



**SURF LIFE SAVING
LOWER NORTH COAST BRANCH Inc.**

Minutes

Board Meeting

**Held at Cape Hawke SLSC on
Tuesday 11 August 2020 starting at 6.00pm**

1. Chairperson opened the meeting at 6.00pm

2. Attendance

- As per attendance sheet.

3. Apologies

- Nil

4. Minutes of the Previous Meeting.

Resolution 01-2020/21

Moved: Lorraine Morgan

Seconded: Terry Aldridge

That the Minutes from the previous meeting held Tuesday 31 March 2020 be accepted.

Carried

5. Matters Arising from the Minutes

Nil

6. Reports

❖ **President**

President gave an overview of the proposed voting options for the upcoming Surf Life Saving New South Wales (SLS NSW) Constitution. After some discussion which included input from Branch Presidents, it was agreed that:

- Surf Life Saving Lower North Coast Branch will support Option 1 being that each Branch will submit one (1) only online vote culminating in eleven (11) being submitted.
- Surf Life Saving Lower North Coast Branch also strongly recommends that the process of voting for Directors must be transparent and therefore included in the body of the Constitution and not in the Regulations (By-Laws) as proposed.

❖ **Administration Officer**

- Notification that Constitution adopted at the Extra-Ordinary General Meeting held on 27 July 2020 has been lodged with the Department of Fair Trading.
- Draft Branch Calendar.

Resolution 02-2020/21

Moved: Nathan De Rooy

Seconded: Janne Moran

That the Branch Calendar for the 2020-2021 Season be adopted.

Carried

Resolution 03-2020/21

Moved: Terry Aldridge

Seconded: Lorraine Morgan

That the Draft Branch Budget for the 2020-2021 Season be adopted.

Carried

❖ Director of Life Saving

Since our last meeting, the lifesaving portfolio has been hectic in the lead up to the start of the season. The following outlines what has occurred:

1. Branch Gear Shed – Tony and I spent an entire day at the shed over the Easter long weekend, cleaning it up and sorting paperwork. As a result, 3 trailer loads of rubbish were taken to the tip. As a reminder to all that go to the shed or unpack trailers etc – the branch executive and Tony are responsible for all WHS aspects of the shed. Nothing is to be stored on the floor of the shed in walking areas. This WILL prevent the likelihood of injury to a member.
2. I have attended numerous DoL meetings with SLSNSW. All club captains and club DoL's have received several emails with updated information for them.
3. September 12th & 13th, I will be at SLSNSW working through the Emergency Services review among other agenda items. This meeting may be relocated or postponed depending on COVID-19 and Sydney.
4. Initial scouting for the Digital radio upgrade has occurred. Brian and I spoke with SLSNSW and the tech supervisor for the contractor. At present everything seems to be on track. Not further information as yet on this project.
5. Club Lifesaving Equipment Grant has been circulated by state directly to Presidents, Secretaries and DoL's. Please spend your money by the allocated date. The funding won't be around next year.
6. No LNC Board of Lifesaving meeting this year due to tight turn arounds and jobs outstanding from the sudden suspension of last season now that we can open clubs. A briefing email has been sent to all Presidents and DoL's/Club Captains outlining the preseason briefing.
7. In relation to the Support Operations officer comment I made in my briefing – I would like to make it clear due to the confusion my comment may have caused - that the position is still available within our branch. Having said that, the 2020/21 season, I feel we do not need an individual in this position as all tasks within this role, has been completed prior to the season commencing. If jobs do become available and someone is needed in the position – the branch exec will delegate the tasks to the appropriate person.
8. All RWC's have been serviced.
9. LNC branch is in the process of procuring a beach trailer for our RWC located at Pacific Palms. Reason for the expenditure is due to WHS concerns shared by operators, and the regular occurrence of the RWC causing the ATV to get bogged due to the weight. This new trailer should reduce this risk. The new trailer is not suitable for road usage. The road trailer for the RWC will remain at Pacific Palms in case it is needed.
10. The branch will be upgrading the Pontoon, hopefully before the season starts, due to WHS concerns from members. At present the way operators need to launch the ski has resulted in a high risk of member injury. What has been proposed is to replace the jetski slide with one that contains 12 rollers. Therefore, the ski rolls on and off the slide easier. This will also assist in making our response times for the pontoon quicker. It'll also lower the risk of member injury down to low.
11. RWC members are still waiting on lifejackets and wetsuits. The branch is also waiting on some other minimum equipment items. I will continue to work with SLSNSW to get these items asap.
12. An RWC course is being offered, scheduled to start in mid-late October. Any club members wishing to undertake the training and join support operations – please refer

them to the branch facebook page where more information has been posted or to contact either myself or Tony Summers.

13. The branch currently has a 2012 Yamaha VX1100B-T Waverunner (jetski) for sale. Details can be obtained from Tony Summers.

14. I am pleased to advise the membership that the branch has gain ownership of another jetski. On Friday July 24th, I took collection of a 2016 Yamaha VX1800A-R waverunner from Phil Dunn (Northern Supervisor) from the Australian Lifeguard Service. This came about the need to replace the above mentioned RWC. Due to COVID, we (the branch) felt that it wasn't wise to spend nearly \$20K on a new jetski. As a result an agreement was developed with Brent Manieri (Public Safety Manager SLSNSW), who oversees the lifesaving, uav and als portfolios at state office, where they will donate an RWC to our branch, in return the ALS guards posted at Elizabeth Beach will be able to utilize our RWC over the xmas period for response purposes for incidents at Boomerang and Bluey's beaches. The donated ski is marked with both Surf Rescue and Lifeguard branding. Once the branch obtains this new beach trailer, this jetski will be moved down to Pacific Palms. The ALS guards in this area, through Phil Dunn will be invited to undertake the RWC course starting in October or undertake the training with him at Port Stephan's later in the season. Through this agreement, our branch should see us gaining some new support ops members but also reduce the ALS being reliant on our operators to attend call outs when their guards need assistance over the xmas period. Phil and I also agreed that members of our support ops team that are also ALS employees will be the only ones allowed to operate the rwc during the contract period (weekdays). Any guard from out of the area, will be required to undertake an induction with the appropriate branch representative (Brian or Myself). Our volunteers will still do weekends/public holidays.

15. Preseason dates have been issued via Tony. August 15th and 16th for Lifesaving equipment inspections. Other compliancy details as per circular. The branch also requires a full season patrol roster for each club. That way the duty officer has the information they require for the season. I must stress the branch needs a FULL season roster NOT partial season.

16. August 2nd, SLSNSW held an information session with all club presidents and DoL's relating to LSA's and Coastal Risk assessment which is similar to the old Blueprint project the NSW Government commissioned a few years ago.

17. Forster Main Beach is once again a DPI location for the drone program under the shark mitigation project/funding. We will have 2 drones located here. One for Volunteers and one for paid pilots. The branch will be putting on a UAV course early in the season. If you have anyone 16yrs or older (membership type is irrelevant and no awards required) who is interested – please refer them to the SLSNSW UAV page for registration. The branch UAV Coordinator is yet to be announced.

Resolution 04-2020/21

Moved: Nathan De Rooy

Seconded: Janne Moran

That the Director of Life Saving as tabled be adopted.

Carried

- Agenda Item No. 1 - RWC Jetroller. (Refer attached Agenda Item)'

Resolution 05-2020/21

Moved: Nathan De Rooy

Seconded: Lorraine Morgan

That the Agenda Item No 1 – RWC Jetroller as tabled be adopted.

Carried

- Agenda Item No. 2 – RWC Beach Trailer. (Refer attached Agenda Item)

Resolution 06-2020/21

Moved: Nathan De Rooy

Seconded: Terry Aldridge

That the Agenda Item No 2 – RWC Beach Trailer as tabled be adopted. **Carried**

- Agenda Item No. 3 – Support Operations Radio Equipment (Refer attached Agenda Item)

Resolution 07-2020/21

Moved: Nathan De Rooy

Seconded: Janne Moran

That the Agenda Item No 3 – Support Operations Radio Equipment as tabled be adopted.

Carried

- Agenda Item No. 4 – Support Operations Endorsed Delegates (Refer attached Agenda Item)

Resolution 08-2020/21

Moved: Nathan De Rooy

Seconded: Terry Aldridge

That the Agenda Item No 4 – Support Operations Endorsed Delegates as tabled be adopted.

Carried

❖ Director Youth and Member Services

- Age Managers.

In the process of contacting all clubs Re: Age Managers for the 20/21 season, and who will need to do the Age Managers Course. Jann and myself will be letting the clubs know dates for the course.

- Junior Activities Coordinators Course.

Jann Moran, Director of Education and myself have participated in Zoom Conferences this week in preparation of the JAC course this season, we will be letting all clubs and current club JACs know the date for same. Junior Development Programs.

- Junior Lifesaver of the Year Development Camp for 2020/21 Season.

SLSNSW have stated that this is still in postponement status and will contact branches of any confirmation of this camp asap which all depends on the restrictions of the COVID-19 situation.

- Youth Opportunity Workshop (15 to 17 Years).

This camp is still in postponement status the same as the JLOTY Development Camp and we will hear from SLS NSW of any confirmation ASAP. Again, this all depends on the COVID-19 restrictions.

Resolution 09-2020/21

Moved: Lorraine Morgan

Seconded: Nathan De Rooy

That the Youth and Members Services Report as tabled be adopted.

Carried

❖ Director of Surf Sports

Level 1 official's course now all online go to SLSA members follow links

Need to make sure candidate's print of certificate of completion and forward to Director of Surf Sports

Inter branch team nomination forms for coaches & Team manager have been distributed to clubs.

Surf Sports is still looking for someone to fill the rolls of Deputy Surf Sports Director, Branch Gear Stewart, Officials Liaison,

LNC Carnival dates

- Black Head training weekend water events only - 12th & 13th September 2020.
12th - Skills day, 13th - Fast 5 events
- Forster's WOS Saturday 4th Sunday 5th October 2020

- Proposed dates LNC Branch Championships, Aged Open & Masters November 21st & 22nd at Crowdy Head SLSC
- 2020 SLSNSW Inter Branch Championships, 5th & 6th December 2020
- Australia Day weekend Manly Freshwater carnivals
- 2021 Battle of Boats 20th & 21st February Pacific Palms
- Ocean Swims:
 - ✓ Rock 2 Rock 4th April 2021 Pacific Palms
 - ✓ Club 2 Club 11th April Cape Hawke to Forster

All Surf Sports events will only go ahead subject SLS NSW approval, and lifting of current Government restrictions

Resolution 10-2020/21

Moved: Terry Aldridge

Seconded: Janne Moran

That the Director of Surf Sports Report as tabled be adopted.

Carried

❖ Director of Education

First Aid Courses

Support Operations group August 29th Palms Janne and Black Head Jim. Currently Jim and Janne only two available Facilitators for the branch till Dave Ellis returns, Brendan Pieschel can do but only with supervision paperwork, Greg Irving has stepped away from Training.

Structure currently for training groups is a group of 10 candidates following COVID Safety Plans, masks, sanitiser, gloves and individual non-reused roller and triangular bandage per candidate cost of approximately \$10.00, manual \$10 extra award cost \$20.00. Manuals we have a box of 20 to be sold. Though I feel hard copy manuals are now obsolete.

The problem this creates is that we have 70 people who are expiring in the award before February 1st 2021. With First Aid: - Provide First aid 002 or provide First Aid plus provide CPR 003 now in BM we have a blow out of candidates. We can get people trained up to deliver 002 award it has no CERT IV required unlike 003.

I have contacted the SLS Academy they will run course at cost of \$70 per candidate minimum 10 persons, base cost if less than 10 still \$700. All paperwork, equipment, COVID requirements, travel, accommodation covered. Minimum cost I can see for our people through to Feb 1st \$5000.

Academy will train at his price all SLS members "active and award" plus others at club's discretion.

This would leave Jim, Brendan, Dave and myself free to do BM squads and getting trainers up to speed.

Discussions please on this, who do we fund, who makes decisions about members eligible, lifeguards, associates? Who pays branch or clubs?

Hygiene Officer Training – COVID

All events in clubs require an officer to be present as such I am doing the governments free hygiene training module and will carry certificate with me to clubs. Will encourage all TAFs to do same.

Preseason Meeting September 19th Cape Hawke SLSC

Planning underway, possible limit to numbers with invitees only.

Calendar Dates for Education

- August 7th Age Managers online course – ready for delivery to clubs Lorraine to explain.
- August 8th BM Induction Palms 10 invitees all clubs covered, except Forster and Cape Hawke as they have Jim and Gary as induction key people will do own clubs.
- August 12th Training Officer Certificate final online session for Doe with hope I can be the branch facilitator and mentor person of this new online course.
- August 18th Branch DoE network meeting – any questions re new awards and preseason pack let me know
- August 29th First aid courses Palms and Black Head
- August 30th DoE day at Black Head setting up Rookies and Cadets programs and BM probationary trainers, Age managers induction and proficiencies needs.

Planning to visit all clubs across Sept and October.

Resolution 11-2020/21

Moved: Janne Moran

Seconded: Nathan De Rooy

That the Director of Education Report as tabled be adopted.

Carried

7. Agenda Items

1. RWC Jetroller.

1. Summary

Replace the current 'Jetslide' in the pontoon for a 'Jetroll'.

2. Background

Our Response pontoon is several years old now and in need of a redesign. When the pontoon was created, support operations did not have any female operators. Since then, we have gained 5 female operators. In addition, several members (both male and female) have complained about the difficulty of launching the RWC's from the current 'jetslide'. This is attributed mainly to different jetski models and weight changes since the 2stroke RWC's and original 4stroke jetskis being used in our branch. After conducting research, I contacted Candock (who we purchased the current pontoon from) who advised of a new product that was just released in Canada and about to be released here in Australia. They recommend, along with what I found on the internet, is the jetroll. This system is the same jetslide base we currently utilize, however this new product has 12 rollers built in, therefore allowing an individual to push the ski off the system extremely easy.

3. Previous Resolution

N/A

4. Issues to be considered

At present members are hurting themselves launching the ski, due to the need to use a slight lift and push motion to remove the ski off the pontoon. This occurs during both regular patrols as well as during call outs.

5. Risk

If unchanged more member injury will occur. Current risk is moderate to high.

6. Financial Considerations

Cost is \$3500 which includes Jetroll, bow stop, freight, install, delivery and import charges.

7. Recommendation

LNC Branch accept the quote from Candock and proceed with procurement.

2. RWC Beach Trailer

1. Summary

LNC branch obtain an RWC beach trailer to be located at Pacific Palms SLSC to ensure launch/recovery combats to WHS concerns and concerns over trailer bogging on soft sand.

2. Background

Over the past 24 months, members of LNC support operations have complained about the difficulty of launching and recovery of the RWC located at Pacific Palms. In addition, the constant risk of bogging the RWC trailer when undertow by both SSV and 4x4 assets.

The design of the new trailer enables the trailer to float, making it easier to winch the RWC onto the trailer from the water rather than off the sand. Additionally, being light weight, it'll be easier for 1 person to move the trailer without straining their back. By use of this new trailer, there will be a reduced risk (low to nil risk) of bogging due to the 6 balloon tires (similar wheels to beach wheelchairs).

3. Previous Resolution

N/A

4. Issues to be considered

N/A

5. Risk

N/A

6. Financial Considerations

Quotes have been obtained from Beachwheels - \$2,804.98 and \$1345.00 from Florida Saailcraft, however it has been indicated that we can claim this cost with SLSNSW through the enhanced funding agreement.

7. Recommendation

LNC Branch Board endorse the procurement of the new trailer.

3. Endorsed Delegates – Support Operations

1. Summary

Following individuals to be endorsed for support operations skills maintenance.

Bronze: Jerrad Allen

ARTC: Nathan de Rooy, Brian Wilcox, Julie Wilcox

Spinal: Brian Wilcox

IRBC: Wayne Barry Jerrad Allen, Nathan de Rooy, Brian Wilcox

IRBD: Wayne Barry, Jerrad Allen, Nathan de Rooy, Brian Wilcox

RWC: Brian Wilcox, Nathan de Rooy

2. Background

Annual skills maintenance process.

3. Previous Resolution

All endorsed during the 2019/20 season.

4. Issues to be considered

SM to adhere to COVID 19 documents from SLS NSW Education team

5. Risk

Low

6. Financial Considerations

N/A

7. Recommendation

The above nominees be accepted as endorsed delegates for LNC Support Operations.

4. Support Operations Radio Equipment

1. Summary

Permission to purchase replace radio charging docks for all RWC radios as some have deteriorated and do not charge correctly.

Permission to purchase radio microphones for current RWC radios.

2. Background

Over the past few years RWC operators have, on several occasions, complained about struggling to hear radio messages whilst under power throughout their patrols. This is partially due to radio bag design and maximum volume limits with the radios. It is believed that a microphone attachment when placed near the helmet, will aid the RWC operators to monitor and respond to incidents and radio communications. The radios will remain in a new radio bag (already in stock) and will be modified to enable the microphone attachment to be utilized.

3. Previous Resolution

N/A

4. Issues to be considered

Waterproof integrity of microphone. The microphone will work for a period of time and won't be operable for the same duration as the radios. Additionally, the radio bags will need to be modified in a particular way to enable the reproofing of the bag with various clips.

5. Risk

N/A

6. Financial Considerations

Subtotal (Excluding GST): \$871.60

7. Recommendation

The Branch Board endorse procurement of the radios.

2. Finance Report.

Listed below are the transaction, Bank balances as of the 31 July 2020, year to date Profit and Loss and 2020-21 Budget.

Resolution 12-2020/21

Moved: Janne Moran

Seconded: Terry Aldridge

That the Finance Report as tabled be adopted.

Carried

SURF LIFE SAVING LOWER NORTH COAST BRANCH INCORPORATED					
NPBS Club Cheque 982774207 Transactions					
From 1 May 2020 to 31 Jul 2020					
Cash Basis					
Date	Type	Transaction	Reference	Debit	Credit
30/04/2020		Opening Balance		\$2,122.74	
4/05/2020	PAY	Netregistry Pty Ltd	Web Page Access		\$234.25
4/05/2020	BT	Bank Transfer from NPB Cash Mgt 982774602 to NPBS Club Cheque 982774207	IB TRANSFER TO 982774207	\$5,000.00	
18/05/2020	PAY	Payment: Mathew Caves Marine Services	Jet Ski Maintenance		\$231.80
26/05/2020	PAY	Taree Old Bar SLSC			\$699.68
8/06/2020	BT	Bank Transfer from NPB Cash Mgt 982774602 to NPBS Club Cheque 982774207	Internet Transfer	\$5,000.00	
2/07/2020	PAY	Service NSW	RWC Registration		\$67.00
2/07/2020	PAY	SLS NSW	Patrol Hoodies - Support Ops		\$596.95
2/07/2020	PAY	Jim Tyrpenou	Reimburse MYOB Sub		\$417.00
2/07/2020	PAY	Ebay	Reimbursement	\$0.01	
2/07/2020	PAY	Forster SLSC	DHL Uniforms		\$699.68
2/07/2020	PAY	Telstra			\$25.00
2/07/2020	PAY	Telstra	Support Ops Phone		\$25.00
2/07/2020	PAY	Janne Moran	Reimburse Claim Printer		\$298.00
2/07/2020	PAY	Mathew Caves Marine Services	Jet Ski Maintenance		\$281.65
2/07/2020	PAY	Mathew Caves Marine Services	Jet Ski Maintenance		\$269.75
2/07/2020	PAY	SLS Mid North Coast	Development Camp		\$1,800.00
2/07/2020	PAY	Mathew Caves Marine Services	Jet Ski Maintenance		\$231.80
2/07/2020	PAY	Nathan de Rooy	Seat Covers - Branch Vehicle		\$79.99
2/07/2020	PAY	Nathan de Rooy	Reimburse Tip Fees		\$65.50
6/07/2020	PAY	Telstra	Support Ops Phone		\$25.00
6/07/2020	PAY	Payment: Primary Printing Designs	Support Ops Uniforms		\$1,399.75
9/07/2020	PAY	Collison Accounting Pty Ltd	Annual Finance Report		\$2,057.00
9/07/2020	PAY	Insurance Australia	Insurance for Nissan Navara		\$1,020.29
15/07/2020	PAY	Payment: Janne Moran	Floral Tribute		\$50.00
15/07/2020	PAY	Payment: WEX Australia	RWC Fuel		\$80.03
20/07/2020	PAY	ATO			\$193.00
22/07/2020	PAY	Payment: Mathew Caves Marine Services	RWC repairs and maintenance		\$287.60
23/07/2020	PAY	Payment: Nathan de Rooy	RWC repairs and maintenance		\$309.91
23/07/2020	PAY	Payment: AJ & MA Summers	PO Box redirect		\$96.00
28/07/2020	PAY	Payment: Janne Moran	First Aid Supplies		\$110.96
29/07/2020	PAY	Payment: Nathan De Rooy	RWC Tool Box		\$136.00
31/07/2020	PAY	WEX Australia	RWC Fuel		\$11.08
31/07/2020	PAY	National Wireless	RWC Radios		\$958.76
Total				\$10,000.01	\$12,758.43
31/07/2020		Closing Balance			\$635.68
Bank Summary					
From 1 May 2020 to 31 August 2020					
Bank Accounts	Opening	Cash Received	Cash Spent	Closing	
Newcastle Perm.	\$53,273.30	\$373.93	\$0.00	\$53,647.23	
Newcastle Perma	\$53,579.48	\$0.00	\$0.00	\$53,579.48	
NPB Cash Mgt 98	\$155,057.13	\$2,270.81	\$15,391.04	\$141,936.90	
NPBS Club Cheq	\$2,122.74	\$15,000.01	\$12,758.43	\$4,364.32	
Total	\$264,032.65	\$17,644.75	\$28,149.47	\$253,527.93	

Profit and Loss					
For the month ended 31 August 2020					
	Aug-20	Jul-20	Jun-20	May-20	YTD
Income					
First aid courses	\$0.00	-\$100.87	\$0.00	\$0.00	-\$100.87
Grants	\$0.00	\$909.09	\$0.00	\$0.00	\$909.09
Interest Received	\$0.00	\$12.44	\$386.02	\$12.81	\$411.27
Jet Ski	\$0.00	\$0.00	\$54.06	\$1,078.28	\$1,132.34
Other [41500]	\$0.00	\$0.01	\$0.00	\$0.00	\$0.01
Sale of patrol uniforms	\$0.00	\$0.00	\$0.00	-\$636.07	-\$636.07
Total Income	\$0.00	\$820.67	\$440.08	\$455.02	\$1,715.77
Less Cost of Sales					
DHL Funding to Clubs	\$0.00	\$636.07	\$0.00	\$0.00	\$636.07
Total Cost of Sales	\$0.00	\$636.07	\$0.00	\$0.00	\$636.07
Gross Profit	\$0.00	\$184.60	\$440.08	\$455.02	\$1,079.70
Less Operating Expenses					
Accounting & audit fees	\$0.00	\$1,870.00	\$0.00	\$0.00	\$1,870.00
Branch Carnival Expenses	\$0.00	-\$0.01	\$0.00	\$0.00	-\$0.01
Competition Expenses	\$0.00	-\$136.36	\$0.00	\$0.00	-\$136.36
Computer Hardware [60720]	\$0.00	\$270.91	\$0.00	\$0.00	\$270.91
Computer Software	\$0.00	\$379.09	\$0.00	\$0.00	\$379.09
Council fees	\$0.00	\$59.55	\$0.00	\$0.00	\$59.55
Duty Officer phone	\$0.00	\$45.46	\$0.00	\$0.00	\$45.46
Floral Tributes	\$0.00	\$0.00	\$45.45	\$0.00	\$45.45
Fuel Management Fee	\$0.00	\$13.50	\$0.00	\$0.00	\$13.50
Insurance	\$0.00	\$927.54	\$0.00	\$0.00	\$927.54
Internet	\$0.00	\$0.00	\$0.00	\$212.95	\$212.95
Motor Vehicle maintenance	\$0.00	\$72.72	\$0.00	\$0.00	\$72.72
Post box rental	\$0.00	\$87.27	\$0.00	\$0.00	\$87.27
Purchase Uniforms & Clothing	\$0.00	\$1,272.50	\$0.00	\$0.00	\$1,272.50
RWC equipment	\$0.00	\$405.37	\$0.00	\$0.00	\$405.37
RWC Fuel and Oil	\$0.00	\$142.07	\$18.00	\$264.74	\$424.81
RWC registration & insurance	\$0.00	\$60.91	\$0.00	\$0.00	\$60.91
RWC repairs and maintenance	\$0.00	\$973.46	\$0.00	\$210.73	\$1,184.19
Support Operations equipment	\$0.00	\$894.33	\$0.00	\$0.00	\$894.33
Trainers and assessors uniform	\$0.00	\$542.68	\$0.00	\$0.00	\$542.68
Youth Development Camp	\$0.00	\$1,636.36	\$0.00	\$0.00	\$1,636.36
Total Operating Expenses	\$0.00	\$9,517.35	\$63.45	\$688.42	\$10,269.22
Net Profit	\$0.00	-\$9,332.75	\$376.63	-\$233.40	-\$9,189.52

Surf Life Saving Lower North Coast Branch 2020-2021 Cash Flow Budget

	May Budget	May Actual	June Budget	June Actual	July	July Actual	Aug Budget	Aug Actual	Sept Budget	Sept Actual	Oct Budget	Oct Actual	TOTAL Budget	TOTAL Actual
INCOME														
Affiliation Fees											\$330.00		\$330.00	\$0.00
Branch Allocations									\$1000.00				\$1000.00	\$0.00
Capitation Fees													\$0.00	\$0.00
Donations					\$1500.00								\$1500.00	\$0.00
Grants			\$445.50										\$445.50	\$0.00
Insurance Refunds													\$0.00	\$0.00
Interest Received	\$82.26		\$66.80		\$50.30		\$52.72		\$51.84		\$36.34		\$340.26	\$0.00
Profit on Sale of Non-current Assets													\$0.00	\$0.00
Sponsorship			\$550.00				\$29,500.00						\$30,050.00	\$0.00
Bank Transfer		\$5,000.00		\$5,000.00		\$5,000.00							\$0.00	\$5,000.00
	\$82.26	\$5,000.00	\$1,062.30	\$5,000.00	\$1,550.30	\$5,000.00	\$29,552.72		\$1,051.84		\$366.34		\$33,665.76	\$5,000.00
EXPENSES														
Auditor's Remuneration			\$2,054.40	\$2,057.00									\$2,054.40	\$2,057.00
Carnival Expenses	\$972.70						\$140.00						\$112.70	\$0.00
Computer Expenses	\$1,029.25	\$234.25		\$417.00	\$65.82						\$219.2		\$1,116.99	\$651.25
Development Camp				\$1,800.00	\$168.00		\$231.00						\$399.00	\$1,800.00
DHL Funding		\$699.68		\$699.68			\$11,194.96						\$11,194.96	\$1399.36
Insurance			\$550.00								\$1618.83		\$2,168.83	\$0.00
Inter Branch Team	\$163.90						\$658.00						\$821.90	\$0.00
Jet Ski Expenses	\$1,130.00	\$231.80	\$304.67	\$2,633.48	\$2,785.40		\$1,119.79				\$188.26		\$5,528.12	\$2,865.28
Motor Vehicle Expenses				\$1,020.29					\$25.81				\$25.81	\$1,020.29
Officials & Meeting Expenses				\$389.55	\$1,460.40		\$2,013.58		\$39.90		\$1,863.80		\$5,377.68	\$389.55
Presentation & Award Dinners					\$2,881.50								\$2,881.50	\$0.00
Printing, Stationery & Postage			\$93.50	\$394.00	\$179.50								\$273.00	\$394.00
Rent													\$0.00	\$0.00
Repairs & Maintenance													\$0.00	\$0.00
Telephone	\$20.00		\$20.00	\$75.00	\$20.00		\$20.00		\$25.00		\$50.81		\$155.81	\$75.00
Training tools, Competition & Patrol B	\$593.95								\$207.00		\$900.00		\$1,700.95	\$0.00
Trophies & Prizes													\$0.00	\$0.00
Uniforms				\$2,106.70	\$1,500.00		\$90.00				\$1,910.08		\$3,500.08	\$2,106.70
	\$3,909.80	\$1,165.73	\$3,022.57	\$11,592.70	\$9,060.62	\$0.00	\$5,467.33		\$297.71		\$6,553.70		\$38,311.73	\$12,758.43
NET PROFIT	-\$3,827.54	\$3,834.27	-\$1,960.27	-\$6,592.70	-\$7,510.32	\$5,000.00	\$14,085.39		\$754.13		-\$6,187.36		-\$4,645.97	\$2,241.57
Open Balance	\$2,122.74	\$2,122.74	-\$1,704.80	\$5,957.01	-\$3,665.07	-\$635.69	-\$1,175.39		\$2,910.00		\$3,664.13		-\$2,523.23	
Balance CWF	-\$1,704.80	\$5,957.01	-\$3,665.07	-\$635.69	-\$1,175.39	\$4,364.31	\$2,910.00		\$3,664.13		-\$2,523.23		-\$7,169.20	

	Nov Budget	Nov Actual	Dec Budget	Dec Actual	Jan Budget	Jan Actual	Feb Budget	Feb Actual	March Budget	March Actual	April Budget	April Actual	TOTAL Budget	TOTAL Actual
INCOME														
Affiliation Fees	\$110.00				\$220.00								\$330.00	\$0.00
Branch Allocations	\$11,839.05		\$4,992.38								\$774.89		\$17,606.32	\$0.00
Capitation Fees									\$8,123.50		\$2,348.50		\$10,472.00	\$0.00
Donations													\$0.00	\$0.00
Grants											\$4,693.38		\$4,693.38	\$0.00
Insurance Refunds													\$0.00	\$0.00
Interest Received	\$22.82		\$24.06		\$24.06		\$23.24		\$18.98		\$23.88		\$137.04	\$0.00
Profit on Sale of Non-current Assets													\$0.00	\$0.00
Sponsorship													\$0.00	\$0.00
Bank Transfer													\$0.00	\$0.00
	\$11,971.87		\$5,016.44		\$244.06		\$23.24		\$8,142.48		\$17,840.65		\$43,238.74	\$0.00
EXPENSES														
Auditor's Remuneration													\$0.00	\$0.00
Carnival Expenses							\$379.50						\$379.50	\$0.00
Computer Expenses											\$4195		\$4195	\$0.00
Development Camp									\$222.39				\$222.39	\$0.00
DHL Funding													\$0.00	\$0.00
Insurance									\$503.02		\$820.00		\$1,323.02	\$0.00
Inter Branch Team	\$2,632.00		\$2,014.00						\$3,130.45		\$3,131.45		\$10,907.90	\$0.00
Jet Ski Expenses	\$134.00		\$308.33		\$1,202.24		\$344.61		\$52.47		\$447.34		\$2,488.99	\$0.00
Motor Vehicle Expenses			\$1,006.16						\$639.62		\$99.97		\$1,745.75	\$0.00
Officials & Meeting Expenses	\$1,850.57		\$1,860.92		\$105.12		\$405.00		\$1,246.00				\$5,467.61	\$0.00
Presentation & Award Dinners											\$1,200.00		\$1,200.00	\$0.00
Printing, Stationery & Postage	\$1,498.60		\$709.50						\$1,153.07		\$153.00		\$3,514.17	\$0.00
Rent					\$237.18								\$237.18	\$0.00
Repairs & Maintenance													\$0.00	\$0.00
Telephone	\$25.00		\$25.00		\$25.00		\$25.00		\$25.00		\$25.00		\$150.00	\$0.00
Training tools, Competition & Patrol E	\$518.10		\$105.74		\$1,029.64				\$1,399.36		\$699.68		\$3,752.52	\$0.00
Trophies & Prizes											\$2,552.00		\$2,552.00	\$0.00
Uniforms	\$1,827.60												\$1,827.60	\$0.00
	\$8,485.87		\$6,029.65		\$2,599.18		\$1,154.11		\$8,371.38		\$9,170.39		\$35,810.58	\$0.00
NET PROFIT	\$3,486.00		-\$1,013.21		-\$2,355.12		-\$1,130.87		-\$228.90		\$8,670.26		\$7,428.16	\$0.00
Open Balance	-\$2,523.23		\$962.77		-\$50.44		-\$2,405.56		-\$3,536.43		-\$3,765.33		\$4,904.93	
Balance CWFD	\$962.77		-\$50.44		-\$2,405.56		-\$3,536.43		-\$3,765.33		\$4,904.93		\$12,333.09	

General Business

- Discussion was held on the increasing amount of money in out of pocket expenses Directors were being forced to pay in the execution of their respective duties. It was decided that a report be prepared to formulate a policy on Directors 'out-of-pocket' expenses.
- As stated under the current Constitution each Director is responsible for each of their respective portfolios, and in doing so shall appoint various officers of the Branch who will assist with the implementation of such responsibilities.

To assist with such appointments the following Officers, shall if required, be elected by the Board, but will only have the power to vote at their own Committee Meetings, and must be a member of a Club affiliated with SLS LNC Branch Inc.

- (1) Assistant Directors
- (2) Minute Secretary
- (3) Publicity Officer
- (4) Registrar
- (5) Gear Steward
- (6) Branch Team Manager
- (7) Branch Team Coach
- (8) Officials Liaison Officer
- (9) WHS Officer
- (10) Member Protection Officer
- (11) Support Operations Officer
- (12) Radio Officer
- (13) or, any other Officers deemed necessary.

Once each Director has identified those officers required for their respective portfolio a list will be distributed to all members of the Branch seeking Expressions of Interest (EOI) for those persons seeking to be appointed.

- As stated in the Finance Report the Branch currently has the following bank accounts with the Newcastle Permanent:

1. Fixed Term Deposit	\$53,647.23
2. Fixed Term Deposit	\$53,579.48
3. Business Cash Management A/C	\$143,880.76
4. Club Cheque A/C	\$4,364.32

Given the liquidity of the bank balances and the the projections from the Draft Budget it has been decided that a Report be tabled to review better investment opportunities with the Newcastle Permanent.

8. Next Meeting

Next Branch Board Meeting to be held on Tuesday 8 September 2020, at Cape Hawke SLSC starting at 6.00pm.

9. Close

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Brian Wilcox – Chairperson



**SURF LIFE SAVING LOWER NORTH COAST BRANCH
EXECUTIVE MEETING ATTENDANCE SHEET**

Meeting: Board Meeting

Meeting Date: 11 August 2020

Chairperson: Brian Wilcox

Place/Room: Cape Hawke SLSC

NAME	POSITION	SIGNATURE
Brian Wilcox	President	<i>Brian Wilcox</i>
	Director of Finance	
Nathen de Rooy	Director of Life Saving	<i>N de Rooy</i>
Terry Aldridge	Director Surf Sports	<i>Terry Aldridge</i>
Lorraine Morgan	Director Youth and Member Services	
Janne Moran	Director of Education	<i>Janne Moran</i>
Tony Summers	Branch Administration Officer	<i>Tony Summers</i>

Paul Scott (Visitor)
LORRAINE MORGAN

[Handwritten signatures]