

NORTH ENTRANCE SLSC

North Entrance SLSC Board Meeting

Date	Sunday 5-July, 2020
Place	North Entrance SLSC Bar
Attendance	Nathan Horswell, Czes Lawicki, Dave Chaffer, Julia Mitchell, Aidan Bone, Patrick Jacob (until 16:30)
Apologies	Nil
Meeting Open	15:30
Meeting Closed	17:30

President Report

- Welcome and thank you from Nato. Positions have been filled with enthusiastic people who have the right skill set and we have built a strong Board.\
- We had a great turn out at the AGM which surprised a lot of the older Members. Positive vibe all round.
- Monthly meeting with Board only, sensitive info to remain within Board and not shared with entire Member base. This will help to maintain a positive attitude throughout the Club.
- NH & JM caught up with Brendan during the week re Café and Functions. He provided a great service last season, he took all the risk and was positively received by the Members. He also went above and beyond with extra services at funerals and the like, with his own out of pocket expenses.
- Current fees:
 - Hall = \$1,500. [\$350 to bar staff (\$25/ hr, 2 people, 6 hours), \$150 to cleaner, = ~\$500 in expenses.] As a comparison, Avoca = \$3,500.
- Aiming for following profit:
 - \$1000 for Saturdays, \$500 for weekdays, \$700 for Sundays. Plus bar profit. Depending on type of bookings and Brendan's fee, we could consider the Club taking a % of the profit after bar and cleaning is taken out rather than a set value.
- Brendan as a commercial business could theoretically charge whatever he wants as the fee. This solution provides much more flexibility.
- Conditions:
 - He needs to use our Club bar staff, ie we need to have ownership and nurturing for people just receiving RSA, helping out local kids/ youth.
 - Brendan to manage any COVID related guidelines
- Note: Bar staff need a high level of professionalism, to raise this with Bar team. Looking at introducing more formal uniform for functions.
- Cleaning: Deb Cooper has said in the past she is not fussed to keep this work. Brendan will clean for his functions, though will find another cleaner (could be Deb, or other), for functions not run by his company.
- Agree on Brendan taking over function management. UNANIMOUS.
- 3-month review with Brendan to track type of bookings, potential profit etc.
- JM to book Club's 4 x functions (2 x Christmas parties, 2 x presentations) with Brendan, make sure in calendar.
- JM to draft up agreement and circulate.
- Landline at Club. Need to define where this # is advertised, what the voice message says, does this need to be re-directed to another Board Member's mobile?
- Function centre # on website = Club mobile. Divert to Brandan's # and give mobile to Brendan (PJ).
- 2 x meter reading for electricity. Should we look at another energy supplier? AB to investigate other potential suppliers and liaise with DC.

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Treasurer Report

- DC to look into debit cards. Czes to be a signatory and get Patrick's card. Must take card from Campbell.
- NH, DC and CL to be signatories.
- Set internal approval limits for purchases

Club Captain Report

- Primary focus for AB is reguals, new Bronzes and patrols. Paul from Shelly is a trainer and willing to help. Paul offers a more streamlined Bronze. We have offer him use of the function room for other training and he will help with all training of our Members.
- AB to complete a stock take of boards and skis and appropriately mark Club equipment. This info will be used to help with rack requirements.
- AB to liaise with Ken, define his duties and where he represents the Club at Branch level. Take back duties that he had taken from Luke in the past.
- AB & CL to work together to standardise practices and hand over from patrol to patrol.
- Tom keen to work on IRB's and how to maintain/ store etc.
- Tie in any 'training' with a morale builder, ie gathering patrol members to work through compliance, though tie in with a morale builder/ bbq etc. Captain's keg!

Secretary Report

- Deb to check mail weekly. She needs to let us know if she'll be away so we can organise someone to check.
- SurfGuard login - PJ to get JM access
- JM to then update positions in SurfGuard. SurfGuard needs to be accurate, that's what determines where emails are sent.
- JM to contact Branch also to ensure emails are up to date.
- JM to update ACNC
- JM to send minutes out after meeting for all to agree content
- JM to then add to minutes page on website (which is not visible to public, via link only)
- Option to use Teams to view & share minutes
- JM to update Office Bearers word doc, then send to Patrick to complete Jnr Office Bearers. Then JM to organise update on website.
- Let Fortunity know re Board change (DC?)
- PJ to sort out Branch order of singlets, Age Manager shirts etc. CL to advise sizes required for Nipper pink singlets
- Currently using Google calendar, do we want to stick with this? Yes, but check with Brendan re what he uses. Note that the Google Calendar is not linked to website, details are manually entered
- PJ to update club email linkages to ensure that:
 - Czes is receiving emails correctly (Deputy, not Vice)
 - Kenny is not getting emails from Branch.

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Further Discussion Topics

- Social Media Coordinator: Lachlan Smith applied for the position. Board to further define role and responsibilities. Discuss at next meeting. Potential for Lachlan to do the bio's/ profile of Board members (Video or otherwise). Could be a good way for him to start.
- Assistant Secretary. Lu is a potential, though not in an official capacity.
- Touch base with Kayla once season starts to see if she is happy to help out again this season.
- Rookie Coordinator: wait until meeting the parents who are involved.
- Next meeting to define vision, mission, values, strategic plan.
- Start thinking about use of current grant funding (\$1,000 and \$5,000+). Perhaps the \$1,000 surf sports can go to free nipper entries for local carnivals. The \$5,000+ should go towards the community, potentially for the back garden. Pizza oven, stage etc)

Responsible	Detail	Status
JM	Draft agreement with Brendan for Functions	
AB	Look into other potential electricity suppliers and liaise with DC.	
DC	Look into debit cards. Czes to be a signatory and get Patrick's old card. Must take card from Campbell. Currently PJ is still 2nd authority on DC's payments.	
AB	Complete stock take of boards and skis, and appropriately mark Club equipment	
JM	Work with PJ to gain SurfGuard access	
JM	Update positions in SurfGuard.	
JM	Contact Branch to ensure emails are up to date.	
DC	Update and submit ACNC Annual Information Statement (AIS). To be completed by Deb C.	
JM	Add to minutes page on website	
JM	Update Office Bearers word doc, then send to Patrick to complete Jnr Office Bearers. Then JM to organise update on website.	
DC	Let Fortunity know re Board change (DC?)	
CL	Advise PJ of sizes required for Nipper pink singlet order. PJ wo sort out order with Branch for singlets, Age Manager shirts etc.	
JM	Update club email linkages to ensure that: - Czes is receiving emails correctly (Deputy, not Vice) - Kenny is not getting emails from Branch	