



DRAFT
Soldiers Beach Surf Club
Minutes
Committee Meeting
21/06/22

Attendees: Phil Walls, Coral Raymond, Jacqui Godier, Gail Rixom, Kellie Maxwell, Karen Harvey, Lara McIntyre, Simon Falconer, Craig Andrews, Shana Doughney

Apologies: Matt Keys, Dennis Ricketts, Jodie Freeman

Date: 21 June 2022

Meeting opened at 7.20pm

Confirmation to accept the May minutes
Moved to accept: Craig Andrews Seconded Coral Raymond

Business Arising from previous minutes /Outstanding action items

- **Receipt book**
CLOSE OUT
- **Telstra Costs** – still in progress
CLOSE OUT – MOVING TO Star Link service
- **Pass codes** – Kellie has contacted Craig Ray and is in progress/Matt Keys will follow up with Craig Ray
UPDATE #3: Kelly is meeting with Craig Ray this weekend. Jacqui advised that she left a plastic container with all spare keys in it and a small pamphlet that has the instructions on how to change the codes with Jim Buckton.
ACTION: Need to look for plastic container with keys
- **Lights** – Shane Walker has the information; Shawn Ford has advised he can assist if required
UPDATE #3: Shawn Ford has completed job and has sent invoice for payment to the club.
ACTION: More to be done (50% complete) - \$4K invoice has been paid
- **IRB Motors** – Spare motors need to be sold
UPDATE #3: still need to confirm when IRB will be delivered - on-going



ACTION: Still to be done – follow up with Shana. Mick Crowe has offered to assist

- **Trailers** Both trailers are registered – need to clarify personal storage of boards (For noting: personal storage is not covered by insurance if something were to happen)

ACTION: Follow up with Shana

- **Racing Mals**

UPDATE #2: Mick has met with Shana - on-going

ACTION: Follow up with Shana

- **Skis (2 are club skis)**

ACTION #3: Follow up with Jodie

- **IRB Motors** – need assistance with running the new motor in

ACTION: Follow up with Shawn/Shana/Mick

- **Liquor licence** – Phil needs to get his licence as a representative of the committee of the Surf Club

UPDATE: Confirmed that SBSLC holds the licence therefore we pay the fees (special surf club licence)– we need to confirm which representative of the Club's name is on the licence?

ACTION #3: still on-going - Phil advised that he is unable to be the Manager for the club Licence. It was suggested that Kelly Maxwell to do her RSA. Kelly will look into it.

ACTION: Kellie is following up RSA as needs to be done online

- **Council** – we have received information regarding weather shield suppliers, and we have been advised that the suppliers need to have \$20million public liability to be able to progress. Approved suppliers have been sent to Brent by Phil

UPDATE #5 – In progress – Brent ongoing, weathers shields have been ordered

- **Board Policy** – Mick Crowe has carriage of this and will be undertaking repairs. Jodie would like some money set aside for locks for competition and Education boards and repairs to the value of \$250 + \$250 and Lara would like boards locked up for SRC training. Mick Crowe has carriage of putting a policy in writing to the committee

ACTION: On-going needs to be followed up with Shana and Mick

- **Kraken Kiosk** – outstanding payments

ACTION: Need to have further discussions with Kate regarding the waste invoices for the period (as per previous minutes), JJ waste invoices were suspended – from 19 July – 9 September 2021 in relation to Kraken Kiosk outstanding payments

UPDATE: On-going – Craig will discuss with Kate

UPDATE #2: Coral to check with Emma check JJ invoices to confirm when we were charged and the dates.



UPDATE #3: Still in discrepancy over the waste invoice and charges over the shutdown

ACTION: Craig will call Kellie to confirm if request to not pick waste up is in writing

UPDATE #4: Craig to discuss with Kate. Craig also advised that he is discussing with Guy Matthews, who is a Sales Manager with JJ Richards, and hopes to have further info for next meeting.

ACTION: Craig will follow up with Emma

- **Balance Sheet** - discuss with Emma regarding amount sitting on Balance sheet for doubtful debts – how long does this sit on our financial documents? Needs to be removed

ACTION: Craig will follow up with Emma

- **Items thrown out during Working Bee** - need to check Surfguard to remove from the asset register

ACTION: Shana to send list through to Coral

- **Greater Bank** - Most signatories have now been to the Greater bank to sign the relevant documents

UPDATE #3: on-going

- **Patrol Operations Guide**

ACTION: Shana to follow up

- **Discussions around moving to a new accounting package titled “Zero”**
 - Outcome – We stay with MYOB - Emma has advised that we can run MYOB through Emma’s accounts as she has negotiated a much cheaper rate

Director Reports

Financials report – no report tabled

President Report: Phill Walls

- **Council**
 - Back and forth with Council regarding their expenses v our expenses
 - Pillar walls - scheduled to be done, needs to be inspected (will occur over the new few weeks), awaiting a definite date

UPDATE: on-going

- New property manager at Council
- **New IRB** - need to move forward and process the acquittal for WRFLC. Confirmed that the WRFLC grant will be put towards the new IRB (Total of \$10K - \$6K has been put down as a deposit - \$4K to come). Discussions to be had with Rotary advising of this and requesting their funding could be put towards paying off the balance of the IRB plus purchase new equipment.



- **Rotary**
 - Advised that we are going to be a major recipient of Rotary funding
- **Old IRB** - Discussions around the old IRB – preference is not to discard and potentially the Maritime museum to display (noting the IRB upstairs is the second IRB in Australia)
- Do we order two IRB's – using Rotary funds for a second IRB
- Moved that club to order two IRB's

Moved Shana / Seconded Karen

- **Kitchen tiles** – Council to come and inspect and potentially replace with a stainless-steel sheet
UPDATE: on-going
- **Fan - \$7K** – per Jon Harkness if we are successful with the solar grant we could potentially put in three split air conditioning units – Council need to confirm at whose cost (is it a fitting or a structure?)
UPDATE: on-going
- Discussions regarding **Surf Club responsibility v Council responsibility** – we are still not 100% across costs and who is responsible. Do we need to re-negotiate the lease.
ACTION: Ellen to follow up current lease
- **Dunes Lease** – correction and revoke to previous minutes, information needs to be researched with regards to lease dates

Admin Director - Ellen Van Wessel

- **Budget** - Exec to meet with Emma (Bookkeeper) to discuss current budget and increases in various costs
ACTION #4 - on-going
- **Lift repairs** – expenses are on-going – whose responsibility is the lift? Council or us? (email sent to exec 13/3/22)
ACTION: Phil to follow up / who is to use / is it a goods lift or a people lift
- **Reports** - Directors need to start pulling their reports together for the Annual Report – also need photos
 - President
 - Vice President
 - Finance
 - Education
 - Club Captain
 - Junior Activities
- **Life Saving Development Camp** Cost \$250.00 per person, attendees need to be put forward an expression of interest and then it is to be approved by the committee. Move for Club to pay for the successful attendee Jackson Blackshaw.
MOVED Phil Walls/Seconded Shana Doughney
- **Transfers** – discussion around official process



ACTION: Coral to confirm process and how approvals are put forward - on-going

ACTION: Need to update the email address of who these are sent to – should be admin@soldiersbeachsurfclub.com.au

- **Fees** – need out of session approval as new fees should be set in April meeting - approved.

- Nipper Fee – flat rate of \$100

ACTION: Jacqui to update Payment Gateway and send Price List to Phil to update our website with prices also Gail has requested a copy be sent to her.

ACTION: Confirmation needed required for pricing (family membership)

ACTION: Query on pricing for associate membership v active membership
Discussions around active v associate, suggested to have active as a cheaper amount, how would this be managed?

UPDATE: On-going

- **Comedy night fund raiser** – potential suggestions on where the funds could be spent (will need to be tracked on a spreadsheet similar to current Grant funding spending):

- Junior presentation costs – including prizes, engraving, snacks
 - Senior presentation costs – including prizes, engraving, ticket subsidy
 - Pool swimming costs
 - Locks for boards
 - Board repairs
 - Nipper age flags
 - Awards of Excellence ticket subsidy

- **Pool rescue** – emails sent to committee on 21/5 – does Soldiers want to participate?

ACTION: Karen/Dennis to progress

- **Thank you, letter**, received from Toukley Neighbourhood Centre for running their first aid course (special mention to Lara McIntyre and Gary Hyland)

- **Fortunity end of year audit** – this needs to be progressed – usually done by Bookkeeper in consultation with President

ACTION: Phil to follow up

- **CLEG 2022/23** – we have received another grant (\$\$ amount to be confirmed in July meeting once store can be accessed). Noting this grant is for particular items as listed within the store only eg rescue and patrolling equipment – (last year we purchased Disposable re-sus masks, IRB fuel cell, First aid kit bum bags, Trauma kits, Binoculars).

- **SLSNSW State conference** attendees confirmed Lara McIntyre and Shana Doughney will be attending

- **CBP21-Roller door grant** – Need to be mindful of dates and requirements within the grant acceptance eg progress reports plus photos, money has been received \$29,718 plus GST.

- **Correspondence** received from David Castle President of North Central Coast Body Board Club requesting if they could hire the lifeguard tower for their judges for their annual memorial event to be held at Soldier on 9th and 10th of July. He



was advised that this decision needed to be received from Council (which he received). Kellie has been advised of the dates.

Director Surf life Saving – Shana Doughney

- **Patrol Survey** - Shana to send out patrol survey – will be sent out to last 3 seasons worth – clarification will need to be very clear with regards to hours of patrol and safety
- **Lifesaving Agreement** - Awaiting lifesaving agreement (from State then to branch then to council) – made with each individual club

Surf Sports Report – Karen Harvey/Dennis Ricketts

- Nothing to report, Admin to continue to forward on emails
- **Officials** - Discussions around officials – need new ones
 - Is there an off season course available – Tony Jenner (Branch) would be able to advise

Junior Activities Report – not in attendance – no report

Education report – Lara McIntyre

- **Winter Courses** - Looking at running a winter IRB course, Bronze and SRC courses – will continue to run in blended form and continue to target parents.
- **Patrol audits** – ran over the year – we need to review and improve where and if necessary
- **Surfing reserve group letter** – needs sign off (needs to be done by 22/6/22)
- **Lockable pin board** (to display current notes) has arrived
ACTION: Needs to be installed
- **Membership Drive** - Open Day Proposal and Information Flyers
 - Proposal received from members for discussion
 - A Committee has been formed
 - Looking to do same in September 2022
 - Developed mock flyer for Kraken Kiosk
- Soldiers Education Team Meeting was held on site on 19/6/22 and minutes sent to be sent to Branch.

Sponsorship and Marketing – not in attendance – no report

Caretaker report – Kellie Maxwell as submitted

- **Projector** - Invoice for projector in Lighthouse room sent to admin on 3/6 and 16/6, from Taylor Sound and Video.
- Have scheduled Matt Griffith to come and reapply non-slip coating on public tiled areas in surf club, will be done in next school holidays, (July) as yoga will not be



on during that time. Also he will be looking at back door entry to craft room, door is sticking, swelling, especially with the wet weather that we have had.

- Will be ordering from Rapid cleaning early next week, just usual items.

Move to accept Director reports

Moved: Shana Doughney Seconded: Lara McIntyre

General Business

- **Cleaning supplies** - Discussions around cleaning supplies and upgrades to bins in Dunes toilets (in particular nappy bins)
- **Dunes** lease needs to be reviewed and increase in a number of costs to be reviewed and revisited
- **Trailer** - Plate number for trailer – registration YM3931
- **Keys for the gates** – CC a cost of \$315.00 per key (includes bond) – total \$630.00 for two keys – (confirmed that gates are being locked) – no consultation as to why the change
ACTION: Phil to discuss with Jon Harkness with branch as to cost
- **Shelly Beach IRB motor** cost issue – Shelly Beach need to go through proper process with regards to claiming reimbursement – interesting to note that Shelly beach passed the two Soldiers beach club members in relation to their assessment
- **Senior presentation night** – if it goes ahead – Lara needs information by COB Wednesday 22.6.22

Meeting closed at 9.45pm

Phil Walls
President

Ellen Van Wessel
Director of Admin