

**SURF LIFE SAVING MID NORTH COAST BRANCH Inc.**  
**GENERAL COMMITTEE MEETING**  
**HELD 14<sup>th</sup> AUGUST 2008, AT THE BRANCH OFFICE.**

**SUMMARY**

(For full details, refer to the attached Meeting Minutes)

**Decisions Made:**

- Resolved: That the Branch Championships be pushed back one weekend, from the 7/8<sup>th</sup> February to the 14/15<sup>th</sup> February 2008.  
(T Hayes/G Bingham) CARRIED.
- Resolved: That Rounds 1 and 2 of the North Coast Boat Series on 11+12<sup>th</sup> October 2008 to be hosted by Wauchope Bonny Hills SLSC be endorsed.  
(J Clingeffer/S Stennett) CARRIED.
- Resolved: That the nomination (of Jeff Polverino for Branch Team Coach) be accepted, but written confirmation be sought of the nominees acceptance.  
(K Wilson/P Rayner) CARRIED.
- Resolved: That the 7 Rescue Water Craft Operator candidates be endorsed to commence their training.  
(P Rayner/S Croad) CARRIED.
- Resolved: That the Policy on the Use of the Branch RWC be endorsed.  
(P Rayner/S Croad) CARRIED.
- Resolved: That the Policy on the use of Branch Training Equipment be endorsed.  
(P Rayner/K Fisher) CARRIED.
- Resolved: That the Training and Assessment Procedures for Clubs be endorsed. (with minor changes)  
(P Rayner/K Fisher) CARRIED.
- Resolved: That the minutes from the (August) Education Panel Meeting be adopted.  
(D MacKenzie/B Caldwell) CARRIED.
- Resolved: That Branch spend up to \$500 and buy a new photocopier.  
(S Croad/S Stennett) CARRIED.
- Resolved: That access to Surfguard be granted for Ryan Rosenbaum.  
(R Rosenbaum/K Rayner) CARRIED.

**Notices of Motion:**

Nil. It is intended however that a Special General Meeting will be called in September to adopt the proposed Constitution.

**Actions Required:**

Action	Resp.	Status
Forward the email from SLSNSW re Surf Boat Sweeps to all Clubs	Kim R	
Review list of Sweeps, and advise Branch of discrepancies or errors	All Clubs	
Coordinate a meeting of the Competition Review Committee	Kim R	
Meet and discuss Mick's competition recommendations	Committee	
Promote vacancies on Branch to members	All Clubs	
Make Branch Team arrangements for Interbranch Championships	Executive	
Direction to proceed regarding Telstra and SLSNSW 4\$4 Grants	Executive	
Send letter of thanks to LNC for borrowed RWC	Paul / Ken	

**Upcoming Events:**

- Assessors In-Service Update – 27<sup>th</sup> August 2008, @ the Guide Hall in Hollingsworth Street, Port Macquarie

**Next Meeting:**

The next meeting will be held at the Kempsey Hotel on the 11<sup>th</sup> September 2008 commencing at 7.30 PM.  
Written reports from all Branch Officers and Clubs are due with the Secretary by Tuesday 9<sup>th</sup> September 2008.

**SURF LIFE SAVING MID NORTH COAST BRANCH Inc.**  
**GENERAL COMMITTEE MEETING**  
**HELD 14<sup>th</sup> AUGUST 2008, AT THE BRANCH OFFICE.**

The meeting was opened at 7:30PM with President Dennis O'Sullivan in the Chair.

**Attendance:**

Branch Officers

President	Dennis O'Sullivan	Registrar	Bruce Caldwell
Secretary	Ken Wilson	Director of Lifesaving	Paul Rayner
Treasurer	Don MacKenzie	Education Officer	Kim Rayner

Club Presidents/Delegates

MSH	Chris Stewart	PM	.
SWR	Tony Hayes, Kerry Fisher, Lexy Montana	TP	Graham Bingham, Ryan Rosenbaum
HH	Susan Croad, Mike Stevenson	WBH	Jan Clingeffer, Simon Stennett
KCH	Greg King, Maurie Fuller	CH	Dave Napper

Visitors Ken Corbett (Life Member), Andrew Jones (SLSNSW).

**Apologies:** Greg Bell, Chris Bell, Rod McDonagh, Kim Gregory, Roger Wilkinson, Julie Tancred.

Resolved: That the apologies be accepted.  
(S Croad/P Rayner) CARRIED.

**Proxies:** Lexy Montana for Rod McDonagh (SWR SLSC)  
Kerry Fisher for Roger Wilkinson (SWR SLSC)  
Chris Stewart for Greg Bell (MSH SLSC).

Resolved: That the proxies be endorsed.  
(P Rayner/S Croad) CARRIED.

**Minutes from the Meeting held on 12<sup>th</sup> June 2008:**

Resolved: That the Minutes of the meeting held on 12<sup>th</sup> June 2008 be adopted.  
(B Caldwell/T Hayes) CARRIED.

**Business arising from the minutes:**

- Branch Competition Calendar is in progress and almost finished
- SLSNSW have been advised of concerns over North Coast Boat Series
- Constitution review continues to make progress
- Email to Clubs regarding their accredited sweeps needs to be sent out
- Competition Review Committee is yet to meet
- Quotes for duty Officer uniforms have been received
- Education cabinets have been purchased
- Q Stores account has been set up
- Southern Proficiency dates have been set.

**Minutes from the Annual General Meeting held on 10<sup>th</sup> July 2008:**

Resolved: That the Minutes of the Annual General Meeting held on 10<sup>th</sup> July 2008 be adopted.  
(S Croad/T Hayes) CARRIED.

**Business arising from the minutes:**

- Nil.

## **Reports**

### **President:**

- Peter Hennessy won Gold in the O'60 Ironman and Bronze in the o'60 2km Beach Run at the World Titles.
  - The recent sad passing of Roger Whitmore was a loss to the Surf Life Saving fraternity
  - Tabled a letter from WBH SLSC re Branch Championships dates and NCBS rounds
- Discussion was held on the issues.

**Resolved:** That the Branch Championships be pushed back one weekend, from the 7/8<sup>th</sup> February to the 14/15<sup>th</sup> February 2008.  
(T Hayes/G Bingham) CARRIED.

**Resolved:** That Rounds 1 and 2 of the North Coast Boat Series on 11+12<sup>th</sup> October 2008 to be hosted by Wauchope Bonny Hills SLSC be endorsed.  
(J Clingeffer/S Stennett) CARRIED.

- Vacant Branch Positions were discussed

Branch Team Coach – 1 Nomination received (verbally) from Jeff Polverino. ELECTED.

**Resolved:** That the nomination be accepted, but written confirmation be sought of the nominees acceptance.  
(K Wilson/P Rayner) CARRIED.

Other vacancies are to be readvertised, especially Branch Team Manager.

- Branch Team was discussed. Arrangements need to be made, especially regarding accommodation and travel.
- Branch Competition Calendar was reviewed.
- A Surf Sports Forum will be held tomorrow night at Coffs Harbour, which I will attend.

**Resolved:** That the President's report be adopted.  
(D Napper/M Stevenson) CARRIED.

### **Secretary:**

The list of Correspondence is available from the Secretary upon request.

**Resolved:** That all correspondence be dealt with as read, and the Secretary's report be adopted.  
(K Wilson/P Rayner) CARRIED.

### **Director of Lifesaving and Education:**

The report submitted by the Director was circulated prior to the meeting.

- Key points from the Directors report were highlighted.
- Branch is borrowing a RWC from Lower North Coast Branch for this weekends RWC Training. A Loan RWC is coming from SLSNSW in the next couple of weeks, which will be used for further training of the new candidates.

**Resolved:** That the 7 Rescue Water Craft Operator candidates be endorsed to commence their training.  
(P Rayner/S Croad) CARRIED.

- The Director tabled a number of draft policies for Branch endorsement.

**Resolved:** That the Policy on the Use of the Branch RWC be endorsed.  
(P Rayner/S Croad) CARRIED.

**Resolved:** That the Policy on the use of Branch Training Equipment be endorsed.  
(P Rayner/K Fisher) CARRIED.

**Resolved:** That the Training and Assessment Procedures for Clubs be endorsed. (with minor changes)  
(P Rayner/K Fisher) CARRIED.

Resolved: That the Director's report be adopted.  
(P Rayner/R Rosenbaum) CARRIED.

**Director of Competition:**

No Director, so no report.

The Branch Executive will deal with Surf Sports matters as they arise until a Director is appointed.

**Registrar:**

AWARDS		SNR PROF	
SRC/CPR	1	DFC	1
BM	2		
TOC/BM	1		
IRBC	10		
SM/IRBD	5		
DFC	5		
SPM	6		
SFA	11		
SM/AEC	1		
SM/BBM	25		
<b>Total</b>	<b>67</b>	<b>Total</b>	<b>1</b>

Resolved: That these awards and proficiency be endorsed.  
(B Caldwell/T Hayes) CARRIED.

TRANSFERS	LOOSING CLUB	GAINING CLUB	ENDORSED	TYPE
Lindsay Lewis	Tacking Point	Forster	14/08/2008	Full Membership
Joel Colling	Sawtell	South West Rocks	14/08/2008	Full Membership
Gordon Lawrence	Dixon Park	South West Rocks	14/08/2008	Competition Transfer
Glenn Mitcham	Nambucca Heads	Macksville Scotts Head	14/08/2008	Full Membership
James Duggan	Port Macquarie	Manly	14/08/2008	Full Membership
Jayson Shelley	Macksville Scotts Head	Hat Head	14/08/2008	Full Membership
Georgia Shelley	South West Rocks	Hat Head	14/08/2008	Full Membership

Resolved: That these transfers be accepted.  
(B Caldwell/K Wilson) CARRIED.

**Treasurer:**

Junior Account Balance as at 31 <sup>st</sup> May, 2008	\$14,987.72
INCOME RECEIVED	\$78.44
EXPENDITURE	\$30.00
Balance Carried Down	\$15,036.16
PLUS UNPRESENTED CHEQUES	\$0
LESS OUTSTANDING DEPOSITS	\$0
<b>Statement Balance as at the 31<sup>st</sup> July, 2008</b>	<b>\$15,036.16</b>
Senior Account Balance as at 31 <sup>st</sup> May, 2008	\$55,818.24
INCOME RECEIVED	\$3,583.80
EXPENDITURE	\$8,692.46
Balance Carried Down	\$50,709.58
PLUS UNPRESENTED CHEQUES	\$5,230.96
LESS OUTSTANDING DEPOSITS	\$3,430.00
<b>Statement Balances as at the 22<sup>nd</sup> July, 2008</b>	<b>\$52,510.54</b>
Newcastle Permanent AccNo. 978650818.	\$32,510.54
Newcastle Permanent AccNo. 929522502	\$20,000.00

### Additional Accounts for payment

1. A Walsh	\$18.15
2. K Wilson	\$108.00
3. K Rayner	\$34.95
4. K Rayner	\$36.95
5. G Bingham	\$60.00

Resolved: That the additional accounts be approved for payment.  
(D MacKenzie/B Caldwell) CARRIED.

Resolved: That the Treasurer's report be adopted.  
(D MacKenzie/S Croad) CARRIED.

### **Support Operations Committee:**

- A brief verbal report was tabled.
- Due to interest, another RWCO Training course will be conducted early in the new year.
- At the request of Newcastle Permanent, the Branch RWC Team will attend a filed day at the Port Macquarie Basketball Stadium

### **SLSNSW Support Officer:**

The written report by the Support Officer was circulated at the meeting.

Discussion was held on the item regarding a lifesaving presence at Lake Cathie.

### **Club Reports:**

**Macksville Scotts Head SLSC:** AGM being held on Sunday

**South West Rocks SLSC:** verbal report submitted

- Annual General Meeting was held July 13<sup>th</sup> 2008. First committee meeting of new committee to be held August 18 2008. Election of Officers, Two positions remain to be filled. Club had a successful year and from financial statement, ended with a small profit.
- Training: At present thirty three persons in training for various awards.
- Patrols: Life saving director is hopeful of forming additional three patrols and extending hours. Looking at out post patrol at Trial Bay reserve area in holiday season. Nine members completed Silver Medallion ( Beach Management) Course at Kempsey Crescent Head on Sunday 10<sup>th</sup> August.
- Vale: Roger Whitmore. Executive and members attended funeral of member, Roger Whitmore held Friday 8<sup>th</sup> August 2008.
- Newly elected Junior Activities Co-Ordinator, Sharon Packwood has commenced preparation for the coming season. Activities commence Sunday 12<sup>th</sup> October 2008
- Sign On dates: Seniors and Juniors: Sunday August 24, Sunday August 31, Sunday September 21
- Proficiency day set for Saturday 1<sup>st</sup> November 2008

### **Hat Head SLSC:**

- AGM was held on Monday 4th August. Only position that remains vacant is the Radio Officer, which I'm sure we will fill by start of season.
  - Sue Croad - President
  - Ian Webster - Vice President
  - Mike Stevenson - Secretary
  - Kevin Sinclair - Treasurer
  - Ken Parish - Club Captain
  - Wayne Arndell - Superintendent
  - James Burnett - Youth Development Officer
  - Sue Croad - Chief Training Officer
  - Wendy Stevenson - OH&S Officer
- Muster Day set down for 14th September when we will hold next Club Meeting.
- James will be endeavouring to get a club youth committee off the ground.
- Held an information night on 11th August for up & coming Bronze & SRC, have 12 in total, with interest for a ARC & Spinal & Defib course

### **Kempsey-Crescent Head SLSC:**

- AGM has been held, some positions remain unfilled
- Thanked Branch and the Rayners for the recent Silver Medallion – Basic Beach Management Course

### **Port Macquarie SLSC:** AGM being held on Sunday

**Tacking Point SLSC:** AGM has been held, most positions are filled.

### **Wauchope Bonny Hills SLSC:**

- Recently held AGM with a couple of changes in Executive. WBHSLSC elected to split the Lifesaving & Education Role as per the Branch. A reviewed constitution in the next 12 months will reflect changes which have occurred over the past 18 months.
  - Richard McGovern – President
  - Matt Rackley – Deputy President
  - Jan Clingeffer – Administration Director
  - Callum Johnston – Competition Director
  - Pete Daniels – Education Director
  - Simon Stennett - Lifesaving DirectorThe committee is working towards the new season.
- Planning for 50<sup>th</sup> anniversary celebrations is progressing with invitations being available in the near future.
- Richard McGovern will be attending the 2008 SLSA Leaders' Conference over the 21-24 weekend.
- WBHSLSC has a new rowing boat on order for the 2008/09 season

### **Camden Haven SLSC:**

- AGM held, with a strong committee elected
- Thanked Branch and the Rayners for the recent Silver Medallion course
- Building Program with Council is now underway

### **General Business:**

- Info from Dolphin Surfcraft re products and prices is available from the Secretary
- The Sydney Media reported a near drowning near North Haven, but nothing was heard locally by the Duty Officers or the Camden Haven Club. Need to continue to promote ourselves within the Emergency Services fraternity
- Branch was successful in a Telstra Grant, receiving \$4\$ funding for 2 Icom radios. The Executive will decide how to proceed with this, in light of the recent successful SLSNSW \$4\$ Grant for the same items.
- Duty Officer uniforms have arrived.
- Letter of thanks to LNC Branch for the use of a RWC to be sent.
- Training Officer and Assessor In-Service Update is on 27<sup>th</sup> August. Important that all Trainers and Assessors attend. Can all Clubs please bring your training manikins and Oxy Airbag Resuscitators to assist with proficiencies on the night.
- Branch has 3 people attending the Scrutineers Course at Narrabeen on 23/24 August
- Minutes from the Education Panel Meeting held 11<sup>th</sup> august 2008 were tabled.

**Resolved:** That the minutes from the Education Panel Meeting be adopted.  
(D MacKenzie/B Caldwell) CARRIED.

- Southern Proficiency Days have been set;  
13<sup>th</sup> September @ Port Macquarie, 21<sup>st</sup> September @ Wauchope Bonny Hills, 25<sup>th</sup> October @ Tacking Point and 29<sup>th</sup> November @ Camden Haven.
- The situation with the Branch photocopier was discussed.

**Resolved:** That Branch spend up to \$500 and buy a new photocopier.  
(S Croad/S Stennett) CARRIED.

- Ryan Rosenbaum requested access to Surfguard

**Resolved:** That access to Surfguard be granted for Ryan Rosenbaum.  
(R Rosenbaum/K Rayner) CARRIED.

- Queenscliff SLSC will be visiting Crescent Head on 12-14 September, and have extended an invite to all Age Managers, Nippers and Parents to participate in their training on Saturday 13<sup>th</sup>.
- The Final Draft Version of the proposed Branch Constitution was tabled, and notice of the intention to call a Special General Meeting to adopt it was given.

- Incomplete Branch Management Plan activities due in July were reviewed.

Month	Date	Event	Resp.	Status
July		Organise RWCO Induction and Part 1 Training	DoL	Complete
2008		Facilitate Annual Constitution Review	Pres	On track

- Branch Management Plan activities due in August were discussed.

Month	Date	Event	Resp.	Status
August		Lifesaving Agreements submitted by all Clubs	DoL	Noted
2008		Lifesaving Agreement submitted by RWC Team	DoL	Noted
	11	Conduct preseason Board of Education Meeting	Ed Off	Complete
		Conduct Junior Activities Information Night	JAC	To be held in early Sept
		L1 Surf Coach Course (by SLSNSW) organised	DoC	Not this season
	23+24	Prepare Budget for next Season	Treas	Draft Complete
	14	Conduct Branch Council Meeting	Pres	Complete

- Upcoming Branch Management Plan Activities due in September were reviewed.

Month	Date	Event	Resp.	Status
September		Conduct preseason Board of Lifesaving Meeting	DoL	Date and Venue TBA
2008		Beach Management Plans reviewed for all Clubs	DoL	
		Patrol Rosters received from all Clubs	DoL	
		Patrol Roster created for RWC Team	DoL	
		Emergency Call Out List received from all Clubs	DoL	
		Conduct preseason Board of Surf Sports Meeting	DoC	Date and Venue TBA
		Preseason Newsletter to key stakeholders	Pres	
	11	Conduct Branch Council Meeting (Kempsey Hotel)	Pres	

- Noted that the Westport Club's bimonthly members magazine featured an article on the Branch Awards Night

There being no further discussion the meeting was closed at 9:35PM.

The next meeting will be the held at the Kempsey Hotel on the 11<sup>th</sup> September 2008 commencing at 7.30 PM.

These minutes were adopted as a true and correct record of the General Committee Meeting of Surf Life Saving Mid North Coast Branch Inc. held on 14<sup>th</sup> August 2008.

Dennis O'Sullivan  
Chairman