

**Soldiers Beach Surf Club**  
**Minutes**  
**Executive meeting**  
**20 08 19**

Attendees: Jim Buckton, Brent Farmworth, Craig Andrews, Richard, Kellie Maxwell, Jacqui Godier, Ellen Van Wessel (minutes), Gail Rixom, Lara McIntyre

Apologies:

Date: 20 August 2019

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Meeting declared open at 7.04pm

Meeting order as per agenda

**Verbal Update from Bar and Restaurant**

- New ice machine installed downstairs
- Postmix going in this Friday (23/8/19)
- Deal done with Wyong leagues club to cover all costs in relation to the Glycol beverage system - eg beer pumps – effective immediately – all repairs to be done by September (prior to season commencing)
- Coffee machine going in
- Brent will purchase more tables / long term more chairs will be purchased (need to sell old chairs) – these will be at his own cost
- Issues with WiFi  
**ACTION:** Phil will look into this and speak to the provider
- Lock on doors to verandah need fixing  
**ACTION:** Jim to organise
- Long term
  - heaters need to reviewed / lighting in carpark
  - signage
- Lots of functions coming up / calendar looking full right up to November

**CareTaker / Kiosk**



- Kiosk will be closed this weekend (24&25 August)— middle of September will be open 7 days a week
- Rubbish – now picking up twice weekly

1. Update to Election of officers for 19/20 season

**Director of Education**

Lara McIntyre accepted nominated by Richard, seconded by Craig Andrew

**Director of Youth Activities**

held over

**Assistant Director of Administration**

Coral Raymond nominated by Jim and seconded by Richard

**Assistant Director of Youth Activities**

Held over

**IRB Captain**

Shawn Ford nominated by Jim and seconded by Richard

**Boat captain**

Held over

**Board and ski captain**

Held over

**Building manager**

Held over

**Rookie coordinator**

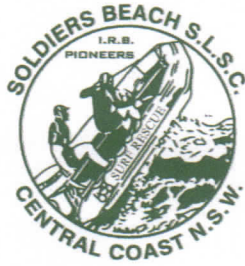
Darcy Van Wessel-Aldridge nominated by Jim seconded by Richard

**Publicity officer**

Held over

**First Aid officer**

Lara McIntyre nominated by Jim seconded by Richard



Gym manager  
Held over

Gear steward  
Held over

Social secretary  
Held over

#### Finance report

Confirmation of previous minutes  
Craig moved minutes from May were a true and accurate account Richard seconded

Financial statement  
Copy of admin report to be sent through to admin email address  
\$4K to be written off

Expenses we are locked into we are looking at getting these waived eg till  
EFTPOS machine needs to be given back to Westpac as we are currently paying fees  
We still have bills to pay  
We really need to see if we can obtain sponsors – we need to follow up Craig will promote

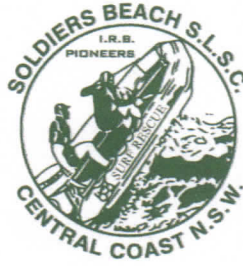
Financial report submitted  
Moved to accept Richard seconded by Lara

President report  
All items as per President Report  
Successful with \$5k grant – Education mannequins / rescue dummies

Need list of all of those requiring access to Surfguard – need to remove those that don't require access off.

Following position holders to be added:

- Director of Admin plus assistant director of admin
- Treasurer and assistant treasurer
- President
- Assistant President
- Director of Education
- Director of surf sports –plus assistant surf sports



- Director of life saving
- Director of junior activities

Registration dates to be set

- 3<sup>rd</sup> September Tuesday 6.30-8.30
- 8<sup>th</sup> September Sunday 10.00-2.00
- 15<sup>th</sup> September Sunday 10.00-2.00

Confirmed helpers Jim, Gail

Need to set budget for the season

Jim and Craig to sit with Emma to review and manage budgets month by month

**ACTION:** Craig will coordinate

Need to consider season priorities - List and add to strategic plan

#### Director of Lifesaving

We may need to drop back to 7 patrols due to people not turning up

**ACTION:** Shags and Richard to coordinate a pre-season meeting to discuss juik

Coral will update Surfguard on a weekly basis

All patrol captains need to log onto the app and details need to be entered

**ACTION:** Shags /Jim to advise patrol captains

#### Director of surf sports

Not in attendance

#### Director of junior activities

Jodie Freeman will continue to undertake the role until a replacement is found

Organising a date at the pool for nipper proficiencies

Get notes for proficiencies up to pool

**ACTION:** Gail will provide pool proficiency paperwork to the pool

#### Director of Education

Gary and Lara attended meeting at McMasters

Assessing Bronze and SRC has changed – need to have relevant qualifications and if don't have need a supervising assessor in attendance



Bronze and SRC are changing in 20/21 season

We need to have documented in our minutes who our endorsed delegates are and who are able to undertake assessments

**ACTION:** Lara to provide information on endorsed delegates

All clubs have been given an ipad at the field day to use when undertaking assessments

Re-qual dates

- First day Saturday 31<sup>st</sup> August

**ACTION:** Lara to provide outline of proposed education timetable

Education team will be ordering TRAINER shirts, rashies and hats

#### General Business

2 x Active reserve memberships received one from Shann Mitchell and one from Leigh Mitchel

Moved to accept Richard seconded Lara

Rashies order – done

Rookies order – done

Age Manager shirts – done

Suggestion - dedicated parking for patrol members – this to be discussed and approved by Council

Need to call JJ's to get padlocks for bins – to avoid person collecting bottles possible injuries.

Meeting closed 8.40

Signature  
Jim Buckton  
President

Signature  
Ellen Van Wessel  
Director of Administration