

SOLDIERS BEACH SURF LIFE SAVING CLUB COMMITTEE MEETING MINUTES

Date: 24/04/2016

Meeting opened at 2.10pm

Attendees: Coral Raymond, Ellen Van Wessel (minutes), Richard Field, Jacqui Godier, Renea Donaldson, Gail Rixom, Jodie Freeman, Graig Ray, Jim Buckton, Darcy Waller, Max Reeves, Phill Wall, Lewis Taula

Apologies: Sara Clark

Minutes from previous meeting sent out via email – noting that amendment as advised by John Edwards were implemented and these updated minutes were re-sent to all.

Move that they be received as a true and accurate

Moved: Jim Buckton Seconded: Jacqui Godier

All in favour – Carried

Business Arising

a) No new members in or out.

Outstanding action items from March meeting

Action: Phil to speak with Luke Stigter – sports events coordinator to confirm if we can hold board riding event.

Action: Letters to David Harris – carried over from last meeting, yet to be done

Action: Review Wi Fi system and security system

Action: Coral to forward copies of reports to trainer - the trainer and the house committee to work together to formulate how to move forward with staff training.
Code of conduct needs to be advised to all attendees and that they are required to adhere to it.

Action: Coral to confirm the members of the house committee and the Terms of Reference

Action: House committee to meet to resolve the conflicts currently in place

Action: We go to Aubrey Brown to write a letter of demand to receive the outstanding monies owed re: Reeds outstanding debt

Action: Gain advice from Aubrey Brown regarding outstanding invoice for Boaties Café and Council.

Action: Agreed we should send representatives to attend WRLC ANZAC day service maybe a couple of Rookies and an Executive member - Need to organise

Action: Baptist Church BBQ - Agreed to put forward either Saturday 23rd or Sunday 24th , thank you and what are their requirements

Action: Once confirmation received as to date – Jim will put message up on SurfGuard

Action: Renea to send Coral a breakdown of room hire and the associated costs

Finance – Renea Donaldson – Attachment A

Opening balance \$67k

Closing balance \$66k

a. Donations received from:

- Delta - \$1200.00 – to go towards new first aid training equipment
- Central Coast Multiple Sclerosis \$2,500.00 – will be used for office items that need updating/repairing
- Shackletons \$200 – will go towards patrol equipment

Thank you letters and receipts have been sent.

b. Reeds debt still outstanding.

Action: Coral to send Richard a copy of all correspondence sent to and received from to enable him to take to Solicitors.

c. Renea advised we need to undertake a stocktake of ALL items

Action: Coral to print out a copy of the asset register to provide to Renea by mid May.

Action: Renea to send stocktake template to all of those who will be undertaking the stocktake

Moved that we accept Finance Report as presented 1 - Gail Rixom, 2 - Jim Buckton

All in Favour – **Carried / Endorsed**

Move that all payments be approved 1. Jacqui Godier 2. Gail Rixom -

All in Favour – **Carried / Endorsed**

REPORTS

Youth Development - Jodie Freeman

- Stocktake done of Nippers caps -
- Stickers on boogie boards – all have been redone - at no cost

Action: Two club representatives to speak with Club Toukley to discuss joint sponsorship

Action: Invite members of Club Toukley to attend the senior presentation

Bar Manager – Lewis Taula

- Who is paying for the Glycol?
- There are ongoing problems, manifold and tubing have leaks and issues
- Third time leak has occurred, 2nd hand unit was installed by Regnis (who have now gone into receivership) – therefore no warranty

Action: Coral to review the insurance to ascertain if we are covered for these issues

- Need to consider staff for next season – to discuss on our planning day (currently scheduled for 22 May).

IRB – Max Reeves

- New boat finally coming – final payment done so should be here soon.
- We really need to order another IRB , order will take another 10 months with a deposit of \$6K

Moved 1. Max Reeves 2. Jim Buckton - all in favour – Carried / Endorsed

Action: Darcy to progress discussions with Wyong Leagues Club to maybe gain a donation

Moved: Max Reeves / Seconded: Jim Buckton

All in favour – Carried

- Props – Queenscliff SLSC would like to hire our spare racing props for the season –
Suggestion to charge \$250/prop

Action: Max to draw up an agreement based on similar to board hire.

Moved: Max Reeves / Seconded: Jim Buckton

All in favour – carried on the condition that an agreement is written up and signed, covering if any damage is incurred it will be fixed at their cost and hire payment received upfront

Rookie Co-ordinator – Lachie Buckton attachment B

- Current trip to Forster – bill for bus hire needs to be paid – payment needs to be processed \$1378 including a \$400 deposit which will be returned
- Surf club has been booked / Buses have been booked / 6-7 May
- 19 rookies plus juniors plus chaperones

All other items as per report

Education Report – Jim Buckton (attachment C)

- Jim has found a company who are going into liquidation – they have a 2nd hand mannequin for sale at approx. \$200.00 – approval required to purchase
- Epi pens required to purchase x 3 at a cost of \$60 total

Action: Jim will purchase and then seek reimbursement

Moved: Jim Buckton / Seconded: Jodie Freeman

All in favour - carried

Jim would like to run a First Aid Carnival and would like to take the discussions to Branch to include Central Coast

Moved: Jim Buckton / Seconded: Darcy Waller

All in favour – carried

All other items as per report

Sponsorship and Marketing – Phil Walls Attachment D

- Race day was a little light on – could this be due to school holidays – need to review dates for next year

Action: Invite Darren Butcher to Senior presentation night

- NSW board riding championships – has been negotiated and we have been successful – will be held at Soldiers with Lakes as the back up
- Research has also been undertaken with regards to obtaining NBN Satellite

All other items as per report

Surf Sports - Craig Ray Attachment E

- Point score has concluded
- Want to continue with member fitness over winter – commencing next Sunday
- Iron man training will continue

All other items as per report

Caretaker – Jacqui Godier Attachment F

- Lots of Watts have completed the cabling
- All to submit papers for the annual report

Coral moved to provide Jacqui (in her role as Club Caretaker – often requiring 24/7 support and assistance) a \$50 / monthly allowance to cover phone and incidentals
 Moved Coral / Seconded Richard

General business

Darcy Waller wants minuted that Club received a notice to produce from the Liquor Board after a complaint was received from a club member regarding impropriety.

Minuting that notice has been received and that the Club is acting upon the issues.

Action: The Executive to create an update and report back to the Club.

Darcy raised if we need to put up a position for the role as an Operations Manager.

To be noted in the minutes:

As a follow on from general discussions, Darcy Waller offered his resignation from the Club.

Caretaker Report – Jacqui Godier Attachment

- Lots of Watts have completed the cabling
- All to submit papers for the annual report

Coral moved to provide Jacqui (in her role as Club Caretaker – often requiring 24/7 support and assistance) a \$50 / monthly allowance to cover phone and incidentals
 Moved Coral / Seconded Richard

Carried / all in favour

Presidents Report

Lighthouse to Skillion walk – we are on the route and we are able to collect contributions – we need a number of members

Action: Order fund raising buckets in particular with lids

At the moment with merger of councils we may have some issues being on crown land as all monies raise need to be used/spent here some councillors with Gosford Council are pushing for all money that the clubs raise want to put them into a single account where are to apply for anything we need.... This needs to be watched very closely and fight any attempt for this to happen.

Awards of Excellence is on 11th June – we get given 12 tickets as a minimum that we need to pay for more can be purchased.

All our nominees will have their tickets paid for no idea what price these are yet. Jim to forward info onto Coral to be submitted.

Meeting closed: 4.15pm

President
Richard Fields

Director of Admin
Coral Raymond

Attachment A

Attachment A

Minutes – 24/04/2016

Report submitted by: Renea Donaldson – Finance Director
Date: 24/04/2016

Summary of items requiring approval/money/action:

General Business Summary (Notes here pertaining to issues the club should be aware of but does not necessarily need to be discussed at committee meeting):

- Stock Take – need to be done before 15/05/2016, and recorded for all items. Spreadsheet will be on the dropbox for record keeping. Current Assets will need to be recorded with an Asset number.
- Image Signage, Sponsors need to supply a PDF file for sponsors logo so this can be printed and added to the board. Sponsors have been notified. But no response
- BAS is due end of April, for the March Qtr.
- Collections, have a few outstanding debts and will email statements to one's who have an outstanding amount from the season.
- Race Day, made a 4k profit
- Reed's Debt – has this been handed over to a solicitor as discussed.
- Kiosk is invoiced and is up to date, seems to be good. No problems
- AGM and EOY, I will need all invoices in by 15th May so I can add into current FY. I have given Fortunity our AGM date and once all invoices and purchases are in accounting system this end can be processed for EOFY.

Rookie Report Attachment B

Report submitted by: Lachlan Buckton (Rookie Co ordinator)

Date: 24/Apr/2016

Summary of items requiring approval/money/action:

1. Access to fuel card/credit card for Foster trip away
 - a. Approval
 - b. Approx \$1000.00
 - c. Committee.
-

General Business Summary (Notes here pertaining to issues the club should be aware of but does not necessarily need to be discussed at committee meeting):

- Rookie trip away to Foster organised for 6/7/8 May 2016. Busses booked and Foster SLSC booked for accom. Chaperones organised & 19 expressions of interest as of Fri22/4
- Message sent out & group chat started to organise attendees for Anzac march
- One attendee Salesi Taula to the Youth opportunity makers Workshop held by SLSNSW at the Colloroy Center over the school holidays. Great experience & will bring back skills to the youth membership of the club.

Education Report - Attachment C

Report submitted by: Jim Buckton CTO.

Date: 24/Apr/2016

Summary of items requiring approval/money/action:

2. Purchase of Ambu Sam Resus Mannikin
 - a. Approval
 - b. Approximately \$ 200.00
 - c. Purchase of 2nd hand resus dummy. Training organisation selling equipment. New valued @ approximately \$2000.00
 3. Purchase of Epi Pen Trainer
 - a. Approval
 - b. Approx \$ 50.00
 - c. CTO purchase of epi pen trainers to facilitate scenario training for Bronze/SRC & First Aid Comp.
-

- Final Bronze/SRC course for the year complete. @ new SRC & 5 new bronze members. Passed their final assessment 17/4/16
- Since the last meeting Soldiers has had members attending Branch facilitated courses. 1 Spinal Management, 1 Basic Beach Management & 3 Silver Medallion Aquatic rescue.
- We have 4 members enrolled in the next course 14th & 15th May

- Pleased to report that we finally have the Fonti Saga sorted out with their awards being processed & approved late last month.
- Following discussions with SLSNSW, Branch & Branch facilitators/Mentors, I have a plan in place to run an IRB driver/crew course in the off season. This is aimed at meeting our requirements regarding IRB services & training trainers & assessors in this area to meet our needs for next season.
- Currently liaising with lakes SLSC IRB team & trainers regarding group training with a view to overcoming our current IRB proficiency problem.
- Have been in discussions with SLSNSW regarding Pain management courses & anaphylaxis training. At this stage looking at costs & target membership to take full advantage of the courses in question & provide the most coverage within the patrols.
- Am organising a Surf Ed team meeting for the end of year review with a number of issues in mind regarding Patrols and skills management / maintenance .On the agenda for the meeting :
 1. Proficiencies
 2. Courses
 3. Course Calendar
 4. Patrol Skills Review (before next season to aid director/s of lifesaving in spreading skills throughout patrols)
 5. Patrol Capt. Meeting

Any other suggestions for agender items from the committee would be appreciated & discussion on any matters appreciated so as it can be added to the agender and be raised at the meeting.

- Am after responses to hosting a First Aid competition within the Central Coast Branch at Soldiers SLSC
- Am in the process of organising with Toni Jenna to host an officials course at Soldiers Early next Season
- Along the same lines am in the process of organising an age managers course for early next season with new members/parents in mind.

I have booked the Branch Surf Education Trailer for next season open day (SLSNSW circular listing date released earlier this month) & am in discussions with branch re Jet Ski

& any other that we can supply to promote Soldiers SLSC. Maybe an awareness drive & invitation throughout our target

Attachment D

Report submitted by: Dir. of Sponsorship & Marketing (Philip Walls)

Date: 24 April 2016

Summary of items requiring approval/money/action:

1. RACE DAY Results

- a. Approximately \$4K made from last Sunday's Race Day, despite overall numbers down to 80-90 due to school holidays, winter sports starting.
- b. Looking at March timeframes for 2017 event, during school term, possibly during week and in between Summer/Winter sports.
- c. Very disappointing support from club members, < 10, but a massive thank you to all race sponsors especially Darin Butcher @ Wiseberry.
- d. To send out thank you letters to all sponsors, prize donors plus website / Social media to be updated with links to these.

2. NSW Board Riding Champs – 19-21 August

- a. Endorsed by SLSNSW for SBSLSC to host.
- b. MoU (tabled) to be signed by president & scanned, emailed back to branch this week (25.4.16)
- c. Club Working Committee to be established.

3. Submission of LS Equip. Grant

- a. #1 IRB, #2 IRB Motor, #3 Resus kit
- b. To confirm grant allocation amount from SLSCC branch.

4. 'Smart Club' – ICT Strategy

- a. ArtyWalls (PW business) is preparing overall 'Smart club' ICT strategy including;
 - NBN connectivity, (Satellite)
 - Security (IP cameras),
 - ii.SBSLSC WiFi network – club/beach

- iii. POS system – bar/anthony’s kitchen. - iPAD based system... <http://revelsystems.com.au/>
 - iv. Then there is the Future of the ‘Internet of Things’ IoT – e.g. drones, wearable trackers / monitors for members / training / on patrol – High performance.
 - Other ideas welcome?
- b. To fit within Clubs strategy plans
 - c. Plan to have completed by May Committee Meeting

5. Duke of Edinburgh Awards in SLS

- a. Ongoing Sponsorship opportunities for DoE awards for Juniors/Rookies and in conjunction with school programs.
- b. Requires co-ordinator with DoE experience/knowledge
- c. Objectives to attract more members, and keep members in patrols after school life.
- d. Aim for major outcome – ‘walking Kokoda track’ – i.e. G100 type status/achievement in 2-3 years.

6. Club Results 2015/16

- a. Would still like to put all club carnival attendees and results with photos on website to give members recognition, promote club success to sponsors and motivate juniors/nippers on showing what can be achieved,

7. Greater Building Society Sponsorship Opportunity

- a. Meeting to be arranged by Renea, to discuss expectations, scope and requirements with financial institution before proposal presented during winter off-season.

SURF SPORTS REPORT – Attachment E

Report submitted by: Craig Ray (Director of Surf Sports)

Date: 24/Apr/2016

Summary of items requiring approval/money/action:

1. Winter Senior Pointscore

- a. Approval
- b. Expenditure Nil
- c. Looking to continue member fitness throughout the off season with the introduction of a Winter Senior Pointscore (Sunday's 0800am)

2. Surf Sports Awards

- a. Approval
- b. Expenditure ?
- c. Awards / apparel for Senior Surf Sports events (Club Champs, Pointscore and Enduro Day)

3. Off season BM Course

- a. Approval
- b. Expenditure ?
- c. An off season BM course is required to be run to cater for those members who turn 15 during the off season else they will not be able to compete as an U17 due to not having their BM. – In particular Olivia Glanville.

General Business Summary (Notes here pertaining to issues the club should be aware of but does not necessarily need to be discussed at committee meeting):

- Senior Pointscore final round Sunday 24th April – this year we had 38 competitors take part in the 29 rounds – awards to be presented at Senior Presentation Night.
- Enduro Day was held Sunday 10th April with 25 competitors entering the various events across the day - awards to be presented at Senior Presentation Night.
- Winter Senior Pointscore commences Sunday 1st May 8.00am at Soldiers Beach (conditions pending or Cabbage Tree), all events will be run each week (where possible) 2km run, sprint, flags, swim, board and Handicap system with two categories (male/female). These sessions will be followed by Ironperson endurance training at 10.00am
- Off season Board Senior Board Training – I am looking to run board training sessions at this stage Tue/Thu 4.30 to 5.30

Attachment F - Caretaker Report – Jacqui Godier

1. Bees Knees - follow up spray and gel bait
2. Collected mail from Post Office, scanned and emailed to Coral

3. Lots of Watts - Jeff installed the repaired amplifier free of charge.
4. Lots of Watts - Attached is a quote from Jeff to install HDMI cable for projector and repairs to the microphone. HDMI cable - \$608.92 Also we used to have 2 microphones but 1 disappeared after a function, Jeff can repair the one we have for \$245.00 and can also supply a new one for around \$500.00.
5. Assisted Lewis with his Liquor & Gaming forms, scanned and emailed off to Liquor Board
6. Repaired magnetic door of front craft room
7. Installed hooks in bin room to hang catering equipment that is not used
8. Organised Jeff Flood to repair Kiosk screen door
9. Changed FOB access level for Belinda McGaw and David Harris
10. Silastic protective angle strips to walls in Lighthouse & Sunset Room, still have a few to do.
11. Re-stuck some No Smoking signs to walls
12. Trimmed garden
13. Sent email re ANZAC Day March in Toukley
14. Pick up cleaning products from Rapid Clean
15. Stocktake of tables & chairs and emailed Renea & Coral with count
16. Glycol beer lines sprung another leak on Saturday night and wasn't reported to me until Sunday morning by Robyn & Leanne. The whole tank had drained onto the floor and flooded the foyer and office. Thanks to the girls, Richard and Jim for helping to clean up, much appreciated. Andale repaired the glycol line and will send a quote through to replace all the beer lines.
17. Perkins Security - front door and cool room door swipes were not working. They have replaced some equipment and all ok now.
18. Cleaning of verandahs and glass balustrades before and after Sunset bar and functions for the month and also washing tea towels and cloths after each service
19. Weekly cleaning of members bathrooms
20. Took delivery of new toilet roll holders for bathroom