

 **OCEAN REEF SEA SPORTS CLUB INC.**

**MINUTES**

**MANAGEMENT MEETING**

**Wednesday 15th October 2023 Meeting No.28 at 7.00 p.m.**

**COMMITTEE PRESENT:**

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| Commodore (Chair) | Graham Hindley (GH) |
| Vice Commodore | Graham Cole (GC) |
| Vice Commodore | Erick Erhard (EE) |
| Secretary | Sheila Hearson (SH) |
| Rear Commodore Sailing |  Andrew Hodkinson (AH) |
| Rear Commodore Power Boat |  Stephen Lazenby (SL) |
| Rear Commodore Social |  Joanne Harfield (JH) |

**OTHERS PRESENT**

Manager – Kym Shephard (KS)

Out- going Commodore – Ken Woods (KW)

Sub Committee – Paul Phipps

**APOLOGIES**

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| --- | --- |
| Treasurer | Geoff Taverner |
| Rear Commodore Diving  | Laurie Campbell |

**NAMES/INITIALS**

**DECLARATIONS OF INTEREST**

None

**CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

Wednesday 13th September 2023 Confirmed by EH and seconded by JH

**MATTERS ARISING FROM PREVIOUS MINUTES**

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| --- | --- | --- | --- | --- | --- |
| **By** | **Description** | **Action** | **Owner** | **Due** | **Status** |
| GH | **Expectations and Code of Conduct** | **GH talked about his expectations from the Committee members** |  **GH** | **Sept 23** | **GH welcomed the new Committee and spoke about our membership is gifted to us by the members, requested that Committee members wear correct dress for duties and to wear their badge when attending the club.****Duties are for monitoring especially playground activity and being seen by members and helping out, not sitting with friends drinking****The Code of Conduct document was handed out for signing, KS explained that it was in compliance with Club WA and was required for our application to enter Club of the Year Awards.****Committee members signed the document and GC suggested the signatures were witnessed****Committee members were asked if they were happy with keeping 2 on duty on Sundays, response from 4 members was negative but it was suggested that if they cannot attend then they call out for replacement by email****GH spoke about the Opening Day and lack of commitment from some of the RC’s, understanding that some were away and had work commitments, but suggests that they need to have meetings and delegate involvement from section members.****EH mentioned uniforms and said he felt that we need something more formal when attending other clubs, KS will look into ordering a few Club ties.**  |
| KW | Rewriting the Constitution | Making it more compact and reader friendly | KW |  July 23 | In Progress JH is rewriting the Constitution in consultation with KW and SH.Rewriting the Constitution is becoming more complex and needs to be address issues such as risk management, harassment, we do not have the expertise, it was suggested that we use a Consultant.KS suggested that Club WA can give a talk on what is required and the CEO can do a workshop.KS will arrange a evening meeting on November 13th at 6pm and have zoom meeting with Michelle Hall CEO Clubs WA .  |
| JH | Upgrade Boards in Clubrooms | Remove some of the boards that are not relevant and update others | KS | June 23 | Closed KS has found sign writers.KS suggested a digital sign to save on space as it has been suggested there might not be enough wall space in new club house.Will be completed next week, waiting for details from RSLSign writer had to review a few boards because of sizing. |
| GH | Query Poker membership | Discussed at last meeting as there was a letter advising people they could have a poker membership.Letter requesting grant to buy new equipment | GH | Sept 23 | In Progress Will canvas members if they want increase in Poker membership. Will put on Agenda at Half Yearly AGM. |

**CLUB MANAGER’S REPORT**

 As tabled – Looking into purchasing 2way radios for staff for better communication, has a quote for $200 for 10 radios. SL said he had a contact and will make enquiries.

 Georgina has resumed her role as Bar manager and Melissa is now the Events manager in conjunction with KS.

 Kids Eat free will change in November to be $5 meal with adult purchase

 Business cards for all RC’s to hand out for members contact.

 The Kitchen Cool room malfunctioned as well as under counter fridge, cost for replacement $7,255.

 Purchased 4x marquees for Club Events and Section get aways

 Mullaloo Boardriders Association has requested to use our Club for monthly meetings and social events, suggest Tuesday nights and use the

 Starter box. Sends a good message to Local and State Government that we cater for wider community.

 Request for the Committee to endorse Changing the Tide magazine publication starting January 2024, to quarterly editions so the cost saving

 will enable more hard copies that members prefer. It will enable RC’s more time to write reports and have regular newsletters to keep everyone up to date

 Will revisit at next meeting and will be included in new Business

**SECTION REPORTS**

 Angling – As tabled Thanks to all the members for their participation for the Opening day. Fund raising going well

 Participation in boat and beach fishing is at all time high. Angling Presentation night is 28th October

 Diving – As tabled. Cylinder Testing and lots of support for Divers stand on Open Day, Great Team Effort

 Power Boating – Planning trip to Rottnest on November 4th weather permitting and trying to find accommodation for Mandurah

 for Christmas Lights.

 Sailing – As tabled. 2023/24 season commenced with our annual Rear Commodores Cup. Congratulations to Leda for taking

 Home the Cup this year. Host of races, social cruises and inter club events planned

 Social – As tabled . Back to the Races, Opening Day, planning for Melbourne Cup

 **MARINA DEVELOPMENT REPORT – as tabled**

 **CoJ propose permit parking based on time schedule, vehicle parking controlled by CoJ and will be free of charges**

 **Revised Mood board and interior design to be reviewed by working groups**

 **Building activities up for review, location of monitors, cabling requirements, foyer planning, flooring types, Weigh in operations**

 **Sailing Race control, air conditioning, lighting and power.**

 **Hardstand plan, requested confirmation of power, water and surface type. Lack of progress on hardstand agreement is a risk to**

 **the overall relocation.**

 **Meeting with Contractor, expressed our disappointment, estimate was vague and difficult to decipher and had included Sea Rescue building**

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| **By** | **Description** | **Action** | **Owner** | **Due** | **Status** |
| **PP** | **Recommend a form letter be sent to Development WA to address our concerns** | **The recommended letter will be provided to the committee for approval** | **PP** | **Oct 23** | **This letter will be copied to the City of Joondalup and other officials of the State, ie WA Government** |
| **KW** | **Sub committee recommends a members information meeting is scheduled for early November** | **To inform members of the current proposal and gauge members support** | **PP** | **Oct 23** | **Need to convince members that it is a good plan****Meeting perhaps Monday November 20th or Thursday 23rd** |

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**CORRESPONDENCE**

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| **In** | **File No.** | **Issue** | **Action** |
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| **Out** | **File No.** | **Issue** | **Action** |
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**NEW MEMBERS**

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| **By** | **Description** | **Action** | **Owner** | **Due** | **Status** |
| SH | 33 Applications received | They will be put on wait list and notified | SH | Oct 23 | Will review membership numbers at next meeting when we will have a better idea of numbers after payment cut off on November 1stDoor check first Sunday in November will check for financial membersWendy to do Excel list and find a spare scanner for faster checking |

**NEW BUSINESS**

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| **By** | **Description** | **Action** | **Owner** | **Due** | **Status** |
| AH | Request for a budget to support new racing lights (6k) | Alternative was for the new clubhouse to be 3 storey to replicate previous provision but obviously not an option | AH | Oct 23 | GH pointed out that most sections make a contribution towards their section requirementsSailing will submit a formal request at the next meeting |
| LC | Vikram when on duty has a break about 2.30pm  | The door has to be covered while he is away | LC | Oct 23 | Anyone around to step in to give him a break |
| SH | Need for extra Eftos machine | Perhaps utilise the IPads or purchase our own small square | SH  | Oct 23 |  Jo has donated her Square |
| AH | Crewing member nomination fee to be waived | Member has been crewing since 2021 and has purchased a boat and wants to be become a standard member | AH | Oct 23 | This member is entitled to half price nomination fee |
| KW | Marina Subcommittee Chairman |  | KW | Oct 23 | KW endorsed as Chairman of the Subcommittee |
| SH | Incident Report 12th October | Letter emailed to member informing them of Incident Report  | SH | Oct 23 | Letter to be sent offering Special Meeting to discuss Incident |
| KS | Incident Report Oktoberfest | Member was Abusive to staff after his wife had been identified as intoxicated | KS | Oct 23 | Letter to be sent to member to inform them they can attend Special Meeting |

Meeting closed at 9.23pm