**Committee Meeting**

**Warrington Surf Life Saving Club**

**Wednesday 7th November at 7.00pm**

# **PRESENT**

Pru Casey, Peter Ibbotson, Mark Hastie, Naomi Ingram, Tricia McNaugton, Rebecca McNaughton, Rhys Owen, Felix Cook, Isaac, Karyn Becconsall,

# **APOLOGIES**

Philip Clayton

Cc: Charlotte Becconsall-Ryan, Frances Bauemer, Lynette Harris, Bede Wright, Frances Bauemer,

**MINUTES OF PREVIOUS MEETING**

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

Carried by (Karyn/Tricia)

**CORRESPONDENCE**

n/a

# **LIFE GUARDING REPORT**

Training for lifeguarding continues. There are around 7 people, with Rachel Ozanne being a recent starter. They are going for the December assessment.

Patrols start on the 14/15 November.

# **SPORT REPORT**

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| --- | --- | --- | --- |
|  | | **Discussion** | **Action** |
| Junior Sport | | Lots of kids. It worked well. |  |
| Senior Sport | IRB | Meeting on the 7th |  |
| Canoe | Flyer has been sent out. Mark to send to Debbie to put onto Facebook. |  |
| Other senior sport (if applicable) | Note from last month: (As part of operations committee)  Two training day for senior sport. Nippers are welcome with 200 m badge. All of the information is on Facebook.   * Training 1: The first one is on 14 November at Warrington from 1-5pm. All clubs, specialist coaches. No need to enrol – just show up. * First competition is on 15 November. * Training 2: Kaka point the day before the bone two weeks later (28th November). * Training day BBQ We get $100 to run a BBQ. * Pru can pick up the resources and get this ready for BBQ. Mark to touch base with Pru. |  |

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

|  |  |
| --- | --- |
|  | **People in the roles** **(Further confirmation – see September and October minutes for full notes)** |
| Fundraising Coordinator (+ group of keen people to support, e.g. junior/senior/grants) | Pru Casey, Beatrice Lee, & Karyn (in support) |
| Communications (information handbook, communications including social media, Blueskin news and other forms of media, website development and maintenance) | Debbie Hayde |

**REPORT FROM SURF LIFE SAVING OTAGO (Felix & Isaac)**

Board rescue training module at 10am on Sunday.

On team up calendar for SLSNZ are all the events coming up for the season.

Next lifeguard exam date is December 2nd & 5th December.

Club Health supplements our club in any area where we may need help with club capability and development, e.g. junior board, or crewmans, advice to increase social media outputs, developing coaches, treasurer. NB: Supporting with our management of the building project would be out of scope. It is what is available within the scope of the current operation of the surf club. The training days are part of this. E.g. Rebecca and Sarah doing the rock rescue module so that they can then train others so we can have a number of them within each patrol.

We need to brainstorm as a committee what we need to make our club succeed: Rock Rescue and Crewmans. Pru noted that this works best when trainers come to our club as often our members don’t travel to trainings.

If we have items we want discussed at local committee, please send agenda items of Felix prior to Monday (meeting on Monday).

Competition entries will now be done through EndNow. All people to compete need to be fully refreshed.

CSOPs were sent to Warrington a couple of weeks ago – this needs to be signed off by Warrington before patrolling starts. They are club owned documents so we can adjust them for our context. Send to Felix within the next week. Charlotte is working through these currently. Talk to Charlotte to see the progress and then Pru happy to support/proof read if necessary. NB: Pru has done these over a number of years, e.g. local soft sand for where to drive rescue vehicles.

Matthew Bradley – Stokes baskets (stretchers) has been given to the club. These are ex-fire service so can’t be used for winching.

There is also boogie boards available to donate to Warrington Surf Life Saving.

Felix is now 50% FTE, and then the other 50% is given to individual projects and initiatives across all the clubs.

**FINANCIAL**

|  |  |
| --- | --- |
|  | $ |
| Cheque Account | 25,542.22 |
| Bonus Saver | 8,038.91 |
| Term Investment | 11,503.71 |

* Refunding people: Over $100 it comes to the committee for approval.
* For internet banking purposes, Lynette Harris will continue to support Rebecca. Rebecca will state the invoices paid each month.

# **FUNDING**

*Fundraising (Pru)*

Each coordinator needs to present a Fundraising Plan to Pru. Pru to follow up all the coordinators.

Resolution:

To apply to NZ Community Trust for 6 x wing ski paddles for youth education and training in the use for rescue surf skis. Requested funding: $2191.30  for funding.

Resolution passed by unanimous committee vote.

# **HEALTH & SAFETY *(Sarah)***

Karyn to give AED training to each patrol at the beginning of the season.

Smoke alarms need to be checked and batteries need to be replaced (by Ibbi).

# **GENERAL BUSINESS**

* The masters Ladies crew to explore having an open day for female members to have a go at canoe
* Beach Ed:

Friday, 27th November for Warrington School.

30th November Columba College

1/2/3 December Otago Boys’

Tricia to communicate this through Felix and the lifeguards get paid. Rebecca to organise the lifeguards

* Rebecca and Bede did a Friday morning to support an IRB and we got $400. 6.30am – 10am. Club gets $200, and give Rebecca and Bede $100 each.
* **Funding for non-fundraising provision of service.**

This will be considered on a case by case basis: At times, we volunteer to do fundraising and lifeguards don’t get paid (e.g. the adventure race). At other times, we are using our skills to support the community.

* Motion: In a funded situation where we are providing a service (non-fundraising), the lifeguard/s involved are reimbursed $100 each or 50% of the funding is distributed: whichever is the smaller amount.
* **Rogain Adventure Race Fundraising update 28th November.**
* This will be tagged as a lifeguard money within the accounts.
* **Social Event**
* The first social event will be held on Saturday, December 5th, starting at 6pm. Pot luck tea. Purpose is three-fold. 1. Social Event, 2. 40th anniversary 3. Giving out of prizes from last year. Mark and Naomi to liaise.
* Pru to purchase and frame photo.

# Request: Can we purchase a heat pump for the meeting room? *No because there is no insulation in this building*.

* Philip: Can I ask that the committee consider agreeing to pay for 4 traffic cones, necessary to comply with the new IRB training requirements. The cost should not be more than $200. *Rebecca has these and therefore there is no need to purchase any.*
* Frances: Seeking approval from the committee to order the red shirts for those that ordered them at registration. I got an email from Pru (with Charlotte's support) suggesting I should order these ones outside of the grant but I want to make sure with the committee. *Go for it – foodstuffs can be written on the red-shirt*.
* Building update:
* Well done and thank you to Pru for all the work related to apply to SLSNZ for $41,000 to advance our building plan.
* There was an attempt to get in the door with a screw driver. This has been reported to the police.
* Phoebe and Mads Ozanne will be the rookie coordinators. Further discussion will be needed about what this role will entail.
* We are getting red vests for adults in the water during nippers. Younger siblings can use pink shirts or buy a yellow vest.

**ACTION POINTS CARRIED FORWARD TO LATER MEETINGS**

|  |  |  |  |
| --- | --- | --- | --- |
| FUTURE ACTIONS | PERSON/S RESPONSIBLE | Communication  to members | DUE DATE |
| Pru to finalise fundraising plan with coordinators | Pru |  | Update in December |
| **AED & Oxygen**Train patrols on AED and Oxygen use during patrols. | Karyn |  | During first patrols November/December 2020 |
| Setting up a website.  This website will be simple but provides links so the content remains fresh and little maintenance is needed. Charlotte to create initially (with Bernie’s assistance) and bring trial back to committee for feedback, prior to it going live.  Need sections for:   * About the club * Becoming a member * Contacts * Committee members * Constitution, POM, AGM minutes, policies and procedures * History * Life members * Link to Main Facebook Page for up to date information | Charlotte |  | Before the start of the season |
| Phil to write up a one-page proposal for funding to send to companies. This will be done in conjunction with how fundraising is going forward into the future. | Not pursuing currently due to COVID |  | On hold due to COVID |
| **Police Vetting** – we need to have police vetting to work with children. There is a process for police vetting. Can Surf Life Saving NZ consider the police vetting for us. Charlotte to talk to Felix about Police Vetting. | Charlotte to check the policy and ensure we are following procedure. |  | December update |
| Everyone who is a lifeguard needs to get their crewmen award. | Sarah | Sarah to send out a Facebook message to the list of lifeguard. |  |
| **Club service awards**  Pru has received information about club service awards and is currently processing that documentation. There are a number of people who are eligible for awards but we need to be careful that, by not having so many committee members, we are doing ourselves out of eligibility for those awards. Suggestion: change the wording of the titles of our committee members. | Pru |  | Update in December |
| The sausage fund will be tagged for a fund for people who need genuine assistance to fully participate in surf lifesaving. | Rebecca to tag sausage fund for this purpose. |  | October |
| Further discussion about the role of the rookie coordinator | Sarah |  | December |
| Social event: Pru to purchase and frame photo. Mark and Naomi to liaise over the historical aspects. | Pru  Mark/Naomi |  | December |
| Tricia to communicate about Beach Ed through Felix and Sarah/Rebecca to organise the lifeguards to be paid. | McNaughtons |  |  |
| Pru to contact DCC about grading the gravel road. | Pru |  |  |
| Pru to buy a red bucket with 20-30 red vests and add it to our Surf Lifesaving funding or get sponsorship. | Pru |  |  |
| Update club information handbook with nipper information (one booklet for all) and re-distribute to members. | Debbie |  |  |

# **MEETING CLOSED: 9.37pm**

# **NEXT MEETING: Wednesday, 2nd December, 7pm at the Club**

CLUB UPDATE

Kia ora Warrington Club members,

The surf lifesaving season has started and it already feels like it is in full swing with our first Club Day last Sunday. Please keep an eye on the Warrington Surf Lifesaving page and various Facebook groups for updates about the various happenings.

Club Days have started and although they have been historically centred around the Nippers training, this is now considered to be a general Club day.

Part of this Club Day is the lunchtime sausage sizzle. This is a club-wide event and each family (or individual) is expected to sign up to do the lunchtime sausages for at least one Sunday Club Day. The lunchtime sausages are a tradition of the club and the money goes into a fund to support families to attend events and competitions they may not otherwise be able to attend. The sign-up sheet for the roster and full instructions are in the clubrooms. Please swap with another member if you are unable to do your day.

The first social event for the season will be held on Saturday, December 5th, starting at 6pm at the clubrooms. Pot luck tea, BYO. This is a chance to relax together and welcome new families into the club, it marks the 40th anniversary of the club, and is (finally!) a chance to give out prizes from last year.