



# April 2023

Soldiers Beach Surf Club  
Committee Meeting

Attendees: Simon Falconer, Darcy Waller, Gail Rixom, Tony Axford, Simon Blakely, Matt White, Matt Keys, Jennifer Falconer, Shana Doughney, Kellie Maxwell, Emma Griffiths, Annie Vandertouw.

**Invited Attendee.** Liam Potter Auditor from Bishop Collins,

Apologies: Shaun Ford, Doug Fife, Jacqui Goddier, Tori Coppen, Coral Raymond, Glenn Coppen.

Date: 23/04/23

Welcome: By Simon

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Meeting opened at: 9.00am

**Item 1: Declaration of any Conflict of interest:-**

Does anyone have a conflict of Interest that is not registered below?

|                       |  |
|-----------------------|--|
| Name: Matt Keys       | Interest: Wife owns Kraken                 |
| Name: Brent Farnworth | Interest: Owns Dunes                       |
| Name: Matt White      | Interest: Sister owns Kraken               |
| Name: Shawn Ford      | Interest: Contractor Light of Installation |
| Name: Kelly Maxwell   | Interest: Employed by Kraken               |

**Item 2:** Confirmation to accept the Previous Minutes

Moved by: Tony Axford

Seconded by: Darcy Waller

Carried

**Item 3: Standing Orders Set aside.**

No Business



#### Item 4. Business arising from previous minutes /outstanding action items

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##### 1. Lights

- a. Ongoing

##### 2. IRB

- a) Fuel Locker – need to check what to keep and what to throw out.
- b) Spare Wheel for IRB trailer-Shaun to check if compatible

**Completed**

##### 3. Board Policy

- a. Ongoing – Simon Blakely

##### 4. Council Building Inspection;

- a. Kitchen Tiles: Splash Backs Completed

- b. Fan:
  - Fan Removed at councils Expenses
  - Air-con too expensive according to Council. Louvre windows an option.
  - Tony A suggested we put in 3 x air-con units approx. \$8K and maintain ourselves.

- b. Roller Doors:

- Finished. Club had to pay \$4.5K, This is in the process of acquittal, job completed.
- Council has paid for Electric motors and installed them. Shawn Ford had to install two power points.

- d. Solar/Grant: Done

- e. Lift Repair/Replace: - Quote and inspections have been carried out.  
Council to follow up.

- Ongoing
- Done in off-season – date to be advised.
- Main entrance closed for 2 weeks. Cost \$180K

##### 5. Draft Constitution: - Ongoing

- Suggest adding “Community Membership” – \$10 p.a.to receive 10% discount at Dunes.
- Tony to report this meeting.



6. Website/IT: Ongoing
7. Ski Storage: Ongoing. Neville Bunn has some ideas
8. Surf Sports:
  - Budgets being developed – delay till next meeting
9. Club Sports Trainers: Ongoing. Still asking for people.  
We need to get our own people trained to be trainers and then branch out.
10. Shower Partitions: Being installed.
11. Fund Raiser 11<sup>th</sup> March; Postponed
12. Ramp issues: On going
  - Council said we need a meeting first as there are 50 stakeholders – waiting for a date
  - Should be complete by October
  - 1<sup>st</sup> Grant – fix main stairs – bottom part
  - 2<sup>nd</sup> grant – ramp & north stairs to start July
- 13 Tony to Email Glen regarding cost for Helmets. Done in his report.




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Director Reports

Item 5 Director of Finance

Profit and Loss Cash  
(attached)

Age Payables (attached)

Bank Ledger (attached)

| Current Financial Position   | Income              | Outgoings           |
|------------------------------|---------------------|---------------------|
| Gross Profit to date         | \$340,680.20        |                     |
| <b>LESS EXPENSES</b>         |                     | <b>\$150,675.53</b> |
| Operating profit             | \$190,004.67        |                     |
| Less Grants                  |                     | \$130,915.82        |
| Working Capital              | <b>\$59,088.85</b>  |                     |
| Age Receivables              | <b>\$12,468.66</b>  |                     |
| Age Payables Balance New IRB |                     | \$ 9,850.00         |
| Age Payables                 |                     | \$ 840.87           |
| Less Term Deposit            |                     | \$ 15,041.15        |
| Budgeted Expenditure         |                     | \$14,300.00         |
| Less unexpended Grants       |                     | \$28,606.73         |
| Less Solar grant Club Input  |                     | \$3,656.40          |
| Sub Total                    | <b>\$71,557.51</b>  | <b>\$57,449.15</b>  |
| Total working Cash           | <b>\$ 14,108.36</b> |                     |
| <hr/>                        |                     |                     |
| Budgeted items Nipper Pres   | \$ 3,500            |                     |
| Budgeted items Rookie Camp   | \$2,700             |                     |
| Budgeted Item Club camp BBQ  | \$500               |                     |
| <hr/>                        |                     |                     |
| Budgeted Items Auditor       | \$ 3,600            |                     |
| Budgeted items Sen Pres      | \$4,000             |                     |

1. I meet with Dunes to discuss the responsibility of the payment of the NSW Liquor Licence, it was agree that it formed part of Dunes Service Agreement. Have said this the Club acknowledges that Dunes supports the Club by way of Donations and Subsiding products.
2. As a sign of good faith by the Club, I recommend that the Club waives the charge of the Licence fee of \$600.00.
3. Currently developing new Budgets for the coming year, I'm still waiting for costings from Committee members. The draft budget will be presented at the next meeting.
4. The Extractor kitchen vents need to be clean every 6 months we have quote of \$1500. A motion was done via email.

Moved by Tony Axford

Second by Darcy Waller Carried.



Move the financial report be adopted.

Moved By: Shana Doughney

Second By: Matt White

CARRIED.

Move that the above Bank Register Payments be approved as a legitimate expenses to the Club.

Moved By: Matt Keys

Second By: Jennifer Falconer

Carried

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**Item 6: President Report: Simon Falconer**

1). Meeting with Margaret Burns Foundation agreed to host them on weekend of 12<sup>th</sup> November, basic lessons, fun activities approx. 2hrs.

2). Nominees for Branch AOE have been sent off. We have nominated in 10 categories. Nominees as selected by awards committee are

Lifesaver OTY: Shana Doughney

Patrol Captain OTY: Shana Doughney

Youth Lifesaver OTY: Tori Coppen

Youth Volunteer OTY: Tori Coppen

Rookie OTY: Sam Terry

Administration OTY: Soldiers Beach Committee

Trainer OTY: Emma Griffiths

Official OTY: Gail Rixom

Master Competitor: Dennis Ricketts

Volunteer OTY: Matt Griffiths

3).Council:

i. Big arse Fan has been removed.

ii. Gas enclosure has been replaced.

iii. Louvers(upstairs windows): waiting on parts before they can be installed

iv. Lighting Front door (awning): have requested council investigate poor installation of roof (no roof blanket causing short circuit). They have offered to replace lights with watertight lights for short term. Waiting on feedback/timeframe



v. spoke to project bosses for ramp rebuild, not looking likely ATM for completion before season starts.

vi. Council has approved Motors (at their expense) for our front roller doors. We need to install a GPO for these.

4) Would like to thank all patrolling members for helping out over the easter weekend it was a long 4 days, 2 of which the beach was closed.

5) We need committee members to push the sale of tickets for 65<sup>th</sup> anniversary and presentation evening. Tickets sales to date (17/4/23) 15 total.

i. Have asked Matt Keys to send out invites to Current sponsors, David Harris and Emma Mcbride. Club to cover cost of these Tickets.

ii. List of award nominees will be available and sent to Awards committee soon, any last minute nominations needed asap.

iii. Prizes need to be sorted for awards (we have several prizes available in Harry potter room)

6) Have sourced a quote to refurbish our old trailers. See attached.

i. Double ski trailer: rebuilt to permanently accommodate 30+ nipper boards, and equipment needed to run nippers. Racks on top transport rescue boards.

ii. Build brand new patrol trailer: purpose built to accommodate all equipment which can stay on trailer.

iii. refurbish small nipper trailer: make this into an IRB trailer able to accommodate 2 inflated IRBs, motors and equipment.

7) Thanks again to Matt Griffiths for his outstanding work in and around the club.

8) Congratulations and thanks to all members for their help in making this season a great success.

### **Recommendation:**

6. We get Shannan White (trailer quotes) to attend next meeting to discuss what he wants to do with trailers.

\*We move the Fire hose reel in hallway in front of lift upstairs closer to the windows, this creates space to place Lifemembers photos in a prominent position.

\*Move the fire hose reel in Lighthouse room closer to the windows (north end of building) so it is out the way. I have spoken to ARA and they have no issue, said we can get plumber to do it, pumps are not alarmed.

### **Motions** that may be required:

1). Move Fire Hose reels to create more space on walls, Hallway reel: move closer to front windows Lighthouse room Reel: move closer to northern end of building over tiles.



Cost approximate \$450

Moved by Simon Falconer

Second by Annie Vandertouw

Carried

**Item 7. Admin Director – Darcy Waller**

a. Incoming and Outgoing Correspondence as per Register

b. Membership for October register (see attached)

c. Congratulations to Shanna, Brad, ALL Patrol Members (and their families)

d. for their time and expertise in what was a difficult season Your community thanks you and is proud of you

e. Youth development and the team involved a great effort you are also to

Congratulated The Spirit of Soldiers is alive and well

f. all members who worked around the club doing various things that went Unnoticed great work, The Club Committee and to the Exec Committee I thank you all for a job well done.

**Assistant Admin report Coral Raymond**

- The Clubs new phone number 0438 021 446 has been updated onto Surf Guard and SLSCC, SLSNSW and SLSA all have been notified.

**Transfers FEB 23 TO 14 MARCH 23**

**Transferring In**

To From

**Transferring Out**

|                 | To    | From     |                  |
|-----------------|-------|----------|------------------|
| Bryce Glanville | Caves | Soldiers | Competition only |
| Torri Coppen    | Caves | Soldiers | Competition only |

**Motion**

Move approve the transfers and the membership register.

No Transfers

Moved By: Gail Rixom

Second By: Shana Doughney

Carried

**Item 8 . Director Surf life Saving – Shana Doughney**

1) The final patrols are wrapping up – Last patrol for 22/23 season is April 25<sup>th</sup>.

2) The surveillance requirements have been burdening for the same people each week.

3) The club only has one powercraft/IRB sign for use on patrol

Issues:

2) Surveillance requirements have been falling to the same individuals (IRB drivers and patrol captains)



**Recommendation:**

- 1) Congratulations to all our patrolling members for this season.
- 2) Look at a roster for surveillance (9-10am and 4-5pm) in the off season for next patrolling season (of members who may not be on regular patrols or rostered that day). Any suggestions over off-season of how to make this work will be welcomed!
- 3) The club to purchase new IRB/Powercraft signs – may be available through CLEG?

**Item 9. Surf Sports Report – Dennis Ricketts**

No Report

**Item 10. Junior Activities Report - Matthew White**

- 1) Nipper Presentation now completed, jumping castle, podium we a success. Mitch from rotary handed out gold medals the session was a success with a lot of close scores in club champs across all ages. All the nippers improved this was reflected in their scores from the first club champs races to their third all nippers entered in more events.
- 2) Completed reports and auditing of boards and sent to Jacqui
- 3) Looking at a winter board program for nippers and adults
- 4) Attached is all club champ, age managers and nipper, nipporette winners.
- 5) Will be looking at doing a smaller club championship for u6 and 7s next year.

**Item 11. Education Report- Emma Griffiths**

- 1) SRC / BM course run through February / March – 2 BM, 1 transition BM, 4 SRC
- 2) Burns Foundation Day booked in for 12<sup>th</sup> November – SRC / BM members to support. Planning is currently underway.
- 3) Assessor / Facilitator course May 2023 – Emma Griffiths scheduled to complete
- 4) First Aid course currently being scheduled – May 2023

**Recommendation:**

2023 Required Equipment:

| Committee role | Description of Equipment/Products Required For the 23/24 Year | Cost/Estimate or Quote attached | Supplier details    | Month required or Date |
|----------------|---|---------------------------------|---------------------|------------------------|
| Education      | Training Defid  | \$447                           | SLSNSW member store | September 2023         |



|  |  |                         |                          |  |
|--|--|-------------------------|--------------------------|--|
|  | Water Safety Rashies<br>(XS,S,M) x45                 | \$20 each x45 = \$900   | SLNSW<br>member<br>store |  |
|  | Quarter caps x10                                     | \$7:50 each x 10 = \$75 | SLNSW<br>member<br>store |  |
|  | Rookie Uniform Shirts (xs, s,<br>m, l) x 8 each size |                         |                          |  |
|  | Caps x 15  |                         |                          |  |

#### **Item 12. Sponsorship and Marketing – Matt Keys**

1) Solar panel installation has now been completed 25 th January 2023.  
Milestone 2 payment has been received \$13,296.00 + GST  
Full payment has been made to Aussie Wide Solar  
Milestone 3 invoice needs to be submitted \$3,324.00 + GST

2) Grant application for \$20,000.00 was submitted to Halekulani Bowling Club to purchase 16 x new fibreglass nipper boards.  
Submitted 21/2/23 – Grant has now been successful  
Boards have been purchased from Bennetts and awaiting signage.

3) Currently negotiating with two sponsors to pay for board covers for these boards along with the other 7 new boards. Total cost \$2,990.00.

4) I have submitted an invoice to Surf Life Saving Australia for \$10,000.00 for BCEF grant.

#### **Action:**

Club needs to confirm items we will be purchasing between April to September. Eligible items only as per approved Gear and Equipment list Invoice submitted 17/2/23

5) New sponsor Aussie Wide Solar has come on board for year 2023/24  
Sponsorship agreement \$3,200.00 + GST

6) I have submitted a variation to the successful Community Building Partnership grant for SSV in lieu of ISUZU 4 x 4 and submitted the funding deed along with bank details.  
Funds have now been received in SBSLSC bank account we are awaiting invoice for SSV from SLISA



7) **Action:** Grant received from Wyong Rugby League Club for \$10,000.00 in August last year will no longer be required for the new patrol vehicle. Club needs to decide priority for these funds so a variation can be lodged and approved.

Note: We are about to apply for another round of funding for new patrol trailer and other trailer

8) Community Building Partnership Grant 2021 for roller doors has now been acquitted

9) Advice from Jenny Downing - Harry Moore Foundation does not have enough funding to provide \$4,500.00 as requested for sun hats for nippers and have suggested we come back with an amount \$1,000- \$1,200. Please provide suggestions

10) Have lodged an EOI for Dobell Stronger Communities Program Round 8 funding. Application for \$16,993 being for internal painting of foyer and upstairs area. Club will be required to make co-contribution of \$1,699.30 Grant application was not successful notified 19/4/23.

### **Item 13. Rookie Report:-**

No Report

### **Item 14. Boat Captain- Report Glen Coppen**

1. Helmet replacement 10at \$110 each can get cheaper on sale.
2. Boat and trailer repair estimate \$2000
3. New Men's Oars \$4,048.00
4. New Women's Oars \$4,048.00
5. Sweep Oars \$2,879.80
6. Sweep Shaft \$798.60

### **Item 15. IRB Report – Shawn Ford**

No Report

### **Item 16. Junior Club Captain – Victoria Coppen**

Soldiers Beach U18 Youth Weekend Away

I would like to congratulate all the participants attending the U18 Youth Weekend Away

- Jasper Blakely (Simon Blakely)
- Evie Comber (Tracy Holcombe)
- Samuel Coppen (Glen Soldiers)
- William Coppen
- Aisha Crowe (Mick Crowe)
- Angus Halicek (Hali Brad)
- Blake King (Melissa King)
- Emma Lamphee (Jacki Lamphee)
- Indianna Lourens (Suzanne Royle Lourens)
- Jaydee Lourens
- Lucas McIntyre-Guy (Lara McIntrye)
- Evgenii Mikhalchenko (Dmitrii Mikhalchenko)
- Sergei Mikhalchenko
- Tody Sloane (Rachel Sloane)
- Esme Swift-Hill (Natalie Swift-hill)
- Evelyn Williamson (Edissa Viray)
- Jackson Vandertouw (Annie Vandertouw)

Our facilitators are

- Ben Blackshaw
- Jackson Blackshaw
- Lachlan Coppen (Lachlan Glen)



- Victoria Coppen
- Shana Doughney
- Kate Halicek

I am currently creating a WhatsApp group chat for the U18 Youth Weekend Away. I am adding both participants and their parents to help with communication leading up to the 19th of May. A few people I have been unable to. I will send individual invitations to these people.

For any youth members that have recently completed their SRC and haven't put an expression of interest in please don't hesitate to reach out to me.

### **Item 17. Caretaker Report – Kellie Maxwell**

1. Wooden floors upstairs-Lighthouse and Sunset rooms repolished.
2. Public tiled areas pressure washed as well.
3. Dunes needs to put table and chair pads on furniture, keep it looking as new.
4. Council took away Big arse fan in lighthouse room.
5. New steel covers outside on building to protect gutters.
6. Solar is hooked up to WIFI.
7. Outside lights underneath Balcony, Kiosk and back of carpark are all working now, big thanks to Matt Griffiths.
8. Council have replaced steel cage around gas tanks, need to put a cover on top.
9. Garden around flagpole is looking really good, cleared all ready for another flagpole with Indigenous Flag, big thanks to Simon, Stuey, and Dale for all the help.
10. Motors were just put in on both Craft Roller Doors.
11. Lift needed to be looked at, all working now.
12. Easter Sunday Sunrise church service went well, about 65-75 parishioners turned up, Pastor Mike was so happy with the weather, and it really good to see the happy smiles on everyone's faces.
13. Lock on Dunes Bar area had to be replaced.
14. Gym Equipment has been taken out, more room for Nipper Boards, etc.
15. New Nipper Boards arrived 6/4, on board trailer, board covers on, thanks to Matty White and Matt Griffiths picking them up.



16. Panels for mens Craft room shower area have arrived, Matt Griffiths is onto that.

### Motion

To receive and adopt all reports.

Moved by Shana Doughney

Second by Jennifer Falconer

Carried

### General Business

1. In relation to digitalizing the photos.

Simon has approached Officeworks, it will cost \$8 per CD which holds up to 350 photos. He suggest the club buy a HDD which these photos can be transferred onto and the club keeps the HDD in the office.

One problem, I know its history, but there are lots of awards of presentations and this exercise will take many hours to complete. There is in excess of 1500 photos.

Simon has started to sort pictures for a presentation slideshow showing life members and history of the club.

Budget \$500 to digitalize photos and purchase a HDD. Size to be determined (approx. 4Tb. Price varies)

### Motion

Move to approve digitalize the photos.

Move By Simon Falconer

Second by Tony Axford

Carried

2. The Club has been given a quote for two outside security cameras which can be linked into Dunes Security System. Outside security cameras – move to Budget Meeting.
3. Gail: Senior Presentation – Gifts?  
- discuss at Budget Meeting.
4. Tony Axford – received email from NSS QLD Invoice \$165. Think it's a scam. Have requested contract as proof.
5. Letter to: John Barnes, Doyalson Sub Branch, Finance and Darren Thornton from Matt Keyes requesting a charitable donation for the Club.
6. Budget Meeting – 21 May, 11am.

**MEETING CLOSED: 9.48am**

Simon Falconer

President

Darcy Waller

Director of Admin