



2020 ANNUAL GENERAL MEETING MINUTES

The 74th Annual General Meeting of the Point Lonsdale Surf Life Saving Club Inc. held on
Saturday 14th August 2021, commencing at 4:00pm
held via Zoom teleconference

Meeting opened at 4:01pm

Attendees:

Charlie Pitney
Catherine Carrigan
Matthew Ponsford
Emma Harrison
Michael Harrison
Barry Eastoe
Ken Fraser
James Coutie
Lisa Moore
Ronnie Hutchison
Justine Cain
Charlie Gough
Charlie Harper
Dean Biddau
Will Gourlay

Huw Joyce
Alan Joyce, OAM
Keith Gray
Drew Robinson
Roger Lloyd
Andrew Pitney
Kirsten McLeod
Mandy Grabac
David Ponsford
Rick Aitchison
Eric McGee
Grace Barton
Graeme Smith
James Orloff
Emily Fary

Charlotte Furness
Cathy Greenaway
Jane Elms
Jessica Robinson
Lachlan Coutie
Nat McKinder
Tony Baenziger
Barb Hurley
Andrew Taylor
Drew Robinson
Caroline Cotton
Rachel Gorlay
Steve Woodfull
Will Adcock
Stuart Will

Proxies Received:

Rick Aitchison
Andrew Pitney
James Elms
Cathy Quinn
Catherine Carrigan

Charlotte Coutie
Bec McHenry
Eliza Pitney
Tony Hodder
James Coutie

Antony Greenaway
Cathy Greenaway
Rick Aitchison
Helen Slattery
Andrew McLeod

Apologies:

Eliza Pitney
Andrew McLeod
Tony Hodder

Charlotte Coutie
Bec McHenry
Tony Greenaway

Helen Slattery
Cathy Quinn

Item 1. Confirmation of Previous Annual General

The following resolution was moved and carried.

'That the minutes of the 73rd Annual General Meeting reflect an accurate record of the Meeting'

Moved: Catherine Carrigan

Seconded: Stuart Will



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CARRIED

Item 2. Special General Meeting Minutes:

The following resolution was moved and carried.

“That the minutes of the Special General Meeting reflect an accurate record of the Meeting”

Moved: Catherine Carrigan

Seconded: Kirsten McLeod

CARRIED

Item 3. Presentation of Financial Statements and Reports

President Charlie Pitney presented the Annual Report and provided the following overview:

- The annual report is an important record of our club’s achievements over the past 12 months. In particular, it set out what we have been able to achieve in light of the significant challenges we faced this season as a result of the COVID-19 pandemic.
- He thanked James Coutie for his work in preparing the Annual Report and Bunny Carrigan for her administrative work in preparing the document.
- He highlighted that despite the challenges associated with no clubhouse and the pandemic, we successfully managed to keep the beaches safe in addition to putting on our Nippers program and delivering on some of our other initiatives
- He acknowledged the dedication of our COVID Safe officers Janet Ashton and Matthew Ponsford.
- He highlighted the Club’s achievements:
 - Zero deaths on beaches over busiest season on record
 - Maintenance of a strong financial position
 - Drop-off of membership was well below the 30-40% average experienced by other clubs.
- He highlighted that our relationship with the local Pt Lonsdale and Queenscliff communities continue to flourish with interest from community groups in using our club house and the Nippers in Schools program. He highlighted that our future lies in becoming more embedded in the local community.
- He acknowledged the work of James Coutie and Charlie Bidgood who resigned from their roles on the Executive Committee over the past two years.
- He mentioned the revised Constitution and Bard structure which he advised would be covered later in the meeting.
- He acknowledged Tom Pearson who, after two years in the role, was stepping down as Club Captain and thanked him for his contribution to the club and efforts in re-shaping the role.
- He acknowledged Sue Doman who has served as Vice President for the past two years and her passion for the Club.
- He highlighted key aspects of Club development including:
 - The New Clubhouse which will be an excellent facility for us and thanked Barry Eastoe for doing an excellent job being on site throughout the building project.
 - He highlighted that we had been successful in obtaining \$2.5 million in funding for the redevelopment of our Back beach base and that work had



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begun in engaging planners and architects to get this project off the ground.

- He addressed the future of the Club and presented an overview of the new strategic plan – “A New Era” and provided some background to its development.
- He advised that in the coming weeks we would announce the appointment of our first ever full-time staff member who will act as our Venue Manager in the new Clubhouse.
- He identified that the Board’s first priority will be around ensuring the Association is governed correctly and in a sustainable way and that this will involve setting up the new structures and developing a comprehensive set of Club By-Laws and a Code of Conduct.
- He then acknowledged and thanked the Secretary and Treasurer for their support in helping to steer us through a very challenging time in the Club.
- He then thanked members for their continued support and how he was excited for the challenges that lie ahead in getting what so many have worked towards over 15 years off the ground.

The President then handed over to the treasurer to speak to his report.

The Treasurer Stuart Will advised that no questions had been received on notice in relation to the Annual report. He provided a brief overview:

- In regard to the Clubhouse rebuild project, at the date of this report we have spent \$5.6 million with \$120,000 left to spend which is in line with the budget.
- While the Club had established a loan facility with Westpac, he was pleased to report that we had not needed to use it as the cash flows had been effectively managed.
- In terms of operational result, if we take out the rebuild project, we had made an operating profit of around \$51k. This was despite not running the Nipper door knock, the RVSC or any camps. He also mentioned that while this reduced income, it also reduced expenditure and that there had been no expenses related to the operations of the new Clubhouse.
- He advised that overall, the Club is financially sound on the back end of a major rebuild.
- He advised that the club will be looking to a range of new revenue opportunities and that there are a lot of unknowns in terms of future expenditure and revenue, as well as an uncertain economic environment.
- He advised that we continue to manage the Club funds in a prudent and conservative manner in uncertain times.

Item 4 – Confirmation of Membership Fees for the 2021/2022 season

The President advised that the Executive Committee (EC) has proposed a new structure for membership as set out in the explanatory notes to the Notice of AGM. He advised that the EC had determined not to increase the current membership fees, in line with current practice of other life saving clubs, and that we had determined to introduce a new non-voting social membership. He also outlined the process undertaken for developing the new membership structure.

The following resolution was then moved and carried.

‘That the membership subscriptions as tabled at the Meeting be endorsed for use in the 2021/2022 season.’



Moved: Catherine Carrigan

Seconded: Stuart Will

CARRIED

Item 5. Confirmation of LSV Affiliation for the 2021/2022 Season

The President spoke to the following motion which was moved and carried.

'That affiliation be sought for the 2021/2022 season with Life Saving Victoria. Further, that the articles, constitution, by-laws, regulations and resolutions together with the awards and equipment of Surf Life Saving Australia Limited and affiliated State Centre's, be accepted without reservation.'

Moved: Tom Pearson

Seconded: Andrew Taylor

CARRIED

Item 6. Auditor Appointment

The President spoke to the following motion which was moved and carried.

'That Crowe Melbourne be appointed as the Association's auditor for the 2021/2022 Season.'

Moved: Stuart Will

Seconded: Catherine Carrigan

CARRIED

Item 7. Election of Positions

The President advised that we had received nominations for all vacant positions on the Board. He also advised that he would step aside as Chair for the re-election of the President and that the Treasurer will act in his place. Before doing so, the President provided an overview of the proposed new structure for the Board and Executives now that our amended Constitution has come into force.

The President advised that up for election to the Board today are the President, Secretary, Club Captain, and Director (Programs). The Treasurer, who is mid-term will remain on the Board. He also advised that we are looking to find someone to sit in the additional role as a non-voting Board member to be the Director (Commercial). It has been determined that we will not have this role elected at this AGM as the right person with the right skills needs to be found.

He then outlined that each of the Club Captain, Director (Programs) and Director (Commercial) will individually chair a relevant sub-committee, to be known as Executives. These will be the Life Saving Executive, the Programs Executive, and the Commercial Executive. These different Executives will be responsible for specific areas, rather than requiring directors to be across all areas which are not necessarily relevant to them, as in the outgoing model. He advised that draft charters for each of these committees have been drawn up, but their responsibilities and functions will ultimately be determined by the Board and the Executives themselves.

1. President Position

The President then handed over to the Treasurer who spilled all vacant positions (President, Secretary, Club Captain and Director (Programs))



The treasurer then advised that one nomination had been received for the role of President from Charlie Pitney. Charlie is a current financial member and eligible to be a member of the Board.

Accordingly, the Treasurer declared Charlie Pitney as President.

2. Other Board Positions

The president advised of the following nominations that had been duly received, were financial members, and eligible to be a member of the Board; and, by default, declared them appointed.

- Secretary – Catherine Carrigan
- Club Captain – Andrew Taylor
- Director (Programs) – Caroline Cotton

3. Other Directors

The President then outlined that nominations for other Directors to be appointed had been called. He advised that nominations have been received for the following appointments that will be endorsed by the Board:

- Director (Property) - Andrew McLeod
- Director (Marketing) – Edward Pitney
- Director (Fundraising) – Charlotte Furness
- Director (Rip View Swim Classic) – Nil. However, Liam Petrie-Allbutt has advised he will continue if required.
- Club Vice-Captain (Life Saving Services) – Jessica Robinson
- Club Vice-Captain (Gear & Equipment) – Charlie Harper
- Director (Training & Assessment) – Dean Biddau
- Director (Membership & Leadership Development) – Sue Doman

The President thanked these candidates.

Item 8 - Nomination for Honorary Membership

No nominations received

Item 9 - Nomination for Life Membership

The President advised that the Executive Committee had received three nominations for current members to become life members, and that the Executive Committee unanimously endorsed each of these nominations and has recommended them for the membership's consideration. He also indicated that there had been some discussion in recent weeks regarding the process of appointing life members and that the Board will continue to consider this and advise any update.



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The President then moved the following three nominations and outlined the criteria to be deemed a life member.

The following special resolutions were moved and carried.

'That Michael Doery be made a life member of the Association.'

Moved: Matthew Ponsford

Seconded: Alan Joyce

CARRIED

'That James Coutie be made a life member of the Association.'

Moved: Roger Lloyd

Seconded: Charlie Pitney

CARRIED

'That Kirsten McLeod be made a life member of the Association.'

Moved: Matthew Ponsford

Seconded: Alan Joyce

CARRIED

Item 10 - Questions on Notice

The following questions were received on notice.

- **Question 1:** Can we have a committee list for all newly elected members with contact details?
President's answer. Yes. The full list of office holders will be updated in due course. I also direct members to the 'Our Team' page of the club website which sets out office holders and contacts. This will be updated at the conclusion of this AGM.
- **Question 2:** What are the vacant committee positions?
President's Answer. As outlined prior to the election, the board and executive structure has changed. We have, today focused on electing people to our executives who will then meet to determine officer roles at a later date.
- **Question 3:** The club's constitution states that Cadet Members are exempt from rostered patrols but the SRC application states that there is an expectation to complete patrols. Is there a conflict?
President's Answer. Thank you for pointing this out. It's something we had never noticed before. Our constitution is very much based on Life Saving Victoria's template constitution which provides a framework around membership. While it does appear that Cadet Members are exempt from rostered patrol, we are comfortable that this is distinct from the requirement that duly qualified SRC holders complete patrols. Further, there is an expectation that SRC holders will complete patrols in order to meet the qualification for the Bronze Camp, which is a competitive application process.



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- We are happy to take this one on notice and discuss with LSV whether there is a need to make an amendment to our constitution and will advise in due course.
- **Question 4:** What is the progress with the Beach Base?
- **President's Answer.** I have addressed this to an extent in my presentation and the annual report but am happy to speak to this in more detail. The biggest challenge with the beach base project is going to be the planning and approves process. We have had some productive discussions with Council, the Emergency Services Infrastructure Authority and LSV. The intention is for us to get our ducks in a row in this pre-app phase before we progress with DELWP. A key focus at the moment is to obtain a lease over the land as there has not been formal lease in place. Once we obtain that, we can progress planning.
- **Question 5:** Are we going to have an open day for local to appreciate the new facility? It should be sooner rather than later.
- **President's Answer.** Yes. We are planning to do this, however we will need to wait until COVID-19 restrictions permit and we have furniture delivered. It is definitely on our radar.
- **Question 6:** When will we be able to have a beer?
- **President's Answer.** We need to obtain all statutory approvals. Currently we are in the process of preparing a liquor license application. We are working with the Borough or Queenscliff and the Ocean Grove Police to ensure this process is smooth. There are a couple of issues to address which require support from our building surveyor to ensure our certificate of occupancy includes the correct allowances to align with our vision for the venue. We are hoping that we will have everything in place by October/November when our full-time staff member comes on board.

The President advised that while these were the only questions received on notice, we would have an informal Q&A session after the conclusion of the meeting.

Item 11. General Business

There were no items of general business.

The President declared the meeting closed at 3.59pm