
**SOLDIERS BEACH SURF LIFE SAVING CLUB INC
COMMITTEE MEETING MINUTES 20/3/2016**

Date: 20/3/16

Meeting Opened at: 2.00pm

Attendees: Coral Raymond, Ellen Van Wessel (minutes), Richard Field, Jacqui Godier, John Edwards, Renea Donaldson, Jodie Freeman, Craig Ray, Phil Walls, Jim Buckton,,

Apologies: Sara Clark, Darcy Waller, Belinda McGaw, Max Reeves

Moved we accept apologies 1. Jodie Freeman 2. Renea Donaldson – **Endorsed / Carried**

Minutes from previous meeting 21/2/16 sent out via email

Move that they be received as a true and accurate record pending changes be made as listed below - Moved: Coral Raymond Seconded: Jim Buckton **All in favour - Carried**

1. Amendment needs to be added to the last minutes stating who nominated and seconded Darcy and who nominated and seconded Richard

Business arising

Letter for EOI for board riders championships yet to be done. Jim advised that board riding titles to be held at same location as lifesaving titles. Eg as lifesaving will be held at Swansea then it will be the Hunter branch.

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

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

Security system – to be reviewed, Richard advised we will stay with current system, Discussions around comparing against WI FI - Consensus reached to wait and review WI FI system.

Action: Review Wi Fi system

ENDORSEMENT OF EXECUTIVE DISCUSSIONS

- Discussed acceptance of resignation of Belinda McGaw as bar manager
- Accept Luis to take on position of Bar manager until the position is advertised
- Training – discussions on training night with respect to procedures / what was delivered against expectations - 8 attendees from bar, 1 from catering side
- 1st training was to be team building – 2 groups to work together
- Discussions around comments from the trainer – need a training report
- Letter will be sent to Catering Manager, Bar Manager, House committee member and Trainer advising the Exec will not accept this kind of behaviour – we have zero tolerance towards the type of behaviour ????????????????

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

Moved: Richard Fields Seconded: Jim Buckton - **Endorsed / Carried**

REPORTS:

Sponsorship & Marketing – Phil Walls – as presented

1. RACE DAY – 17th April

- a. Falls on next committee meeting date. Would hope that most would be in attendance and therefore postpone April's Committee meeting to next suitable date available.
- b. Less than a month away. Donations for raffles & prizes still very slow progress. Need assistance from all club members etc. to help find these i.e. approval to send message via surf guard.
- c. Still plenty of tables, seats and race sponsorships available. All inquiries / interest call/email to PW, DW, RD.

2. EOI FOR NSW Board Riding Champs – 19-21 August

- a. Due 3rd April 2016. – Have contacted Branch (Mel Ives) re next steps – endorsements.
- b. WIP – with meeting all Requirements/Criteria - Call with Luke Stigter - Sports Events Coordinator | Surf Life Saving NSW – Mon 21.3.16 to address main items to focus on.
- c. Wyong Council Support / Endorsement letter needs to be done – Richard / Coral?
- d. Suggest small events team established with action plan to assist with;
 - i. Liaison / Co-ordinator – Branch/Wyong leagues (PW)
 - ii. Hospitality / Catering / Bar
 - iii. Club Services – Water Safety / First Aid / Facilities etc.
- e. Events centre – check with Donna on dates so no function clashes.
- f. Plan to have EOI completed week after Easter for review checking by committee.

3. Rotary Award - as proposed by Darcy Waller

- a. Refer to copy of letter below.
Rotary Neville Royal Service above Self award' and is looking to award this award to a worthy volunteer within our organisation.
 - Darcy would like to nominate *Gail for her 20 years of service.*
- b. The volunteer selected for this award will be invited with their partner to attend The Rotary Club of Northlakes Toukley's Ralph Bryant Vocational Excellence Awards Dinner being held on the **11th May** at The Halekulani Bowling Club to be presented with a plaque recognizing their Service Above Self achievement and a \$500 cheque for the charity or sporting club of their choice.
- c. Also suggested other club members (6-8) attend for networking / sponsorship opportunities. Tickets \$30 p.h.

4. Duke of Edinburgh Awards in SLS

- a. Investigating 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.

5. Club Results 2015/16

Would 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

FINANCE REPORT – Renea Donaldson - Attachment A /B

- Race day coming up 17th April – concerns with attendance (or lack thereof) and also need more prizes – in particular major prizes
- Need more race sponsors
- We need to confirm who the MAJOR sponsors are – to enable plaques to be made for the sponsor board
- Attended wedding expo (Donna & Renea) - lots of interest

Opening Balance: \$59,477.00

Closing balance: \$67, 143,74

Moved to accept the report: Renea Donaldson

Seconded: Jim Buckton – **Endorsed / Carried**

Moved to endorsed all payments as listed – 1. Coral Raymond 2. Phil Walls

Endorsed/Carried

The Reeds – outstanding rent owing needs to be resolved – total of \$5K

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

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

Moved: John Edwards Seconded: Jim Buckton **Endorsed/Carried**

ADMINISTRATION – Coral Raymond

No correspondence list available due to ongoing laptop issues - all departments should have received their relevant documentation

Application for membership

One person – Admin to chase up SLSC

Move to accept based on him paying his membership fee – Coral Raymond

Seconded: Katrina Rickets - All in Favour – **Endorsed / Carri**

- Letter from Wyong Council asking if we want any input into renaming Tuggerah beach to Magenta shores - **Response: No**
- Letter from WRLC ANZAC day Service to be held at Wallarah Bay Club do we want to attend, decision that a member of the Exec attend – Sunday 19th April 9.00am

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

The Baptist Church want to run a BBQ breakfast for the Lifeguards and workers of Soldiers Beach.

Action: 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

Need to set Date for AGM held over to General Business

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

Donna has put forward a request to provide breakfast and lunch, discussions around conflict with Boaties Café. John advised he has discussed with Donna and Boaties Cafe and that there is no conflict. John also advised that both get together to discuss and come back with a proposal. Any progress on this is to come via a written proposal to the Executive committee prior to any decisions being made. Need to ensure clarification on what area to be used if agreement is reached.

BAR Report -

- Nothing to report

LIFESAVING Report – Sara Clark

Katrina stated that all is going okay but nothing in particular to report all good

- Nothing to report

YOUTH DEVELOPMENT – Jodie Freeman

- Last day of Nippers today all went well Presentation went off okay
- Coaches for Nippers for next season – would like to get something in place for next year – Garry Mitchell from Lakes is willing to assist with training our Nippers

CARETAKER – Jacqui Godier
• Pest inspection is booked

As per Attachment E

GENERAL BUSINESS

Need to set dates for the following – Planning Day, Budget, AGM & Presentation

Planning meeting – was set down for 1st April

- Review date for planning meeting **22nd May 2016**

Budget meeting

- Attendees should be Main office bearers – **Sunday the 3rd of April – 1pm Clubhouse**

Presentation Date – 21st May 2016

AGM – date set for 19th June 2016

Next meeting to be moved out by a week to 24th April

Renea to liaise with Bar Manager around costs for live music – do we cancel??

No Further Business

Meeting closed 4.37pm

President
Richard Fields

Director of Admin
Coral Raymond

Attachments A & B Finance
Attachment C Education
Attachment D Rookie