



KAREKARE SURF LIFESAVING CLUB EXECUTIVE MANAGEMENT COMMITTEE MINUTES
Thursday 21 September 2023 at Karekare Surf Club, 7pm

In Attendance: Chrissie Sidwell, Matt Wade, Fraser Harvey, Esha Wade (guest), David Munro and Andy Shaw via zoom, Teresa Harvey (Administrator)

Apologies: Sarah Stone, Mark Chaafe

Meeting Open: 7.04pm

Acceptance of apologies:

1st: Chrissie Sidwell

2nd: Matt Wade

All in favour

Conflict of Interest: Nil

- Minutes approved from previous meeting:

1st: Andy Shaw

2nd: Matt Wade

All in favour

CHAIRS WELCOME:

Chrissie Sidwell welcomed the EMC and our guest Esha Wade. Pleased to be part of the team and is keen to change the culture of the club and the Valley and to encourage new members to feel welcome in the club. The EMC would like an invitation sent to Bob Harvey as our club Patron to attend meetings as the club values his vast knowledge and experience.

Constitution and SLSNZ AGM:

It is unusual to have life members voting at a meeting, it is not best practice and we are the only club that we are aware of that allows this. All members can attend a club meeting. There will be an opportunity to change this in the new constitution.

Mark is representing Karekare at SLSNZ AGM this weekend in Wellington and also attending the Chairs forum workshop. One of the agenda items is discussing what is happening with the constitution and where they are at with the legal work for bringing the constitution up to date to meet the new charities regulations. The other area is whether under the current constitution our process around disciplinary

and removing a member is fit for purpose. The current process in our constitution was explained to new EMC members.

Grace Munro has also expressed an interest in the being part of the finance team and Andy has spoken to a Junior Surf Dad who is also keen. They do not necessarily need to attend meetings and these roles can be non-voting position.

REPORTS:

- **FINANCE Update**

All financial reports were emailed to EMC members earlier in the week. The budget vs actual, P&L, and balance sheet.

Note in the budget vs actual there is a figure of \$23K that was not budgeted for. This is the generator purchase; the funds came in to the 22-23 finances but we did not manage to spend it before the new financial year. We will move this to Assets in due course.

Grants other, this is the funds that Andy and Teresa applied for through DIA lotteries grant. They contacted the club saying there was a small fund of \$50K remaining for volunteer organisations who had been impacted by the cyclone to cover resources and hours that volunteers had given up during the recovery phase. The fund was closing that week so Andy and Teresa prepared the documentation based on fuel expenditure, vehicles used, volunteer hours for supporting the club eg. digging out around the clubhouse. We will be required to produce a report on this at the end of the financial year and show how this money was spent. Part of the claim was for wetsuit items, the club needs to work out how we will treat these. Vouchers could be purchased for members and also used for prizes for events.

Teresa to email DIA to request information on how we treat these from a financial point of view.

Fraser and Andy met with Steve Fisher and Chris Emmett as we were turned down under CGF for the new Canam. The club was not happy as the state of both our vehicles are not adequate for patrolling so we requested a meeting. They took on board what we were saying, Steve Fisher subsequently visited the beach to discuss the 10:20 projects and saw in person the vehicles and could see the deteriorated state of them. They are going to come back to the club in 1.5 weeks. Indications are they have a contingency fund in CGF they may be able to come up with \$20K and the club would look at what we could get for the trade-in on one of our vehicles. As both need replacing we could put an application together for the Trusts or Trillion Trust as both like to give grants for equipment.

RESOLUTION:

Move to apply to The Trusts Community Foundation for a piece of essential lifesaving equipment eg. Canam vehicle up to a maximum value of \$28,000:

1st: Andy Shaw

2nd: Matt Wade

All in favour

RESOLUTION:

Move to apply to The Trillion Trust for a piece of essential lifesaving equipment eg. Canam vehicle up to a maximum value of \$28,000:

1st: Fraser Harvey

2nd: Chrissie Sidwell

All in favour

Canams were recommended as they are more plastic so fewer rust issues. Piha SLSC has been using them for several years and find they are more durable in the harsh west coast conditions. Teresa and Andy to work on these applications.

Teresa has invoiced the Trust for our naming rights 2023 invoice for \$10,000 this week.

The CGF claims were completed for July and August 2023 to the amount of \$14,793.41.

- **BUILDING REPORT – BOOKINGS, FITOUT**

Cyclone Repairs:

The club has communicated with the Reflections waste water Engineer over the damage to the dripper lines. He understands we have limited options over where the lines go and he was not aware it was only sand that fell down from behind the club. He is going to meet up with the Geotech Engineer to look at the site and work out the best plan for repair.

Teresa to follow up with Geotech and Reflections waste water engineer

An update was given on where we are with the insurance claim for the cyclone repairs. Teresa has followed up with Kenneth Lim from NR again to make sure the insurance claim is being processed.

Future work needs to be completed on mitigation of the sand coming down the back of the building again. MPM are going to come up with some options

Bridge repair:

MPM project proposal has been received. We have ended up going full circle with Council staff and this is now being handled by Stephen Bell again who is familiar with the bridge and our project.

Costs to repair the current bridge up to standard would be approximately \$120K. The other option is a new bridge which would be at least \$240K.

An explanation about the options was given including whether we would require a resource consent for this work.

There may be some money through Council to support West Coast clubs following cyclone damage. Matt Williams is working on this.

For the club the best option would be Ezra comes and removes the old bridge. We do need some urgent attention on this as accessing the beach through the stream at the moment is near impossible, however we know the Council does not move at a fast pace.

Cassidy's were visiting the club on 07 September for building WOF – Teresa to follow up on outcomes.

Generator:

Generator has been delivered to engineer fabricator. *It is the 30KVA generator we ordered, it is big at 2mx 1m high and weighs 1000kg without fuel in it. We are looking at some serious heavy duty castor wheels in order to move it, looks like we may need up to 6 people to move it out the doors safely. There are some hazards around it and it needs careful consideration on how it is handled.*

The club will look at options for storage, this may include sectioning off a part of the basement with suitable ventilation to run the generator so it does not have to be moved.

At this stage with the bridge out we are not sure how to get it delivered as it may need a Hiab truck.

Matt has documentation regarding the maintenance and running of the generator

Future bookings:

We have a group of 60 at the club on Friday 22 September – International Graphic designers and the council has 3 meetings booked for the cyclone recovery. We have received an inquiry for a wedding in February next year and the local yoga continues. Susie is reaching out to previous clients to let them know we are back up and running again following the cyclone.

Club fitout:

Once the bridge damage is sorted, we will then look at those additional items like the fishing station, outdoor shower etc.

- **PRESIDENT Update**

The president has a new knee, pleased to have the confidence of the membership for renewal of the position as President and looking forward to a good season.

- **LIFESAVING Update**

We've been given the list of equipment granted through CGF for the coming season.

We have a few other members who have expressed an interest in training on the RWC. They've started working on their pre-requisites and there is a training induction day coming up that they may be able to attend.

SAR's review:

An explanation was given about the difference between the SAR's team and the callout squad. An explanation of the two different types of teams needs to go in the next Cauldron newsletter for the members so they understand it better.

We still have a number of members that are not interested in completing the training for SAR's but are happy to respond as part of the callout squad.

Members who are attending as SAR's members need to follow the MOU the club has signed.

The SAR's team is not its own identity, it is part of the Karekare Surf Club. All communications involving the SAR's team needs to still run through the club Administrator or cc in the club. Fraser approached Alan Mundy after the cyclone and made it clear that all communications relating to SAR's needs to come through the club admin or at least be cc'd, although this still does not seem to be happening. Andy to follow up with Allan Mundy to discuss the SAR's team at Karekare and communications.

Need to approach NR for some support for the SAR's operation if we cannot find a coordinator for the team. We could move away from having a SAR's team and just return to a callout squad. There is a lot of risk around this and no one understands it properly.

Teresa to contact NR SAR's representative to make sure the club is aware of any SAR's communications.

A communication in the next Cauldron to explain to members the difference between the two squads.

Coastal Safety report:

This was reviewed by Matt and Fraser. It was amended slightly and is a living document. The club is still concerned that this is being shared with Councils etc. Fraser asked is this being gathered for a needs-based funding, the answer was no at this stage. We also need to remind members the importance of putting in accurate information as the reports are only as good as the information, we put in.

Andy is on Advisory Board with Steve Fisher. Very clear that there is a big piece of work around the needs-based funding around the country, he wants input from clubs on this. We are now just dealing with one organization which simplifies things.

Fraser has RSVP'd to attend the lifesaving workshop and breakfast and plans on taking a group of younger members to help encourage leadership in our young members. Fraser is also working on the CSOP's.

There was a discussion regarding PLS rate for clubs being out of date. NR received additional funding this season but the money clubs are receiving did not increase much. This needs to be reviewed next season.

Patrol roster:

The club received a communication from Shalema regarding concerns about patrol numbers in patrol 3 for the coming season.

A discussion was had about this and the reasons why patrol members were moved to ensure we had a good spread of skills across all patrols and that we could operate 5 patrols as the feedback from members was, they all wanted five patrols.

Some members of patrol 3 have been spoken to and they have assured the club they are committed to the club and patrolling this season. Lance Hammond has also said he would be willing to come and do some patrolling again to help out. If there are any dates when the patrol is light we will call for additional support by other lifesaving members. We have good support from our young lifeguards that like to attend other patrols and support their friends. They are good at filling gaps in patrols too.

Chrissie and Teresa to write a response to Shalema.

We have had expressions from other clubs to come and support Karekare for patrolling for this coming season. Bethells, Orewa and Red beach are keen to bring young guards to the beach and

patrol. If they wish to stayover they could, with permission from our PC on duty and they would need suitable adult supervision.

Teresa to write to those clubs and come up with a plan

Teresa and Fraser have completed the KPI's for the coming season and sent them to NR.

Road update, there is progress with AT they will give paid guards a letter that they can use to access Karekare on the road will be deemed as residents and will overcome employment issues.

Andy has had conversations with Zac Franich on how to support the club following the cyclone. NR are looking at events like Wahine on Water for IRB driving for women, and also considering a venue for Intermediate guard. Andy will follow up to see if they can support the club to host any of these.

- **JUNIOR SURF Update**

Dates for new season have been published on the calendar. We have 3 sessions before Xmas and 4 after. Mark Chaafe and Steve Hart will help out again and we have Callan Durbin offering to come on as an Instructor and Neil Grundy too. They have manuals ordered to support them with the training and Callan is attending the JS training day on Saturday 11 November. Ian Wade and John Rigby are enrolling their children so we can ask them to help out too.

Teresa will send our Junior Surf update information in the school newsletters when they return for term 4 and also to our database from the past seasons.

SPORTS UPDATE:

Nil to report

- **Health and Safety monthly review**

There is a meeting being hosted by Scott Weatherall for Child Protection workshop. Teresa and Chrissie plan on attending this next week. We can cut and paste if we need to update any of our policies.

- **Acceptance of reports**

1st: Fraser harvey

2nd: Matt Wade

All in favour

GENERAL BUSINESS:

Move to co-op Esha Wade on to the EMC as a committee member:

1st: David Munro

2nd: Fraser Harvey

All in favour

That now fills all the three committee positions available on the EMC. However, Fraser is happy to step into the Chair of Sports if necessary to allow space for one more vacancy for a committee member if need be.

Charge for club member events/parties:

There can be some discretion regarding this charge based on the amount a member or family contributes to the club. Cleaning costs would be additional.

First Aid Course:

Members enjoyed the first aid course last weekend. Question raised around stocking of Methoxyflurane and why we don't stock it. Should we given the remote location of Karekare carry it at the club. It is considerably expensive and it expires regularly. Only limited members have the pain relief module and this needs regular refreshing.

Teresa to find out more details and see if the local First Responder still carries it.

Media Liaison:

Matt Wade was contacted by a producer for the Sunday TV show. Started with a story on how lifesaving was going before cyclone. More of a thing around the challenges with recruitment. She wants to visit several times over the season and come out at Labour weekend. She is also talking to Bethells and other west coast beaches too. She is going to talk to Allan Mundy as well regarding the SARs side of lifesaving. Matt will communicate with our members to get a good spread on the beach when they are there for filming.

NR winding up:

Matt Williams finishes on 01October, he has been a great supporter to the club through our building project. Can we arrange a gift for Matt, a gift of our club wings in a frame. Teresa to arrange. Also, a thank you letter to Denise Bouvaird and Anthony Drake for their time and support. Teresa to do letters for them.

Chrisie thanked Andy for his expertise and relationship at the meeting with Steve Fisher and Matt Williams. Great for Steve Fisher to see our club and learn more about us.

Meeting closes: 9.13pm

ACTIONS:

Invite Sir Bob to future EMC meetings – done

Send an email to DIA for clarification on how to treat the funds following the cyclone – done

Teresa and Andy to work on the applications for TTCF and Trillion Trust for the Canam application

Teresa to email Geotech engineer and waste water engineer again to follow up if they can schedule time visit the club – done

Teresa to follow up with Cassidys about building inspection – done

Teresa to contact James Lea and find out local SAR's contact at NR – done

Teresa to put a communication in the next Cauldron about the two types of teams for callouts and SAR's.

Teresa to write to Bethells, Orewa and Red Beach about supporting patrols at Karekare this summer.

Andy to contact NR to see if we can host the Intermediate Guard or Wahine on the water for the coming season.

Teresa to find some information regarding the club carrying Methoxyflurane again- done

Teresa to arrange the club wings gift for Matt Williams and letters to Anthony and Denise- done