

 **OCEAN REEF SEA SPORTS CLUB INC.**

**MINUTES**

**MANAGEMENT MEETING**

**Wednesday 13th September 2023 Meeting No.27 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) |
| Treasurer | Geoff Tavener (GT) |
| Rear Commodore Diving |  Laurie Campbell (LC) |
| 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)

**APOLOGIES**

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| Rear Commodore | Francis McKeown |
|  |  |

**NAMES/INITIALS**

**DECLARATIONS OF INTEREST**

None

**CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

Wednesday 9th August 2023 Confirmed by AH and seconded by LC

**MATTERS ARISING FROM PREVIOUS MINUTES**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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**  |
| 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 this as our first port of call as this needs to be done correctly and will consider Consultant if necessary .  |
| 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 RSL |
| 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 – Opening of the Season is being planned, VIP function breakfast and lunch, Sail pass could have 5 boats, Commodores Cup Race

 Request SL contacts his section for power boats to be included in the Sail Pass.

 Bubble Soccer and Bob Mason will be bringing his original 4 wheel drive for display, there will be Boat display. Rerun of 50 year video

 and slide show

 KS request we employ security guard to assist at door checks to take pressure off Committee members, suggest we employ him for

 12 weeks on Sundays 11.30 – 5.30pm, will monitor Saturdays.

 Majority vote were in favour

 Request for bright solar light installed in car park, cost $1574, this request was passed and AH suggested having a wireless camera

 installed at the same time, KS will ask for quote

 Kids Eat Free Wednesdays will be changed to a $5 cost with every adult meal purchased, voted on and majority in favour, will be

 advertised in November Tide and implemented in November

Request from member to open for Rugby World Cup which would be aired at 3am, staff costs would not make this viable,

 Vote from the Committee to deny this request

**SECTION REPORTS**

 Angling – Absent

 Diving – Meat raffle was very successful. Cleaned out the divers shed and removed about 20 years of old equipment

 Power Boating – End of season event was successful. Planning Rottnest trip for 4th November

 Sailing –

 Social – As tabled

 **MARINE DEVELOPMENT REPORT – as tabled**

 **Committee members received report by email**

Byte construction will work with Carabiner architects and engineers till end of September to review the detailed building requirements,

design, construction and budgets.

Facilities working group has scheduled a review meeting to align our requirements for building internal design, construction and budgets, security systems, CCTV systems and parking plans

Construction to begin early 2024 and completion near December 2024

Development WA has proposed a member information night in 2024 perhaps in conjunction with AGM

Revised plan for Hard stand, can accommodate 120 boats but there has not been a commercial agreement or terms at this time

Timeline

Early Contractor Involvement review – Sept 23

Detailed design and budget review – Oct 23

Start works on new Building – 2024

Stakeholders presentation night – Feb 2024

Operational readiness -Dec 24

Vacate current location 19th July 2025

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| **By** | **Description** | **Action** | **Owner** | **Due** | **Status** |

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**CORRESPONDENCE**

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| **In** | **File No.** | **Issue** | **Action** |
| Sea Rescue |  | Requesting the Club advertises in their diary | Committee were in favour |
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| **Out** | **File No.** | **Issue** | **Action** |
| Incident with member letter sent |  | Final letter sent out concerning incident with 6 month ban |  |

**NEW MEMBERS**

**new member approved this month so renewal in line with all members.**

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| **By** | **Description** | **Action** | **Owner** | **Due** | **Status** |
| SH | 23 Applications accepted |  | SH | Sept 23 |  |

**NEW BUSINESS**

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| --- | --- | --- | --- | --- | --- |
| **By** | **Description** | **Action** | **Owner** | **Due** | **Status** |
| GH | Employ Security guard  | To assist at door checks | GH | Sept 23 | Accepted will be employed for 12 weeks during busy period on Sundays |
| SH | The need to increase bar prices |  | SH | Sept 23 | GT will meet with Georgina to discuss and will be implemented next week |
| LC | Introducing restricting guest numbers especially based on the last few Sundays | Suggest we give notice to members that guests will be restricted to 2 guests for standard membership and 1 for singleSunday checks highlighted the need for the need for this | LC | Sept 23 | This is for the comfort of the members who are finding it difficult to park and find a seat and strain on kitchenGc pointed out that the Constitution states that members are allowed 4 guests.Suggested we will have to cap memberships and have a waitlist |
| LC | Do we open bar for Kings birthday September  | Staff costs do not justify opening for the low number of people who use the club | LC | Sept 23 | Service for members will open from 2-7pmWill monitor for future reference |
| SH | Incident on Sunday where member said his membership have been cancelled due to being unfinancial  |  | SH  | Sept 23 |  It is difficult to check if they do not use reference number when paying, can slip through the net  |
| SH | Query about membership when couple split up | They want separate memberships, do we make partner who piggybacked off their partners membership to pay nomination fee | SH  | Sept 23 | GC said no they just pay their own subscription fee |
| LC | Query Kids Eat Free |  | LC | Sept 23 | This issue has been discussed and will change in November |
| SL | Request correspondence via Mail Chimp to embers to have more up to date email addresses for each section | Email addresses are out of date and need to be updated to reflect members who want to interact with the sections  | SL | Sep 23 | KS suggested at the Open day it would be ideal opportunity to obtain email addresses from interested parties |
| LC | Bar manager | Manager on duty not behind the bar | LC | Sept 23 | Need to have another bar staff behind bar so duty manager is free to deal with issuesKS suggested that the staff needed communication devices so issues can be dealt with swiftly, perhaps 2 way radios |

**LC Pointed out that emails under the Privacy Act must not be shared if not necessary**

**GC Query about darts payment, club pays it but member received a bill, office will deal with it**

Meeting closed at 9.08pm