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# SOLDIERS BEACH SURF LIFE SAVING CLUB INC

## MEETING MINUTES 24/01/2016

Date: 24/01/2016

Meeting Opened at: 13.20pm

Attendees: Gail Rixom, Renea Donaldson, Darcy Waller, John Edwards, Richard Fields, Jodie Freeman, David Harris, Craig Ray, Coral Raymond, Jim Buckton, Sara Clark

Apologies: Jim Buckton (might be Late), Katrina Ricketts, Ellen van Wessell, Jacqui Godier  
Moved that they be accepted 1. Renea Donaldson 2. Darcy Waller Endorsed

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**Minutes** from previous meeting 20/12/15 sent out via email

Move that they be received as a true and accurate record

Moved Jodie Freeman, Seconded Renea Donaldson

Business Arrising

1. AK no replies to email sent out.
2. Budgets – to be sorted Date to be set 03/04/2016 – Email to go to section heads
3. EEC Invoice – Renea all sorted meeting with Donna and Mel O to go though and check.
4. Letter to Reeds still not done – typed just waiting on approval before sending, to be sent via registered post. Moved that we go ahead with that 1. Gail Rixom 2 Renea Donaldson – endorsed carried.

### REPORTS

**President** – David Harris

#### 1. **Special Meeting**

The two Vice Presidents, Director of Finance, Director of Administration, Bar Manager and myself met to discuss a number of issues relating to the Club Governance, operational matters to do with the commercial side of the Club, communication and the development of a Business Plan moving forward. It was a very productive meeting and we will begin working on a number of strategies.

#### 2. **Legal Issues**

The Club is a Party in current legal proceedings.

I have spoken to Gilbert from SLSNSW and he assures me that any liability against the Club would be limited to \$1000 being the excess on our Public Liability Insurance.

#### 3. **Race Day**

Al Barry has sent me the outline for operating the Race Day booked in April.

We will need to form a committee to run the event.

It has potential to raise between \$12 000 and \$24 000 for the Club.

Discussion between all and agreed for April ,we should be able to get a group of members to assist with this. Moved that we go Ahead 1. David Harris 2. Coral Raymond Endorsed

#### 4. **Wyong Leagues Agreement**

We need to have at least one event before the end of the season at a Wyong Leagues facility.

Need to organise functions to follow through with our agreement with Wyong Leagues.  
Juniors – to investigate holding a disco – maybe for State team send off or presentation.  
Jodie to contact Phil,

#### 5. **Kiosk lease**

I would like to thank the House Committee for their work on the Lease.

Noticed that the constitution we are running on is 1992, 2004 was only update of policies .

6. Question on whether the viewing of security camera footage should only be viewed by the Executive Committee. (President, Secretary, Treasure and Club Captain) as per set down in the 92 constitution.

#### **Finance – Renea Donaldson - Attachment A**

1. Points to note is that Gas prices have increased – to return unused containers
  2. Have agreed to support EEC at wedding expo in March – benefits both Us and EEC cost will be around \$300 having posters made up will be able to use for other activities as well.  
Moved that we endorse Renea doing Wedding Expo and cost for posters etc .
    1. Darcy Waller 2. John Edwards – Carried Endorsed
  3. Need to sign contracts with casuals -
  4. Calling a meeting with all bar staff as problems seem to be arising with handling cash procedures
  5. QBE Employment Declarations to be still done – talking with Mel re this during week
  6. Enquiry with ATO regarding information required – to be done with Mel
- Moved that we accept finance report and endorsed payments.
1. Renea Donaldson 2. Gail Rixom – Carried Endorsed

#### **Administration – Coral Raymond – Attachment B**

All correspondence forwarded to various heads as per sheet  
Still dealing with Legal issue which seems to be ongoing

#### **Lifesaving report – Sara Clark - Verbal**

1. Patrols continuing
2. Good report from public regarding the display of rip
3. Shane Walker – has showed interest in taking on the roll of Director of Lifesaving

#### **Youth Activities – Jodie Freeman – Attachment C**

1. Approval needed for purchase of boogie boards for older age groups  
moved 1. John Edwards 2. Gail Rixom **carried / endorsed**
2. Budget for presentation – approval given for up to \$1500
3. State Carnival - officials needed not sure of numbers going – big thankyou to Gail but we need others to attend as well
4. Issue at North Entrance carnival – Letter to be sent to branch regarding water safety
5. Location of Nipper Presentation – Noted that presentation should be held at the club, invites to VIPs to be sent out. – Info to be forwarded onto Coral

#### **Education – Jim Buckton – Attachment D**

1. Need to up skill some of our patrol members – ARTC , 2day course 2<sup>nd</sup> Feb – 6.30 to 9.30
2. First Aid Course would like to hold a course at Soldiers but we need to get numbers to do so.  
Email to be sent out to membership for follow up

3. Next BM induction night to be held on 17<sup>th</sup> Feb 2016 would like parents to attend as well.

#### **Rookie – Lachlan Buckton – Attachment E**

1. Rookie Challenge was good we came 7<sup>th</sup> overall
2. Need to remind patrol captains that rookies need to fill out their passports.
3. End of season trip – do we still follow as last season – Jodie requested that we invite members to participate – endorsed that we do that.

#### **House Committee – Darcy Waller - Verbal**

1. Have meeting with various for sponsorship deals that are in progress
2. Kiosk Lease finally signed
3. Need to organise a security door for kiosk – Richard is getting quotes
4. Roller shutters are due for service – Richard is organising
5. Gutter guard problem with down pipes in heavy rain due to balls getting stuck in gutter need to organise some sort of guard to stop this problem
6. received a bill from Wyong Water re waste (? Boaties café ) to be forwarded to Reeds.
7. Storage – ongoing meeting with people to organise display cabinets etc and signage for sponsors and supports along with honour boards which need to be updated – discussion on type to go with clear boards etc – all to come back to next meeting with quotes
8. Race Day – need people to assist – need to clarify about charity status. Need to check with Al Barrie.

#### **Bar – Belinda McGaw – as per report Attachment F**

1. Questioned whether having musicians live is an advantage with bar.
2. Extra Security for Friday nights needed – issue last Friday people taking alcohol downstairs
3. Wants to have rights to viewing security camera footage to check on staff (advised that she cant do that, only exec can view ) Exec exist is (President, Secretary, Finance Club Captain) if there is a situation call for need to go to the exec

#### **Caretaker report – Jacqui Godier as per report – Attachment G**

1. Various quotes attached for cleaners & Security

#### **General Business**

1. Need to submit nomination for Rescue of the month  
**Action - Richard to submit**
2. Letter to go to Larry Freeman thanking him for his time and effort in cooking dinner for the Xmas day Patrol members  
**Action – Coral to write**
3. Email to go to all patrolling members regarding the ATV
4. Service patrol awards – need to start to organise for Dennis Ricketts (NZ, Lakes, Soldiers) Neville Bunn, Mick & Mel, John Tomba.(Qld), Richard Fields.  
**Action – Coral to Start**
5. Letter to go to Branch formally endorsing Gail Rixom for Life Membership of Branch  
**Action – Coral to organise**

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**Report submitted by:** Renea Donaldson – Finance Director

**Date:** 24/01/2016

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

Wedding Expo – both Soldiers Beach and ECC to attend in March 2016

- a. To promote Soldiers Beach as Wedding venue
  - b. \$1000.00 – set up costs
  - c. ECC and Soldiers to split costs.
  - d.
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**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):**

- Removal of Super Mix 40 – Organise pick up
  - Fortunity – advise of financials preparing of EOY.
  - Signage on lifts – only for disable persons only
  - Policy regarding who is to be viewing security footage. privacy
  - Better Security over safes, craft room, etc
  - Termination paperwork for payroll staff no longer required
  - Training on handling cash in Sunset Bar set for 31/01/2016
  -
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## Bank Reconciliation - December 2015

Opening Balance	DEBIT	CR	73325.65
<b>ADMINISTRATION</b>			
Attendance - NSW SLS ClubForum	175		73150.65
Bank Interest		34.17	73184.82
Christmas Raffle		330.7	73515.52
Clothing Sales		884	73184.82
Clothing Stock / Engine / Catfish	7305.1		73184.82
Eftpos Fee	130.59		73054.23
Good 4 Global - Online raffles	1424.5		71629.73
Memberships		700	73884.82
MYOB - Monthly payment	73.15		73811.67
SLS NSW - Awards, Medallions	124.38		73760.44
SLSC Fee	1.73		73758.71
Stationary/Printing/ Cartridges / Postage /Internet	497.04		73261.67
<b>SURF SPORTS</b>			
SLS Central Coast - Carnival Entry		30	73291.67
Carnival Entries			73291.67
<b>LIFE SAVING</b>			
Rego Trailer	63		73228.67
Motorpass	104.05		73124.62
<b>FUNCTIONS</b>			
ECC Payments		15957.05	89081.67
invoice 20615 - Laurdring Shirts - Season 14/15	525		88556.67
Laurdring Shirts	180		88376.67
<b>BAR</b>			
Sunset Bar Takings		17116.24	105865.91
Sunset Bar Wages	5696.14		100169.77
Liquorland - no tap beer	1364.6		98805.17
Wyong Leagues - Beverage Supplies	17567.69		81237.48
Lemons/Limes	370.42		80867.06
Coles - Stock for Bar	166.02		80701.04
Sunset - Music Entertainment	900		79801.04
<b>NIPPERS</b>			
BBQ Nippers		526.65	80327.69
Donations - Wideline		5000	85327.69
Presentation Gifts	2208.9		78118.79
Christmas nippers, lollies	269.85		77848.94
BBQ Expenses	113.98		77734.96
Fabric - Age group numbers / lollies 2013	388.32		77346.64
Life Jackets - Rescue Day	185		77161.64
Nipper board maintenance	418		76743.64
Old damaged nipper boards sold		410	77153.64
Beach Equipment - Christmas	177.71		76975.93
<b>BUILDING</b>			
Kiosk Rent - November		687.5	77663.43
Window Cleaning	325		77338.43
AFP - Automatic Fire Protection	451		76887.43
Bunnings	200.15		76687.28
Telstra	213.42		76473.86
Northlakes locksmiths	401.5		76072.36
Energy Australia - 15/07/2015 - 15/10/2015	2829		73243.36
payment for replacement glass - Fire system	343		72900.36
Rapid Clean	111.38		72788.98
Security	1452		71336.98
Supagas	564.19		70772.79
<b>Closing Balance as at 31/12/2015</b>			<b>70772.79</b>
			70772.79
<b>TO BE PAID - JANUARY 2016</b>		<b>PAID</b>	<b>0</b>
<b>COMMERCIAL</b>			



Bar Andale - maintenance to bar system	411.22
Bar Beverages - Wyong Leagues / Coles	15579.92
Bar Music	450
Bar Reimburse - RSA Katrina Ricketts	105
Bar Snacks Northfolk confectionery - Chips & Nuts	181.9
Bar Tab exceeded - Refund to customer	722.5
Bunnings	87.16
Cleanaway	320.26
Crystal Waters Cleaning	6963
Host Plus - Superannuation 2013 -2014	942
Host Plus - Superannuation 2014-2015	2958
Kiosk Northlakes Telephone	1492
Northlakes locksmiths	649
Perkins Security	100.1
Rapid Clean	111.38
Samson Hygiene	158.4
Security Worx	810.7
Supergas	635.55
Telstra	229.22
Window Cleaning	425
<b>ADMINISTRATION</b>	
MYOB - Monthly payment	73.15
Stationary/Printing/ Cartridges / Postage /Internet	436.17
Office of Fair Trading	87.35
<b>SURF LIFE SAVING</b>	
BBQ Nippers	16.35
Boogie Board	748.77
Lots of Watts	293.5
Motorpass	53.35
Presentation Gifts	915.75
Shirts for new members	3315.4
Surf Life Saving - NSW	258.3
Team Medical Supplies	3414.62
Wyong Shire Water Rates	612.8
<b>Balance</b>	<u>43557.82</u>

<b>Invoices Outstanding/Income</b>		<b>paid to date</b>	<b>balance</b>
AK Kitchens	2064.8	0	2064.8
Beach n Surf	320	0	320
Evelvecomms - Damage to Glass	343	0	343
Exclusive Event Catering	13990.83	8492.3	5498.53
Foster / Carnivals / member purchases	450.8	0	450.8
Golf Day	170	0	170
Hertiage Sponsorship	1700	1700	0
Kiosk	8250	2750	5500
Reeds - Boaties Café	5096.7	0	5096.7
Sravan Yoga	350	0	350
Wideline Sponsorship	5000	5000	0
Wyong leagues	3151.6	0	3151.6
<b>Balance</b>	<u>22945.43</u>		

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**CASH FLOW BALANCE - 31/12/2015** **50160.4**

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<b>Date</b>		<b>Subject</b>	<b>To</b>
22/12	SLSA	Notice of rescue of month winners – Wamberal	Committee
“	Wyong Council	Request to be added to certificate of currency	Chris Parker
“	Wyong Council	Water Rates	Renea
“	SLSCC	Xmas Card	office
“	Perkins	Invoice -163648	Renea
“	Curwoods	Reply for court case	David
“	TPG	NBN offer	Committee
“	Telstra	Invoice	Renea
“	Wyong Police	Info for security	Jacqui / Dacid
“	Good Sports	Level 3 obtained	Belinda
“	SLSNSW	Awards	Jim
“	NCSLSC	Aust Day Iron Man Classic	Craig
“	SLSCC	East Coast Classic	Craig
“	Wamberal SLSC	Gardner Ironperson	Craig
“	Jacqui	Notice and Phone # for Kasey	Exec
“	Supagas	Delivery docket & invoice	Renea”
“	SLSA	Payment – J Doyle	Renea
23/12	Jenny Downing	Donation	Renea
“	SLSCC	Carnival program	Craig
“	SLSCC	Carnival Manager now open	Craig / Leann Justin
“	SLSNSW	Notice of Wamberal winning rescue of the month	Exec
24/12	Autofire	Invoice	Renea
“	Keith – K&M Printing	Request to book table sunset bar	Donna/Belinda
“	Soldiers	Cert currency – need to add councils	SLSCC
“	Caves SLSC	Confirmation on Shann’s proficiency	Jim
27/12	SLSA	Payment – English	Renea
“	Matt Wierzbicki	Request for invoice	Renea
01/01	Motorpass	Invoice	Renea
“	Louise Hallinana	Inquiry on nippers	Jodie
02/1	Angela van Boxtel	Request on swimmers	Craig / Ollie
03/1	Lots of Watts	Info on speakers on verandah	Exec
“	Belinda	? Brando for rescue of month	Exec
04/1	SLSCC	Updated certificate of currency	Office
“	Soldiers	Updated certificate of currency	Wyong Council
“	Matt Wierzbicki	Dates needed for next term	Donna
“	“	New time and day	Exec / Donna
“	Soldiers	Minutes	Committee
“	SLSA	Surf Jacket	Sara
“	Good Sports	Info new info	office
“	Telstra	Invoice	Renea
“	Wyong Water	Invoice	Renea

<b>Date</b>	<b>From</b>	<b>Subject</b>	<b>To</b>
04/1	Kevin Newport	Beach Safety Fund	Exec
05/1	Jodie Freeman	Request for invoice to wiseberry for sponsorship	Renea
"	Crystal Waters	Invoices	Renea / Jacqui
"	SLSA	Invoices	Renea
"	SLSSB	Ohana surf classic	Craig / Jodie
06/1	Bunnings	Invoice	Renea
"	SLSCC	Reminder carnival entries due	Craig / Jodie
06/1	SLSA	Payment –Arthur Chaffer	Renea
07/1	SLSCC	Upcoming courses	Jim
"	SLSA	Invoice	Renea
07/1	SLSA	Invoices	Renea
08/1	SLSCC	Bulletin & Memos comp	Craig / Jodie
"	SLSCC	Scrutineering Dates	Craig / Jodie
"	SLSCC	Board & Ski Series	Craig
"	Craig	Email changed	Committee
08/1	SLSNSW	Club Mail	Committee
09/1	SLSA	Payment – Fyfe	Renea
09/1	Margaret Stubbs	Re dinner booking feedback	Exec
11/1	SLSCC	Rookie Challenge entries due	Jim , Lachlan, Jodie
13/1	WRC	Race Day Info	Darcy
14/1	Delta	Notice of sale and sponsorship to continue by Sunset Power International	Renea / Office
"	Wyong Council	Annual inspection of back flow system is due	Jacqui/Renea
"	Cleanaway	Invoice	Renea / Jacqui
"	SLSA	Surf Jackets	Sara
"	SLSCC	Branch Championships Info	Craig / Jodie
"	SLSCC	Nth Entrance Carnival	Craig / Jodie
"	Soldiers	Changes to booking procedures	All Bar Staff / Exec
15/1	SLSNSW	Club Mail	Committee
"	Soldiers	Contact made with	Melissa / Fortunity Accountants
16/1	Soldiers	Request for new form	ATO
18/1	SLSA	Beach Safety Equipment form needs to be completed	Coral/Renea / Sara
"	Crystal Cleaning	Invoices	Renea / Jacqui
"	SLSA	Payment – Jim Buckton / First Aid Cost	Renea
"	Crystal Cleaning	Updated Invoices	Renea / Jacqui
"	SLSCC	ACNC Compliance	Coral / Renea
19/1	Waratah Sports	Sport Uniforms available	Craig / Jodie
"	SLSCC	Ducks for Bucks	committee
"	SLSCC	East Coast Surf Festival	Craig
"	SLSCC	Junior Lifesaver Info	Jodie





## Attachment - C

### January 2016 Youth Activities Report

Report submitted by: Director of Youth Activities – Jodie Freeman

Date: 24/1/16

Summary of items requiring Approval/money/action:

1. Decision regarding location of Nippers Presentation on Sunday March 20.
2. What is the budget for activities for Nippers Presentation activities?
3. How many/who are attending State Carnival so we can sort out uniform item.
4. Boogie board purchase for older age groups. Expenditure \$1250. Cost hopefully to be recovered by Toukley RSL and/or bucket drive at Lakehaven.
5. Do we send a letter regarding water safety issues at North Entrance carnival?

General Business Summary:

- Nipper's education modules have been uploaded to Branch for certification for Presentation Day.
- Presentation gift pack items have now all been ordered and are under budget.
- Thank you to Renea Donaldson mother in law for embroidery on club items for a minimum charge.
- Two fibreglass nipper boards have been ordered with Ken Gardener with the money from Wideline. They will be ready shortly and will have wideline logo on base and club colours on top. They will be revealed on Nipper Presentation.
- All sponsors for nippers are going to be asked to give out age group awards on Nipper Presentation Day eg; Wideline, Wiseberry Real Estate and hopefully Toukley RSL.
- Nipper Club championships are now complete. Trophy's will be ordered in upcoming weeks ready for Presentation.
- I haven't had a chance to meet with Toukley RSL as yet but will follow up in coming weeks.
- Boogie boards have been purchased for the younger age groups. I have been looking at storage items. Best item I have found is an industrial plastic rubbish bin. They have a plug in the bottle so we can remove this, hose boards off and close and lock the lid if necessary. I have discussed the sponsor logo printing on the boards but have not concluded if I can get this done. If not I can get stickers for the base.
- I would like to order boogie boards for the older age groups. Approx. expenditure would be \$1250 including storage box, flippers and boards. I am hoping Toukley RSL can accommodate this when I chat with them. Boards appropriate are on special at Rebel and I have asked if they will hold them for us pending approval from this meeting.

- Nippers Christmas Activities seemed to go well. A big thank you to Toukley Fire and Rescue for attending as Santa. Thank you to our Bar that donated some food towards the nipper meals. Thank you to Sara Clark and all the wonderful raffle ticket sellers for organising the raffle. Thank you to Mick for the bread he donates week after week for our BBQ.
- Bucket drive has been organised for this coming Monday the 25<sup>th</sup> January at Lakehaven Shopping Centre. I have organised helpers from Nippers for throughout the day. More welcome. We need all people helping with this to have their club lifesaver uniform on or nipper cap and shirt.
- Soft board covers have arrived. I am going to ask our embroidery to put a logo on these. I have also placed an order with Ken Gardner for fibreglass board covers all approved at last months meeting.
- I am currently looking at 2 soft nipper boards from the Wideline funding to be ready for Presentation Day.
- Nippers Committee meeting was held 17/1/16. Topics discussed included:
  - Upcoming carnivals- communication on the beach, maybe everyone gets contact numbers of parents to aid this.
  - Training schedule with leigh and propose a roster for our youth SRC,BM to help with this and get rewarded on Presentation Day.
  - State carnival- some events are now selective from Branch.
- State Titles-                      What item can we get for state team- Cosies purchased through Speedo or the like and printed with logo and state team. Rebel are keen to help us with a good price and sizing.
 

Money to purchase these- Bucket drive at Lake haven on 25/1/16.
- Board Coach- I approached Leigh Mitchell. He is keen to help us with this for state competitors for this season and into next season. He is going to redo his training certificate. I am in process of planning a training schedule and start date. Yeh!
- Carnival submission- Due to Leanne Justin not having a Nipper next year I approached a nipper mum, and she is now in the process of learning this role from Leanne. Leanne will always be around to help out however this is streamlining the role for the future and when Leanne needs a week off.
- Carnivals- North Entrance carnival was last week. Reports to me were not great regarding limited water safety from other clubs.

A very busy month. Thank you all of the assistance I am receiving every week.

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**Education Report submitted by:** Jim Buckton

**Date:** 24/1/2016

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

1. Publication of education & Rookie dates on Website

Can Phil please put the dates mentioned in this report up on the website. I have put them on Facebook but need to cover as many bases as we can.

2. Looking at some sort of sponsorship with YMCA re pool training. Noticing over the last courses a distinct lack of water skills and physical ability to complete the courses satisfactorily. This is having the effect of lowering patrolling members skills and ability on the beach. This is only at a discussion stage at this point but looks promising & will update at the next meeting. Is this ok to proceed? Looking at possibility of subsidised off season squad, Permanent lane booking for the club and training possibilities to up skill members.
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**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):**

- 8 people currently enrolled in the silver Medallion Aquatic rescue course for April. Any others interested please contact me.
- ARTC Course to be run at Soldiers On 2<sup>nd</sup>/3<sup>rd</sup> Feb 6.30 to 9.00pm. (Add to website) Patrol Captains. to be messaged and identify members in their patrol to attend. (bronze required) (add to website)
- First Aid Course to be run at Soldiers (need 10 to proceed) \$65.00 on 7<sup>th</sup> Feb 9am to 4.00pm (add to website)
- Next Bronze/SRC course to start Weds 17<sup>th</sup> Feb (Induction Night for students & parents) This will run for 8 weeks & will include a mandatory Tues night water session (venues to be advised depending on conditions & requirements). Assessment date, weather permitting, 10<sup>th</sup> Apr. SRC for parents for water safety to be encouraged as many new parents may now see why we need water safety for nippers to continue. (add to website)
- Branch is running a Basic Beach Management course at Branch office on 19<sup>th</sup> Mar. This is a requirement of all Patrol Captains. Message to be sent to Patrol Captains. (add to website)
- Need to promote "YMCA Swimathon". Team Soldiers? Will only help with discussions re squads & training possibilities.
- Would like 2 dedicated water safety for weekend & weekday water activities (with a view to including & training them as trainers for Bronze/SRC)

**Rookie Report submitted by:** Lachlan Buckton

**Date:** 24/1/2016

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

1. Patrol Hour

Patrol Captains. to remind Rookies to fill in patrol log books with records of all patrol activities & hours. End of year trip is based on input and effort. No effort/no input/ no record NO TRIP.

Can this be announced at nipper briefing & emphasised to parents.

2. Rookie email for replies to requests or any other related rookie matter is [sbslscrookies@gmail.com](mailto:sbslscrookies@gmail.com) (add to website)

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**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 challenge was a great success. 7<sup>th</sup> overall. Response to the call for participants was a bit disappointing. Maybe earlier notice next year by rookie co-ordinator.
  - 2 candidates for JLSOTY award Jemma Justin & Brock Ray. Interviews Fri 22/1. GOOD LUCK.
  - 2 candidates for Youth Opportunity Makers Workshop at Colloroy Center in Apr Sarah Buckton & Lachlan Coppen. Awaiting approval by SLSNSW.
  - Number of members on Branch Youth Development program camp to Coffs Harbour. Excellent time had by all.
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**Report submitted by:** Bar Operations Manager – Belinda McGaw

**Date:** 24.01.16

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

1. Inventory/Stock Control
    - a. Approval
    - b. Nil expenditure  
Action – request access to sales and inventory functions in MYOB to better monitor sales and control stock and inventory items in the Sunset Bar.
  2. Issue - Security
    - a. Approval for upgrade of security system
    - b. Expenditure – between \$7500 - \$10,000 dependent on system (see attached quotes)
    - c. 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):**

- Opening of bar on Australia Day 12pm – approx. 5pm. Early open due to late afternoon storms predicted. Advertising online in several different places, eg. “What’s on Central Coast” and “Gig guides” as well as Facebook page and have requested this is also included on the Soldiers Beach Club website. Have security booked and organised with kiosk to provide food as Anthony’s Kitchen have advised they will not open.
- As bar manager I am currently monitoring both security footage and hourly cash register read to ensure staff are not working beyond when they should close the bar.
- Supagas have been contacted to pick up Supamix 40 @ next delivery of gas for the bar.
- Have followed up with Andale for maintenance on beer lines
- New shirts have been ordered for bar staff
- All staff have been trained in all aspects of bar operations with the exception of our newest member. Most staff have signed to indicate that they both understand the requirements, have received full training in and are competent in applying all procedures to the standard required. Any staff who are not yet signed off as competent should not be performing these tasks

until full competence has been achieved and further training will be offered to bring those not yet competent to the skill level required.

- Sunset Bar sign has been designed, ordered and currently in production. Dennis Williams has provided sunset photo for use in this sign.
  - New coasters have been designed, ordered and are currently in production. Again Dennis Williams has provided sunset photo for use in these.
  - Monies in bar takings and bank reconciliation are currently under investigation, due to money unaccounted for while I was in Qld. This is most likely due to incorrect reconciliation processes used. Training meeting has been called for 31.01.16. I have updated the cash transfer form as provided by auditors last year to track all cash in the bar. I am training ALL staff in the completion of this form and will ensure they sign off upon achieving competency. Any staff who are not proficient in cash procedures and have not been signed off as competent will not be permitted to reconcile cash after the end of trade.
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**Report submitted by:** Jacqui Godier - Caretaker **Date:**  
24/01/15

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

1. Sensor light for outside keg room - very dark for bar staff when they are turning gas off for the night and also putting empty kegs away a. **Quote** from Jim \$330.00
2. a. **Crystal Waters** - cleaning windows Lighthouse, Sunset & Bar **Quote** \$170.00 + GST b. **Crystal Waters** - Cleaning floors **Quote** \$850.00
3. **Lots of Watts** - amplifier for outside speakers, we have one on loan at the moment from Jeff Morgan (Lots of Watts)  
a. **Quote** \$450 - \$550