

# Minutes



Management Committee Meeting of Soldiers Beach Surf Life Saving Club Inc  
Held at SBSLSC on Monday 20<sup>th</sup> August 2018

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**MEETING OPENED: 6:46 pm**

**MEETING CLOSED: 9:24 pm**

## 1. ATTENDANCE

|               |                               |
|---------------|-------------------------------|
| Jim Buckton   | President                     |
| Jacqui Godier | Director of Administration    |
| Lara McIntyre | Director of Education         |
| Alex Coppen   | Director of Surf Sports       |
| Gail Rixom    | Member Services Officer       |
| Jodie Freeman | Director of Youth Development |
| Peter James   | SLSCC representative          |

### Apologies

Shawn Ford  
Shane Walker  
Coral Raymond

- **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.

**Jim declared a pecuniary interest in the Banfield case**

## 2. CONFIRMATION OF PREVIOUS MINUTES

The minutes from previous meeting held 16/7/18

**The Management Committee confirmed that the minutes were a true and accurate record of the meeting.**

Moved: Alex Coppen      Seconded: Lara McIntyre      **CARRIED**

## 3. BUSINESS ARISING FROM PREVIOUS MINUTES

- Access to Members Portal has been fixed by Phil
  - Tony Axford suggestion of internal audit committee - Fortunity are our independent auditors - discussions held and agreed that we remain with Fortunity as our independent auditors
- Motion: that we don't require an internal audit committee, Fortunity are an external independent auditor.

Moved: Lara McIntyre      2nd Alex Coppen      **CARRIED**

#### 4. REPORTS

##### FINANCE - CORAL RAYMOND (Jacqui Godier)

- Balance sheet and Profit Loss tabled
- Boaties Cafe - payment of utilities in their agreement - Jim to speak to them regarding this

**Moved that financial report be accepted: Lara McIntyre 2nd Jodie Freeman CARRIED**

##### PRESIDENT - JIM BUCKTON tabled

- Grant submissions in place - see report
- Banfield Case - see report
- Commercial Contact - see report - Jim to forward draft contract to executive to comment on.  
Have been advised not to relinquish the Liquor Licence. Budget - see report - Jim to forward copy to Executive
- Patrol Equip Servicing - see report
- Carnival Hosting Agreements - see report

- Newcastle Permanent Ironman Series Saturday 15/12/18, discussions held agree to hold

**Moved: Lara McIntyre 2nd Jodie Freeman CARRIED**

- President's Tea Report - see report

##### DIRECTOR OF ADMINISTRATION - JACQUI GODIER - tabled

##### DIRECTOR OF LIFE SAVING - SHANE WALKER - no report

##### DIRECTOR OF SURF SPORTS - ALEX COPPEN - tabled

- need a training calendar before rego days

##### DIRECTOR OF JUNIOR ACTIVITIES - JODIE FREEMAN - no report tabled

- Fashion Fish - Jodie to contact to come on rego days
- need helpers for the rego days
- active kids vouchers - Jim to ask Chris
- Jodie to approach Wideline for sponsorship
- Metro cinema have a group discount - Jodie to approach

##### DIRECTOR OF EDUCATION - LARA MCINTYRE

- tabled
- welcome letter for rego
- rego days - safe guarding Your People & Children on line
- all parents need to have working with children check completed on line
- First aid course in December Gary happy to facilitate
- equal officers - Gary, Dennis, Jim, Lara, Richard
- scenarios on patrols for water based
- Surfguard report who is financial , who is proficient and send to patrol captains
- 

**Moved that all Reports be accepted: Alex Coppen 2nd Jacqui Godier CARRIED**

## GENERAL BUSINESS

- Patrol Audit - almost completed
- Patrol Captains meeting Jim spoke to Shane to arrange
- Pre season audit OHS due - Jim organised over weekend
- AGM - check that room has been booked
- HD - reports required - bookings need to be on calendar, SENPOS, fundraising & planned events , feed back from patrons, preventative service & maintenance,
- discussions held regarding monies outstanding and owed to HD @ 1/7/18 as per ledger supplied by HD
- contract for HD under way
- combi oven - grant in to replace combi oven
- Breakers Country Club - Jim to speak to them have second hand combi \$5000 - Peter suggested Jim call Ken from Breakers
- AGM - returning officer - Mick Crowe? - Jacqui to ask Mick
- Lara - Alex & Lara have registered for Envirobank
- Lara - queried 10% for bar and restaurant -need membership card printed - SENPOS swipe cards, Jacqui to enquire
- Mick Spring Tammy roster for Sunday BBQ nippers -
- Jim - Courtesy bus - club no driver as Kevin to drive will not be here and not financially viable - maybe approach Wyong Leagues

**Moved that we won't be able to have courtesy bus this season as not financially viable:**

**Alex Coppen**

**2nd Jacqui Godier**

**CARRIED**

- Jim spoke to Ian McGaw regarding 'Sports Community' - there are grants available on their web site coming up in September. Initial sport programmes to help with funding to get people involved with learn to swim to boost our membership -
- Lara - content of State Conference available on line
- Jim to send Banfield case info from Nash Solicitors to Chris Parker

• **Transfers In - nil**

• **Transfers Out - nil**

**Moved:**

**Seconded:**

**CARRIED**

## POSITIONS VACANT

- Director of Sponsorship & Marketing
- Assistant Director of Administration
- Assistant Director of Youth Development
- Board & Ski Captain
- Building Officer
- Rookie Coordinator ( 13's & 14's)
- Publicity Officer
- Radio Communication Officer
- Gear Steward
- Social Secretary

**Meeting closed:**

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

**JIM BUCKTON  
PRESIDENT**

**JACQUI GODIER  
DIRECTOR OF ADMINISTRATION**

Presidents Report Aug 2018

Items for budget approval

Nil

Report

Grant funding

Soldiers has been successful with our Club Grants Submission. Wyong Leagues Club has presented a cheque for \$10,000.

At present we have a number of submissions active

1. Australian Sports Commission:

Participation funding for females in sport \$4000

2. Surf Club Facilities Grant:

Building maintenance programme implementation \$120,000

3. Volunteer Grants:

New computer equipment/printer & backpack vacuum \$4500.00

4. Stronger Communities Grant

Expression of interest for support from local member \$20,000

At the time of submitting this report I have a meeting scheduled with WRLCG to discuss this season's sponsorship agreement & invoicing for this. \$4000.00

Dates have been released for the next round of the CC Councils sponsorship cheque presentation for October which is approximately \$8000.00

Banfield Case

The case continues with the plaintiff being granted leave to appeal outside the statute of limitations regarding the matter. This is now in the hands of SLSNSW & the lawyers acting in the case Nilsen. I have had a meeting with Branch CEO & Ian Fullagher re this matter & will be advised when the plaintiff pursues their next legal action as to what is required of Soldiers Beach.

Commercial Contract

I have spoken to Ian Fullagher regarding the catering contract & have items to discuss & seek approval for inclusion at this meeting.

## Budget

The proposed draft budget presented at the last committee meeting has been fwd to Nathan at Fortunity for amendment to include the identified items

## Patrol Equip Servicing

I have delivered the oxy & radios to CC Branch for servicing & will deliver the remaining equipment when we are notified of the return of the first consignment of gear.

I have located some of the missing equipment from the preliminary gear audit. Namely the large first aid packs & the second defibrillator. However there are still one small soft pack & a waist pack to be located. We are also missing 1 radio. These items need to be located prior to the audit inspection.

## Carnival Hosting Agreements

As per the email sent to the committee we have agreed to host 4 carnivals this season.

1. Branch Junior Championships      Feb 3
2. Branch First Aid                      Feb 2
3. Branch Champion Lifesaver        Feb 17
4. Streets Series Boat Final          Mar 16

We have also been asked to host a round of the Newc. Perm Ironman series following the success of last season.

These are a great opportunity for the club to raise the profile & potentially raise funds in the process.

## 5. Presidents Tea Report

July saw the President tea held at Branch offices at Tuggerah. Guest speakers were Ian Fullagher & Paul Bolton from Fortunity.

Ian Fullagher's presentation was on the progress of the development of the Crown Lands Lease document & the subsequent implementation by local councils. He presented 2 submission from clubs to their local council as examples of the application process & discussed the pitfalls & potential upsides for surf clubs in the implementation of the lease agreement. Copies of the presentation are available if anyone would like to view these & a presentation of these at the season opening planning meeting would be a insight into where SLS is heading with regards to the lease agreement & commercial ops within surf clubs in general.

Paul Boltons presentation was a confirmation of Fortunity's continuing support for surf clubs & an invitation for all new committees to their Governance & management seminars to be held in September 2018.

## Gen Business

1. Patrol Audit
2. Patrol Capt. Meeting
3. Registered officers for requals
4. Registration day details & organisation
5. Club Pre season Audit check & review ( discuss

## DIRECTOR OF ADMINISTRATION/CARETAKER REPORT

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**Report submitted by: Jacqui Godier**

**Date: 20/8/18**

### **Summary of items requiring approval / money / action**

Nil

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### **General Business Summary**

- Lake Haven Fundraiser Membership Drive - No new memberships taken, collected \$368.60 in donations and has been banked today. We raised \$386.68.75 & \$216.00, which is a total of \$603.43, over the 2 days.
- Emailed thank you letter sent to Lake Haven Shopping Centre - Have chased up Fortunity today (20/8/18) regarding our audited financials, waiting on Nathan to get back to me.
- Austrbrokers - Business Insurance - \$5,680.00 & Intransit Insurance has been renewed - \$840.00. I have arranged to have this direct debited from our bank account. The initial instalment will be \$780.19 and then it will be \$720.20 every month.
- Liquor Licence - Charlie Redmond - haven't received any paper work from Charlie regarding his application for Bar Manager or from Liquor and Gaming.
- Bar phone has been diverted to Charlies mobile so we are being charged mobile rates. Outgoing calls can be made from bar phone (4396 7502). Should I cancel this diversion now as phones are working?
- Lights downstairs - waiting on Shawn to fix lights in Ladies & Mens bathrooms downstairs and also first aid room - ongoing
- Swipe system ongoing - Shawn has taken the unit home to see if he can fix it. I have given out the codes for the doors to members requiring access on a regular basis. I can change the codes when the system is up and running again.

Table 1-2

**SOLDIERS BEACH SLSC  
CORRESPONDENCE REGISTER IN & OUT**

**DATE: August 2018**

| ITEM NO. | DATE    | FROM                         | SUBJECT                                 | FORWARDED TO            | ACTION |
|----------|---------|------------------------------|---|-------------------------|--------|
| 1        | 18/7/18 | Barry Nelson Lawyers         | Banfield Case                           | Jim                     |        |
| 2        | 18/7/18 | Tony Axford                  | queries                                 | Jim, Jacqui             |        |
| 3        | 19/7/18 | SLSCC                        | Calendar                                | Jim, Alex, Shane        |        |
| 4        | 19/7/18 | YMCA Mariners Aquatic Centre | Flippa Ball program                     | Management              |        |
| 5        | 20/7/18 | SLSCC                        | Club OTY Criteria                       | Management              |        |
| 6        | 20/7/18 | SBSLSCC                      | Cliff Spong - Dianne                    | members                 |        |
| 7        | 20/7/18 | Nicole Reeves                | ICare - Workers Comp Form               | Jim, Jacqui             |        |
| 8        | 20/7/18 | SLSCC                        | EOI RE CARNIVALS                        | Jim, Alex, Shane, Jodie |        |
| 9        | 23/7/18 | SLSCC                        | President's Tea                         | Jim                     |        |
| 10       | 23/7/18 | John Tomba                   | Annual Report                           | Jacqui                  |        |
| 11       | 23/7/18 | SBSLSC                       | Lake Haven Drive                        | members                 |        |
| 12       | 23/7/18 | SBSLSC                       | AGM reminder                            | members                 |        |
| 13       | 23/7/18 | SLSCC                        | Radio Servicing                         | Jim, Shann,             |        |
| 14       | 24/7/18 | Southern Hospitality         | Statement                               | Emma, Coral             |        |
| 15       | 24/7/18 | SLSCC                        | IT Information evening                  | Jim, Lara               |        |
| 16       | 25/7/18 | Team Elite                   | Surf Merchandise                        | lex, Jodie, Shags       |        |
| 17       | 25/7/18 | Sue Morey - Community Grants | Local Sport Defibrillator Grant Program | executive               |        |
| 18       | 25/7/18 | Michael Palmer               | Bech Access Inclusion Workshop          | executive               |        |
| 19       | 25/7/18 | Engine Swimwear              | Hi Vis caps flyer                       |                         |        |
| 20       | 25/7/18 | SENPOS                       | invoice                                 | Emma, Coral             |        |
| 21       | 26/7/18 | SENPOS                       | copy of agreement                       | Jacqui                  |        |
| 22       | 26/7/18 | SENPOS                       | invoice                                 | Emma, Coral             |        |
| 23       | 25/7/18 | Telstra                      | invoice                                 | Emma, Coral             |        |
| 24       | 25/7/18 | Greater Bank                 | term deposit                            | Emma, Coral             |        |
| 25       | 25/7/18 | Energy Australia             | invoice                                 | Emma, Coral             |        |



Table 1-3

|    |         |                        |   |                  |  |
|----|---------|------------------------|---|------------------|--|
| 25 | 25/7/18 | Energy Australia       | invoice                                     | Emma, Coral      |  |
| 26 | 25/7/18 | Greater Bank           | Statement                                   | Emma, Coral      |  |
| 27 | 25/7/18 | Telstra                | INVOICE                                     | Emma, Coral      |  |
| 28 | 25/7/18 | Young Endeavour Scheme | information                                 |                  |  |
| 29 | 26/7/18 | ACNC                   | update                                      |                  |  |
| 30 | 27/7/18 | SLSCC                  | Regulation reviews                          | Jim,             |  |
| 31 | 30/7/18 | Austbrokers            | Business & Intransit Insurance renewal      | Jacqui           |  |
|    | 30/7/18 | BOC                    | invoicing                                   | Emma, Coral      |  |
| 32 | 30/7/18 | SLSCC                  | pool rescue circular                        | Jim, Alex, Jodie |  |
| 33 | 30/7/18 | SLSCC                  | rookie patrol uniforms                      | Jodie            |  |
| 34 | 30/7/18 | SLSCC                  | re grant for Greg Tunn's book on surf clubs | Jim              |  |
| 35 | 30/7/18 | Fair Work              | Circular                                    |                  |  |
| 36 | 31/7/18 | WYONG LEAGUES          | Invoice                                     | Emma, Jacqui     |  |
| 37 | 31/7/18 | JJ Richards            | Invoice                                     | Emma, Jacqui     |  |
| 38 | 1/8/18  | SLSCC                  | Surf Sports Update                          | Jim, Alex        |  |
| 39 | 1/8/18  | SLSCC                  | NSW Board Riding championship               | Jim, Alex, Jodie |  |
| 40 | 1/8/18  | Rapid Clean            | Statement                                   | Emma, Jacqu      |  |
| 41 | 1/8/18  | Alsco                  | Statement                                   | Emma, Jacqui     |  |
| 42 | 1/8/18  | SLSNSW                 | re issue invoice                            | Emma, Jacqu      |  |
| 43 | 1/8/18  | Wyong Leagues          | Invoice                                     | Emma, Jacqui     |  |
| 44 | 2/8/18  | Cleanaway              | Invoice                                     | Emma, Jacqui     |  |
| 45 | 2/8/18  | Southern Hospitality   | Statement                                   | Emma, Jacqui     |  |
| 46 | 2/8/18  | Wyong Leagues          | cheque presentation                         | Jim              |  |
| 47 | 2/8/18  | SLSCC                  | lifeguard recruitment                       | Lara             |  |
| 48 | 2/8/18  | SBSLSC                 | President's Tea                             | Jim              |  |
| 49 | 2/8/18  | SLSCC                  | Trans Tasman Team                           | Alex             |  |

Table 1-4

|    |        |                      |   |                   |  |
|----|--------|----------------------|---|-------------------|--|
| 50 | 3/8/18 | SLSCC                | Grant Opportunity – Australian Government Stronger Communities Programme Rd 4 | Jim               |  |
| 51 | 3/8/18 | SLSA                 | payment - Mick Raby   | Emma, Jacqui      |  |
| 52 | 3/8/18 | Telstra              | Invoice   | Emma, Jacqui      |  |
| 53 | 3/8/18 | SLSA                 | EFT sure  | Emma, Jacqui      |  |
| 54 | 3/8/18 | Supagas              | invoice   | Emma, Jacqui      |  |
| 55 | 5/8/18 | Mel Scott            | nipper enquiry  | Jacqui            |  |
| 56 | 6/8/18 | SLSCC                | SLSNSW outstanding invoices info  | Jim, Emma, Jacqui |  |
| 57 | 6/8/18 | SLSCC                | hosting carnivals   | Jim               |  |
| 58 | 6/8/18 | SLSCC                | age manager shirt order   | Jodie             |  |
| 59 | 6/8/18 | SLSCC                | club compliance   | Jim, Jacqui       |  |
| 60 | 6/8/18 | Wyong Leagues        | Invoice   | Emma, Jacqui      |  |
| 61 | 6/8/18 | SBSLSCC              | beach access workshop   | Jim, Jacqui, Gail |  |
| 62 | 6/8/18 | CCC                  | Community Grants and Sponsorship Program                                      | Jim               |  |
| 63 | 7/8/18 | Emma McBride         | Stronger Communities Grant open   | Jim, Phil         |  |
| 64 | 8/8/18 | Jacqui Godier        | affiliation Form  | SLSCC             |  |
| 65 | 8/8/18 | Southern Hospitality | statement   | Emma, Jacqui      |  |
| 66 | 8/8/18 | SLSCC                | Interbranch Team Management   | Jim, Alex, Jodie  |  |
| 67 | 8/8/18 | icare                | Nicole Reeves   | Jacqui            |  |
| 68 | 8/8/18 | HS express           | invoices  | Emma, Jacqui, Jim |  |
| 69 | 8/8/18 | SLSCC                | positions vacant  | Jim,              |  |
| 70 | 8/8/18 | SLSA                 | payment - Rogers  | Emma, Jacqui      |  |
| 71 | 9/8/18 | SLSCC                | Aust.& interstate pool rescue   | Jim, Alex, Jodie  |  |
| 72 | 9/8/18 | SLSA                 | payment - Lara McIntyre   | Emma, Jacqui      |  |

Table 1-5

|    |         |                              |                                     |                   |  |
|----|---------|------------------------------|-------------------------------------|-------------------|--|
| 73 | 9/8/18  | Murray Hill                  | plague for father Ray Hill          | Jim               |  |
| 74 | 9/8/18  | ACNC                         | update                              |                   |  |
| 75 | 10/8/18 | SLSCC                        | The Entrance patrols                |                   |  |
| 76 | 13/8/18 | SLSCC                        | State Volunteer Safety requirements | Jim, Alex, Jodie  |  |
| 77 | 13/8/18 | SBSLSCC                      | pool challenge                      | Jim, Alex, Jodie  |  |
| 78 | 13/8/18 | Wyong Leagues                | invoice                             | Emma, Jacqui      |  |
| 79 | 13/8/18 | SLSCC                        | crown lands info                    | Jim               |  |
| 80 | 13/8/18 | SLSA                         | payment - Justin family             | Emma, Jacqui      |  |
| 81 | 13/8/18 | SLS JLT                      | public liability requirements       | Jacqui            |  |
| 82 | 13/8/18 | SLSNSW                       | crown land lease                    | JIM               |  |
| 83 | 14/8/18 | Lisa Kite                    | enquiry for use of from lawn        | Jacqui            |  |
| 84 | 16/8/18 | Hunter Catering              | invoice                             | Emma, Jacqui, Jim |  |
| 85 | 16/8/18 | SLSCC                        | Surf Sports Carnival positions      | Jim, Alex, Jodie  |  |
| 86 | 16/8/18 | Wyong Leagues                | invoice                             | Emma, Jacqui      |  |
| 87 | 16/8/18 | SLSCC                        | annual gear & inspection            | Jim, Shane        |  |
| 88 | 17/8/18 | Dilon Luke                   | re shark nets                       | Jim               |  |
| 89 | 17/8/18 | John Muller                  | survey social awareness             | Jim               |  |
| 90 | 17/8/18 | SLSCC                        | carnival hosts                      | Jim               |  |
| 91 | 17/8/18 | Emma McBride                 | closing date                        | Jim               |  |
| 92 | 17/8/18 | Shann Mitchell               | active reserve                      | Jacqui            |  |
| 93 | 17/8/18 | SLSCC                        | The Entrance patrols needed         | Jim, Shane        |  |
| 94 | 17/8/18 | Emma McBride                 | newsletter                          |                   |  |
| 95 | 17/8/18 | Nash Allen Williams & Wotton | re Gabrielle Banfield               |                   |  |
| 96 | 18/8/18 | SLSA                         | payment - Dennis Williams           | Emma, Jacqui      |  |

Table 1-6

|     |          |                             |                                      |              |  |
|-----|----------|-----------------------------|--------------------------------------|--------------|--|
| 97  | 19/18/18 | SLSA                        | payment - David Harris               | Emma, Jacqui |  |
| 98  | 20/8/18  | SLSA                        | payment Ray family                   | Emma, Jacqui |  |
| 99  | 20/8/18  | Wyong Leagues - Susan Selby | statement                            | Emma, Jacqui |  |
| 100 | 20/8/18  | Greg Tunn                   | re book launch                       |              |  |
| 101 | 20/8/18  | SLSCC                       | Stronger Communities funding closing | Jim          |  |
| 102 | 20/8/18  | SLSCC                       | Executive induction program          | Jim          |  |
| 103 | 20/8/18  | Jim Buckton                 | Shark net                            | Dilon Luke   |  |

## SURF SPORTS REPORT AUGUST 2018.

### 1. Items for Funding Approval

- Nil

### 2. Items for Approval

- Nil

### 3. Items to Report

**a.** Central Coast Mingara Pool Challenge is scheduled for Friday 21st September 2018; Expression of Interest will go out this week to members. We hope to be represented again this year.

**b.** Forster Weekend of Surf is scheduled for the October weekend; Expression of Interest will go out shortly.

**c.** Annual Surf Sports Report has been submitted.

Request this Report be accept.

Alexandra Coppen

**SOLDIERS BEACH SURF LIFE SAVING CLUB**  
**MANAGEMENT COMMITTEE - DIRECTOR OF EDUCATION REPORT**

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**Report submitted by:** Director of Education & First Aid Officer

**Date:** 20/08/18

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**Summary of items requiring approval/money/action:**

1. NIL
- 

**General Business Summary:**

- **BM & SRC**

Next course commences: 14 Oct 2018

- **BOE Meeting**

NIL

- **NSW State Conference July 2018**

Very good

Key Items for the Club will be the :

Strategic Plan 2018-2021

Safeguarding our Young People & Children .

- **REQUALS – Land Based**

19 August 2018: 32 attendees, some water requal also completed

Next one scheduled for 16/09/18

**END REPORT**