

# SOLDIERS BEACH SURF LIFE SAVING CLUB INC COMMITTEE MEETING

26th February 2017  
1:00 pm

1. Welcome, meeting opened : 1:22 pm
2. Apologies: Ellen Van Wessel, moved: Jodie Freeman, Phil Walls,
3. Attendance: Richard Field, Jim Buckton, Craig Wilson, Coral Raymond, Phil Walls, Jodie Freeman, Alex Coppen, Jacqui Godier, Lara McIntyre, Renea Donaldson, Shane Walker, Dave Waddell
4. Disclosure of Pecuniary Interest:
  - The chairman requests that the members disclose any items of personal interest in matters that are going to be considered at this meeting
5. Confirmation of minutes from the Executive Committee meeting,

Moved Jim Buckton seconded Shane Walker, all in favour carried

Issues arising from previous minutes -

**Please note the minutes for the previous meeting need to be amended to reflect the following**

**1. The meeting minutes are to be headed Executive Committee Meeting**

**2. A quorum for a committee meeting was not met as per our constitution item 23.1. & so the meeting took the form of an Executive Committee Meeting which requires a quorum of 4 + 1 as per item 31.4. Notice for this meeting being fulfilled by the notice of the committee meeting which it replaces.**

**3. The addendum is to be headed items for out of session approval by the Management Committee.**

**4. Shane Walker needs to be removed from the apologies list and replaced with Dave Waddell**

**Grievance Office** - Kevin Atkins resigned - Jim has approached Colin Trigg to take on the position and he has agreed, meeting approved appointment

**Credit Card Increase** - discussions held re not increasing amount instead applying for Trade Accounts - **Motion moved by Renea Donaldson to stay with \$2000.00 credit card seconded by Craig Wilson, all in favour carried.**

**Craig Wilson** (Operations Manager) - to contact Central Coast Confectionery, regarding info on some vending machines.

**Harry Moore Trust Fund** invoice - Coral has invoice and will forward to the HM Trust committee.

**Gym Equipment** - Jim would like to spend \$1100.00 for gym equipment- **moved Jim Buckton seconded Coral Raymond all in favour carried**

**4WD** - Agent to buy vehicle - Jim explained how it works, Jim has list of requirements for extras for vehicle. We have \$35,000 in grants. Jim will circulate list of extras. Cost of vehicle approx \$25,000 balance for extras ready to go on beach.

**Moved that Addendum be accepted**

**Amended minutes** to go on web site ASAP

**Bookkeeper/Admin** - Jim has spoken to Yvette Wright from Fortuity and has recommended that we have a meeting with Paul Bolton and invite him to management committee meeting. Fortunity are interested in helping us to develop a new business plan and outline direction for club. **Motion put forward for approval to go ahead, moved Jim Buckton seconded Phil Wall all in favour carried**

6. **Presidents Report** - Richard Field - no report

7. **Finance Report** – Renea Donaldson - as tabled

- **Trailer accident** - trailer not registered - Dave Waddell has new rego papers, transfer forms and blue slip required. Dave to take plates today and will pay for everything and club will reimburse Dave, he will then transfer into club name. **Motion: that we cover costs of accident, Dave to register and transfer rego of both trailers into club name. - moved Phil Wall seconded Jim Buckton in favour carried**
- Insurance audit to be done review on all trailers
- Thanks to Phil Wall for all his great work \$80,000.00 approx in grants - Letter of appreciation has been sent to Phil.
- Not standing for Finance next year not enough time. Coral is prepared to take on position. Renea to train Coral in all aspects of MYOB
- Craig Ray to send Renea list of carnival entries
- Renea to meet with Craig (Operations Manager) to talk about operations

**Motion: to accept reports and endorse all payments by Jim Buckton seconded by Coral Raymond all in favour, carried**

8. **Portfolio Reports**

a: **Lifesaving** – Shane Walker - No written Report

- **Defib** - take out of circulation needed new batteries they also needed to be recalibrated- **Action: Shags organising**
- **Reeds** ongoing issue - not responding to any correspondence - Shane recommends if they don't pay to ban them from the surf club. **Action: Shags to draft letter for everyone to have a look at and get back to him**
- \$5000.00 SLA Equipment grant - Coral needs invoices to cover this amount
- \$200.00 food for boat carnival - Shane has invoices, to be reimbursed, advised to forward to Coral for payment
- Date for Boaties Ball set for the 13th May 2017 - Donna to be advised

- Repairs to boats - Renea has invoice - Croaker oars
- b: **Education** – Jim Buckton - report tabled
- patrols need to be tightened up - rookies need to be watching beach, someone at each flag with tube and radio. Book needs to be filled out correctly, Oxy Viva and defib need to have checks done.
  - Uniforms for Rookies - put on patrols. Lara emails list of newbies to, Shane and Dave - Shane to follow up
  - Jacqui to organise key to uniform cupboard for Dave & Shane
- c: **Administration** – Jacqui Godier - As tabled
- Transfers In & Out - nil
  - Correspondence - tabled
- d: **Surf Sports** – Alex Coppen - no written report
- thanks to Craig & Jim for inspiring everyone to compete
  - Branch everyone got medals - goal this year was met with everyone having a go
  - all entries done for state thanks to Craig Ray
  - 1 entry for Aussies -Mia Middleton
  - Patrol comp for next year
- e: **Youth Development** – Jodie Freeman - report tabled
- **approval needed** for santa costume, slim water vests, Jodie has purchased 4 and would like to buy another 20, \$36.00 ea = \$720.00 for red & green cap.....
  - **senior presentation** - 3/6/17 - Discussions had regarding format, just have major awards, maybe have band to liven up. **Sean Chaffer to MC** - Shags rang and got OK  
**Action: Jacqui to send letter confirming with Sean details and date and thanks etc.**  
Costs for attending: \$20.00 as per last season
- f: **Caretaker** – Jacqui Godier - report tabled
- g: **WH&S** – Richard Fields - no report
- h: **Sponsorship & Marketing** – Phil Wall - report tabled
- discussions held
- i: **Bar** - Mick Crowe - no report
- Craig Wilson - Operations Manager
- j: **House Committee** - Jim, Richard & Renea - no report

Moved that all reports be accepted Jim Buckton seconded Shane Walker all in favour carried

9. Election of Positions Vacant: (see attached)

10. General Business

- Set date for AGM - 42 days notice to secretary - 23/7/17 10:30 am
- Notice of Motion to be put forward at AGM - send to members to ask if any Notices of Motion -
- Renea would like all invoice before AGM so she can finalise accounts
- Reports to Jacqui for Annual Report ASAP, which is presented at AGM
  
- **Constitution review** NSW template Jim has been comparing and inserting our info into it.
- **Planning Day** - date to be set

**Note:** Can we have written reports emailed to Jacqui for Portfolio areas.

[admin@soldiersbeachsurfclub.com.au](mailto:admin@soldiersbeachsurfclub.com.au)

Meeting closed at 3:30 pm

Richard Field

President – Soldiers Beach SLSC

### **Positions Vacant**

- Vice Director of Youth Development
- Assistant Boat Captain
- Assistant Board & Ski Captain
- Gear Steward
- Social Secretary