



**VIGILANCE AND
SERVICE**

apollo bay surf life saving club

62nd ANNUAL REPORT

Season 2013/2014

Annual Report and Balance Sheet to be
presented at the 62nd Annual General Meeting
and Election of Office Bearers

Presentation will occur at:

***The Apollo Bay SLSC Clubhouse
50 Great Ocean Road
Apollo Bay
Victoria, 3233***

Date: Saturday, 28th June 2014

Meeting will commence at 5pm

**To be followed by nibbles
and
Presentation of Club Awards**

AGENDA: 62nd ANNUAL GENERAL MEETING

1. Minutes of the 61st Annual General Meeting to be read & confirmed
2. Business arising out of the minutes from the 61st Annual General Meeting
3. Correspondence relating to the 62nd Annual General Meeting
4. Consideration and election of Honorary Life Members
5. Presentation of any proposed addition or alteration to the Club Rules
6. Presentation, consideration and adoption of the 62nd Annual Statement of Receipts and Expenditures
7. Presentation and consideration of the 62nd Annual Report
8. Election of Office Bearers for Season 2014/2015
9. General Business in relation to the 62nd Annual General Meeting

COMMITTEE POSITIONS VACANT AT 62nd AGM

The Following Executive positions become vacant at the 62nd AGM:

Vice President	2 year Term
Secretary	2 year Term
Club Captain	2 year Term
Building and Maintenance Director	2 year Term
Competition Director	2 year Term

The automatic office of the ABSLSC Committee consists of: **President, Vice President, Treasurer, Secretary, Social and Fundraising Director, Junior Association Director, Club Captain, Building and Maintenance Director, & Competition Captain** (The President will hold the casting vote if required)

SUB-COMMITTEES to:

Treasurer

- Membership Secretary

Building & Maintenance

- Bunk House Steward

Social & Fundraising

- Clothing Manager
- Bar Manager
- Club Newsletter (“Bombora”) Editor
- Club House Function Manager
- Special Events Manager
- Door Knock Co-ordinator

Club Captain

- Emergency Services Director
- Vice Club Captain
- Chief Instructor
- First Aid Officer
- Gear Steward
- Radio Officer
- Junior Members’ Representative

Competition Captain

- Boat Captain
- Swim Captain
- Beach Captain
- Board & Ski Captain

Junior Association Director

- Membership Secretary
- Social & Fundraising

Other Positions

- Club Registrar/Historian
- Grievance Officers (2 positions – 1 female & 1 male)

*All members are requested to note that in accordance with the Club Constitution, no nomination for office will be considered unless it is submitted on a nomination form **prior** to the Annual General Meeting. If any positions remain vacant, either within the Committee or any of the Sub-Committees, these positions will remain open until such time as they become filled.

COMMITTEE MEMBERS: 2013-2014

Executive Committee members:

President:	<i>Frank O'Rourke</i>
Vice-President:	<i>Darren Gill</i>
Secretary:	<i>Tracy McCabe</i>
Treasurer:	<i>Mark Kininmonth</i>
Club Captain:	<i>Ory Reid/Josh Cooper</i>
Social & Fundraising:	<i>Darren Hill</i>
Building & Maintenance:	<i>John Tallis</i>
Junior Association Directors:	<i>Fiona De Palma & Meg Miller</i>
Competition Captain:	<i>Suzie McBride</i>

Club Captain's Sub-committee:

Chief Instructor:	<i>Ory Reid</i>
Co-Vice Club Captain:	<i>Josh Cooper</i>
Co-Vice Club Captain:	<i>Matt Noseda</i>
Emergency Services Officer:	<i>Jake Cooper</i>
First Aid Officer:	<i>Alice Caddy</i>
Gear Steward:	<i>Jake Cooper & Tyson Matthews</i>
Radio Officer:	<i>Colin Cooper</i>
Junior Members' Representatives:	<i>Alice Caddy</i>

Social & Fundraising Sub-committee:

Sponsorship Co-coordinator:	<i>vacant</i>
Bar Manager(s):	<i>Darren Hill</i>
Clothing Manager:	<i>Melissa Potter</i>
Door Knock Co-ordinator:	<i>Anna Morton</i>

Building & Maintenance Sub-Committee:

Bunk House Stewards:	<i>Reid Irving-Craig</i>
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Competition Captain's Sub-committee:

Boat Captain:	<i>vacant</i>
Beach Captain:	<i>vacant</i>
Swim Captain:	<i>vacant</i>
Board/Ski Captain:	<i>vacant</i>

Junior Association Sub-committee:

Junior Association Membership:	<i>Karina Barrymore</i>
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Other positions:

State Centre Representative:	
Club Historian:	<i>Alan Holmes</i>
Membership Secretary:	<i>Karina Barrymore</i>

Club Registrar: *Karina Barrymore*
Bombora (Club Newsletter) Editor: *Thom Cookes*
Grievance Officers: *vacant*

2012 – 2013 SEASON AWARD RECIPIENTS:

- Best Club Member: - *Ory Reid*
- Best Individual Effort: - *Sue O'Rourke*
- Best New Member: - *Billey Bernet*
- Encouragement Award: - *Seth Jones*
- President's Awards: - *Anna Morton*
Michelle Fillmore
Melissa Potter
- Best Patrolling Member Award: - *Billey Bernet*
Ross Marriner
Jake Cooper
Josh Cooper
Alice Caddy
Michelle Fillmore
Fiona Royse
- Best Competitive Effort: - *Darren Minns*
- Life Membership - *Considered but no eligible recipients*

PRESIDENT'S REPORT

Another year has finished and it's time for presidents and committee members to again do their reports and present a snapshot of the year.

As I said last year, from my point of view, as a patrolling member and as a nipper parent, the major activities that I judge the success of the year on are our performance in patrolling our beach and the success of the Nipper program and our Bronze/SRC camp.

This year we had 72 members do 1628 hours of patrol as opposed to 75 members doing 2051 hours last year. This year we had 38 members doing 287 hours of Water Safety as opposed to 28 members doing 179 hours last year. Total numbers involved were 86 members this year as opposed to 80 last year.

So, this year we've significantly increased our participation in Water Safety, which is essentially Nipper Safety. This has been a great result and is a positive outcome of having some water safety assigned to age groups rather than just staying in the water the whole time.

Our total patrol hours have dropped although last year's figures were a little skewed by having some of our more dedicated younger members doing far more than their share and putting in huge number of hours.

Unfortunately we didn't manage not to miss a patrol. This was partly a result of the longer than usual patrol season conflicting with the football season as well as our internal communications not being as good as they could have been. There's some room for improvement next season and we've already started planning for that.

So, to the 86 members who did make the effort to Patrol or do Water Safety, You have my thanks and that of the Club. And to the others, let's see you on patrol next summer.

COMMITTEE

The committee has quite a variety of positions. Some I don't manage to utilise as well as I should but everyone gets to contribute a significant amount of their time behind the scenes to help keep the club running. No one goes around asking for thanks for the work that they do but don't ever underestimate the value of a word of thanks occasionally.

I'll cover just a few of the highlights and keep my report brief.

Building and Maintenance is a never ending task and John Tallis has managed to kick one big goal and we now have the first stage of our swipe card access system installed. It's been a long time coming and I've been looking forward to it.

Mark Kininmonth has stepped up to the plate and taken on the Treasurer's role without too much complaint. One of Mark's first milestones was to sort out our internet banking so that we have now streamlined our ability to pay our bills. Read Mark's report to get an insight into the work he has put in.

Ory Reid, as our Club Captain, has again put in many hours but has also actively looked after the Chief instructor's role after Chris Ward had to leave that role to become our District Officer. Ory has devolved some of his Club Captain role to Josh Cooper, due to study commitments, and I thank Josh for being kind enough to step up and take over.

Of course the people doing these volunteer roles can't be expected to do them forever and there are roles that our members must step up for if the club is to continue. So don't be shy.

So, to all my fellow committee members, on behalf of your club and myself, I say thank you. Your efforts are always much appreciated although it may not always seem that way.

NIPPERS

A highlight of the year is always the activities around our Nipper program. This year didn't disappoint and everything went well until we got to the day of the Western regionals- the only bad weather day during the whole program.

A highlight of this year's program was the enthusiastic support we had from Water Safety, particularly those associated with specific age groups. This worked well and we'll continue on with that.

Thanks should also go to Justine Birchall, one of our Age Managers with dual citizenship, being very involved with the Nipper program at Black Rock. Justine kindly ran an Officials Course so that we had enough genuine officials for the Western Regionals. Of course, they didn't eventuate, but now we have a good number of officials for next year.

COMPETITION

Following on from last year, Elyse Stewart and Elise Kavanagh again did the club proud in the state First Aid competition, coming first in the U17's and U19s as well as second in the Open Competition. They went on to represent Apollo Bay in the National Championships and finished 6th in the U17 competition which was a very impressive result

Unfortunately the Western Regionals, after much organisation, had to be cancelled due to the weather. Nevertheless we were able to field teams in the Junior State Championships and 16 competitors headed off to Warrnambool.

Next year's Junior Championships will again be at Warrnambool so start planning for that now.

VICE PRESIDENTS REPORT

Nil report tabled

SECRETARY'S REPORT

In my second year as secretary things have become a bit more familiar in regards to the workings and goings on within the surfclub. Unfortunately due to my own work and family commitments I often feel that it is difficult to perform the role of secretary to its full capacity and support Frank and the committee as well as I would like.

I would like to mention and thank a few people for their efforts over the summer to improve the appearance of the clubhouse interior. Simon Swingler and Michael McCabe in conjunction with Fiona DePalma and Julia Ciccarone, spent several days of their precious summer holidays painting and redecorating the clubhouse and giving it the beginnings of a well needed facelift. With the help and guidance of Allan Holmes, who has provided many of the photos and historical pieces that are displayed around the clubhouse, they were able to create both a visually interesting and appealing history of the club and its successes.

Thanks

Tracy McCabe

JUNIOR ASSOCIATION REPORT (NIPPERS)

Nil report tabled

CLUB CAPTAINS' /CHIEF INSTRUCTOR'S REPORT

It is with great sadness that I regretfully announce that this season past shall be my last as Club Captain, Due to increasing University commitments I am simply unable to find the time. Over the past three years as Club Captain, I have faced great challenges but I have also found it extremely rewarding and I would strongly encourage Club members to step up and help out where they can, whether this be by cooking a barbie or volunteering on the committee, we are a small club and the more of us who chip in and help out the smother we can run and the greater outcomes we can achieve. Of the long list of people I have to recognise and thank, the first and foremost is every single patrolling member who sat through rain hail and shine to make the beach patrols this year a possibility. Unfortunately having such small numbers of patrolling members, it means that some have are required to commit to more than their fair share of patrols, and to those who again went above and beyond I thank you for your significant commitment and assistance. No matter what role I play in the Club leading into the next season whether it be as a mentor or as a committee member, I shall be pushing for Life Saving Victoria to reduce the number of compulsory patrols we are required to complete.

I would also like to extend my gratitude to Frank O'Rourke who has once again put in countless hours to ensure that this club can stay functioning, in particular his behind the scenes work and also his commitment to Nippers and Beach patrolling. On that note I would like to thank every committee member for their contributions and hard work to keep this Club running.

I would like to recognise the outstanding work of the nipper co-ordinators Fiona and Megan and Sue O'Rourke, who together have done a fantastic job in running nippers and keeping so many little ones organised. The changes you have made to the running of nippers are by no means a small accomplishment and shall continue for years to come.

Last but most certainly not least I would like to give my many thanks to the clubs Vice Club Captain Josh Cooper for his enthusiasm and commitment throughout the season past, in particular for his help from February through to the end of the season in completing many of the Club Captains duties I was unable to do having moved to Melbourne and started university. I know that Josh will be a fantastic leader throughout the Clubs future. I now pass onto the Vice Club Captain Josh Cooper to say a few words about the last couple months of the patrolling season.

Thank you,
Ory Reid

First of all I would like to thank the other committee members for the many hours of their time they have put in for the club. It is only now that I am a bit more involved in the committee that I've realised just how much work they put in to keep the club running smoothly.

I also want to thank the members who did do their rostered patrols this season. Yet again there were some outstanding individual efforts without which the club would struggle to put on patrols at all. However as a club we still missed a small number of patrols and there were many days where the responsibility of keeping the beach safe was left to just two or three people.

Looking forward to next season, if anyone has any feedback or advice as to how we can get more people to attend their rostered patrols please let me know. I strongly encourage any parents of nippers and anyone else who is a member to get more involved in the patrolling side of the club, if you aren't already. It can be very enjoyable and rewarding if everyone gets on board.

Again, please don't hesitate to give me a call or send me an email if you have any thoughts about improving patrols or just want to get a little bit more involved in one of the most important areas of our club.

Thank you,
Josh Cooper

MEMBERSHIP REPORT

(12 months to June 2014)

	2014	2013	2012	2011	2010
Nippers	145	138	116	143	155
Cadets (13-15)	48	43	37	37	31
Active (15-18)	31	30	44	54	58
Active (18+)	31	32	44	48	56
Reserve Active	17	14	13	18	6
Associates	174	163	135	158	92
Life	15	14	14	15	17
Total	461	434	404	473	415

Source: Surfguard

Dear Members,

Another strong increase in demand for our nipper program, and flow-through to new family members, helped increase club memberships 6 per cent during the year, an extra 27 members, to 461.

Nipper members were up 7 to 145. However, enforcing our club policy of two associate members for each nipper family, underpinned our growing club community and support network with associate memberships at a new record high of 174 members.

Like many clubs throughout Australia, we continue to see a decline in young active members. Although we held ground this year in the 15-18 year olds, with 1 extra member, we lost a member in the 18-plus age group. Unfortunately we now have an all-time low for 18-plus members and as our statistics demonstrate, this has been a trend for several years.

The good news is our renewal and nipper registration process has finally been fully integrated over to the electronic system lifesavingonline. This year was the first time all renewals were processed this way. Feedback from members, however, still shows there is room for improvement. The electronic platform is difficult to navigate, especially for first time user. However, those members who had difficulty also reported that the Lifesavingonline help desk was able to talk them through most issues. Your patience and persistence meant, for the first time, this year's on-site club registration day ran quickly and smoothly.

For the second consecutive year, our club was fully compliant with Life Saving Victoria requirements for all adult members to have a current Working With Children Check linked through to LSV.

Please remember that annual memberships expire each year on June 30, so please jump on line now and renew early!

Best wishes

Karina Barrymore

Membership Secretary

COMPETITION CAPTAIN'S REPORT

We had a very successful season for 2013 /2014. Well done to all our Apollo Bay competitors who participated in any of these events.

2014 Australian Championships:

Elyse Stewart and Elise Kavanagh received 6th in the U17 First Aid Comp. Well done Girls.

2014 Victorian Championships-

Elyse Stewart and Elise Kavanagh received 2nd place in Open First Aid Elyse Stewart and Elise Kavanagh received 1st place in U19 First Aid Elyse Stewart and Elise Kavanagh received 1st place in U17 First Aid

2014 Victorian Jnr Championships- Warrnambool 8/3/14

There were no finalists at these championships but thank you to those who participated and represented our club.

Participants were: Hendrik Meehan, Callum Gorrie, Tilde Verhoeven, Sage Wolfenden, Lucca Hill, Charlotte Dolan, Olivia Tallis, Grace Gorrie, Denis Kinonmonth, Logan Ryder, Jack Hanger, Aidan O'Rourke, Patrick Jones, Thomas Tallis, Emily O'Rourke, Ruby Walters.

2014 Junior Western Regional Championships-Apollo Bay 10/1/14

Unfortunately the wind was blowing from the East, making the surf conditions extremely dangerous, therefore was cancelled.

2014 Club Championships to be announced at AGM.

It was a fun season over 2013/14, look forward to another great season in 2014/15.

Suzie McBride

FUNDRAISING REPORT

FUNDRAISING – CLOTHING MANAGERS REPORT

It was a good season for the clothing with some wonderful feedback about the new hoodies and track pants for the kids. The Nippers families once again supported the club by purchasing a lot of clothing each day. I am pleased to report that \$11685 was collected for stock sold over the season. The receipts for clothing purchased in the 2013 to 2014 season totalled \$22483 (the GST that can be claimed back has not been deducted here). The costs for some items are carried by the Surf Club, including the cost of shirts and sunhats for those doing Cadets/Bronze/SRC, and the Nipper Squad shirts (see below).

There is still sufficient stock in storage of kid's hoodies and track pants; teenage and adult sized lined red jackets and track pants; the adult blue shirt sleeved polo shirt; and Hi Vis pink vests. The new Jammers for the boys proved to be popular. Sales of bathers to the teenagers were well down. It may be necessary to remind all those patrolling members that they are required to wear club bathers. Some more bathers of certain sizes will need to be purchased to supplement the leftover stock.

The Nippers clothing provided in the bags came to a total of \$4330.50, for a sunhat and tee-shirt for every Nipper. The much appreciated sponsorship by the Bakery and Great Ocean Properties covered \$4000 of this. A massive thanks to Sally and Jane, Gary and Cate. The advertising provided with the logo printed on the back of the tee-shirts and on the bags (organised by Gary and provided at no cost to the club) has been an important part of the sponsorship deal. Unfortunately the company accidentally mucked up the image when the shirts were printed, and this damaged the name of GOP in the finished product. The company has apologised directly to Gary and Cate at GOP, and I am pleased to state that the company have recently contacted me to confirm a \$2000 credit to the club for the damage. I am hopeful that the positive relationship between the Bakery, Great Ocean Properties and the Surf Club will continue into the future.

A new addition to the Club Clothing was the "Nipper Squad" long sleeve polo shirt. Each age group leader and others with an important role in running the Nippers program was given a shirt. It is an expectation that they will use this shirt for the duration of their time in helping to run Nippers. About half of the shirts were given out, so there should be enough for any new comers in the 2014/2015 season. The decision to move to this new process reduced the extra cost in purchasing a new tee-shirt for every adult each year (previously to match the children's shirts) so it will save the club money in future years. The cost which the Surf Club carried for the shirts last season came to \$1239.

It is time for me to step out of the Clothing Manager role. I have enjoyed my time as Clothing Manager and thank the members of the club who have supported me throughout the last few years. Prior to the beginning of the next season, the new Clothing Manager will need to organise gear for the Cadets/SRC and Nippers. I have detailed information about the processes to follow and the company contacts to hand on to my replacement. It is a job that takes time but is very rewarding.

Thank you very much, Melissa Potter.

TREASURER'S REPORT

Before proceeding I would like to acknowledge and thank Chris Ward for his time spent as Treasurer whilst also acting as Head Instructor.

In order to get an idea of what was required in my report I have read the past 3 annual reports in depth. I have discovered in doing this that past Treasurers have experienced the same problems as I have, which inhibits their efficiency in carrying out the role.

As a result, I do not unfortunately have any completed audited accounts for this financial year. I took on the role in November 2013 and only received the file in order to keep track of the accounts in May 2014. Therefore the accounts for the May 2013 to April 2014 reporting period are still being inputted at the time of writing.

Ongoing problems & resolutions

Incomplete 'current' financials:

There was a large backlog of uncompleted accounts on hand over. The reason for this is mainly due to the club not employing/paying for the services of an accountant and relying on a large amount of work to be volunteered/provided FOC by a registered accountant. Therefore end of year financial deadlines have not been met and as a result the Surf Club do not have current financials to report to the ATO and Department of Justice. This has left us in the position potentially incurring large fines and we must ensure that this situation is not repeated in the future.

To rectify this serious problem I have:

- Employed a bookkeeper who will be paid for their services and will revise previous years financial reports to ensure that our ATO payments have been met to hopefully avoid fines and an audit. (We have received warning letters).
- Updated our accounting software. The account software is being moved over to Xero, a cloud based accounting software, for a \$10 a month subscription. This will ensure
 - i) an easier transition / continuity between changing Treasures
 - ii) Committee members can access the accounts prior to monthly meetings which would help with budgeting and decision making
 - iii) Reduce paper trail
 - iv) There is no disk/USB/hard drive to be lost, broken or go missing
 - v) Auditing accounts by an accountant or registered book keeper will be easier to facilitate as they can view accounts on the web

Slow payments / unpaid bills / invoicing

We are grateful to have accounts with local businesses. However we have often been too slow paying these accounts and our credit limit has sometimes been reached.

Therefore we have 'updated' our banking system with the Bendigo Bank, so that the Treasurer can approve payments, with the President, on line without having to countersign cheques.

I have also placed online an invoice template with another spreadsheet to get invoice numbers should any other member of the committee need to raise an invoice. Hopefully to speed up the process.

Financial details

What I am able to report from downloading our Bendigo Bank transactions is as follows:

Bendigo Bank Statement Acct. 633000 - 138833777

01 May 2013	\$65,473.05
30 April 2014	\$68,719.61
Increase	\$3,246.56

Bendigo Bank Term Deposit 3.8%

Term Deposit Acct

1/05/2013 \$59458.58

30/04/2014 \$61844.64

Interest \$2,386.06

Deposits over \$1500

7/01/2014	5361.85	DEPOSIT - CASH NRE YEARS & BAR
28/12/2013	5327	MERCHANT SETTLEMENT (Nippers registraions/clothing)
6/01/2014	4541.65	DEPOSIT - CASH DOOR KNOCK
30/12/2013	2510	DEPOSIT - CASH CLOTHING
26/06/2013	2200	DIRECT CREDIT LIFE SAVING VICT
15/11/2013	2150	DIRECT CREDIT APOLLO BAY COLLEGE
28/05/2013	2000	DIRECT LIFE SAVING VICTORIA
12/06/2013	2000	SPONSORSHIP GREAT OCEAN PROPERTIES
10/01/2014	1883.8	DEPOSIT - CASH BBQ
15/01/2014	1840	DEPOSIT - CASH CLOTHING
2/01/2014	1686	JAMIE PICKETT & FAMILY SELLING OF TOYS NY DONATION
30/05/2013	1500	BANK SPONSORSHIP #Chq:1 BENDIGO BANK??
18/03/2014	1438.2	\$2000 Level of sponsorship less money owing APOLLO BAY BAKERY

Thanks to major sponsors Apollo Bay Bakery and Great Ocean Properties Gary & Kate. Thank you to the Pickett family for fundraising opportunities and supporting the nipper evening.

Anderson Associates - thank for auditing our books 2012 - 13 year.

Thanks also to Darren & Yvette Hill, Suzie McBride and Michelle Fillmore, Frank and any other RSA's not mentioned, as bar and functions would appear as the biggest source of funds.

The door knock is still a major source of funds for an afternoon's effort (\$4541.65).

Donations were up on last year, however in 2009 just over \$8K was collected.

Grants would appear to be down.

As Treasurer my suggestions would be:

- Maybe looking into more sponsorship opportunities. The football club for example offer different levels of Sponsorship which gives many of local businesses the opportunity to offer sponsorship.
- Going back if possible and analysing what or if we did anything differently on the 2009 door knock. Did we advertise when the door knock was being held / have more volunteers? etc.

Debits over \$1500

15/05/2013	-1516.5	electricity
27/02/2014	-1642.53	APOLLO BAY IGA
12/01/2014	-1688.57	PAY ANYONE WBC611881 APOLLO BAY SURF LI 0074255228M AND T MC
11/02/2014	-1729.92	BILL PAYMENT BPAY TO: ORIGIN ENERGY 0062279284
13/05/2013	-1940.91	CHEQUE 569 1940.91 electricity
15/04/2014	-2374.43	LIFESAVINGAUSTRALI
6/12/2013	-2520	DISHWASHER
31/01/2014	-2588.1	PAY ANYONE CBA10040755 APOLLO BAY SURF LI 0074841469APOLLO BAY
19/04/2014	-3693	PAY ANYONE WBC178844 ID 243576 0077325999LIFE SAVIN
17/12/2013	-5300	NORTH CRON IRB BOAT
12/08/2013	-6148.19	CHEQUE 594 6148.19 CLOTHING
15/10/2013	-6329.69	CHEQUE 610 6329.69 CLOTHING
20/11/2013	-6601.41	CHEQUE 622 6601.41 INSURANCE
19/11/2013	-7717.43	CHEQUE 623 7717.43 CLOTHING

I have also included a Profit Loss for 2012-13 Year and Balance Sheet for reference and hope to have the 2013-14 shortly.

Regards,

Mark Kininmonth

BUILDING AND MAINTENANCE REPORT



**VIGILANCE AND
SERVICE**