclubs and have the uniform as required and to have some stock available throughout the season I propose to pre-order this week approximately;

20 junior caps, and 5 senior caps,

5 T-shirts per junior size 4-14 and 4 per adult size S-XL.

Hoodies, wind breaker and fleece lined jackets will be ordered on demand following opening day orders at which time I will also by additional hoodies aligned with the most commonly purchased sizes so that there are some available throughout the season.

I am looking into the possibility of adding a long sleeve training top to the options which will also be ordered on demand though still early days. If there are other items of clothing people may be interested in please let me know and then we can run a poll by members to see what kind of demand there may be for various options.

I considered the idea of making the cap, vest and t-shirt part of a junior membership purchase package – ie new members simply buy the works and pay one fee for the uniform trio and a membership. However this won’t work in respect of family memberships with multiple children and for renewals. So still looking at how we encourage new members to purchase the trio so that they have everything they need from the outset ready for attending a carnival.

Prior to opening day, I would like to catch up with Tricia and Rebecca about how we stream line the uniform payments with the membership purchase given that cheques are no longer acceptable so everything will need to be invoiced or cash on day. This may result in either “trusting” people will pay for the items they take on signup day, or taking uniform and membership orders only and supplying the uniforms on the following weekend upon having received payment.

# **GENERAL BUSINESS**

* Next meeting (open day planning): 20th October (need shower cleaner, toilet cleaner, bleach). Possibility of a form for the member renewal process
* Working bee 9am/Registration Day 12pm: Sunday, 31st October
* Next meeting after that: 3rd November.
* First Club Day: 7th November.
* First Patrol Day: 13th November.

***Action: Debbie – to send around the club information.***

***Powercraft:*** Paul has been working with Reed marine.

***Action: Charlotte to send a letter to Read Marine*** [***nicola@readmarine.co.nz***](mailto:nicola@readmarine.co.nz)***. To say he is allowed to act for the surf club. to 2-stroke oil, a knife, head gasket, another bit on the gearbox on Century, de-salter.***

Motion: For Paul to pay $216.41+GST for Gear Box and $115.29+GST for head gasket. Approved by majority.

***Team-up calendar:*** This is now updated for the new season.

***Risk Assessment App:*** They need a list of all people who need access to that.

***Action: Charlotte/Sarah McNaughton to send to Phil a list of all people who could be potentially patrol captains and their deputies.***

Bea is willing to help with grants but we still need a fundraising team and property.

**ACTION POINTS CARRIED FORWARD FROM EARLIER MEETINGS**

|  |  |  |
| --- | --- | --- |
| FUTURE ACTIONS | PERSON/S RESPONSIBLE | WHEN |
| Risk assessment app. List needs to be sent of all the people who need access to it. | Tricia/Phil |  |
| Charlotte/Sarah McNaughton to send to Phil a list of all people who could be potentially patrol captains and their deputies. | Charlotte/Sarah | *ASAP – course is on 8th October (see Brent’s advertisement)* |
| Action: Charlotte to send a letter to Read Marine [nicola@readmarine.co.nz](mailto:nicola@readmarine.co.nz). To say he is allowed to act for the surf club. to 2-stroke oil, a knife, head gasket, another bit on the gearbox on Century, de-salter | Charlotte |  |
| Debbie to email Phil with details/log in about how to update the charities register to upload the accounts and update the role-holders. | Debbie |  |
| Sarah to contact Scoobie about drivers and crew for qualifications. | Sarah |  |
| Rebecca to pay the canoe invoice (see attached) | Rebecca |  |
| Advertise examination dates, patrol dates, patrol captains’ briefing to members. | Debbie |  |
| Rebecca to get the financial report (review) ready for AGM | Rebecca |  |
| Waikouaiti request. They haven’t heard back from Surf Otago and want to apply for funding in August. | Brent |  |
| Naomi and one other person to review the constitution prior to the next AGM | Naomi + Phil | AGM 2022 |
| Connect wifi at the club. | Charlotte/Rebecca | Before next season |
| **Learning from previous season**  We need to do a debrief on the rescues during the refreshers the next year to ensure we are rescue-ready.  Prior to refresher – have a catch up about learning from previous season around rescue and patrol strategies to feed into the refresher course (e.g. scenarios in trainings). | Surf Lifesaving Coordinator & Club Chair | Before next season |
| **Police Vetting** – We need to supply names of managers to SLSNZ and they will organise this free service. | Charlotte/Tricia | Before next season/after AGM |
| Further discussion about the role of the rookie coordinator | Sarah | Before next season |
| Update club information handbook to include nipper information, send to committee for checking, and then distribute to members. | Debbie | Before 20th October |
| Charlotte to start the incentive programme (see notes in May meeting) | Charlotte | Before next season |
| Review concerns and complaints policy | Naomi | After the AGM |
| Advertise ‘become a lifeguard’ | Tricia/Debbie | asap |

# **MEETING CLOSED: 9:27pm**

# **NEXT MEETING:** 20th October for open day planning, and then 3rd November (normal Club Meeting)