



August 2025 Agenda
Soldiers Beach Surf Club
Committee Meeting

Attendees: Jennifer Falconer, Gail Rixom, Kell Maxwell, Tony Axford, James Carroll, Shawn Ford, Sergei Mikhachenko, Suz Lourens, Evelyn Williamson, Darcy Waller, Simon Falconer

Apologies: Mick Crowe, Jaydee Lourens, Michael Rassmussen

Date: 17th August 2025

Meeting opened at: 1105am

Item 1: Declaration of any Conflict of interest:

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

Name: Shawn Ford	Interest: Contractor Light of Installation
Name: Kelly Maxwell	Interest: Relative of the Kraken

Item 2. Motion to Adopt Previous Minutes

May meeting:

Special Note re: motion for rejection of Adult membership,

- 1) For clarification, those members did not fully fill their rostered patrolling duties and did not give any reason for not doing them. This left the rest of the Club Membership to complete those patrols. Thus leaving the public at risk.
- 2) There were no issues with any minors of those members, providing that those minors have another guardian join. Unfortunately, the adult members left the meeting prior to this clarification.

Moved By: Tony Axford

Second by: Jennifer Falconer

CARRIED

June was a financial only done via email

Moved by: Tony Axford

Seconded by: Darcy Waller

CARRIED

July Financials

Moved By: Tony Axford

Seconded By: James Carroll

Item 3. Business Arising from Previous Minutes

Item 4. President – Simon Falconer

- Compliance is being completed by Tony and myself.
- Lift has now been completed after some minor issues.
- The storms in July have caused damage to building, ceiling in lighthouse room has leaks, exhaust fan for Kiosk has blown: replacement is on order (insurance claim in progress)
- Capability/planning meeting was conducted start of August, great turn out. Minutes from meeting are attached.
- The club has been instructed to remove photos from all socials from 2 families. We have done this to the best of our abilities.
- Roof will be getting replaced in May-June 2026, exact dates to be confirmed. This is a massive job which will require the club to be closed for entire time.
- Burns support unit has been in contact, they will be coming on Saturday 22nd November. Will need support again to make this day another success.
- A reminder to all committee members that sometimes we do electronic motions which are time sensitive, and save us from Face 2 Face meeting or organizing Zoom meetings. Can I ask that club emails be checked regularly for motions or important information involving the running of the club.

Item 5. Director of Finance – Tony Axford

See attachment

- Bank Register
- Profit and Loss
- Balance Sheet
- Age payables/receivables

Current Financial Position

Gross Profit to date 16/08/25	\$125,924.92
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LESS EXPENSES	\$69,429.13
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Net profit	\$56,495.79
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Less Grants	\$11,602.80
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Working Capital	\$44,892.99
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Age Receivables	\$ 11,937.26
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LESS Age Payables	\$11,937.26
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Term Deposit (Bendigo)	\$70,000.00
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Term Deposit (Bendigo)	\$20,414.31
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Term Deposit (Greater)	\$10,000.00
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Total unbudgeted Working cash	\$2,900.00
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As of the 16/08/25 Cash in Bank

Bendigo Event acc	\$55.75
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Bendigo Grant Holding Acc.	\$16.74
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Bendigo Investment Acc 1.	\$70,000.00	12 months term at 4.40%.
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Bendigo Investment Acc 2.	\$20,414.31	6 month on call
Greater Main account	\$17,340.66	Budgeted
Greater Investment acc	\$10,000.00	3 month on call
Grant Account	<u>\$11,602.80</u>	<u>Budgeted</u>

Total Cash **\$129,430.26**

Motion 1:

Move that the Attached Payments be approved as legitimate expense to the Club.

Moved By: Darcy Waller

Second By: Gail Rixom

CARRIED

Other issues

1. No Debt current, as all bills are paid when they fall due.
2. Budget is on track no over spends.
3. Please note in aged payables that the CLUB PAYES Insurance premium over a Month period
The lump sum of policy is shown as a full amount for accounting.

Electronic Motion was also held for recent storm damage:

The Club has an insurance claim for an Exhaust Fan (10 months old) which was damaged during a storm on the 2/8/25, the Club had recorded 109km per wind and lighting, and however we may have to pay for it prior the Claim being processed. The budget and cash flow can support this at the time of writing this report.

The Club could be up for loss of income from our tenants if the Club does not pay for it now.

Motion

To pay for the replacement as per attached quote in the insurance is not approved.

Move by: Tony Axford

Second By Simon Falconer

(yes votes: Mick Crowe, Shawn Ford, Darcy Waller, Sergei, James Carroll, Simon Falconer, Tony Axford)

Carried

4. The Club had an Insurance Claim for Damaged Extractor Fans caused by a recent storm, An electronic motion was put and approved to cover the cost while waiting for the Insurance Company to approval, the Club has had the approval and Insurance remittance of \$5,260.00. The Club will have to pay the \$1,021.00 which was the excess.

5. A Scam;

Some past committee members have received fake invoices to their personal email accounts, claiming to be from a supplier to the Surf Club and requesting immediate payment.

Please be aware:

- These scams are currently targeting Surf Clubs.
- Another Club has already lost a large sum of money to this scam.
- Police are actively investigating.

If you receive one of these emails:

1. Do not delete it
2. Do not click on any links or make any payments

3. Contact me immediately so I can pass the information to the Police.

Police are also investigating how these old email addresses were accessed.

Thank you for your cooperation, and sorry for any inconvenience this may cause.

The Club has a very strong financial procedures, with a high level of security in place, which was how it was picked up.

Our Club was the second club hit with this Scam.

6. New Club Web site

The Club has approved the engagement of SGF to develop a new website (please see attached document)

Simon Darwin is the creative consultant on this project. I have had two meetings with him below is an extract of the Scope of Works.

There will be a request over the next two weeks for Images and any Videos, **ESPECIALLY ANY OF DRONE FOOTAGE.**

There will be review requests going out to the Committee for comments, this will be done via Dropbox.

1. Project Overview

To develop a professional, visually compelling, and highly functional WordPress website that showcases the Soldiers Beach SLSC portfolio of services, community engagement, and information for members. The website will serve as an information portal and marketing tool to attract new members and retain and engage existing members.

2. Objectives

- Create a new look, that will showcase the different aspects and features that are on offer at Soldiers Beach SLSC
- New functional info lead Homepage – easy to navigate and find info
 - remove old info or details that date the site
- Highlight the portfolio of services offered
 - Showcase expertise areas Lifesaving, Nippers, Education, Training, Surf Sports, Functions and Sponsorship
- Establish an online presence that is professional, organic and welcoming - Enable easy content updates and project management
- Optimise for search engines (SEO)

3. Deliverables

- Custom-designed, fully responsive WordPress website
 - The home page to become a better source of information for members - Focus on Portfolio of services section
- Service pages with detailed descriptions
- Club section, About us, Contact service teams and Patrols
- Contact forms and enquiry management
- Integration with social media and retain weather display

- Basic SEO setup
- Training documentation and session.

Item 6. Director of Administration – Vacant (report by Simon Falconer)

Still looking to fill this role.

Correspondence is being sent to those that require it.

Sarah Maughn is doing a great job with processing the memberships.

Membership approvals done on a weekly basis through electronic motion.

This weeks membership are below.

☐	Request ID	Request Date	Member ID	Member Name	Sub-Membership Category	Season	Request Type	Request Status	Links
☐	1790032	13/08/2025 12:19:44	6078890	Ryan, Brad	Associate	2025/2026	Renew Club Membership	Pending	\$
☐	1790038	13/08/2025 12:22:06	6078891	Ryan, Ava	Junior Activity Member (5-13 years)	2025/2026	Renew Club Membership	Pending	?
☐	1790039	13/08/2025 12:22:06	5918828	Ryan, Paityn	Junior Activity Member (5-13 years)	2025/2026	Renew Club Membership	Pending	?
☐	1791809	14/08/2025 18:59:08	6196384	McNeillage, Eliza	Probationary	2025/2026	New Club Membership	Pending	
☐	1791812	14/08/2025 18:59:09	6196385	McNeillage, Liam			New Family Group	Pending	?
☐	1791811	14/08/2025 18:59:09	6196385	McNeillage, Liam	Probationary	2025/2026	New Club Membership	Pending	
☐	1791889	14/08/2025 20:00:12	6196408	Brown, Dawn			New Family Group	Pending	?
☐	1791887	14/08/2025 20:00:12	6196407	McCall, Jasper	Probationary	2025/2026	New Club Membership	Pending	
☐	1791888	14/08/2025 20:00:12	6196408	Brown, Dawn	Probationary	2025/2026	New Club Membership	Pending	
☐	1791941	14/08/2025 20:27:51	5871961	Panichelli, Riley	Junior Activity Member (5-13 years)	2025/2026	Renew Club Membership	Pending	?
☐	1791940	14/08/2025 20:27:51	5824845	Panichelli, Ruby	Junior Activity Member (5-13 years)	2025/2026	Renew Club Membership	Pending	?
☐	1792021	14/08/2025 21:43:30	5702790	King, Cooper	Junior Activity Member (5-13 years)	2025/2026	Renew Club Membership	Pending	

Total Records: 12

Membership Transfers Request List @ Soldiers Beach

New Transfer In

New Transfer Out

Type:
Winning Club:
Direction:
Sort By:

Status:
Losing Club:
Member Name:

ID	Member ID	Name	Winning Club	Losing Club	Transfer Type	Create Date	Most Recent Action Date	Age	Status	Action
173102	5754638	Genevieve Doherty	Soldiers Beach	The Lakes	Full Transfer	12/08/2025	12/08/2025	3 days	Approved	Complete Refuse

MOTION: To approve the memberships and transfers above

Moved: Sarah Maughn

Seconded: Darcy Waller

Carried

Item 7. Vice President- Darcy Waller

Attended Branch meeting on Thursday 14th August

Working on Constitution:

Actions:

- 1) That it will be based on the state model with minor changes.
- 2) The expected draft for the Club Committee will be ready by the end of November.

Item 8. Director of Education VACANT (report by Simon Falconer)

With the start of the season fast approaching we are hitting the ground running.

We currently have 12 members completing the RWC course

Approx. 9 people completing the first aid course

10 members interested in doing ART before the season starts.

Looking at Bronze and SRC training in the near future.

Changes to requalifying this season: Run, swim, Rescue also changes to CPR. Members will be reminded to complete their online learning before doing practical

Item 9. Director of Life Saving

1. Patrol Roster has been shared with Patrol captains/team Members and feedback has been good. Confirming if there is any feedback or further adjustments to be made prior to release to all Patrol members.

2. I would like to create a mini profile of our current Patrol team members as a 'get to know your team initiative' This will help Leaders to identify current skills and capabilities, and future development opportunities. This may include.

*Portrait photo of member

* Age

* Years in the club

* Awards held

* Greatest achievements so far

* What I aim to achieve this year (Courses, Certifications, competition etc)

* What motivates me to come to Patrols

* How to support me

Actions

- 1) This can be provided in the Printed portfolio in the Tower so we can all understand who shaped our club and their involvement in Surf lifesaving.
- 2) Discussion regarding help from outside clubs: need to look for possible accommodation either caravan park or members houses.

Item 10. Director of Surf Sports

Actions

- 1) We need to encourage more members to do their development coach and officials accreditation. Will look at strategies to encourage participants.
- 2) North Steyne are holding their annual nipper camp on 19th-21st of September at Soldiers and have invited our kids to participate. Can we send out via the nipper WhatsApp groups and see if we can generate some interest.
- 3) Will be calling for EOI to coordinate training of both senior and junior members.
- 4) A surf sports committee is to be formed to discuss and plan for the upcoming season.
- 5) Point score and Championships days will be scheduled commencing the start of the patrol season. More details to follow

Item 11. Director of Youth Development

- have started to look at program proposed Dates
19th October – 21st December
11th January – 15th March (this will be Junior presentation day)
- Swim training has been organized with Toukley pool. Starting 1st September, the club will be covering costs for all participants who participate. (must be financial) Gail and Jennifer will be there to mark off names.
- Gemma Bellette has offered her time as a trainer to help the kids on a Monday night.
- We are looking for a couple of age managers and also looking at forming a Nipper committee.

Actions

- 1) a list of current members will be provided every Sunday night to mark the members attending swim school for our records.

Item 12. IRB Captain

1. After speaking with Tony could we put in for a new IRB and Motor with current grant proposal.
2. I have a looked at another option of motor servicing with a mobile guy that comes to us, he does a lot of surf clubs up and down the coast.
3. Outline buying fuel (how we go about it

Action:

- 1) Shawn organizes Tony and Simon to have a chat with this guy.
- 2) . Shawn will finalise some sort of budget for stuff going forward in the next 2 months after assess what gear is at the beach.
- 3) This month Shawn will be going through all gear to see where it is up to and what needs to be done.
- 4) Shawn happy to pay for fuel and send photo receipts to Tony for reimbursement.
- 5) IRB Race training to start in November.

Item 13. Board & Ski Captain VACANT

Item 14. Boat Captain – Sergei Mikhailchenko

- 24hr row will be held at Soldiers on the weekend of 13th and 14th September, we have secured the sunset for this event. We are currently looking for sponsorship to raise money for Mental Health.
- We are requesting a budget of \$500 to provide food for the rowers over the 24hr period.

Action:

- 1) The committee agreed to the budget, all receipts to be sent to Tony as requested. Sergei is in charge of this.

Item 15. First Aid Officer – position not filled

- Club has purchased 5 pulse oximeters, every oxy kit needs to have 1 attached with it.
- Need someone with experience to restock the first aid room and first aid kits.

Item 16. Junior Club Captains – Evelyn Williamson & Jaydee Lourens

Action:

- 1) Jaydee is looking at SRC course for the Rookies. Depending on skill level could take 1-3months to complete.
- 2) Bunnings BBQ on xmas eve could be an issue, Suz will help with organising helpers.

Item 17. Childsafe Report – Jennifer Falconer

Nil to report

Discussion: Branch will provide details of WWC, there is a lot happening in this area, we are doing well, but more needs to be done.

Item 18. Caretaker Report – Kell Maxwell

Major power outage: weekend 3rd-4th Aug. The transformer up the road blew up with the storm, 2nd Aug, with that major power issues within the Surf club, Solar, Alarm System, Kiosk Exhaust Fan, just waiting on Alarm technician to come out and have a look, exhaust fan in Kiosk, temporary fix at the moment, Solar is up and working.

Leaks in the roof: Council have temporarily fixed Leaks in roof, the ceiling in Lighthouse Room will be attended to soon, Council are aware of the ongoing issues.

Would like to acknowledge Cassie from Council with her support and quick response, especially over that weekend with the above issues.

Reminder: all members, with the ongoing Jet ski Course on Saturday's being held here at the Surf club, there is a few Council Jet skis in Craft room, please be careful walking around in Craft room.

Annual Fire check Service with Wormald went through without any problems, report will be sent to Council.

The new lift is up and working in the Surf club, Dunes are aware, with their deliveries, the lift will not be utilised for any deliveries, as it is an accessibility lift, Council are still going through the process of who is responsible for the maintenance and any problems associated with the new lift.

Also would like to thank Simon for his support, especially with the power issues with the Surfclub.

Item 19. OHS/Special Projects –

Item 20. Member Services – Gail Rixom

Minutes from Branch Meeting: Sam Rowling

This is as far as I have, the people that are filling some sort of Member services role.

Fiona is away at the moment, she is the Branch Member Safety and Wellbeing Officer. When she is back, she will share with your the WWCC spreadsheet and will be there to help if people need.

If you happen to know anyone that would like to support branch in either Member Diversity or Recruitment and Recognition, please let me know.

I have attached the flow chart we have finalised for each of these roles as requested by some for more of a definition. As you can see, Member services covers SO much.

Some of the take away points from our meeting and feedback from the filled in forms were:

- Important aspects of member recruitment and member wellbeing;
- Flow chart of role (attached)
- Grants from Council
- Help with Website (I know that State is assisting here, if you need more, let me know and Nat can assist).
- Member disputes - I would like to be able to mainstream a system for dispute and conflict management / complaint handling. Please let me know what your club currently does in this space; I would also like to have a simple complaint / compliment template with possibly a link???
- Service awards - more to come;
- Insta/facebook templates (I will discuss with State tonight)
- Smoking ceremonies
- More inclusion LGBTQIA+
- Fitness passport inclusions (are we thinking to open fitness passport to club members?)
- How can we recruit more parents (the observer award is being implemented.
- Waiver for fees for 100% volunteer compliance
- I would like to implement the silver salties throughout the Central Coast??

What is everyone's thoughts on creating a WhatsApp chat for easy and quick questions?

I am also available to attend and assist at club when needed.

Item 21. Club Concierge- Suz Lourens

To help with Nippers I suggest the following:

1. A roster drawn up so that each age group takes turns doing the following:
 - (a) Set up and back away areas.
 - (b) Take equipment down to beach and bring back up to beach.
 - (c) Wash equipment and pack away.
 - (d) BBQ set up, manage and pack away. (if a BBQ is going to be a regular thing)
2. There are 2 adult parents for each age group.

The above was in place when I was an Age Manager and I found it to be super helpful and eased the burden of doing it all by one person or the same people.

Action

- 1) Talk to JAC committee, all great points

MOTION:

To receive and adopt all reports.

Moved by: Tony Axford

Second by: Darcy Waller

CARRIED

Item 18. General Business

1. Email scam asking for money: Email to be sent to all members through surfguard stating that this is scam and not to respond. **Simon F to action**
2. Website hyperlink to be sent to all members for feedback before made live. **Simon F. to action**
3. Find details for socials: sign in, passwords to see if we can delete accounts. **Simon F. to action**
4. A sign to be put in front of ANZAC memorial asking area to be kept clear as sign of respect. **Jennifer F to action**
5. Smokers to be asked to move away from keg room as smoke enters changerooms. **Kell M to action**
6. Club entry to be made more surfclub friendly: pictures, memorabilia etc. Shawn F, **Committee to action.**
7. Kell is on holidays on 30th-31st august, and holidays from 2nd Sept thru 23rd Sept.
8. Wyong river water safety event: committee happy to go ahead. **Shawn F and Michael R to action**
9. Chase up sponsor contacts for Darcy to reach out to. **Simon F to action**

Meeting closed: 1240

Simon Falconer





Simon Falconer
President

Tony Axford
Public Officer