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## Annual General Meeting Sunday 18<sup>th</sup> August 2024 Minutes

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1) **Welcome: - President - James Newell presenting meeting commenced 11am.**

2) **Present:**

Val Bristol	Esther Hayward	Jo Vigenser
James Newell	Cordell Hayward	Juan Coffey
Jan Newell	Matt Hay	Janelle Coffey
Andy Reid	Daniel Comp	Selwyn Baxter
Karyn Reid	Alanah Brown	Daniel Brown
Nicole Comp	Daniel Perkins	Shaun Libeau
Simon Badger	James Barron	Maddie Buchanan
Pippa Buchanan	Greta Cox	Craig Campain
Lisa Campain	Bex Sharratt	Phil Gilmore
Brendon Sharratt	Brooke Sharratt	Casey Sharratt
Claire Libeau	Noah Libeau	Nick Oscilowski
Alice Badger	Matthew Newel	

3) **Apologies:**

Glenn Wadsworth	Ian Townsend	Katelin Perkins
Darla Brewer	Bradley Newell	Jamie Newell
Laura Buchanan	Don Bull	Mya Comp
Nathan Fields	Angus Perkins	Della Brown

Moved:	Val Bristol
Seconded:	Danny Perkins

4) **Minutes of last meeting, AGM (Sunday 27<sup>th</sup> August 2023):**

These have been accepted as being correct.

Moved:	Esther Hayward
Seconded:	Val Bristol
Approved	

5) **President's report:**

**President's Report 2024 - Presented by James Newell**

Welcome everyone to the Annual General Meeting of the Wanganui Surf Lifeguard Service for the 2023-2024 season. It is my pleasure to present this report, reflecting on another year of growth, achievement, and dedication within our club.

**Club Growth and Development:**

Our club continues to thrive and expand. This season, we proudly welcome 2 new qualified guards who have completed their training and are now ready to join our patrols. Many of these new guards have progressed from our Nipper and Rookie programmes, underscoring the success of our developmental pathways.

We have also strengthened our team with:

- **9 new IRB Crewmen**, enhancing our emergency response capabilities.
- **4 guards** who attended the Intermediate Lifeguard School, advancing their skills.

- **1 guard** who participated in the National Lifeguard School, gaining valuable national experience.
- **1 new First Aider and 13 refreshed**, bolstering our medical response team.
- **8 new Patrol Captains**, ensuring effective leadership and operation of our patrols.

#### **Season Performance:**

This season, our dedicated lifeguards have collectively patrolled for nearly 3,000 hours, demonstrating exceptional commitment and vigilance. During this time, we performed 97 rescues, highlighting our ongoing dedication to ensuring the safety and well-being of beachgoers. These figures reflect not only our capacity to respond to emergencies but also the effectiveness of our training and operational protocols.

Our patrol season went smoothly, with favorable weather conditions allowing rookies ample opportunities to join patrols and gain valuable experience. This contributed significantly to their development and integration into our team.

The Nipper and Cadet programmes also had a very productive season. Our young participants began competing in regional carnivals and sports, performing admirably. These successes are a testament to the hard work and dedication of Daniel, Nicole, and the many active parents who support these programs. The end-of-year prize giving, held at the club, was a great success with strong attendance, celebrating the achievements of our Nippers and Cadets.

#### **Building Project Update:**

In addition to our patrol and training successes, I am excited to update you on our building project. Over the past year, the Building Committee has conducted valuable location and design workshops with our members, gathering crucial information for the design process.

We have previously submitted a business case to the Council's Long Term Plan and are pleased to announce that we have been approved for \$1 million towards the new building. Additionally, we have received an extraordinary \$1.25 million from Surf Life Saving New Zealand's Capital Projects Fund. This government fund is allocated to enhancing lifesaving facilities and represents a significant boost for our project.

Combining these funds with the \$59,000 spent on the feasibility report and the \$150,000 allocated for design and consenting, we have now raised a total of \$2.459 million for the new building.

The Building Committee, in collaboration with Veros Project Management Company, has requested tenders from five architecture firms for the concept and design process. After reviewing the submissions, Veros has recommended Duncan Sinclair of Black Pine Architects for the project. Duncan, known to many as a parent of one of our lifeguards and a dedicated volunteer with the building committee, brings a wealth of knowledge and experience in community projects.

The next steps involve the new board officially signing the engagement with Duncan Sinclair and beginning the concept design phase. We will be organizing design workshops with members over the coming months to gather further input and ensure the new building meets our needs and expectations. Please keep an eye out for these opportunities to get involved.

#### **Acknowledgements and Challenges:**

We extend our sincere gratitude to the Whanganui District Council for their ongoing support. We submitted a request for additional funds to support the living wage and align our wages with those from the Splash Centre and other beaches. Unfortunately,

we did not receive the full amount required, which led to a necessary reduction in our patrol days. Despite this challenge, we remain committed to maintaining the quality and effectiveness of our patrols.

**Conclusion:**

In closing, I want to express my heartfelt thanks to everyone involved with our club. Your dedication, hard work, and support have made this season a success. As we look forward to the coming year, I am confident that we will continue to build on our achievements and meet new challenges with the same enthusiasm and excellence. And finally thank you to our previous years committee.

Thank you.

**6) Financial report:**

**2023-24 End of year Financial statements presented on behalf of Matthew Newell**

The 2023-24 End of Year Financial Statement has been emailed to all members. For those who prefer a printed copy, some are available at this meeting. Please ensure they are shared around.

The financial statement for the period ending March 30, 2023, shows a surplus of **\$20,751**.

Our total revenue of **\$214,875** came from several sources:

- **\$112,619** from Council funding
- **\$49,293** from SLSNZ OPEX funding
- Nearly **\$40,000** in donations, including substantial contributions such as over **\$15,000** from JJ Roofing's "Running of the Balls" event, almost **\$8,000** from NZ Meadow Fresh, **\$5,500** from Tu Manawa Sport Whanganui, and donations over **\$1,000** from Artist Open Studios, Public Trust, Jacqui McGowan, and Cartel Media. We also received numerous donations from members during their membership renewals, which significantly support our junior surf programs and day-to-day expenses.

Please note that the End of Year accounts show **\$49,293** from the SLSNZ OPEX fund, but the OPEX financial year runs from July 1st to June 30th. This means these figures don't align perfectly with our budget. The approved OPEX budget for the last season was **\$62,250 + GST**, allocated as follows:

- **\$7,000** for insurance
- **\$5,000** for direct administration costs
- **\$6,500** for direct costs of lifesaving services
- **\$6,000** for lifeguard training
- **\$8,000** for repairs and maintenance
- **\$12,000** for minor gear and equipment
- **\$17,600** for major equipment

For those who may not be familiar, the OPEX funding is intended to ensure clubs are well-equipped to provide core lifesaving services. These funds are restricted to direct lifesaving and search and rescue (SAR) services and cannot be used for junior surf programs, sport, education, etc. As you can imagine, government funding comes with strict oversight and auditing processes, including annual equipment and account audits.

We now need to move to accept these 2023-24 End of Year Financial Statements as true and correct before we can submit them to the Incorporated Societies. I, Matt, move that these accounts be accepted by the Club.

Additionally, under general business, there will be a motion to change the financial year-end from March 31st to June 30th each year. This change will provide a clearer picture of our accounts annually.

Finally, I would like to extend a special thanks to Eve Coltman for stepping in as administrator over the summer while on maternity leave and doing an outstanding job. I am honoured to have been nominated again for the position, but unfortunately, I must step down from my roles as administrator and treasurer. Laurie and I are now living in Taupo, running our own construction company, and balancing life with a toddler and a newborn.

However, I am not leaving the club. I will continue my involvement on the building committee, working on our new club project.

Thank you

Moved:	Matthew Newell
Seconded:	Shaun Libeau
	Approved

#### 7) Election of Officers:

<b>Patron</b>	<b>Valerie Bristol</b>	MOVED:	<b>James Newell</b>
		SECONDED:	<b>Daniel Perkins</b>
<b>President</b>	<b>James Newell</b>	MOVED:	<b>Valerie Bristol</b>
		SECONDED:	<b>Ian Townsend</b>
<b>Vice President</b>	<b>Matthew Newell</b>	MOVED:	<b>Valerie Bristol</b>
		SECONDED:	<b>Ian Townsend</b>

#### 8) Election of positions on the Board of Directors:

<b>Chairman</b>	<del><b>Shaun Libeau</b></del> Declined	MOVED:	<del><b>Claire Libeau</b></del>
	<b>Simon Badger</b>	SECONDED:	<del><b>Bex Sharratt</b></del>
		MOVED:	<b>Alanah Brown</b>
		SECONDED:	<b>Daniel Brown</b>
<b>Treasurer</b>	<del><b>Matthew Newell</b></del> Declined	MOVED:	<del><b>Valerie Bristol</b></del>
	<b>Juan Coffey</b>	SECONDED:	<del><b>Ian Townsend</b></del>
		MOVED:	<b>Shaun Libeau</b>
		SECONDED:	<b>Bex Sharratt</b>
<b>Administrator</b>	<del><b>Matthew Newell</b></del> Declined	MOVED:	<del><b>Valerie Bristol</b></del>
	<b>Claire Libeau</b>	SECONDED:	<del><b>Ian Townsend</b></del>
		MOVED:	<b>Shaun Libeau</b>
		SECONDED:	<b>Bex Sharratt</b>
<b>Club Captain</b>	<b>Daniel Comp</b>	MOVED:	<b>Matthew Newell</b>
		SECONDED:	<b>Laurie Newell</b>
<b>Power Craft Officer</b>	<del><b>James Newell</b></del> Declined	MOVED:	<del><b>Daniel Perkins</b></del>
	<b>Nathan Field</b>	SECONDED:	<del><b>Valerie Bristol</b></del>
		MOVED:	<b>Laura Buchanan</b>
		SECONDED:	<b>Brendon Sharratt</b>
<b>Public Affairs Co-Ordinator</b>	Nominations taken from the floor for <b>Bex Sharratt</b> Declined <b>Role left vacant</b>	MOVED:	<b>Allanah Brown</b>
		SECONDED:	<b>Jo Vigenser</b>
<b>Lifesaving Co-Ordinator</b>	Nomination taken from the floor <b>Laura Buchanan</b>	MOVED:	<b>Daniel Comp</b>
		SECONDED:	<b>Esther Hayward</b>
<b>Junior Surf &amp; Sports Co-Ordinator</b>	Nominations to be taken from the floor <b>Nicole Comp</b>	MOVED:	<b>Daniel Comp</b>
		SECONDED:	<b>James Newell</b>
<b>x4 General Board members</b>	<b>James Newell</b>	MOVED:	<b>Daniel Perkins</b>
		SECONDED:	<b>Valerie Bristol</b>

	<b>Daniel Perkins</b>	MOVED:	<b>James Newell</b>
		SECONDED:	<b>Matthew Newell</b>
	<b>Shaun Libeau</b>	MOVED:	<b>Claire Libeau</b>
		SECONDED:	<b>Bex Sharratt</b>
	<b>Phil Gilmore</b>	MOVED:	<b>Daniel Perkins</b>
		SECONDED:	<b>James Newell</b>
<b>+ 2 Co-op board members</b>	<b>Matthew Newell</b>	MOVED:	<b>Valerie Bristol</b>
		SECONDED:	<b>Ian Townsend</b>
	<b>Daniel Brown</b>	MOVED:	<b>Allannah Brown</b>
		SECONDED:	<b>Shaun Libeau</b>

James explained that Co-op members bring to the board their expertise but have no voting rights

Each of the board introduced themselves and explained their background

#### 9) General AGM business:

<b>Item 1:</b>		MOVED:	<b>Matthew Newell</b>
Under rule 22.1, we make this motion to make the following amendments to the Wanganui Surf Lifeguard Service Incorporated's Constitution.		SECONDED:	<b>James Newell</b>
			<b>Motion carried</b>
Existing:			
<b>Rule 16. Finances</b>			
<b>16.1 Financial Year: The financial year of the club shall end 31 March in each year.</b>			
Proposed amendments:			
<b>Rule 16. Finances</b>			
<b>16.1 Financial Year: The financial year of the club shall end 30 June in each year.</b>			
The purpose for the changes is our financial year to align with the Whanganui District Council and Surf Life Saving New Zealand reporting and financial years.			
<b>Item 2:</b>		MOVED:	<b>Matthew Newell</b>
We make a motion at the 2024 AGM for the club to become a registered charity for the benefit of the club and its purposes.		SECONDED:	<b>James Newell</b>
the board may appoint a committee to oversee the implementation of this process.			<b>Motion carried</b>
The structure and members of the committee can be managed by the board or directors and report back to its members.			
<b>Item 3:</b>		MOVED:	<b>Matthew Newell</b>
We make a motion at the 2024 AGM to form a committee to oversee the implementation and changes of the Wanganui Surf Lifeguard Service Inc constitution to comply with the new "Incorporated Societies Act 2022".		SECONDED:	<b>James Newell</b>
			<b>Motion carried</b>

The club has till 5<sup>th</sup> April 2026 to make these changes, or the club will be deregistered.

The structure and members of the committee can be managed by the board or directors and report back to its members

**10) General business:** General business taken from the floor.

- Selwyn Baxter spoke – he has been helping out the coaches and suggested as we go into the new season he would like to take photos of the guards/Board & committee meeting and place on a board to know who is who in the club
- James Barron from Castlecliff progressive - discussed the security around the area of the surf club and carpark. There was a public meeting recently looking at barriers to restrict access and include video/security
- Daniel Comp –SLSNZ new initial of mobile sites /after hours where a rescue tube would be available. He is also on Whanganui Council committee looking at resources for Whanganui East pool
- New sponsors now Aon insurance – will have new uniforms.
- Danny Perkins - requested a new gear trailer for competitions and suggested fundraising for this
- Allanah Brown – happy to help with fundraising and sponsorship as well as photographer for the club
- Juan Coffey – updates for the lifeguard tower hoping to have completed by Labour weekend. Cage system to be built at the back of the club where the tower will be stored. Rotary have been spoken too, to assist in building the cage. Juan will contact the council
- Shaun Libeau – that the drive and passion is really exciting and humbling . personally looking forward to working with the new committee

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**Meeting Closed at 12pm**