**Committee Meeting**

**Warrington Surf Life Saving Club**

**Wednesday 7th October at 7.00pm**

# Charlotte Becconsall-Ryan, Pru Casey, Peter Ibbotson, Philip Clayton, Mark Hastie, Naomi Ingram, Tricia McNaugton, Rebecca McNaughton, Frances Bauemer, Felix Cook, Karyn Becconsall, Lynette Harris

# **PRESENT**

# **APOLOGIES:**

Bede Wright, Frances Bauemer, Rhys

**MINUTES OF PREVIOUS MEETING**

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

Carried by (Charlotte/Tricia)

**CORRESPONDENCE**

# Beach Ed date was received from Warrington School. Beach Ed is run by Surf Lifesaving Southern Educator (Regional education coordinator) . Tricia to reply and direct emails to Wslsc email.

Beach Ed is on Friday, 27th November for Warrington School.

# **LIFE GUARDING REPORT**

Online refreshers have been emailed out to members, and these need to be done by 31st October. Tricia is able to monitor this in 2020 so will be doing follow-ups.

Sarah working on patrol roster. This will be out shortly.

Naomi to text Steven to come along during the working bee to get the tower up.

The tower will be up for volunteer patrols. Patrols need to know when the key is available. Sarah to leave a message.

Mark to email Sarah with information about when the Masters Men crew are available for patrols.

Practical refresher will be 2nd weekend of – 7th/8th November prior to 15th November (first comp). Lifeguards need to be fully refreshed to compete.

Need to do an audit of the analogue radios to make sure we have enough analogues for the season. Pru will go and do an audit and then will buy some of those to ensure we have coverage for the next season. We need to get a combination.

Everyone who is a lifeguard needs to get their crewmens’ award. Sarah to send out a Facebook message to the list of lifeguard.

# **SPORT REPORT**

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|  | | **Discussion** | **Action** |
| Junior Sport | | Mark, Nathan and Rhys to meet prior to the start of the season. |  |
| Senior Sport | IRB | A meeting is imminent, perhaps around registration day. Introducing the safety plan, confirming crews and patients. | Phil/Lynette to inform about the meeting. |
| Canoe | Canoe training is underway. Ken has ordered a new foot-pedal. The fundraiser for firewood is completed. … Made around $4000. Still need to do the big log at Jo’s. |  |
| Other senior sport (if applicable) | Ski paddles – Mark was pricing up ski paddles and skis. The cheapest for paddles we can get is $500 each. Despite the cost, we need to buy skis.  (As part of operations committee) Two training day for senior sport. 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.  First competition is on 15 November.  Training 2: Kaka point the day before the bone two weeks later (28th November).  We get $100 to run a BBQ.  New risk assessment sheets for organised training. Mark is starting a folder for them and putting them next to the IRB logbook. The IRB one is going to be an online form. You need to take a photo of the beach as well. | Mark to get quotes for four ski paddles (and we’ll hope for 2).  Pru can pick up the resources and get this ready for BBQ. Mark to touch base with Pru.  Mark to liaise with Philip to see if the online form will work for all sports in the club. |

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

|  |  |
| --- | --- |
|  | **People in the roles** **(Further confirmation – see September minutes for full notes)** |
| Fundraising Coordinator (+ group of keen people to support, e.g. junior/senior/grants/sausages) | Pru Casey, Karyn Becconsall + we still need to find a wee team to do this (e.g. junior sausages). |
| Communications (information handbook, communications including social media, Blueskin news and other forms of media, website development and maintenance) | Peter Dowden has offered to give advice for anyone doing this role. Pru Casey is willing to continue with Blueskin News. Charlotte Becconsall-Ryan and Bernie Cornford are willing to continue supporting the website design and development. Bede will continue with this role temporarily until a replacement can be found. |
| Gear Stewards | Wop Harris and Ken McHoull Need an obvious way to contact these people (sign at club). |

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

Regional Guard & Beach Ed competencies have been completed, applicants will hear from Chris Jeffery (SR Lifesaving Manager) in the next month

-      Level 1 first aid course to be run this weekend, currently 8 registrations from Warrington… all turned up and all passed!

-      First Surf Lifeguard Award will be held on 14th & 17th October, candidates need to be registered for this through the CRM by 1st October

o    Next exam date is December 2nd & 5th December (We are doing December)

-      There will be a free-of-charge I AM HOPE presentation on Tuesday 13th October at St Clair for any interested clubbies. More information can be found in the SLSNZ calendar

-      The National Standard Operation Procedures (NSOPs) and Club Standard Operation Procedures (CSOPs) are still in development. A number of NSOPs (approx. 18) have been released and are available on the SLSNZ website and I am currently working through the CSOPs for Otago/Southland clubs. (going to replace the POM).

Charlotte to get more of an idea of the CSOP to see what can be standardised.

**FINANCIAL**

|  |  |
| --- | --- |
|  | $ |
| Cheque Account | 22932.46 |
| Bonus Saver | 8038.58 |
| Term Investment | 11503.71 |

# **FUNDING**

*Fundraising (Pru)*

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

Notes from Pru:

1. Paul Hersey is a very experienced lifeguard and rescue coordinator. He has offered to run a couple of sessions on sea rescue with our teens - I suggest we take him up on this and run in as a session in our summer holiday midweek skills program ( club health slot) it would be a good fit (Sarah to have a think about).
2. I will organise supplies for the Working Bee/ Registration Day sausage sizzle
3. No-one has contacted me regarding the Labour Weekend Monster Garage Sale. This will not go ahead.
4. Rebecca, what are our IRB training and examining needs for the summer - I can organise training from Gibbo and an exam while at the forthcoming Otago Surf Trust meeting ( last weekend of holidays)
5. Lynnette has the application for funding for shirts - please charge only $10 per red shirt, funding comes through in November. We can have foodstuffs on the back.

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

# AED Training will be done as part of the lifeguard refresher day.

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

# **GENERAL BUSINESS**

**Provision of Water Safety for Adventure Race**

Quote $1000-$2000 to provide water safety. 3-4 boards, 9 people, 1 IRB. 28th November

Rebecca and Karyn have contacted Nathan … and Patrick Manning, who is running the race. Rebecca and Karyn have done the race and worked out what assets we need to provide water safety for the adventure race. They have presented a plan to Nathan for comment and …. Hasn’t commented as yet. Held on an incoming tide. 6 OR 8 hour competitors. Swimming from Doctors’ Point reserve to the island (much of it is fairly shallow) OR pack rafting to the island, swim across the channel and back, coastal walk at high tide. NB: if the surf conditions are big, they may not be able to do it. Two areas of deployment: Estuary and Beach, and mudflats? We need boards, and one IRB picking up people (and then re-deployed onto the beach), people on the rocks. It is going to be short and sweet. There will be communication between us the day before and on the day to check the conditions.

Focus question: How will the money be spent?

**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 (check!!!), 3. Giving out of prizes from last year.

**SLSNZ Bulk Funding**

Stu has worked with Charlotte re: bulk funding budget, and worked towards increasing our budget to $47,000. It is assumed Gibbo is yet to go through this process. Charlotte to send through current version of budget to committee. NB: The government funding runs from 1 July 2020 to 30 June 2021.

NB: Any bigger payments, e.g. motor, they would pay us upfront. Other than that, we will be paid back by presenting receipts.

NB: If motors are GO, we will be putting our names on the list.

**National Positions available**

Southern Region Representative on national awards committee

Independent position on the SLSNZ board. No association of Surf Life Saving for last 5 years.

If you are interested in these positions or know anyone who may be interested, please contact Charlotte.

**Capital Expenditure Application**

This year they are only looking at things which are underway. If we can swing our project to say that it is underway already, we can continue with that.

**Offer for training**

We have an offer from Paul Hersey, a local identity, to potentially help out with some rescue/patrol/rock training.

**Rookie Coordinator**

Sarah to ask the lifeguards (e.g. Ozannes) to see who would like to be the rookie coordinator.

**Entering the Patrol Forms**

This is a continuing issue. Maddy Ozanne did this last year. Perhaps need more communication with the Patrol Captains, including filling out this form.

**Otago Surf Trust**

I have a meeting with Otago Surf 1 November - the St Clair proposal put to Otago Surf will be under discussion- namely whether to disburse most of the $300,000 funds leaving only $30 k - note that Brighton have indicated they are leaving the trust as of the forth coming meeting

**Building application**

It seems that there is an opportunity, with the bulk funding application, and with (possibly) the Otago Surf Trust, that we can move forward on our building project.

For the application, by the 2nd November, we need plans ($2,000-$10,000), a quote, on the road to any consents, and show funding. At this stage, we need approval from the committee. If the committee would like to go ahead: who would like to meet, when and what night would you like to meet, and would we be prepared to spend the money on the plans. We suggest we move forward with the meeting on Tuesday, 6pm at the surf club. Pru to see if Rhys is available then.

**ACTION POINTS CARRIED FORWARD TO LATER MEETINGS**

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| --- | --- | --- | --- |
| FUTURE ACTIONS | PERSON/S RESPONSIBLE | Communication  to members | DUE DATE |
| IRB Sport Training Policy, Procedures & Safety Plans – to be discussed previous to next season by subcommittee | IRB and Chair/Club captain |  | Prior to season |
| Mark to have a look at ski paddles and skis (maybe second hand. |  |  |  |
| Coordinators to send yearly budget and any fundraising plans to Pru and Charlotte by end of September. Sport coordinators to work through Mark. |  |  |  |
| **AED & Oxygen**Train patrols on AED and Oxygen use during patrols. | Karyn |  | Next season |
| 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 next season |
| Frances to invoice Sport Committee for $600 to cover Warrington Surf Life Saving Training Expenses. Send to Felix and copy in Gibbo. | Frances |  | August |
| 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 |  | Before next season |
| Review information Booklet for the start of next season.  Put in dates, and location of National Competitions and approximate costs.  Put rules about can-nam. Review the whole document and print for the start of the season. | **Everyone to review the information booklet by this Friday from Dropbox.** |  | Printed ready to give out before the start of next season. |
| **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. |  |  |
| **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. |  |  |  |
| Naomi suggested a fund to be gathered to which people who need genuine assistance to fully participate in surf lifesaving can apply. There was general agreement this was a good idea under the principle that there would be “no child left behind”. |  |  |  |

# **Committee Minutes**

Motion: To ratify all the positions suggested for the roles. Passed by majoriy

Motion: Pru to continue with Otago Trust Role. Passed by majority.

# **MEETING CLOSED: 9.27pm**

# **NEXT MEETING: Wednesday, 4th November, 7pm at the Club**

CLUB UPDATE

**The new season:**

The season will open with a working bee and registration day. This will be on Sunday, October 18th, starting with a working bee from 9 am -12pm and registration for the season from 12-2pm. At registration members will be able to pay their membership for the year, will receive an information handbook, be able to buy or order uniforms, and will sign up to run at least one of the Club Day sausage-sizzles (see below). The prices for this season are:

Individual Member: $30 (Community Services Card discount of 20%)

Family Membership: $55 (Community Services Card discount of 20%)

Uniforms: Red shirts $10 (subsidised), Fluoro Safety Vest $15, Cap $17

* The first Sunday Club Day will be Sunday morning, 1st November. This Club Day is not only for nippers. Senior sport teams are encouraged to train that day.
* In December 5th, we will be having our first social event, which will celebrate the 40th anniversary of our club. We will use this event to (finally!) be able to give the prizes out for last season.
* Lifeguard refreshers: These online refreshers need to be done by 31st October. People need have done their online refresher before doing their practical refresher. Lifeguards can do their practical refreshers on Sunday 8th November. Lifeguards need to be fully refreshed to compete in the first senior canoe interclub on 15th November.
* At the club meeting we discussed the weekly sausages at Club Day. We concluded this is an important way of bringing the Club together and it is an example of our sense of community. Having a sausage is what club members – and especially our kids - love at the end of a cold morning at the beach. Given Club Days are designed for all members, and given it has been difficult to get enough volunteers to help with sausages in the last two seasons, each individual (or family) will be expected to sign up to help with at least one sausage morning within the season.