

# **SOLDIERS BEACH SURF LIFE SAVING CLUB**

## **Management Committee Meeting Minutes**

**Date:** 14/8/16

Meeting opened at 2.20pm

**Attendees:** Alex Coppen, Jacqui Godier, Coral Raymond, Lara McIntyre, Renea Donaldson, Phil Walls, Richard Field, Belinda McGaw, Jodie Ross, Jim Buckton, Dave Waddell

**Minutes:** Ellen Van Wessel

**Apologies:** Shane Walker

Committee meeting called directly after AGM (previously scheduled for 21/8/16) due to NSW Board riding championships being held 19-21 August.

### **General Business:**

Richard called for any urgent general business.

#### **1. Duty of Care**

Belinda McGaw submitted a formal request to the club to investigate "a duty of care" in relation to all staff employed by SBSLC to achieve a process to avoid any issues happening in the future.

Seconded by Jodie Ross (bar staff & Club member)

Jim moved that the committee be formed from the Exec members with the findings to come back to the Exec by 11 September (next meeting).

All agreed the committee will be made up of the following roles/people:

President – Richard Field  
Vice President – Jim Buckton  
Vice Club Captain – Dave Waddell

With the intention of coming to agreement on a process, a Terms of Reference (TOR) and recommendations for future training with the outcome to be presented to all staff.

#### **2. Patrol Roster**

Patrol captains to meet and finalise roster. Dave, Shane, Sara and Katrina to meet next week to sort.

#### **3. Surfguard Training**

Training is running Wed 24<sup>th</sup> August commencing 6.00pm at Tuggerah.

Recommended attendees are: Shane, Dave, Alex, Phil, Jacqui and Dave to be added to those already attending: Lara, Coral, Richard

#### **4. Grants**

Phil provided an update on grants – advising there a number coming up soon Honda/Holden.

Motion put forward to seek approval to order an NBN satellite link to enable the beach safe app which will be the first step in organising internet access to clubhouse

Moved Jim Buckton Seconded Coral Raymond **Carried**

### **5. Surfboat**

Motion put forward to move the 2<sup>nd</sup> surfboat to a storage container. Noting that surfboat needs to be moved due to WH&S issues with regards to space (or lack thereof).

Jim advise that the costing wold be \$100/month if we pay on a monthly basis or \$80/month if we pay an upfront 12 month fee.

Motion of paying 12 months up front put forward  
Moved – Coral Raymond Seconded – Jim Buckton **Carried**

**Actions: Store boat and pay up front**

### **6. Sunset Bar**

Workers Compensation insurance for bar staff has been done

Agreement reached that sunset bar will open from the 23rd September 2016

Jacqui requested permission to purchase silk plants for the current containers

**Action: Jacqui to investigate costings**

All voted in favour

Discussions regarding increasing hours for Lewis, all agreed to leave hours at current minimum of 10 – hours can be increased if required.

Jim raised the issue of the current job description for the Operations manager and which company will assist with advertising.

Lara suggested to follow up with “Salvation Army Employee Plus” and to enquire if they have the funds to assist with the wages (something they have but the question needs to be asked). Also discussions regarding contacting “Jobs on the Coast”

Jim to follow up (and to expedite the process rather than waiting for the next committee meeting) send out of session endorsement request to the management committee members

Discussion on getting a copy of the Job description to Fortunity to check we haven't forgotten anything, Renea to provide contact to Jim.

Discussions around having consistent opening hours for the bar – all agreed.  
Phil advised he could have a possible contact for driver of a courtesy bus – and will follow up.

No further business meeting closed

Richard Field  
President

Jacqui Godier  
Director of Admin