

**SOLDIERS BEACH SURF LIFE SAVING CLUB**  
**Management Committee Meeting Minutes**  
**11 September 2016**

**Date:** 11/9/16

**Meeting opened at:** 1.00pm

**Attendees:** Gail Rixon, Shane Walker, Lewis Taula, Jim Buckton, Jodie Freeman, Dave Waddell, Richard Field, Jacqui Godier, Coral Raymond,

**Minutes:** Ellen Van Wessel

**Apologies:** Renea Donaldson, Craig Ray, Lara McIntyre, Alex Coppen, Darcy Waller

1. Welcome, meeting opened @ 1.00pm
2. Apologies:  
Moved by Shane Walker/ seconded Gail Rixom/ carried
3. 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

All in favour/ Carried
4. Confirmation of minutes from the previous meeting as a true and accurate record:  
Moved Jacqui Godier / Seconded Jim Buckton/ Carried
5. Business Arising from previous minutes:
  - Duty of Care to member - discussions re disciplinary options, complaints officer and member services officer (positions still to be filled), ongoing investigation
  - Storage of Cassie Moore boat - Shane Walker to follow up with Norah Head Sports Club re storing boat in container on their land
  - Artificial plants for dividers at functions - Jacqui Godier submitted quote, moved that we accept the quote, 1. Jim Buckton 2. Shane Walker - carried -  
**Action:** Jacqui to order
  - Golf Day - see Phil Walls report attached
5. Finance Report – Renea Donaldson
  - Reed debt – Renea asking to write off the balance of the debt ,which is \$5,096.70  
Moved Coral Raymond/ Seconded Jim Buckton /Carried

Finance report tabled as Renea not in attendance. Moved that we accept report

Moved that all payments be made accepted and endorsed and moved for payment except EEC invoice for cleaning function shirts - to be discussed further with Donna Ryan

- Coral provided an overview of registrations received – numbers, money
- Action:** Jacqui – to put a notice on the noticeboard to advise of next registration days
- Action:** Richard and Jim to discuss Donna's request to wash staff shirts – all agree this cost should NOT be covered by SLSC funds and should be covered by Donna.

Moved – Jim Buckton /Seconded – Shane Walker/Carried

## 6. Portfolio Reports

### a) Lifesaving – Shane Walker

- a. Roster is out – Max Reeves has pulled out through personal / business reasons – need to source another patrol captain

**Action:** an email to be put out with an EOI for a new captain

- b. Boat rowing – crew allotment needs to be worked out, looks like we might have 3 or 4 crews this year
- c. Patrol Captain course

**Action:** Jim will call and confirm dates and location

### b) Education – Jim Buckton

- a. Education course calendar has been set out and will be put up onto the Calendar on the website and FaceBook page - see attached report
- b. First kick off will be age manager course and induction night on 5/10/16
- c. Level 1 Officials on 17 & 18 October from 6.00pm

### c) Administration – Jacqui Godier

- a. Mailing list presented
- b. Motion to cover cost of Charlottes Akhursts fees \$37 State Entry into NSW board riders comp –
  - i. moved Richard Field/ Seconded Jim Buckton/ carried
- c. Two quotes presented for cleaning of club – recommend to go with RJ's cleaning
  - i. Richard put motion forward to go with caretaker recommendation – motion from the floor
  - ii. Moved Jim Buckton/ Seconded Dave Waddell /Carried

### d) Surf Sports – Alex Coppen

- a. No report

### e) Youth Development – Jodie Freeman

- a. Per report – Request approval to move the age manager induction to same evening as information on 5/10/16 – all agreed
- b. Discussion on a sign in a prominent location – eg Wilfred Barrett Drive – can then put information on information eg What's happening on the beach, Sunset Bar, UV etc – discussions and agreement reached to approach local schools (due to possible issues with placement of signage) as they already have electronic signboards in place
- c. Club Toukley have given us \$2,200 which will be put toward the purchase of boards (which type??)– Note will be going up on FaceBook to sponsor an age group @ \$500.00/sponsorship

**Action:** Richard Field or Jodie Freeman to approach local schools (Catholic / Toukley Public school / Local Council) asking if we can add information to

their current signs

**Action:** Send an email listing all sponsors to enable us to have a sponsor day

**f) Caretaker – Jacqui Godier**

- a. Covered in Admin Report

**g) WH&S – Richard Fields**

- a. Mezzanine level has now been cleaned – can't move forward until boat has gone

**h) Sponsorship & Marketing – Phil Wall (refer to attached report)**

- a. As per report
- b. Courtesy bus costings put forward to committee – discussions around commencement date and number of days
- c. Richard Field put forward the motion to start November 4 and run on Friday nights only on the proviso that we need to advertise prior on facebook/website and at the bar
  - i. Moved Jim Buckton / Seconded Shane Walker /Carried
- d. NBN satellite link to enable the beach safe app which will be the first step in organising internet access to clubhouse

**i) Bar: Lewis Taula**

- a. Bar tabs are being offered to functions by Donna instead of packages with no discussions with the Bar Manager
- b. Catering needs to be split from the bar/alcohol
- c. All dealings need to be referred to the Bar Manager

**Action:** Dave will speak with Licensing people at his work to ensure we are compliant with the conditions of holding a liquor licence

**j) House Committee - Jim Buckton, Richard Field & Renea Donaldson**

I. Operations Manager progress

- a. Fortunity (Yvette Wright) has assisted with progression on moving the position forward. She has also assisted with re-writing the job description
- b. Job is on Seek, Fortunity are vetting the applications and forwarding to Jim
- c. First round of interviews six (6) applicants as at 11/9/16 will commence on the 19th of September to cull down to first shortlist.
- d. Then second round of interviews, panel will be Jim Buckton, Jacqui Godier and Alex Coppen(Yvette Wright) will be the independent on 2nd round of interviews
  - i. Richard asked if all want to endorse Jim's actions
  - ii. Endorsed by Coral Raymond/Seconded by Ellen Van-Wessell/ Carried

II. House committee

- a. Terms of Reference (TOR) for the House committee will be provided to be added to the minutes

**Action:** Jim to provide TOR

- b. Agenda will be provided to Donna (Exclusive Events Catering) outlining discussion points

**Action:** Jim to provide

**7. Election of Positions Vacant: (see attached)**

- Radio officer – nomination received for Kevin Atkins - endorsed
- Member Services – nomination received for Gail Rixon - endorsed
- Vice Director of Youth Development - **held over**
- Assistant Boat Captain – nomination received for Shane Walker - endorsed
- Assistant IRB Captain – **held over**
- Assistant Board & Ski Captain – **held over**
- Gear Steward – **held over**
- Social Secretary – **held over**

**8. General Business**

1. **Purchase of Silk Palms** for function dividers (quote tabled) discussed previously in business rising from previous minutes, Jacqui Godier to order
2. **Quote for cleaning and packdown** after functions and commercial operations (quotes tabled) discussed previously in business rising from previous minutes, **Action:** Jacqui Godier arrange
3. **Surf Club open day 16 October 2016,**
  - confirmed with Mel Ives that is in the book to ensure we can get the trailer
  - Jim Buckton would like to get a portable sign and put up on the main road, also jumping castle / music /BBQ
  - Get something up on social media
  - i. Motion put forward by Jim Buckton to get approval in principal to expand our club open day promotion to include media release, BBQ, jumping castle music and a sign and to develop a budget for out of session endorsement  
Moved Jim Buckton/ Seconded Shane Walker/ Carried
4. **Richard put forward a quote for \$34,039.89 to purchase a Toyota** four wheel drive – all not in agreeance at this point in time.. Current 4WD is currently registered until December, if we can register for another year that will give us time to raise funds for possible future purchase of new vehicle. Suggestion that in place of purchase we could investigate a leasing arrangement – which could then be claimed on tax.  
**Action:** Decision to be made on best process to move this forward.
5. **Discussion on current Constitution** – Coral advised if we get the new one done within the next 12 months then there will be no charges.
  - Jim put forward a motion that all management committee have a copy of the Constitution to review and highlight areas that require change of the first 32 pages only. To be reviewed at a separate meeting on a date to be determined. Review against Surf lifesaving template. To be reviewed by the Management committee.  
Moved – Ellen Van-Wessell/ Seconded Coral Raymond/ Carried
6. **Transfers** – all agreed with the proposed transfers

7. **Contents insurance** – Coral put forward that we add five (5) items to our current policy, these items should be:

- i. The lift
- ii. Temprite system (includes compressors / glycol / pumps/ bar lines)
- iii. Cool room
- iv. Solar inverter
- v. Fire system

**NB:** All Portfolio Reports at end of these minutes

**Note for all:**

Can we have written reports emailed to Jacqui for Portfolio areas at least one week prior to meeting (on the agreed template) – send to [admin@soldiersbeachsurfclub .com](mailto:admin@soldiersbeachsurfclub.com)

Richard Field  
President – Soldiers Beach SLSC  
SLSC

Jacqui Godier  
Director Administration – Soldiers Beach

Next meeting: 16 October 2016 @ 1:00 pm

Meeting closed 4.00pm