

# Kiama Downs Monthly Meeting Minutes



**Meeting :** Sun 13th August 2017

**Opened :** 4:00pm

**Closed :** 5:45pm

**Present :** Skip, Jan, Josh, Ken, Trina, Holly, Naida, Kristen, Drew, Bob, Max, Dawn, Kaitlin, Jillian, Amanda, Garry, Anthony, Kylie, Strongy

**Apologies :** Brett, Tamara, Jake, Scotty

## Presidents Report :

Welcomed new committee.

Outlined minor changes in meeting process to include review of outstanding actions and development of a management calendar to support management activities.

	Who	When
Draft up management calendar	Skip	Mon 02-Oct-17

## Secretary's Report :

Nil - Tamara Sick

## Club Captains Report :

Gear Inspection set for 20 August 11am.

Most equipment ready to go.

Arrange lunch for gear inspection (BBQ Chicken + Salad)	Jan	Sun 20-Aug-17
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Finalise Patrol Roster	Josh	Sun 20-Aug-17
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Communicate Patrol Roster	Josh	Sun 20-Aug-17
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Discussion re Nipper Patrol as raised at Club Planning Meeting. Trial Nippers to fund own Patrol from 9am till 10am when regular patrol turns up. Aim to have some overlap (till 11am) to gain patrol experience.

Review Nipper Patrol Trial	All	Mon 04-Dec-17
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## Treasurers Report :

Budget Overview + Notes presented

Committee agreed to changes to budget as follows;

Include \$2k for IRB floor repair

Move \$6k already spent on new boards to Cadet budget, and remove remaining \$4k from \$10k allowed (no more new boards required).

Include \$1k for water safety rash vests.

Include \$2k for Retention Of Juniors (Cadet Program)

Email Revised Budget Overview + Notes to Dawn to attach to website with minutes	Jan	Sun 20-Aug-17
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Arrange for UV monitor to be sign written	Josh	??
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Donations received totalling approx \$3,500 to have letters of thanks sent out	Jan	Mon 04-Sep-17
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Need to arrange for sale of old assets as per budget notes;

Boat Trailer	Drew	??
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Old Boat Oars	Drew	??
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Old Gear Trailer (offer to members first)	Josh	??
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Rhonda	Josh	??
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Old Motors	Strongy	??
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## Training :

Proposed to change course structure so that wherever possible online training should be carried out prior to face to face training. Will reduce course duration and load on trainers. All agreed.

Ensure we have Patrol Uniforms in stock for first patrol of new members	Josh	??
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Hold a training meeting Thursday 17 August 7pm	TJ / JD / SC	Thu 17-Aug-17
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Email Trina current cost of Awards	Jan	Thu 17-Aug-17
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## Registration :

Registration dates set as per calendar.

Online registrations to commence ASAP.

Communicate via FB/Email/Text/Web registration process	Holly	Mon 04-Sep-17
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Get list of 100% patrols to Holly	Josh	Mon 04-Sep-17
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Email revised Member Protection Declaration Form to Holly	Josh	Mon 04-Sep-17
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Uniform order to be held in conjunction with registrations, closing at the end of this month to ensure stocks are back in time for start of Nippers season.	Martine	Mon 04-Sep-17
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## Competition :

Discussion re potential activities for KD.

Arrange IRB Development day for Branch / State. Include focus on Female competitors	Naids / Skip	Mon 06-Nov-17
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Feed back to Branch (Country - NO, KD Development 6 January - YES, Branch - YES if no one else wants it)	Josh	Dana Meeting
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Feed back to Branch re willingness to hold Officials Course at KD	Josh	Dana Meeting
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Organise a time for board scrutineering	Drew	Mon 02-Oct-17
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**IRB :**

IRB Floor needs repair	Strongy	Sun 20-Aug-17
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**Nippers :**

Meeting held previous day. Minutes taken by Amanda. Meetings going forward to be combined Junior + Senior.

**Retention Of Juniors :**

Junior Club Captain to head up this process (Jake)  
To be supported by Glen / Bob / Nick / Em

Jake has several ideas; Patrols at other beaches (eg Sussex); Fitzroy Falls Leadership Conference; JLOY; Movie Nights  
The Club is willing to support these activities and has put aside \$2k in the budget in addition to the \$6.6k already spent on boards.

Determine if boards recently purchased will meet weight ranges for anticipated competitors	Skip / Josh	Mon 04-Sep-17
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**Radio :**

Update on recruitment drive for new Radio Operators	Jan	Mon 04-Sep-17
Update information on wall in Radio Room	Jan	Mon 04-Sep-17
Provide login for computer so it can be utilised by all members	Josh	Mon 04-Sep-17

**Web Page :**

Meeting to hand over access / process	Dawn / Josh	Mon 04-Sep-17
Confirm distribution list for committee matches new committee (combined Senior + Junior)	Dawn	Mon 04-Sep-17
Confirm new key position holders have generic email directed to them (eg JAC to Scotty)	Dawn	Mon 04-Sep-17

**Club Calendar :**

Discussed first draft of calendar as presented by Skip.  
Changed Halloween to be Friday 27th October.  
Proficiency date for Water Safety set down for 5th November.  
Agreed to return to having Presentation and AGM in August.  
Need to add in monthly meeting (1st Monday of the month 6:30pm).

Make changes as above + Nipper changes from meeting 12/8	Holly	Sun 20-Aug-17
Advise Triathlon dates	Josh	Sun 20-Aug-17
Review Sipper dates	Josh	Sun 20-Aug-17
Register Open Day 15 October	Jan	??

**General Business :**

Working Bee to be run on Saturday 2nd September. To cover off installation of new lights; installation of new board racks; modification of existing board racks to prevent damage.

Advertise working bee	Tamara / Naida	Mon 21-Aug-17
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The Lions Club have programs running for 15-19 year olds "Youth Of The Year" (public speaking) and "Outward Bound" (snow trip).

Email out details of programs	Ken	Mon 04-Sep-17
Advertise programs (aim to recruit suitable club members)	Tamara / Naida	Mon 04-Sep-17

**Life Membership :**

Engage existing Life Members to propose a criteria and process for future Life Membership Nominations	Skip	Mon 01-Jan-18
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There was some lengthy discussion re the current two nominations for Life Membership and the process that should be followed to endorse these nominations. It was agreed that there was no reason not to follow the previously communicated process for these two candidates (nomination at AGM and endorsement at this meeting 13/08/17). Future nominations could follow the criteria and process from the action above.

Life Membership was then voted on for Jan Horspool and Naida Guy. The vote was unanimous for both candidates to receive Life Membership.