

**Lake Samsonvale Water Sports Association  
Management Committee**



**MINUTES**

Meeting: 02\_2011  
 Date: 16 February 2011  
 Time: 1930 hrs  
 Venue: 1 Oakmont St, Rothwell

**Attendees (☑ - present):**

☑	<b>Philip Jackson (PJ)</b>	President	☑	<b>Peter M<sup>c</sup>Quid (PMc)</b>		☑	<b>Trudy Jackson (TJ)</b>	Catering & Membership
☑	<b>John Woods (JW)</b>	Treasurer	☑	<b>Paul Trotter (PT)</b>	Trailer Sailers	☑	<b>Bob Rankin (BR)</b>	Editor
☑	<b>John Boetji (JB)</b>	Vice President & Commodore	☑	<b>Ross Church (RC)</b>		☑	<b>Gary Fleming (GF)</b>	Web Master
☑	<b>Lexi Woods (LW)</b>	Secretary	☑	<b>Craig Grey</b>	Junior Sailing	☑	<b>Greg Chapman (GC)</b>	

**Guests:**

Item.	Detail (summary of discussion)	Action (by agreement)	Resp.	Due Date
1.	<b>Caretakers Update:</b> Provide via P Jackson a) Taps along waterfront suspected of being used excessively. Recommend spring loaded taps except each is \$160.00 b) Coping loss of solar battery bank. c) Generator exciter not yet returned from repair.	Remove all but two of the taps.- P-RC, 2 <sup>nd</sup> TJ	EF	16/03/20 11
2.	<b>Minutes of our last meeting Provided by LW.</b>	Read and Accepted. P-PJ 2 <sup>nd</sup> - JB		
3.	<b>Finance Management</b> Operating Account - \$9260.20 Investment Account - \$22236.08			

**Lake Samsonvale Water Sports Association  
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Item.	Detail (summary of discussion)	Action (by agreement)	Resp.	Due Date
	<ul style="list-style-type: none"> <li>a) MYOB changeover progressing.</li> <li>b) Examples of MYOB reports tabled.</li> <li>c) Quarterly rates notice received.</li> </ul>	Completed MYOB reports	JW	16/03/11
4.	<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>a) Correspondence: <ul style="list-style-type: none"> <li>o In <ul style="list-style-type: none"> <li>▪ Telstra Account</li> <li>▪ MBRC rates notice</li> <li>▪ MBRC Community Plan</li> <li>▪ Submission – Pamphlett Sea Scout Group</li> <li>▪ Submission Brynn Dunlop – Outdoor Education-ERECLC</li> <li>▪ Simmons &amp; Bristow – Water Sample Result</li> <li>▪ Submission – Shorncliffe Sea Cadets</li> <li>▪ Qld Nacra Assn - Newsletter</li> </ul> </li> <li>o Out <ul style="list-style-type: none"> <li>▪ Email reply to Pamphlett Sea Scouts</li> </ul> </li> </ul> </li> <li>b) Catering <ul style="list-style-type: none"> <li>o Low sales for last race. Change in Junior training schedule partly to blame but also little interest from senior sailors.</li> </ul> </li> <li>c) Membership <ul style="list-style-type: none"> <li>o 188 financial members – (131 – 2010) -Steady flow of new members.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>For payment</li> <li>For payment</li> <li>Review</li> <li>New Ideas &amp; Opportunities</li> <li>New Ideas &amp; Opportunities</li> <li>New Ideas &amp; Opportunities</li> <li>Good result - Advised to EF</li> <li>New Ideas &amp; Opportunities</li> <li>For distribution – once only.</li> <li>Pending Cmte decision</li> </ul>	<ul style="list-style-type: none"> <li>JW</li> <li>JW</li> <li>PJ</li> <li>PJ</li> <li>PJ</li> <li>PJ</li> </ul>	<ul style="list-style-type: none"> <li>TBA</li> <li>TBA</li> <li>16/03/11</li> <li>ASAP</li> <li>23/02/11</li> </ul>
5.	<p><b>On Water Activities – Sailing &amp; Paddling</b></p> <ul style="list-style-type: none"> <li>a) January Regatta was lost opportunity but moving on. Propose to commence 2012 planning now.</li> <li>b) January Regatta be included in future calendars for club events including A, B competition and club championship.</li> <li>c) Proposal from Qld Nacra Association to have one of our marathons be included</li> </ul>	<ul style="list-style-type: none"> <li>Establish Regatta SC and commence planning – P – PJ, 2<sup>nd</sup> – JW</li> <li>Add Regatta to future calendars, P – JB, 2<sup>nd</sup> CG</li> <li>No1 marathon of Summer Series (11/12)</li> </ul>	<ul style="list-style-type: none"> <li>PJ</li> <li>JW</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> <li>June 2011</li> </ul>

**Lake Samsonvale Water Sports Association  
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Item.	Detail (summary of discussion)	Action (by agreement)	Resp.	Due Date
	<p>in the Nacra Super Series for 2012. Consider marathon in 2<sup>nd</sup> half of 2011 as a trial run before commitment in 2012. Means guest sailors for the marathon.</p> <p>d) Advised Graig Fraser willing to be Nacra Assn rep for LSWSA.</p> <p>e) Junior Sailing / Sabot Sailing</p> <ul style="list-style-type: none"> <li>o Total of 18 boats involved with training. 2 – 3 boats absorb a lot of time.</li> <li>o Email to parents of juniors seeking volunteers for training.</li> <li>o Propose closing Basic Skills Program for new trainees until start of next Summer Series. be advertised in the next newsletter.</li> <li>o Visitor – Shane Koreman – Sabot Association State Coach and team due at next training day.</li> </ul> <p>f) Discussion on timing of race starts. Preferred option – 1100 hrs and 1400 hrs. Juniors to follow at 1415 hrs.</p>	<p>be included for Qld Nacra Assn Super Series.</p> <p>P- PJ, 2<sup>nd</sup> – JB.</p> <p>Agreed – all.</p> <p>Junior parents to be requested to provide volunteer help. P – PM<sup>c</sup>, 2<sup>nd</sup> LW.</p> <p>Agreed - ALL.</p> <p>Race starts to be confirmed as 1100 hrs, 1400 hrs and 1415 hrs (juniors). P – JB , 2<sup>nd</sup> PM<sup>c</sup></p>	<p>PJ / JW</p> <p>PM<sup>c</sup></p>	<p>16/03/2011</p>
6.	<p><b>Communication &amp; Promotion</b></p> <p>a) Newsletter is receiving much praise. Good work by Bob. Need to support Bob with fresh articles.</p> <p>b) Newsletter could contain a competition for all readers but aimed at juniors – colouring competition. Needs a prize.</p> <p>c) Consider providing link to Nacra Association Qld on our web site.</p> <p>d) Promotion of Pump company on Notice Board is outdated and needs to be removed.</p> <p>e) LSWSA should consider getting an article into local newspapers as they love to promote local community events.</p> <p>f) Discussion on Blogs. Can LSWSA support one similar to fishing forums. LSWSA has had one in the past with little attention.</p>	<p>Agreed – all.</p> <p>P- LW, 2<sup>nd</sup> TJ. Colouring image needs finessing.</p> <p>P – PJ, 2<sup>nd</sup> ?</p> <p>Agreed all,</p> <p>Agreed – all. Target Samford Village Pump and Northern Times</p> <p>NFA – at the moment</p>	<p>PJ</p> <p>PJ</p> <p>PJ / EF</p> <p>PJ/ LW</p>	<p>When he can.</p> <p>16/03/11</p> <p>?</p>
7.	<p><b>Training &amp; Risk</b></p> <p>a) Rescue Boat Survey</p> <ul style="list-style-type: none"> <li>o Recent survey got a reasonable level of response. Need to convert this into</li> </ul>	<p>Rescue Boat SC to meet Friday week to finalise approach. P – PJ, 2<sup>nd</sup> GC.</p>	<p>RC</p>	<p>25/02/2011</p>

**Lake Samsonvale Water Sports Association  
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Item.	Detail (summary of discussion)	Action (by agreement)	Resp.	Due Date
	action plan.			
8.	<b>Asset Management</b> a) Deferred pending register establishment			
9.	<b>New Ideas &amp; Opportunities</b> a) New Sunshade Design submitted by Paul Trotter. General discussion on options and materials. PT provided summary of size and process to get done. Next steps – get a cost understanding.  b) Lack of boat stickers for LSWSA member boats, canoes and kayaks discussed.  c) SQ Water have requested LSWSA speak with their consultant on strategic planning as part of wide ranging review for all SEQ Water Assets.  d) Numerous boats in sheds cluttering up storage ability – Several boats need to be disposed of legally and one boat is belongs to the Club. Also like to pursue concreting of lower shed floor.	PT to organise geotechnical survey, quantity survey and drawings. Maximum expenditure - \$5000. P – JW, 2 <sup>nd</sup> PJ. Communicate proposal to SEQ Water Agreed stickers should be available. JW to send to TJ for distribution Agreed – PJ to discuss with Strategic Leisure Group with team.	PT  PJ TJ/ JW  JW	2 months  16/03/11 16/03/11  07/03/11
10	<b>Next Meeting</b> List date		PJ	

**Lake Samsonvale Water Sports Association  
Management Committee**



**MINUTES**

Meeting: 03\_2011  
Date: 30 March 2011  
Time: 1930 hrs  
Venue: Club Rooms

**Attendees (☑ - present):**

☑	<b>Philip Jackson (PJ)</b>	President	☑	<b>Peter M<sup>c</sup>Quiod (PMc)</b>		☑	<b>Trudy Jackson (TJ)</b>	Catering & Membership
☑	<b>John Woods (JW)</b>	Treasurer	☑	<b>Paul Trotter (PT)</b>	Trailer Sailers	☐	<b>Bob Rankin (BR)</b>	Editor
☑	<b>John Boetji (JB)</b>	Vice President & Commodore	☑	<b>Ross Church (RC)</b>		☑	<b>Gary Fleming (GF)</b>	Web Master
☑	<b>Lexi Woods (LW)</b>	Secretary	☑	<b>Craig Grey</b>	Junior Sailing	☑	<b>Greg Chapman (GC)</b>	

**Guests:**

Item.	Detail (summary of discussion)	Action (by agreement)	Resp.	Due Date
1.	<b>Caretakers Update:</b> a) Batteries installed and covered. b) Bindies around race control	Ask Ted to spray them sparingly.	PJ	30/06/11
2.	<b>Minutes of our last meeting</b> <b>Provided by PRJ.</b>	Read and Accepted. P-JB 2 <sup>nd</sup> - LW		
3.	<b>Finance Management</b> <b>Cmte recognises effort by LW to get the books updated to the new system.</b> a) New suite of reports to be provided in the second week of each month going forward. Include P & L, Balance Sheet. Expenses report to be provided in prep for sign off each month following expenditure. P – RC, 2 <sup>nd</sup> JB b) Profit and Loss - \$17,237.00	Completed MYOB reports  Training for cmte	JW  PDM	16/04/11  16/04/11

# Lake Samsonvale Water Sports Association Management Committee



Item.	Detail (summary of discussion)	Action (by agreement)	Resp.	Due Date
	c) PDM to provide cmte some training at next meeting on the new reports.			
4.	<p><b>Administration</b></p> <p>a) Correspondence:</p> <ul style="list-style-type: none"> <li>o In <ul style="list-style-type: none"> <li>▪ Registration for boats</li> <li>▪ Clean UP River Campaign – D Dwyer</li> </ul> </li> <li>o Out <ul style="list-style-type: none"> <li>▪ R Rankin – paddlers</li> <li>▪ SEQ Water – advisory re scouts.</li> </ul> </li> </ul> <p>b) Catering</p> <ul style="list-style-type: none"> <li>o Planning to introduce toasted sandwiches. Fuel cost for electricity factored in at 78 cents a unit.</li> <li>o Requires toasted sandwich machine – P – PJ, 2<sup>nd</sup> PDM.</li> <li>o Galley requires more volunteers.</li> </ul> <p>c) Membership</p> <ul style="list-style-type: none"> <li>o 200 financial members – (150 – 2010) -Steady flow of new members.</li> <li>o 2 – 3 boat parks left outdoors.</li> <li>o No space in sheds currently.</li> <li>o Need to take action on Paul Calender – Send letter</li> <li>o Discussion re actions of Martin Worth. Apparently on behalf of Brisbane Canoeing. Letter to be sent re actions and commercial nature.</li> </ul>	<p>Purchase Toasted Sandwich Machine</p> <p>Formal letter top P Calender</p> <p>Send letter to M Worth</p>	<p>TJ</p> <p>PRJ</p> <p>PRJ</p>	<p>TBA</p> <p>16/04/11</p> <p>16/04/11</p>
5.	<p><b>On Water Activities – Sailing &amp; Paddling</b></p> <p>a) YQ Seminar for official race officers – JB attended. Cmte congratulates JB for initiative.</p> <p>b) Discussion re sailing 1 up on crewed boats. SSC recommended:</p> <ul style="list-style-type: none"> <li>o VYC ratings to apply.</li> <li>o Remove current text from NOR</li> </ul>			

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Item.	Detail (summary of discussion)	Action (by agreement)	Resp.	Due Date
	<ul style="list-style-type: none"> <li>o Safety Briefing to include weather forecast specifically aimed at OTB and monos.</li> <li>o All approved</li> <li>c) Calendar – draft prepared by JB.                             <ul style="list-style-type: none"> <li>o Add Wivenhoe, Marathon, Christmas Party, ORCMW, Careel Meet, Make a Wish Foundation and Open Day if required.</li> </ul> </li> <li>d) Discussion re Opend Day – None required for 2011 – P – PDM 2<sup>nd</sup> LW – Passed.</li> <li>e) Last race in November – Movember / Pirates Day – P- PDM 2<sup>nd</sup> JW – Passed.</li> <li>f) Junior Racing –                             <ul style="list-style-type: none"> <li>o Not yet had a race under new regime.</li> <li>o Out of 19 boats only 8 raced at last meeting.</li> </ul> </li> </ul>	<p>Update</p> <p>Revised draft</p> <p>Add to calendar</p>	<p>JB</p> <p>JB</p> <p>JB</p>	<p>16/04/11</p> <p>16/04/11</p> <p>16/04/11</p>
6.	<p><b>Communication &amp; Promotion</b></p> <ul style="list-style-type: none"> <li>a) Need articles for newsletter</li> <li>b) Web master requests images for articles and web site update.</li> </ul>	Send pics to GF	PRJ	16/04/11
7.	<p><b>Training &amp; Risk</b></p> <ul style="list-style-type: none"> <li>o Rescue Boat roster and survey update . RC..</li> <li>o Need for training course – RBML.</li> <li>o Opportunity to get funding via Sports and Recreation.</li> </ul>		RC/P RJ	?
8.	<p><b>Asset Management</b></p> <ul style="list-style-type: none"> <li>a)</li> </ul>			
9.	<p><b>New Ideas &amp; Opportunities</b></p> <ul style="list-style-type: none"> <li>a)</li> </ul>			
10	<p><b>Next Meeting</b></p> <p>20/04/11</p>		PJ	

**Lake Samsonvale Water Sports Association  
Management Committee**



**MINUTES**

Meeting: 04\_2011  
Date: 27 April 2011  
Time: 1930 hrs  
Venue: Club Rooms

**Attendees (☑ - present):**

<input checked="" type="checkbox"/>	<b>Philip Jackson (PJ)</b>	President	<input checked="" type="checkbox"/>	<b>Peter M<sup>c</sup>Quiod (PDM)</b>		<input checked="" type="checkbox"/>	<b>Trudy Jackson (TJ)</b>	Catering & Membership
<input type="checkbox"/>	<b>John Woods (JW)</b>	Treasurer	<input type="checkbox"/>	<b>Paul Trotter (PT)</b>	Trailer Sailers	<input checked="" type="checkbox"/>	<b>Bob Rankin (BR)</b>	Editor
<input checked="" type="checkbox"/>	<b>John Boetje (JB)</b>	Vice President & Commodore	<input type="checkbox"/>	<b>Ross Church (RC)</b>		<input checked="" type="checkbox"/>	<b>Gary Fleming (GF)</b>	Web Master
<input checked="" type="checkbox"/>	<b>Lexi Woods (LW)</b>	Secretary	<input checked="" type="checkbox"/>	<b>Craig Gray</b>	Junior Sailing	<input type="checkbox"/>	<b>Greg Chapman (GC)</b>	
<input type="checkbox"/>	<b>Keith Watts</b>	Paddlers						

**Guests:**

Item.	Detail (summary of discussion)	Action (by agreement)	Resp.	Due Date
1.	<b>Caretakers Update:</b> a) Bindies remain an issue around Race control b) Need to identify best time to spray and control. c) Table behind Race Control in need of new top. Various options including cement sheeting considered expensive.	Check on effective spaying schedule.  Review best wood based option and coatings	PJ  EF	30/06/11  TBA
2.	<b>Minutes of our last meeting Provided by PRJ.</b>	Read and Accepted. P-CG 2 <sup>nd</sup> - TJ		
3.	<b>Finance Management</b> 1) New reports received. Thanks to PDM and LW	Reports accepted – P- PJ, 2 <sup>nd</sup> JB		



**Lake Samsonvale Water Sports Association  
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Item.	Detail (summary of discussion)	Action (by agreement)	Resp.	Due Date
	<p>2) Now we have a clear picture regarding available funds need to consider priorities of expenditure.</p> <ul style="list-style-type: none"> <li>i) Align with strategic plan.</li> <li>ii) Immediate priorities – Caretaker bathroom, #2 – Kitchen ceiling and bench, #3 boat shed floor.</li> </ul> <p>3) Planned training for MYOB reports deferred.</p>	Expedite bathroom renovation.	PJ	TBA
4.	<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>a) Correspondence: <ul style="list-style-type: none"> <li>• In <ul style="list-style-type: none"> <li>○ Flyer from Cancer Council – Relay for Life <ul style="list-style-type: none"> <li>• Refer to web site / newsletter</li> </ul> </li> <li>○ MBRC - survey</li> </ul> </li> <li>• Out <ul style="list-style-type: none"> <li>○ Letter to Pamphlett Sea Scouts</li> <li>○ Local community papers with promo.</li> </ul> </li> </ul> </li> <li>b) Associations <ul style="list-style-type: none"> <li>○ Make A Wish Foundation – defer engagement until communications clearer.</li> <li>○ Add Angel Flight charity to calendar - sought out a race and when.</li> </ul> </li> </ul> <p>a) Catering</p> <ul style="list-style-type: none"> <li>○ No canteen next week.</li> <li>○ Need to get a galley crew organised.</li> </ul> <p>b) Membership</p> <ul style="list-style-type: none"> <li>○ More than 200 financial members – (150 – 2010) -4 – 5 new members this current month.</li> <li>○ 2 new spaces in boat park.</li> </ul>	<p>Include in web site / newsletter</p> <p>Pass Pamphlett Sea Scouts story to local papers.</p> <p>With new calendar add Angel Flight charity .</p> <p>Call for more scheduled volunteers</p>	<p>GF/RR</p> <p>LW</p> <p>JB</p> <p>PJ</p>	<p>Current</p> <p>TBA</p> <p>TBA</p>

**Lake Samsonvale Water Sports Association  
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Item.	Detail (summary of discussion)	Action (by agreement)	Resp.	Due Date
	<ul style="list-style-type: none"> <li>o Email updated member email list to RR</li> <li>o Query regarding rejoining membership – when does clock restart for fees.</li> </ul>	Send email of list to RR Review constitution Check previous minutes (Approx 12 months ago)	PJ PDM LW	01/05 TBA TBA
5.	<b>On Water Activities – Sailing &amp; Paddling</b> 1) Issue of sailing one up has been resolved and race rules updated. 2) Proposal to recognise Sabot as a sailing class in LSWSA fleet. This means: <ul style="list-style-type: none"> <li>i) the training program will have training races</li> <li>ii) Sabots can sail in main races as a class and as a junior</li> <li>iii) Juniors can sail up into other classes but not down.</li> </ul> 3) 2011/2012 Calendar tabled. Includes requested amendments. 4) Request from Brisbane Valley Sailing Club to provide rescue boat support for Queens Birthday weekend. Needs skipper plus crew. PJ volunteered – perhaps JW can crew?  Junior Sailing <ul style="list-style-type: none"> <li>a) Progressing well.</li> <li>b) Need to sort out arrangement for markers.</li> </ul>	Refer to Sailing Sub Committee     Approved. – P – PJ, 2 <sup>nd</sup> PDM  Request approved. Convey to BVSC Check with insurers re cover.   Review bouy / marker maintenance and install arrangements	JB       JB. PJ   JB/PJ	TBA       ASAP TBA   ?
6.	<b>Communication &amp; Promotion</b> 1) Next newsletter due in May. <ul style="list-style-type: none"> <li>a) Continuing to get good feedback on newsletter.</li> </ul> 2) Application for grants <ul style="list-style-type: none"> <li>a) Various options possible. Some other grants coming available.</li> </ul>	Circulate ideas for grants and funding	PJ/LW	
7.	<b>Training &amp; Risk</b> <ul style="list-style-type: none"> <li>o CPR training option now possible through club member. To coordinate need wrt safety boat crews.</li> </ul>			

**Lake Samsonvale Water Sports Association  
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Item.	Detail (summary of discussion)	Action (by agreement)	Resp.	Due Date
8.	<b>Asset Management</b> a)			
9.	<b>New Ideas &amp; Opportunities</b> 1) Verandah. Need to look at other options. a) Interim fix – LSWSA purchase 3x6m sunshade – approx \$500. 2) Opportunity to have juniors training at Pumistone Passage. Even access sea cadet facility? 3) Request for more seating around Race Control. May be able to get more seats from old timber. 4) Corporate sponsorship options. Could seek corporate support for tables, markers etc. Viable alternative to grants etc. 5) Concrete quotes for boast shed to be expedited. Should be based on: a) Existing shed floor space b) Adding external apron c) Adding BBQ area of caretaker flat. 6) Several boats available for disposal / offers as having been offered for tender before: a) NS14 - JB b) Mirror - PJ c) Sabot – PDM to arrange d) Wright 12 - JB  All subsequently temporarily removed from availability pending confirmation of tender details	 Purchase sunshade Further details to be obtained and circulated. Discuss with caretaker  Discuss further for detail and mechanism  ) ) Quotes for all three identified and costed seperately )  Obtain confirmation of previous tender details	 LW CG PJ  PJ / PDM  LW  LW.	
10	<b>Next Meeting</b> 18/05/11		PJ	

**Lake Samsonvale Water Sports Association  
Management Committee**



**MINUTES**

Meeting: 2010  
Date: 18.05.11  
Time: 1930 hrs  
Venue: Club Rooms

**Attendees (☑ - present):**

<input checked="" type="checkbox"/>	<b>Philip Jackson (PJ)</b>	President	<input checked="" type="checkbox"/>	<b>Peter M<sup>c</sup>Quiod (PMc)</b>	
<input checked="" type="checkbox"/>	<b>John Woods (JW)</b>	Treasurer	<input type="checkbox"/>	<b>Paul Trotter (PT)</b>	Mono hulls & Trailer Sailers
<input checked="" type="checkbox"/>	<b>John Boetji (JB)</b>	Vice President & Commodore	<input type="checkbox"/>	<b>Ross Church (RC)</b> <b>Appology</b>	
<input checked="" type="checkbox"/>	<b>Lexi Woods (LW)</b>	Secretary	<input type="checkbox"/>	<b>Gary Fleming (GF) Appology</b>	Web Master
<input checked="" type="checkbox"/>	<b>Trudy Jackson (TJ)</b>	Catering & Membership	<input checked="" type="checkbox"/>	<b>Greg Chapman (GC)</b>	
<input checked="" type="checkbox"/>	<b>Bob Rankin (BR)</b>	Editor			

**Guests:**

Item.	Detail (summary of discussion)	Action (by agreement)	Resp.	Due Date
1.	<b>Caretakers Update:</b> a) Items	Lge Table top behind race control well under construction. Canopy over children playground in disrepair. Closer Inspection required. Ted has also attached aluminium to the bottom of half of both club house and	Ted	

Lake Samsonvale Water Sports Association  
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		back door of caretakers cottage, to reduce weather damage.		
2.	<b>Minutes of our last meeting</b>	Amendment to Item 5 subsection 2. JB Moved TJ seconded.		
3.	<b>Finance Management</b> Operating Account - \$ Investment Account - \$ a) Matters :- Interest Recieved b) <b>Need to insert values for each bank account, transaction register etc</b> c) Discussed need to optimise interest on invested funds.	Suit of reports accepted. Seconded by Peter McQ.  Research into options for increased interest from investment account opportunities.	JW PJ	
4.	<b>Administration</b> a) Correspondence: o In – ▪ Moreton Bay Region Council – Certificate of Currency ▪ Green Choice Gas – Invoicing to be the same o Out – ▪ Nil b) Catering o Canteen going well. Toasted sandwich on sale for the first time. Approx 9 sold	Response to be undertaken  Research into other gas providers to confirm competitive pricing.  Call out for volunteers.	PJ  LW  PJ  LW	

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	<ul style="list-style-type: none"> <li>c) Membership               <ul style="list-style-type: none"> <li>o Always interest being shown. Ticking over – particular interest coming from Kayakers.</li> <li>o Constitution records - No basis regarding membership recommencing after lengthy laps being accompanied by the building levy refund.</li> </ul> </li> </ul>	<p>Research into previous minutes as to past decisions made by the management committee regarding maximum time out of membership before clock restarts with respect to maintenance levy.</p>		
5.	<p><b>Racing &amp; Training</b></p> <ul style="list-style-type: none"> <li>a) Matters - Issue raised after the May Day racing event. A very calm day weather wise. Only 1 Safety boat was crewed. Regular calendar events on this weekend in past year were for a one race event. General consensus lent toward 2 races this year.</li> <li>b) Labour Day weekend for 2012 –</li> <li>c) Safety boat preparation and refuelling to be the responsibility of the rostered skipper.</li> </ul>	<p>Response to be addressed to the person sending an email of concern, regarding the suggested “breach of duty”. All committee agree that this situation was handled in a safe and appropriate manner for the conditions of the day. However we will review the requirements of the safety boat, keeping in mind that we do not provide a personal service. Also a call out for volunteers for safety boat – as a club, if we can’t provide this service – do we need to cancel races.</p> <p>Research into the regulations in the Blue Book.</p> <p>The sailing sub committee will make recommendations for options.</p>	<p>PJ</p> <p>JB</p> <p>JB</p>	

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Management Committee**



Item.	Detail (summary of discussion)	Action (by agreement)	Resp.	Due Date
	<ul style="list-style-type: none"> <li>d) Race recording - <del>new</del> opportunity to embrace an opportunity for change – management of races, and time recording eg. Also how do we share the roles/ roster. For now we will go for the Short-term proposal reported by JB – full copy available in the appendix.</li> <li>e) Sabot division races to be started near Eagle Nest Tree</li> </ul> <p><b>JUNIORS</b></p> <ul style="list-style-type: none"> <li>a) All juniors can now sail a triangular course.</li> <li>b) Promote interaction within senior &amp; junior fleet by children crewing in main races.</li> <li>c) When boats are sold within the club – notification must reach the committee.</li> <li>d) Marker buoys training/ general course markers – diagram in appendix</li> </ul>	<p>Call for volunteers for Time Keeper and Flag raiser to be incorporated with call out for safety boat crew.</p> <p>2 additional pencil markers to be purchased. Also another 6 fluro inner markers, to be constructed.</p>	<p>JB</p> <p>JW/ PJ</p> <p>JB</p>	
6.	<p><b>Communication &amp; Promotion</b></p> <ul style="list-style-type: none"> <li>a) The Westerner published our article on Phampllett Sea Scouts visit.</li> <li>b) Moreton Bay Regional Council Clean Up Pine Rivers postponed – potentially August.</li> </ul>	<p>Copies to be requested for club house.</p>	<p>LW</p>	

**Lake Samsonvale Water Sports Association  
Management Committee**



Item.	Detail (summary of discussion)	Action (by agreement)	Resp.	Due Date
7.	<b>Training &amp; Risk</b> a) Nil			
8.	<b>Asset Management</b> a) Matters – Held Over.			
9.	<b>New Ideas &amp; Opportunities</b> a) Offering of prizes for weekly races. Potentially incorporate with the afternoon races. b) Sabot development camp. Saturday & Sunday. Idea tabled – suspended pending decision from SEQ water. c) Concrete quotes to be handled by Ted. 2 independent to be sought. d) New member has offered use of boat to club members.	Sailing Sub committee to discuss logistics.  Meeting with Philip – further discussion required	PJ	
10.	<b>Next Meeting</b>  Close 10:15. List date 15.06.11 (postponed until 22 June 2011)		PJ	



# Lake Samsonvale Water Sports Association Management Committee



## MINUTES

Meeting: 06\_2011      Date: 22 June 2011      Time: 1930 hrs      Venue: Club Rooms

### Attendees (☑ - present):

<input checked="" type="checkbox"/>	<b>Philip Jackson (PJ)</b>	President	<input type="checkbox"/>	<b>Peter M<sup>c</sup>Quoid (PDM)</b>		<input type="checkbox"/>	<b>Trudy Jackson (TJ)</b>	Catering & Membership
<input checked="" type="checkbox"/>	<b>John Woods (JW)</b>	Treasurer	<input checked="" type="checkbox"/>	<b>Paul Trotter (PT)</b>	Trailer Sailors	<input checked="" type="checkbox"/>	<b>Bob Rankin (BR)</b>	Editor
<input checked="" type="checkbox"/>	<b>John Boetje (JB)</b>	Vic President & Commodore	<input type="checkbox"/>	<b>Ross Church (RC)</b>		<input checked="" type="checkbox"/>	<b>Gary Fleming (GF)</b>	Web Master
<input checked="" type="checkbox"/>	<b>Lexi Woods (LW)</b>	Secretary	<input type="checkbox"/>	<b>Craig Gray</b>	Junior Sailing	<input type="checkbox"/>	<b>Greg Chapman (GC)</b>	
<input type="checkbox"/>	<b>Keith Watts</b>	Paddlers						

Item.	Detail (summary of discussion)	Action (by agreement)	Resp.	Due Date
1.	<b>Caretakers Update:</b> a) New table and chairs progressing well. b) Trimmed the lake edge c) Started renovation of bathroom			
2.	<b>Minutes of our last meeting Provided by PRJ.</b>	Read and Accepted. P-RR 2 <sup>nd</sup> - PJ		
3.	<b>Finance Management</b> 1) New reports received. 2) Updated on investment a/c options. Detail from Westpac. a) Proposed that Treasurer / Sec obtain best rate for investment funds. 3) B closed for end of financial year. Auditor same as for 2010. 4) Invoice from Total Fire Services P/L. Query excessive and unapproved expenses.	Reports accepted – P- PJ, 2 <sup>nd</sup> JB  P – PJ, 2 <sup>nd</sup> JB	PJ	20/07

Lake Samsonvale Water Sports Association  
 Management Committee



Item.	Detail (summary of discussion)	Action (by agreement)	Resp.	Due Date
4.	<p><b>Administration</b></p> <p>1) <b>Correspondence In:</b>                      a) Invoice – TFS                      b) MRBD Invitation to Council clean up – 11/09/11. Discuss with SEQ Water re promotion on Lake.</p> <p>2) <b>Correspondence Out</b></p> <p>3) Catering                      a) Slow support during the winter series. If support continues at this level may need to consider closing.                      b) Call for volunteers to assist with running of canteen.</p> <p>4) Membership                      a) Nil                      b) Membership fees for the next subscription period need consideration. Our bank accounts are healthy but LSWSA is facing:                      i) Increased fuel costs- diesel – grounds and power                      ii) Increased maintenance costs – grounds equipment and safety boats                      iii) Increased insurance costs                      iv) Increased rates.                      v) Asset maintenance charges                      These exposures need to be offset if LSWSA is to maintain healthy accounts and sustain the high quality assets and grounds.                      Some concern that increased fees will have an adverse effect on senior members and those who may have limited funds.                      Proposed that the full membership fee be raised by \$5.00 to \$175.00 and \$5.00 increase to maintenance fee to \$75.00.</p>	<p>Add to next newsletter</p> <p>Proposed PT 2<sup>nd</sup> JB, passed unanimous Amend fee schedule                      Issue 2011/2012 invoices with new fees.</p>	<p>PJ</p> <p>RR</p> <p>JB/GF TJ</p>	<p>20/07</p> <p>Aug 11 Sep 11</p>

**Lake Samsonvale Water Sports Association  
Management Committee**



Item.	Detail (summary of discussion)	Action (by agreement)	Resp.	Due Date
5.	<p><b>On Water Activities – Sailing &amp; Paddling</b></p> <ol style="list-style-type: none"> <li>1) Good start to Winter Series but persistent lack of wind</li> <li>2) LSWSA race mgt software now includes internal timing and other new features. To be trialled over Winter Series.</li> <li>3) Chris Bailey has volunteered his help with race coordination. He will help over Winter Series and all A Series handicap races. Other volunteers needed.</li> <li>4) Roster of volunteers needed.</li> <li>5) Provisional results available immediately after the race</li> <li>6) New printer required for race coordination</li> </ol> <p>Junior Sailing</p> <ol style="list-style-type: none"> <li>a) No sailing during Winter Series.</li> </ol>	<p>Continue trial</p> <p>New printer to be obtained by JB. P – PJ, 2<sup>nd</sup> PT</p>	JB	
6.	<p><b>Communication &amp; Promotion</b></p> <ol style="list-style-type: none"> <li>1) Remove old boats from Boats for Sale Section.</li> <li>2) Call for more material for newsletter.</li> </ol>	<p>Cmte encouraged to provide material to RR</p>	GF	ASAP
7.	<p><b>Training &amp; Risk</b></p> <ol style="list-style-type: none"> <li>1) Grants submission made by RC.</li> </ol>			?



**Lake Samsonvale Water Sports Association  
Management Committee**



Item.	Detail (summary of discussion)	Action (by agreement)	Resp.	Due Date
10.	<p>5) Membership – renewals. Some confusion regarding the correct application of previous members returning after a period of absence.</p> <p>a. Proposed that:</p> <p><i>Persons wanting to rejoin LSWSA after a period of absence may do so on the understanding that full fees apply. Persons who, previously, had achieved 6 years membership and completed the full five years of maintenance levy payments will not be required to pay the maintenance levy. Persons who rejoin LSWSA within 3 years will continue to pay the maintenance levy based on the time frame from when they left LSWSA. Persons who rejoin LSWSA after 3 years absence will be required to restart 'the clock' and pay the maintenance levy as if they were a new member, i.e. a full five years.</i></p> <p>6) One third of the Club is made up of kayakers. Are paddlers interested in Club activities? What can LSWS do for paddlers.</p> <p>7) Working Bee – for discussion next meeting</p>	<p>Moved PJ – 2<sup>nd</sup> LW – Passed – unanimous</p> <p>Ideas to PJ</p>	<p>PJ</p> <p>PJ</p> <p>TJ</p> <p>Cmte</p> <p>PJ</p>	<p>20/07</p> <p>20/07</p> <p>20/07</p>
11.	<p><b>Next Meeting</b> 20/07/11</p>		PJ	

**Lake Samsonvale Water Sports Association  
Management Committee**



**MINUTES**

**Meeting:** 07\_2011      **Date:** 20 July 2011      **Time:** 1930 hrs      **Venue:** Club Rooms

**Attendees (☑ - present):**

<input type="checkbox"/>	<b>Philip Jackson (PJ)</b>	President	<input checked="" type="checkbox"/>	<b>Peter M<sup>c</sup>Quiod (PDM)</b>		<input checked="" type="checkbox"/>	<b>Trudy Jackson (TJ)</b>	Catering & Membership
<input checked="" type="checkbox"/>	<b>John Woods (JW)</b>	Treasurer	<input type="checkbox"/>	<b>Paul Trotter (PT)</b>	Trailer Sailors	<input checked="" type="checkbox"/>	<b>Bob Rankin (BR)</b>	Editor
<input type="checkbox"/>	<b>John Boetje (JB)</b>	Vic President & Commodore	<input checked="" type="checkbox"/>	<b>Ross Church (RC)</b>		<input type="checkbox"/>	<b>Gary Fleming (GF)</b>	Web Master
<input type="checkbox"/>	<b>Lexi Woods (LW)</b>	Secretary	<input type="checkbox"/>	<b>Craig Gray</b>	Junior Sailing	<input type="checkbox"/>	<b>Greg Chapman (GC)</b>	
<input type="checkbox"/>	<b>Keith Watts</b>	Paddlers						

Item.	Detail (summary of discussion)	Action (by agreement)	Resp.	Due Date
1.	<b>Caretakers Update:</b> a) Bathroom renovations progressing. New fittings purchased. b) Need to get a plumber – Slade Plumbing approved.			
2.	<b>Minutes of our last meeting</b> Provided by PRJ.	Read and Accepted. P-PJ 2 <sup>nd</sup> - JW		
3.	<b>Finance Management</b> 1) This month's finance report deferred to next meeting. 2) Discussed appointment of auditor. Cannot recall if discussed at previous AGM. No objection to current auditor. 3) Audit Report needs to be tabled at Sept Cmte Mtg if to be considered in time for AGM. 4) Follow up on Total Fire Services invoice.	Reaffirm D Stephens as auditor. Request D Stephens to attend Sept mtg in case of query. Financial Reports to get to auditors within next two weeks. TFS to be asked to explain excessive cost. Email to J Woods on outcome.	PJ  JW  PJ PJ	ASAP  05/08/11  ASAP

**Lake Samsonvale Water Sports Association  
Management Committee**



Item.	Detail (summary of discussion)	Action (by agreement)	Resp.	Due Date
4.	<p><b>Administration</b></p> <p>1) <b>Correspondence In:</b></p> <p>a) Email request from Boys Brigade for access to Lake in early September.</p> <p>2) <b>Correspondence Out</b></p> <p>a) Nil</p> <p>3) Catering</p> <p>a) Canteen continuing ok but slightly slower during winter period.</p> <p>b) Juniors to provide rep to Entertainment SC. PDM to email Jess re Christmas function</p> <p>4) Membership</p> <p>a) Two new members signed up:</p> <p>i)</p> <p>b) TJ/PJ met with JB to address minor changes to membership db. Include identifying paddlers and sailers in db.</p> <p>c) Need to order new keys for new subscription year.</p> <p>d) Agreed that new members would be welcomed through the newsletter.</p>	<p>Advise SEQ Water &amp; get their approval. LSWSA approval as per previous activities.</p> <p>Send PDM email address for Jess</p> <p>Distribute new email list to editor and Treasurer</p> <p>Adapt db to flag paddlers. Amend membership form to id paddlers / sailers. P – PDM, 2<sup>nd</sup> PJ. TJ to order new keys</p>	<p>PJ</p> <p>PJ</p> <p>PJ</p> <p>JB</p> <p>TJ</p>	<p>30/07</p> <p>soonest</p> <p>30/07</p> <p>30/08</p> <p>30/07</p>

**Lake Samsonvale Water Sports Association  
Management Committee**



Item.	Detail (summary of discussion)	Action (by agreement)	Resp.	Due Date
5.	<p><b>On Water Activities – Sailing &amp; Paddling</b></p> <p>1) Commodores Report submitted via PJ. – see attached.            2) Discussion on ongoing volunteer requirement for race coordination and safety boats... Latter current being managed but tenuous.            3) Query from upgrade of race result recording. Can interim race results be used for presentations on the day?</p> <p>Junior Sailing</p> <p>a) PDM indicated junior training area would like a flag pole to emulate race coordination flags.                o Location and installation yet to be approved.            b) Some discussion relating to opportunity for juniors to sail as crew on bigger boats in first race... Skippers to let PDM know 7 days prior of possible slot.</p>	<p>PDM to approach Probus Club for potential retiree to work race coordination.            Identify level of confidence in results.</p> <p>Approach Ted for possible spare mast.</p>	<p>JB</p> <p>PDM</p>	<p>Next mtg</p>
6.	<p><b>Communication &amp; Promotion</b></p> <p>1) Previous newsletter once again a success.            2) Suggested newsletter to do some profiles on people in the Club.</p>	<p>Cmte encouraged to provide material to RR</p>	<p>All</p>	
7.	<p><b>Training &amp; Risk</b></p> <p>1) No update</p>			
8.	<p><b>Asset Management</b></p> <p>1) Second quote for concrete received. From Telford Concrete of Wamuran. Quote @ \$8.9k ex GST. However approved area is only the shed and BBQ area. P c- PJ, 2<sup>nd</sup> RR – passed unan</p>	<p>Organise method of install and resolve protection of shed cladding.</p>	<p>JW / PJ</p>	<p>30/07</p>







### **Commodore's Report**

The Winter Series is progressing well, with a good turnout last Sunday.

Modifications to the race timing software are meeting expectations in real time. During Heat 3 I was able to ...

- Synchronize skippers' start watches before start time
- Call the flag actions with visual prompting in the last 5 seconds
- Stop and start the program while the race was in progress
- Add a new boat/skipper to the database, to the series and to the heat while the race was in progress

There are still a few refinements to add and test during the last of the Winter Series heats, but I expect the software to be finalized for the start of next season.

We will need to establish a roster system for timekeepers, in a similar fashion to the safety boat crews.

Later this week or early next week I will mark GPS coordinates for the marker buoys, retrieve them and replace the mooring lines, then re-deploy them into position. If anybody has suggestions about minor adjustments to buoy positions please email me.

I will complete the prototype of the 'garbage bin buoy'

**Lake Samsonvale Water Sports Association  
Management Committee**



**MINUTES**

**Meeting:** 08\_2011      **Date:** 17 August 2011      **Time:** 1930 hrs      **Venue:** Club Rooms

**Attendees (☑ - present):**

<input checked="" type="checkbox"/>	<b>Philip Jackson (PJ)</b>	President	<input type="checkbox"/>	<b>Peter M<sup>c</sup>Quoid (PDM)</b>		<input checked="" type="checkbox"/>	<b>Trudy Jackson (TJ)</b>	Catering & Membership
<input checked="" type="checkbox"/>	<b>John Woods (JW)</b>	Treasurer	<input type="checkbox"/>	<b>Paul Trotter (PT)</b>	Trailer Sailers	<input checked="" type="checkbox"/>	<b>Bob Rankin (BR)</b>	Editor
<input checked="" type="checkbox"/>	<b>John Boetje (JB)</b>	Vic President & Commodore	<input checked="" type="checkbox"/>	<b>Ross Church (RC)</b>		<input type="checkbox"/>	<b>Gary Fleming (GF)</b>	Web Master
<input type="checkbox"/>	<b>Lexi Woods (LW)</b>	Secretary	<input type="checkbox"/>	<b>Craig Gray</b>	Junior Sailing	<input type="checkbox"/>	<b>Greg Chapman (GC)</b>	
<input type="checkbox"/>	<b>Keith Watts</b>	Paddlers						

Item.	Detail (summary of discussion)	Action (by agreement)	Resp.	Due Date
1.	<b>Caretakers Update:</b> a) Still waiting on SEQ Water response to downed tree above Pirates Cove b) Proposal to remove gutter on Mirror Shed. c) Bathroom renovation progressing – Craig Fraser assisting with plumbing	Leave as it will be suitable for water collection	JW	
2.	<b>Minutes of our last meeting</b> Amend to show PJ was present	Read and Accepted. P-PJ PJ Move, 2 <sup>nd</sup> -RC		
3.	<b>Finance Management</b> 1) Expenses for 07/11 a) \$320.00 Premiers Disaster Relief b) \$200.00 Midas Engineering – Boat Repairs c) \$1243 – Asia Pacific – bathroom fittings d) \$238.00 Caretaker expenses 2) Status of funds a) Bankers Trust - \$38500.00 b) Cash Reserve - \$22761.00 c) Working A/C - \$2535.00 3) Propose \$15,000 be moved to Working A/c to cover pending invoices.	Accepted – Moved JB, 2 <sup>nd</sup> TJ          Moved JW, 2 <sup>nd</sup> GF		

**Lake Samsonvale Water Sports Association  
Management Committee**



Item.	Detail (summary of discussion)	Action (by agreement)	Resp.	Due Date
4.	<p><b>Insurance</b></p> <p>Some issues relating to flexibility and adequacy of cover for non Club activities, e.g. assisting other Clubs needs to be resolved. PJ proposed approaching alternative vendors to see what type of cover they could provide.</p>	Moved – PJ, 2 <sup>nd</sup> JW		
5.	<p><b>Administration</b></p> <p>1) <b>Correspondence In:</b></p> <ul style="list-style-type: none"> <li>a) BT earnings for investment</li> <li>b) Sailing Magazine</li> <li>c) Telstra price increase for land line</li> <li>d) ASIC annual return form</li> <li>e) YQ affiliation return</li> <li>f) Clean Heat announcement re supplies</li> <li>g) MRBC Clean Up the River update</li> <li>h) Craig Fraser notification of Nacra Assn series</li> <li>i) Insurance Premium</li> </ul> <p>2) <b>Correspondence Out</b></p> <ul style="list-style-type: none"> <li>a) Nil</li> </ul> <p>3) Catering</p> <ul style="list-style-type: none"> <li>a) Craig Fraser has commenced installing ceiling in the Galley</li> <li>b) Propose to use outside BBQ until ceiling is painted.</li> </ul> <p>4) Membership</p> <ul style="list-style-type: none"> <li>a) No new members in the month</li> <li>b) Ted has placed new lock at the gate.</li> <li>c) Propose that current lock be changed out at AGM</li> <li>d) Proposed second key fee be increased to \$20.00 to defray increased cost</li> <li>e) Thanks to Tony Clark for the stickers for the Boat Park.</li> </ul>	<p>Moved TJ, 2<sup>nd</sup> RC</p> <p>Moved PJ, 2<sup>nd</sup> JW</p>		

# Lake Samsonvale Water Sports Association Management Committee



Item.	Detail (summary of discussion)	Action (by agreement)	Resp.	Due Date
6.	<b>On Water Activities – Sailing &amp; Paddling</b> <ol style="list-style-type: none"> <li>Last of the Winter Series pending. 5 races in the series.</li> <li>JB is continuing to work on the racing software. Looking good for the Summer Series.</li> <li>There is an amendment to the General Sailing Rules:               <ul style="list-style-type: none"> <li>o Boats that have a DNC for more than half the heats in the Series will be excluded from scoring.</li> </ul> </li> <li>Marker Bouys have been repaired and reinstalled.               <ul style="list-style-type: none"> <li>o B &amp; C Inner have been replaced</li> <li>o Experimental JB Special marker set at H Inner.</li> </ul> </li> </ol>	Moved JW, 2 <sup>nd</sup> PJ		
7.	<b>Communication &amp; Promotion</b> <ol style="list-style-type: none"> <li>Extra email address to be provided on web site for non membership queries.</li> </ol>	Moved GF, 2 <sup>nd</sup> PJ		
8.	<b>Training &amp; Risk</b> <ol style="list-style-type: none"> <li>PJ and RC to discuss managing submission process for grants etc.</li> <li>PJ to finish training pack for safety boats.</li> </ol>	PJ / RC to meet.		
9.	<b>Asset Management</b> <ol style="list-style-type: none"> <li>Shade sail over the Playground has deteriorated and requires repair. Seek quote to repair</li> </ol>	JW to get quotes from installer plus others.	JW	21/09
10.	<b>New Ideas &amp; Opportunities</b> <ol style="list-style-type: none"> <li>Request Ted to fly the Qld flag and pennant on race days</li> <li>Pennant design (green and white background) approved.</li> <li>Constitution requires seeking of nominees for positions x days prior to AGM.</li> <li>Propose vertical flag at intersection Winn/Austin Rd advertising LSWSA</li> <li>Movember Pirates Day – send a generic invite other Clubs in the region.</li> <li>Concrete of shed. Updated information means quote to be revised.</li> <li>Circulation Motion on having Peter McQuiod negotiate Sabot purchase – Passed – (GF,PDM,CG,RC,PJ, TJ, JW, LW) Passed</li> </ol>	PJ to follow up TJ to get quotes. Identify Clubs and invite Seek quotes for Rowers Shed only. PDM to negotiate with current Club owners.	PJ TJ JW/LW JW PDM	21/09 21/09 1/10 21/09 ?
11.	<b>Next Meeting</b> 21/09/11			

**Lake Samsonvale Water Sports Association  
Management Committee**

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# Lake Samsonvale Water Sports Association Management Committee



## MINUTES

Meeting: 08\_2011 Date: 21 September 2011 Time: 1930 hrs Venue: Club Rooms

### Attendees (☑ - present):

<input checked="" type="checkbox"/>	<b>Philip Jackson (PJ)</b>	President	<input checked="" type="checkbox"/>	<b>Peter M<sup>c</sup>Quiod (PDM)</b>		<input checked="" type="checkbox"/>	<b>Trudy Jackson (TJ)</b>	Catering & Membership
<input checked="" type="checkbox"/>	<b>John Woods (JW)</b>	Treasurer	<input type="checkbox"/>	<b>Paul Trotter (PT)</b>	Trailer Sailers	<input type="checkbox"/>	<b>Bob Rankin (BR)</b>	Editor
<input checked="" type="checkbox"/>	<b>John Boetje (JB)</b>	Vic President & Commodore	<input checked="" type="checkbox"/>	<b>Ross Church (RC)</b>		<input type="checkbox"/>	<b>Gary Fleming (GF)</b>	Web Master
<input checked="" type="checkbox"/>	<b>Lexi Woods (LW)</b>	Secretary	<input checked="" type="checkbox"/>	<b>Craig Gray</b>	Junior Sailing	<input checked="" type="checkbox"/>	<b>Greg Chapman (GC)</b>	
<input type="checkbox"/>	<b>Keith Watts</b>	Paddlers						

Item.	Detail (summary of discussion)	Action (by agreement)	Resp.	Due Date
1.	<b>Caretakers Update:</b> All projects currently underway are going well. <ul style="list-style-type: none"> <li>• Previous toilet issues appear to be rectified.</li> <li>• Sighting of wild pig family (1 sow, 2 teenagers, 6 piglets) - unfortunate cause disturbance and “mess” large tree near Pirates Cove. - Philip will report to Dom.</li> </ul>	PJ to consult SEQ water again re tree overhang and pigs	PJ	19/10
2.	<b>Minutes of our last meeting</b> Amend to show GF and RR absent	Read and Accepted. P-PJ TJ Move, 2 <sup>nd</sup> -JW		
3.	<b>Finance Management</b> <ol style="list-style-type: none"> <li>1) Reports</li> <li>2) \$15k transfer between accounts did progress according to plan. Now rectified but caused overdraft fees. Westpac be requested to rescind fees.</li> <li>3) Pay tiling account of \$1040.</li> <li>4) PDM explained auditor report process and expectation.</li> <li>5) JW Bell Premium for TPL cover - \$1533 for 2011/12 period</li> </ol>	Westpac – Kylie to be advised of reason and request fees to be reimbursed. Moved RC, 2 <sup>nd</sup> JB  Agree to pay. Moved PDM, 2 <sup>nd</sup> LW	PJ LW  LW	19/10 30/09  30/09

**Lake Samsonvale Water Sports Association  
Management Committee**



Item.	Detail (summary of discussion)	Action (by agreement)	Resp.	Due Date
4.	<p><b>Insurance</b></p> <p>TPL cover for Club reviewed with little opportunity to improve flexibility. Constraint is that cover is provided assuming LSWSA is the event organiser. If not cover is not available. LW Bell did attempt to get better cover through three vendors without success. Due to time limits cover was renewed.</p>			
5.	<p><b>Administration</b></p> <p>1) <b>Correspondence In:</b></p> <p>a) J.W. Bell Insurance Renewal Notice</p> <p>b) Letter from Boy's Brigade</p> <p>i) Following unfortunate hygiene incident in mens toilet some discussion re clean up cost and need to reinforce responsibility with other organisations. Agreed that at Committee discretion a bond of \$100.00 can be requested and a cleaning fee of \$2.00 per person required.</p> <p>ii)</p> <p>2) <b>Correspondence Out</b></p> <p>a) Nil</p> <p>3) <b>Catering</b></p> <p>a) New roof in canteen needs painting but gap closing first</p> <p>b) AGM to be afternoon tea only, as a variation to previous AGM's in order to accommodate those members whom have early Sunday morning activities.</p> <p>4) <b>Membership</b></p> <p>a) Invoices for the new membership year have been sent out.</p> <p>b) There a still 2 kayaks with owners unknown</p> <p>c) So far 12 new members including G Holmes of Boys Brigade.</p> <p>d) Existing members have been archived for new subscription period.</p>	<p>Process for engaging other organisations including charges to be developed. Nond of \$100.00 and Cleaning Fee of \$2.00 pp applicable at Committee discretion. Moved JW, 2<sup>nd</sup> CG</p>	PJ	?



**Lake Samsonvale Water Sports Association  
Management Committee**



Item.	Detail (summary of discussion)	Action (by agreement)	Resp.	Due Date
6.	<p><b>On Water Activities – Sailing &amp; Paddling</b></p> <ol style="list-style-type: none"> <li>1) Good start to the season. A series first on the new system.</li> <li>2) Thanks to J.W for his assistance with sign on &amp; fees collection. For future reference start of summer series must include additional help to manage paperwork.</li> <li>3) Marathon Day went well with new system working ok including a request fro redress from John Chapman.</li> <li>4) Briefing to take place in the club house in order to give a full run down of the time keeping role, in a comfortable environment. This may assist to engage more volunteers.</li> <li>5) Suggestion from Ross re 7 race series, must involve 1 volunteer day in order to be eligible for the end of year prize.</li> <li>6) Postpone anticipated sleepover for trailer sailers until 2012 in line with strategic objective relating to camping on site.</li> <li>7) JB to demonstrate new software at next briefing in Club Rooms.</li> <li>8) At AGM announce people will have to contribute to Safety Boat / Race Control needs.</li> <li>9) New Years Regatta sub committee – PJ, RC, JW</li> <li>10) Homestead have committed to Xmas Party 26/11.</li> </ol> <p><b>Junior Sailing</b></p> <ol style="list-style-type: none"> <li>11) 30 children, 18 boats, 5 coaches &amp; 3 divisions. All going well.</li> <li>12) Need for larger safety boat to act as both and training platform.</li> </ol>	<p>Ross to explore options for attracting new members and table for next mtg. Moved JW, 2<sup>nd</sup> PJ</p>		
7.	<p><b>Communication &amp; Promotion</b></p> <ol style="list-style-type: none"> <li>1) Lexie to contact Tony Clarke and request the honor boards to be updated</li> <li>2) Lexie to extend invitation to Councillor David Dwyer to the AGM</li> </ol>			

**Lake Samsonvale Water Sports Association  
Management Committee**



Item.	Detail (summary of discussion)	Action (by agreement)	Resp.	Due Date
8.	<b>Training &amp; Risk</b> <ol style="list-style-type: none"> <li>1) Safety boat handling course offered by YQ on 5th &amp; 6th of November Philip J &amp; 1 other to attend potentially J.B –</li> <li>2) Ross to source appropriate first aid course for J.B to attend.</li> <li>3) Potential for CPR course to be done in house.</li> <li>4) P.J research into Westpac Banking funding support to replace the “John Shore”</li> <li>5) PDM to research “sport &amp; recreation” grant opportunities.</li> </ol>	<p>Agreed, Moved JB, 2<sup>nd</sup> LW</p> <p>PJ to ask D Grant to organise.</p>		
9.	<b>Asset Management</b> <ol style="list-style-type: none"> <li>1) Shade sail over the Playground has deteriorated and requires repair. Seek quote to repair</li> </ol>	No update	JW	
10.	<b>New Ideas &amp; Opportunities</b> <ol style="list-style-type: none"> <li>1) Motion to be put forward at the AGM:               <ol style="list-style-type: none"> <li>a. Special resolution to amend the constitution to quorum of 4</li> <li>b. And that the management committee may make payments via EFT.</li> </ol> </li> <li>2) Fevers Boats – email to explore sale opportunity to Club to be declined.</li> <li>3) TJ raised idea of sharing an evening for dinner with Cmte. Good response TJ to get details.</li> <li>4) Request from LBSC for return of SB2 to be responded to diplomatically but on our timetable.</li> </ol>	<p>Moved PDM, 2<sup>nd</sup> PJ</p> <p>Moved PDM, 2<sup>nd</sup> PJ</p> <p>Moved PDM, 2<sup>nd</sup> PJ. PJ to email back</p> <p>Identify venue and date for cmte dinner – self paying.</p> <p>Moved PDM, 2<sup>nd</sup> CG, PJ to contact LBSC</p>	<p>PJ</p> <p>TJ</p> <p>PJ</p>	
11.	<b>Next Meeting</b> 19/10/11			