



**SURF LIFE SAVING**  
NEW ZEALAND

**MINUTES**  
**Board of Surf Life Saving New Zealand**  
**SLSNZ Office, Wellington      11-12th December 2009**

**Present** Mr. Graeme Cullen (Chairman), Mr. Tony Roddan, Mrs. Heather Kohn, Mr. Grant Florence,  
(Chief Executive),

**1. Apologies** Mr. Brian Velvin, Mr. David Lean  
(It was noted that due to inclement weather/flight conditions Messrs Velvin and Lean could not attend, thus a meeting quorum was not present and any motions/decisions made would require confirmation from the absent Directors subsequent to the meeting.)

**2. Minutes**

**a. Confirmation of Previous Minutes**

*“That the minutes of the meetings held on the 15<sup>th</sup> of August and 19<sup>th</sup> September 2009 be adopted.”*

Kohn/ Roddan  
**CARRIED (after confirmation from absent Directors)**

**b. Matters Arising From the Minutes of 15<sup>th</sup> of August and 19<sup>th</sup> September 2009**

Nil

**3. Chairman’s Report**

The Chairman tabled his report. The matter of the future of the Drowning Prevention Council and with the resignation of Geoff Barry future representation was discussed. There was a current review being undertaken by Government on NZIPS the over arching body of the DPC which may have an impact on the future direction of the DPC. The outcome of this review is expected early in the New Year. Representation on the DPC would sit with the new Chief Executive

*“That the Chairman’s report is received and the Chief Executive would remain as the representative on the DPC”*

Kohn/ Roddan  
**CARRIED (after confirmation from absent Directors)**

**4. SLSNZ Framework Responsibilities - Annual Board Appointments**

The following recommendations were approved:

*“Patron(s):                      His Excellency The Honourable Sir Anand Satyanand, GNZM, QSO and Her Excellency Lady Satyanand*

*Board Committees:*

*Judicial:                              Judiciary Committee appointed by Board as and when required’*

*Honours & Awards: Neale Ames, Brian Wilson, Murray Wilson.  
Chairman and Chief Executive to progress one further member of the  
committee*

*Auditors: Munroe Bengel (Shane Browning)*

*Bank Signing Authority: As per status quo – Any two jointly of Chief Executive, General Manager –  
Business and Finance manager*

Roddan/Kohn  
**CARRIED (after confirmation from absent Directors)**

## **5. SLSNZ Framework Responsibilities – Board Honorariums**

The Board declared its interest in this matter.

There was discussion on the level and past levels and the significant increase in Directors governance responsibilities and diligence resulting from the Organisational Review.

*“Recommendations on a slight increase as proposed (paid annually) were approved:-*

<i>Chairman</i>	<i>\$6000 pa</i>
<i>Director’s</i>	<i>\$2400 pa</i>

Kohn/Roddan  
**CARRIED (after confirmation from absent Directors)**

## **6. Governance Policies – Review**

The Governance Policies were discussed at length.

*“The Board approves the Governance Policies for the year 2009/2010 with the following amendment:-*

*Chief Executive Responsibilities*

*3 Financial Condition*

*Section F. Amended to – Accordingly the Chief executive shall not:-*

*Make a single unbudgeted purchase or effective commitment of greater than 1%  
of the budgeted gross revenue*

Roddan / Kohn  
**CARRIED (after confirmation from absent Directors)**

## **7. Board Member Replacement**

Due to the resignation of Mr Florence, a replacement was to be sought. With the new adoption of the new Constitution the new process of Director Appointment would be required. The Chief Executive is to progress and provide a timeline on this matter.

*“The Board approved:-*

- Confirmation of receipt of the resignation as a Board Member of Grant Florence on 26<sup>th</sup> November 2009*

- *Chairman to advise all members of this resignation and the need to progress the election of a new Board Member through the new process*
- *The Board moved that it would invite the following as its representatives onto the Board Appointments Committee*
  - *Tony Hazard (Hazard Advice Limited and Fellow of NZIM)*
  - *Katie Sadler (GM at ACC and also Board Member of SPARC)*
- *A tentative date of 31<sup>st</sup> March 2010 be set as the date of the Special General Meeting for this issue”*

Cullen / Kohn

**CARRIED (after confirmation from absent Directors)**

## 8. Chief Executive Report

a. The report had been circulated to the Board in Board papers. Discussion on:

- Complaint 2009 Pool Championships – Wellington City Council (Kilbirnie Aquatic Centre)
  - Received
- Death in Harbour Crossing (Nov 2009)
  - The process of managing this unfortunate event was handled well by the professionals involved and our own members and staff, illustrating some growing maturity in crises management.
  - The Board were very positive on continuing with the preliminary research that had been discussed regarding the possible physiology impacts of competitors in these events
- Charity Gaming applications
  - Lion Foundation - Central Region – Programme Services Manager
  - Infinity Foundation – Central Region – Club Development Officer Napier
  - Perry Foundation \$40,000 – Insurance
  - Lion Foundation \$220,000 – Salaries, Rent, Design/It Contractors
  - Merger activity that is happening in this sector and likely impacts.
- Business Team activity
- Board Calendar for 2010.
- Verbal update on progress of the implementation of the Organisational Review

b. Application of the Common Seal:

*“That the Board approves the application of the common seal on funding applications to:  
First Sovereign \$40,000 – 4 IRB hulls”*

*“That the Chief Executive’s report be received.”*

Cullen/Roddan

**CARRIED (after confirmation from absent Directors)**

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Chairman’s Signature

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Date