

**TWEED HEADS AND COOLANGATTA SURF LIFE SAVING CLUB INCORPORATED ("TH&C SLSC")  
ANNUAL GENERAL MEETING  
AGENDA**

VENUE: Tweed Heads & Coolangatta Surf Life Saving Club Training Centre

DATE: SUNDAY, 17<sup>TH</sup> JUNE 2018 10AM (registration to commence at 8.30am)

**1. RECORD OF ATTENDANCE**

Member Name	Member Name	Member Name	Member Name

**2. APOLOGIES**

Member Name	Member Name	Member Name	Member Name

**3. VISITORS**

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**4. DECLARATION OF CONFLICT OF INTEREST**

4.1 Members are requested to disclose any personal interest that may benefit themselves or their family in any matter to be considered.

**5. DECLARATION OF PUBLIC LIABILITY INSURANCE**

5.1 See **attached** current Certificate of Currency for Public Liability Insurance.

**6. MINUTES OF THE PREVIOUS AGM (TAKEN AS READ)**

**MOTION: THAT THE MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING, HELD ON 18TH JUNE 2017, BE ACCEPTED AS TRUE AND CORRECT:**

MOVED	SECONDED	

**7. PRESENTATION AND ADOPTION OF 2017/18 ANNUAL REPORT AND FINANCIAL STATEMENTS**

7.1 Members will be asked to comment on the Annual Report and Financial Statements:

**MOTION: THAT THE ANNUAL REPORT FOR THE 2017/2018 SEASON BE ACCEPTED:**

MOVED	SECONDED	

**MOTION: THAT THE AUDITED FINANCIAL REPORT FOR THE YEAR ENDING 30 APRIL 2018 BE ACCEPTED AS A TRUE AND CORRECT INDICATION OF THE CLUBS FINANCIAL PERFORMANCE:**

MOVED	SECONDED	

**8. ELECTION OF OFFICERS**

For the purposes of the election of officers, the Board of Management will appoint scrutineers.

## **8.1 BOARD OF MANAGEMENT POSITIONS**

### **8.1.1 PRESIDENT**

Three (3) nominations received:

Trevor Bathie  
Proposed by: Warren Scotman  
Seconded by: Deborah Scotman

Rodney Jones  
Proposed by: Norman Mavor  
Seconded by: Alan Hickling

David Fuller  
Proposed by: Craig Hickling  
Seconded by: Peter Ryan

*elected as President for the 2018/2019 season*

### **8.1.2 DEPUTY PRESIDENT**

One (1) nominations received

Rodney Jones  
Proposed by: Norman Mavor  
Seconded by: Alan Hickling

*elected as Deputy President for the 2018/2019 season*

### **8.1.3 SECRETARY**

One (1) nomination received:

Christopher Forbes  
Proposed by: David Fuller  
Seconded by: Rodney Jones

*elected as Secretary for the 2018/2019 season*

### **8.1.4 DIRECTOR OF SURF LIFE SAVING**

Two (2) nomination received

Dean Iwanuscha  
Proposed by: David Fuller  
Seconded by: Vaughn Thomas

Jy Taylor  
Proposed by: Robert Walters  
Seconded by: Warren Scotman

*elected as Director of Surf Life Saving for the 2018/2019 season*

### **8.1.5 DIRECTOR OF SURF SPORTS**

One (1) nomination received:

Leah Jones  
Proposed by: Dean Iwanuscha  
Seconded by: Rodney Jones

*elected as Director of Surf Sports for the 2018/2019 season*

#### **8.1.6 DIRECTOR OF PROPERTY AND AMENITIES**

One (1) nomination received

William Catlin  
Proposed by: Norman Mavor  
Seconded by: Graham Lee

*elected as Director of Property and Amenities for the 2018/2019 season*

#### **8.1.7 DIRECTOR OF FINANCE**

No nomination received

*elected as Director of Finance for the 2018/2019 season*

#### **8.1.8 DIRECTOR OF JUNIOR ACTIVITIES**

Please note that Vaughn Thomas was recommended as Director of Junior Activities at the Junior Activity Committee's AGM held on the 25<sup>th</sup> March 2018 - to be ratified:

*Vaughn Thomas to be ratified as Director of Junior Activities for the 2018/2019 season*

#### **8.1.9 NOMINEE FROM THE TWEED HEADS AND COOLANGATTA SURF LIFE SAVING SUPPORTERS ASSOCIATION**

No nominations received; nominations are to be taken from the floor:

*elected as Nominee from the Tweed Heads and Coolangatta Surf Life Saving Supporters Association for the 2018/2019 season*

### **8.2 OTHER OFFICERS**

#### **8.2.1 PATROL COORDINATOR**

One (1) nomination received:

Dean Iwanuscha  
Proposed by: Christopher Forbes  
Seconded by: Leah Jones

*elected as Patrol Coordinator for the 2018/2019 season*

#### **8.2.2 CHIEF TRAINING OFFICER**

One (1) nomination received:

Robert Walters  
Proposed by: Daren Healey  
Seconded by: Warren Scotman

*elected as Chief Training Officer for the 2018/2019 season*

#### **8.2.3 DEPUTY TRAINING OFFICER**

One (1) nomination received:

Daren Healey

Proposed by: Robert Walters  
Seconded by: Warren Scotman

*elected as Deputy Training Officer for the 2018/2019 season*

#### **8.2.4 IRB CAPTAIN**

One (1) nomination received:

Robert Walters  
Proposed by: Daren Healey  
Seconded by: Warren Scotman

*elected as IRB Captain for the 2018/2019 season*

#### **8.2.5 GEAR STEWARD**

No nominations received; nominations are to be taken from the floor:

*elected as Gear Steward for the 2018/2019 season*

#### **8.2.6 FIRST AID OFFICER**

No nominations received; nominations are to be taken from the floor:

*elected as First Aid Officer for the 2018/2019 season*

#### **8.2.7 TEAM MANAGER SURF SPORT**

One (1) nomination received:

Rodney Jones  
Proposed by: Leah Jones  
Seconded by: Christopher Forbes

*elected as Team Manager Surf Sport for the 2018/2019 season*

#### **8.2.8 YOUTH DEVELOPMENT OFFICER**

One (1) nomination received:

Cassandra Taylor  
Proposed by: Jy Taylor  
Seconded by: Warren Scotman

*elected as Youth Development Officer for the 2018/2019 season*

#### **8.2.9 MEMBERSHIP OFFICER**

No nominations received; nominations are to be taken from the floor:

*elected as membership Officer for the 2018/2019 season*

#### **8.2.10 PUBLICITY MEDIA OFFICER**

No nominations received; nominations are to be taken from the floor:

*elected as Publicity Media Officer for the 2018/2019 season*

**8.2.11 EVENT / SOCIAL COORDINATOR**

No nominations received; nominations are to be taken from the floor:

*elected as Event / Social Coordinator for the 2018/2019 season*

**8.2.12 SURF SWIM CAPTAIN**

No nominations received; nominations are to be taken from the floor:

*elected as Surf Swim Captain for the 2018/2019 season*

**8.2.13 BEACH CAPTAIN**

No nominations received; nominations are to be taken from the floor:

*elected as Beach Captain for the 2018/2019 season*

**8.2.14 SURF BOAT CAPTAIN**

No nominations received; nominations are to be taken from the floor:

*elected as Surf Boat Captain for the 2018/2019 season*

**8.2.15 BOARD & SKI CAPTAIN**

One (1) nominations received:

Paul Saffigna  
Proposed by: Carl Cormack  
Seconded by: Dominic Cormack

*elected as Board & Ski Captain for the 2018/2019 season*

**8.2.16 BOARD RIDING CAPTAIN**

No nominations received; nominations are to be taken from the floor:

*elected as Board Riding Captain for the 2018/2019 season*

**8.2.17 SURF / POOL RESCUE CAPTAIN**

No nominations received; nominations are to be taken from the floor:

*elected as Surf / Pool Rescue Captain for the 2018/2019 season*

**8.2.18 ASSISTANT PROPERTY & AMENITIES**

One (1) nomination received:

Anthony Hillery  
Proposed by: Rodney Jones  
Seconded by: Norman Mavor

*elected as Assistant Property & Amenities for the 2018/2019 season*

**8.2.19 BUILDING DEVELOPMENT COORDINATOR**

No nominations received; nominations are to be taken from the floor:

*elected as Building Development Coordinator the 2018/2019 season*

### 8.2.20 GRIEVANCE OFFICER

No nominations received; nominations are to be taken from the floor:

*elected as Grievance Officer for the 2018/2019 season*

### 8.2.21 PREPRESENTATIVE OF THE TH&CSLSS ASSOCIATION FOR THE FINANCE AND AUDIT COMMITTEE

No nominations received; nominations are to be taken from the floor:

*elected as representative for the Finance Committee for the 2018/2019 season*

### 8.2.22 PREPRESENTATIVE OF THE TH&CSLSS ASSOCIATION FOR THE BUILDING DEVELOPMENT COMMITTEE

No nominations received; nominations are to be taken from the floor:

*elected as representative for the Building Committee for the 2018/2019 season*

## 8.3 APPOINTED / HONORARY POSITIONS

The Club Board of Management shall appoint (by invitation) at the Annual General Meeting for the ensuing season year;

### 8.3.1 CLUB PATRON – Alan Hickling appointed Club Patron for life at the 2012/13 A.G.M.

### 8.3.2 CLUB AUDITOR

### 8.3.3 HONORARY CLUB SOLICITOR

### 8.3.4 HONORARY CLUB DOCTOR

## 8.4 COMMITTEES

### 8.4.1 LIFE SAVING COMMITTEE

- a) The Life Saving Committee shall comprise the Director of Surf Life Saving (Chairman), Patrol Coordinator (Deputy Chairman), Chief Training Officer, IRB Captain, First Aid Officer and Gear Steward.
- b) It shall be responsible for:
  - (i) maintaining and improving lifesaving patrols and services;
  - (ii) co-ordinating the training, instructional and proficiency programs for members;
  - (iii) disseminating lifesaving information to all patrol teams/groups;
  - (iv) dealing with matters referred to it from the Club;
  - (v) making recommendations relating to lifesaving to the Club Board of Management;
  - (vi) preparation of detailed annual budget of all operational costs and equipment purchases for the forthcoming season

Position	Nominee
Director of Surf Life Saving (Chairman)	
Patrol Coordinator (Deputy Chairman)	
Chief Training Officer	
IRB Captain	
First Aid Officer	
Gear Steward	

### 8.4.2 SURF SPORTS COMMITTEE

- a) The Surf Sports Committee shall comprise of Director of Surf Sports (Chairman), Team Manager (Deputy Chairman), Surf Swim Captain, Beach Captain, Board & Ski Captain, Surf Boat Captain, Surf/Pool Rescue Captain, IRB Captain and JAC Rep.
- b) It shall be responsible for:
  - (i) promoting involvement in surf sports activities;

- (ii) co-ordinating of competition at surf sports carnivals/events for members;
- (iii) dealing with matters referred to it from the Club Board of Management;
- (iv) making recommendations related to surf sports to the Club Board of Management;
- (v) preparation of detailed annual budget of all operational costs, training, touring and equipment purchases for the forthcoming season

Position	Nominee
Director of Surf Sports (Chairman)	
Team Manager (Deputy Chairman)	
Surf Swim Captain	
Beach Captain	
Board & Ski Captain	
Surf Boat Captain	
Surf / Pool Rescue Captain	
IRB Captain	
JAC Rep	

#### 8.4.3 MEMBERSHIP SERVICES COMMITTEE

- a) The Membership Services Committee shall comprise of the Secretary (Chairman), Director of Junior Activities, Membership Officer, Education Officer, Youth Development Officer, Publicity Media Officer.
- b) It shall be responsible for:
  - (i) promoting involvement in membership service activities;
  - (ii) co-ordinating and communicating all related membership information and notification requirements;
  - (iii) dealing with matters referred to it from the Club Board of Management
  - (iv) making recommendations related to membership services to the Club Board of Management;
  - (v) preparation of detailed annual budget of all operational costs for the forthcoming season

Position	Nominee
Secretary (Chairman)	
Director of Junior Activities	
Membership Officer	
Education Officer	
Youth Development Officer	
Publicity Media officer	

#### 8.4.4 FINANCE AND AUDIT COMMITTEE

- a) The Finance and Audit Committee shall comprise of the Director of Finance (Chairman), Deputy President, Directory of Property and Amenities, Events/Social Coordinator and a representative of the TH&CSLSS Association
- b) It shall be responsible for:
  - (i) the management and co-ordination of property, assets, fund raising events, merchandising activities;
  - (ii) dealing with matters referred to it from the Club Board of Management;
  - (iii) assess all budgets submitted by all Committees and provide commentary to each Committees on available funds to enable finalisation for submission to the Club Board of Management;
  - (iv) making recommendations related to all expenditure from the Life Saving, Surf Sports, Membership, Surf Sports Selection, Junior Activities, Building and or any other Committee to the Club Board of Management;

Position	Nominee
Director of Finance (Chairman)	
Deputy President	
Director of Properties & Amenities	
Events / Social Coordinator	
Representative of the TH&CSLSS Association	

#### 8.4.5 JUNIOR ACTIVITIES COMMITTEE

- a) The JAC Committee shall comprise of the Director of Junior Activities (Chairman), Deputy President Junior Activities, Secretary, Treasurer, Registrar, Awards Officer, Education Officer, Water Safety Officer, Team Manager, Gear Steward and Officials Rep.
- b) It shall be responsible for:
  - (i) the conduct and co-ordination of all matters relating to Junior Activities;
  - (ii) providing for Junior members an educational experience in a wide range of subject and skills within the aquatic/marine environment;
  - (iii) preparing Junior members for their eventual transition to the marine and patrol environment of the Senior movement;
  - (iv) participating in such junior activities;
  - (v) preparation of detailed annual budget of all operational costs for the forthcoming season
- c) Be represented on the Club Board of Management by the Director of Junior Activities.

Position	Nominee
President	Vaughn Thomas
Deputy President	Glenn Turner
Secretary	Katherine Rogers
Treasurer	Tracey Norris
Registrar	
Awards Officer	
Education Officer	
Water Safety Officer	Darren Free
Team Manager	Vaughn Thomas
Gear Steward	Karl Muggerridge

The Junior Activities Committee was determined at the Junior Activities Annual General Meeting held on the 5th of March 2017. Club to endorse on the provision of members fulfilling Surf Life Saving Queensland and Surf Life Saving Australia requirements.

#### 8.4.6 JUDICIARY COMMITTEE

- a) The Judiciary Committee shall be appointed by the Club Board of Management (based on past and relevant experience) on an as needed basis and shall comprise a Chairman, a secretary (who shall keep records of findings and decisions) and three (3) SLSA Bronze Medallion holder members. It shall function in accordance with the Rules of Procedure attached to the By-Laws as Appendix "A" and act on matters referred to it under the Constitution Clauses 14, 15 and 16.  
Note: Club Board of Management Directors cannot be members of the Judiciary Committee.

#### 8.4.7 SURF SPORTS SELECTION COMMITTEE

- a) The Surf Sports Selection Committee shall comprise of the Director of Surf Sports (Chairman), Director of Finance, Deputy President, Team Manager, Youth Development Officer.
- b) It shall be responsible for:
  - (i) the selection of competition teams to carnivals/events;
  - (ii) responsible for the coordination of fund raising activities for State, Australian and International touring
  - (ii) the Team Manager is responsible for the notification of team selection/s;
  - (iii) preparation of annual budget of all touring costs for the forthcoming season.

Position	Nominee
Director of Surf Sports (Chairman)	
Director of Finance	
Deputy President	
Team Manager	
Youth Development Officer	



#### 8.4.8 LIFE MEMBERSHIP COMMITTEE

- a) The Life Membership Committee shall comprise of (3) three appointed Life Members of the Club, by the Club Board of Management.
- b) It shall be responsible for:
- (i) the review and history checking of all nominations for life membership;
  - (ii) report in writing of its findings to the Club Board of Management of its recommendation for consideration of one Life Membership for approval by the Club Board of Management should they see fit;
  - (iii) appointees may only sit on the committee for a period of three consecutive years before a new nominee to be appointed by the Club Board of Management. At least one appointee must be replaced annually

#### 8.4.9 BUILDING DEVELOPMENT COMMITTEE

- a) The Building Development Committee shall comprise of the Director of Property & Amenities (Chairman), Director of Finance, Building & Development Officer, representative of the TH&CSLSS Association and a Club Member who has extensive design, development and construction experience as nominated by the Club Board of Management.
- b) It shall be responsible for the major building activities associated with the property when the designated authority has been issued by the Club Board of Management after approval by the Members at a General Meeting.

Position	Nominee
Director of Property and Amenities (Chairman)	
Director of Finance	
Building & Development Officer	
Representative of the TH&CSLSS Association	
Club Member nominated by Club Board of Management as per 8.4.9 a)	

### 9. BOARDS & SUBCOMMITTEES

#### 9.1 BOARD OF MANAGEMENT

Position	Nominee
President	
Deputy President	
Secretary	
Director of Surf Life Saving	
Director of Surf Sports	
Director of Junior Activities	
Director of Property and Amenities	
Director of Finance	
Nominee from Tweed Heads and Coolangatta Surf Life Saving Supporters Association	

#### 9.2 JUNIOR ACTIVITIES SUBCOMMITTEE

Position	Nominee
<i>Committee Positions</i>	
President	Vaughn Thomas
Deputy President	Glenn Turner
Secretary	Katherine Rogers
Treasurer	Tracey Norris
Registrar	
Awards Officer	
Education Officer	
Water safety Coordinator	
Team Manger 11s – U15s	Vaughn Thomas
Gear Steward	Karl Muggerridge

<i>Non Committee Positions</i>	
Assistant Secretary	Sharyn Haag
Assistant Gear Steward	Bradley O'Rourke
Recruitment Coordinator	Kylie Kane
Marketing/Sponsorship/ Fundraising	Sharyn Haag, Melissa Andrews
200 Club Coordinators	Lara Hickling, Cara Haslop & Allison Sands
Officials Coordinator	Darren Boucher
Presentation Day Coordinators	Allison Sands & Joanne Cronk
Facebook Coordinator	Sharon Leaney
Social Media Team App	Cara Haslop
Social Media Instagram	Caitlin Free & Lauren Free
Attendance Sheets / Club Points	Isabelle Muggeridge & Kellie O'Donnell
Team Manger U11s – U15s	Vaughn Thomas
Team Manager U8s – U10s	Sharyn Haag
Carnival Registrar	Sharnie Tom & Isabelle Muggeridge
U/6 Age Manager	Vacant
U/7 Age Managers	Paul Haslop & Lisa Baxter
U/8 Age Manager	Sharyn Haag
U/9 Age Manager	Katherine Rogers
U/10 Age Manager	Kerri Turner
U/11 Age Manager	Carmen Sullivan
U/12 Age Manager	Sharnie Tom
U/13 Age Manager	Karl Muggeridge
U/14 Age Manager	Craig Hickling
U/15 Age Manager	Tracey Norris
U/6 Assistant Age Manager	Leanne Kippax
U/7 Assistant Age Managers	Dane Peters & Caitlin Free
U/8 Assistant Age Manager	Vacant
U/9 Assistant Age Managers	Melissa Thomson
U/10 Assistant Age Managers	Isabelle Muggeridge & Ryan Haley
U/11 Assistant Age Manager	Shane Anderson, Lauren Free, Mitchell Kennedy & Matthew McPhee
U/12 Assistant Age Manager	Yancy Norris, Anne Hodgekiss, Jake Sands & Hughie Thomas
U/13 Assistant Age Manager	Matthew Sands, Kane Haley, Jayden O'Rourke & Nicholas Ratcliff
U/14 Assistant Age Manager	James Sullivan & Jordyn Fuller
U/15 Assistant Age Manager	Darren Boucher
Uniform Convenor	Tara Thomas
Assistant Uniform Convenors	Sharyn Haag, Melissa Thomson, Allison Sands & Melinda Costello
Beach Set Up	Steven O'Neill
BBQ Convenor	Donna Crawford

### 9.3 "OLD BOYS" COMMITTEE

Position	Nominee
President	Christopher Hillery
Secretary	Peter Hargrave
Treasurer	Phillip Hillery
Committee Member	Anthony Hillery
Committee Member	Mark Hryczyszyn
Committee Member	Colin Shambrook

### 9.4

**MOTION: THAT THE OFFICERS, BOARDS, COMMITTEES AND SUBCOMMITTEES OF THE TH&C SLSC BE ENDORSED FOR THE 2018/2019 SEASON SUBJECT TO MEETING 2018/2019 SURF LIFE SAVING QUEENSLAND AND SURF LIFE SAVING AUSTRALA REQUIREMENTS:**

MOVED	SECONDED	

**10. ELECTION OF HONORARY LIFE MEMBERS**

10.1 One (1) nomination.

**MOTION: THAT BE GRANTED HONORARY LIFE MEMBERSHIP OF TWEED HEADS & COOLANGATTA SURF LIFE SAVING CLUB**

MOVED	SECONDED	

**11. AFFILIATION**

**MOTION: TWEED HEADS & COOLANGATTA SURF LIFE SAVING CLUB FORMALLY AFFILIATE WITH POINT DANGER BRANCH, SURF LIFE SAVING QUEENSLAND AND SURF LIFE SAVING AUSTRALIA LTD AND FURTHER THAT THE CLUB AGREES TO ABIDE BY THE CONSTITUTIONS, RULES & REGULATIONS, POLICIES, AND RESOLUTIONS TOGETHER WITH THE AWARDS AND EQUIPMENT OF THE BRANCH, SURF LIFE SAVING QUEENSLAND AND SURF LIFE SAVING AUSTRALIA.**

MOVED	SECONDED	

**MOTION: TWEED HEADS & COOLANGATTA SURF LIFE SAVING CLUB RECOGNISE THEIR AFFILIATION WITH THE TWEED HEADS & COOLANGATTA SURF LIFE SAVINGS SUPPORTERS CLUB.**

MOVED	SECONDED	

**12. NOTICES OF MOTIONS**

12.1 - **Motion 1:** That the Name of Association as it appears at paragraph one of the Constitution ie. **'Tweed Heads and Coolangatta Surf Life Saving Club Incorporated'**, is to be used for all official correspondence and documentation including; The Certificate of Incorporation, ABN, and Registration with ACNC as a not for profit charity.

**Alternatives** – TWEED HEADS AND COOLANGATTA S.L.S.C. INC  
– TWEED HEADS & COOLANGATTA SURF LIFE SAVING CLUB INC.

PROPOSER	SECONDER	
Christopher Forbes	Rodney Jones	

12.2 - **Motion 2:** That sub paragraph 6.9 b) (ii) of the By-laws be amended to **allow the Life Membership Committee to recommend a maximum of two members for Life Membership each year for approval by the Board of Management and be voted on by members at the AGM.** In addition to this amendment, include another sub paragraph stating that; **all nominations for Life membership are to be submitted to the Secretary no later than 31 January each year.**

PROPOSER	SECONDER	
Rodney Jones	David Fuller	

12.3 - **Motion 3:** That the Membership Year as per the Definitions at paragraph 2.1 of the Constitution, be changed from the period between 1 July and 30 June the following year to the new period between 1 October and 30 September the following year, effective immediately.

PROPOSER	SECONDER	
Christopher Forbes	Rodney Jones	

12.4 - **Motion 4:** “That the constitution be amended so that the term of office for the Directors comprising the Board of Management be increased from one year to two years. Election of Directors at the Annual General meetings then be limited to 50% of the Board of Management thereby ensuring that 50% membership of the BOM will remain unchanged at each AGM. Each Directorship position will therefore have a tenure of two years.

If agreed, it is proposed that this change of tenure commence at the 2019 AGM with the positions of President, Secretary, Director of Surf Sports and Director of Properties and Amenities to be elected for a two year term and every odd year thereafter. The positions of Deputy President, Director of Life Saving, Director of Finance and Director of Junior Activities will be elected for one year at the 2019 AGM and then in 2020 commence a two year term with elections every even year thereafter.

<b>PROPOSER</b>	<b>SECONDER</b>	
David Peate	Anthony Hillery	

### **13. GENERAL BUSINESS**

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Meeting Closed:



