



# Minutes

MEETING OPENED: 6:46 PM

MEETING CLOSED: 8:35 PM

DATE: 19<sup>TH</sup> FEBRUARY 2019

- Disclosure of Pecuniary Interest:
  - Jim Buckton: Personal relationship with Banfeild disclosed.

## 1. ATTENDANCE

Jim Buckton	Club President
Phil Walls	Assistant President
Katrina Ricketts	Director of Administration
Craig Andrews	Director of Finance
Jodie Freeman	Director of Junior Activities
Richard Field	
Gail Rixom	Assistant Director of Finance
Lara McIntyre	Director of Education
Lee Rogers	Sponsorship and Marketing
Shawn Ford	IRB Captain
Darcy Waller	
John Edwards	

### Apologies

Alex Coppen, Shane Walker

## 2. CONFIRMATION OF PREVIOUS MINUTES

The minutes from previous meeting held Monday 21<sup>st</sup> January 2019

**Motion: that minutes of previous meeting be accepted**

**Moved: Lee Rogers**

**Seconded: Phil Walls**

**CARRIED**

### BUSINESS ARISING FROM PREVIOUS MINUTES

- Agreement with Wyong Rugby Leagues Club
- Sign for Fire hose reel – Do no use
- Letter to be drafted to thank Emma for all her hard work
- Procedure and check list is required for Audit procedure of patrols, patrol entries via ipad
- 6 month lease signed with caretaker
- WRLC – decisions need to be made

## 4. ENDORSEMENT OF FINANCIAL STATEMENTS

The Financial Statements were tabled and endorsed by the Board

**Moved: Shawn Ford**

**Seconded: Phil Walls**

**CARRIED**

## 5. REPORTS

### 5.1 PRESIDENT - JIM BUCKTON

- HD on numerous occasions have been made aware of our supply agreement with WRLC. HD are not using WRLC. Correspondence and meetings with no resolution. Jim has contacted Ian Fullagher for advice.
- WRLC are withholding our sponsorship monies until HD have been removed.
- Council is working with surf clubs more closely on the running of business operations due to the amalgamation
- Jim in contact with Greg Best {Councillor}
- Contract for HD has been with the council for over 12 months
- Concern over the commercial agreement of the bar if taken over by WRLC due to the Crown Lands lease which suits the council
- We need a timeline – notice to HD
- Caretaker asked HD to remove oil for premises
- Tiles to be replaced on Southern end of club
- Grant from Australian Sports commission received. Purchased oars for female crew
- New club caps available
- Oven sold for \$800
- Comedy for a Cause to be held out of season at Canton Beach Sports Club
- Harry Moore Trust - \$2700 approved for nipper boards and 80 books on surf ed to be given out at nippers presso
- Toukley RSL pushing for sponsorship

### 5.2 DIRECTOR OF FINANCE – CRAIG ANDREWS

- Over \$12K owed be HD and over \$9K owed by Boaties Cafe
- More money going out than coming in
- Received money for hosting carnivals
- \$15K in grants received
- SLSA happy with current repayments
- On track with repaying debts
- Branch has a new sponsor – a solar company

### 5.3 DIRECTOR OF ADMINISTRATION – KATRINA RICKETTS

- No Report

### 5.4 DIRECTOR OF LIFE SAVING - SHANE WALKER

- No Report

### 5.5. DIRECTOR OF SURF SPORTS - ALEX COPPEN

- Report tabled

### 5.6. DIRECTOR OF JUNIOR ACTIVITIES – JODIE FREEMAN -

- Nipper inclusion dates Sunday – 17<sup>th</sup>, 24<sup>th</sup> and 31<sup>st</sup> March. Marie Buckton will coordinate
- Nipper Presso Saturday 23<sup>rd</sup> March @ 2pm. Budget???
- Gifts for 6,7 &8 age groups book and certificate. 9 – 14 Trophy + 4 main awards and shirts
- Outstanding WWC for a member, Jim to follow up
- Problems with surfguard and registrations
- Carnivals – great numbers of kids competing
- Communication via Facebook and Whats app.

- Stocktake on boards needs to be completed
- 3 Club championships completed for the season
- All positive comments and reports from nippers branch

#### **5.7. DIRECTOR OF EDUCATION – LARA MCINTYRE**

- Safeguarding Children and Young People guidelines – committee each received a copy
- Online training, once completed will be noted with other awards listed in the first aid room

#### **5.8. IRB CAPTAIN - SHAWN FORD**

- No Report

#### **MOVED THAT ALL REPORTS BE ACCEPTED**

Moved: Phil Walls

Seconded: Lee Rogers

**CARRIED**

#### **6. AGENDA ITEMS**

- Workplace harassment issue
- Commercial operations advise/communications
- Process for communications and payments
- Banking Minutes presented to Greater Bank. Signatories need to be updated
- Maintenance issues
  - Beer systems
  - Sliding doors
  - Tiles
  - Storeroom lock
  - Circuit breaker
  - Light in storeroom

#### **7. GENERAL BUSINESS**

- Ladies shower doors not working x 2
- Still waiting for cage for recycling – Jim to follow up
- Forest Fruit Market not interested in sponsoring boat but will donate for raffles
- Some surf gear taking up too much room – double skis to be placed on mezzanine
- Patrol roster system needs to be clearer – stating phone numbers
- Greater communication in relation to carnivals held at Soldiers – more notice
- Notice board in club with patrol rosters and upcoming important dates. Jim to contact Shags
- Sunday afternoon patrol needs to ensure all equipment is cleaned properly
- Still an issue with entering nippers for carnivals
- Radios not being charged correctly – Sign needs to be put up
- Big trailer due for rego, wiring needs fixing. Now registered
- Wheelchair is now fixed by council
- Patrol audit – Resus procedure has changed
- Board of Education meeting – outcomes of meeting to be presented and Lara will keep us up to date
- Empty O2 bottles need to be placed in the one spot
- HD owe club money and are holding payments back
- Dave Unger – congratulations on Nippers branch and the club working together
- Caretaker spoke to Charlie regarding removal of oil for premises. Charlie ignored him and accused caretaker of hassling staff. This is unsubstantiated. Jim monitoring

**Note: All Portfolio Reports to be emailed to Katrina at:  
[admin@soldiersbeachsurfclub.com.au](mailto:admin@soldiersbeachsurfclub.com.au)**