

SOLDIERS BEACH SURF LIFE SAVING CLUB
Management Committee Meeting Minutes
16 October 2016

Date: 16/10/16

Meeting opened at: 1.10

Attendees: Shane Walker, Lewis Taula, Jim Buckton, Jodie Freeman, Richard Field, Jacqui Godier, Coral Raymond, Renea Donaldson , Ellen van Wessel

Minutes: Ellen Van Wessel

Apologies: Lara McIntyre, Alex Coppen, Gail Rixom, David Waddell

1. Welcome, with meeting opened @ 1.10pm
2. Apologies : as above
Moved that we accept apologies by Jim Buckton/ 2. Shane Walker / 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 and review of outstanding action items.
 - * Plants now done
 - * Lifesaving Grant applied – Shane & Sara organising receipts to go with invoice raised by Renea
 - * Patrol course completed
 - * Youth Development Sponsor day to be organised
 - * Issues still ongoing with Bar procedures
 - * Ongoing complaint with training night to be handled further with David Waddell and with a Grievance officer still to be appointed.

Moved we accept previous minutes as true and accurate

1. Shane Walker / 2. Jim Buckton Carried

5. Finance Report – Renea Donaldson – as presented see attachment

Have received an reimbursement request for outstanding expenses for Gallipoli 100 Trip from Al Barrie – It is noted that these are over 12months old.

Motion put to meeting to reimburse \$103.90 (historical debt from Gallipoli photos)
Moved Jim Buckton 2. Shane Walker Carried.

It is to be noted that in the future club cannot and will not accept bills for payments outside of 12 months.

Moved Jim Buckton 2. Shane Walker Carried

Shane will follow up with LinFox on outstanding payment \$500.00 sponsorship for Golf Day

It is to be noted that the Catering for NSW Board Riders is outstanding - \$1200.00

Crystal Waters invoice received for May/June cleaning – waxing of floors Noted that invoice was late submission Job completed to be paid

Moved that we pay all invoices and accept payments as listed in report 1. Jim Buckton 2. Coral Raymond Carried/Endorsed

Moved that we accept Financial Report as presented. 1. Jim Buckton 2. Richard Field Carried/Endorsed

6. Portfolio Reports

a) Lifesaving – Shane Walker

- a. Audit undertaken
- b. Travis Lamont was on patrol (first patrol as captain)
- c. Score gained 317/350
- d. Recommendations – we need SOPs and whistles
- e. Action: Jim will follow up with Branch
- f. New member registered 15/10/16 has her IRB/Boatie
- g. Fire fighting day coming up in two weeks at hockey oval in Norah Head, can we circulate flyers promoting out bar and food
- h. McKillop Netball have no affiliation with any club – letter received requesting endorsement of sister relationship
 - i. Endorsed – Jim
 - ii. Seconded – Shane
 - iii. Carried

Action: Administration Director to respond to the netball association advising of endorsement

b) Education – Jim Buckton

- a. Bronze & SRC course commenced – 12 October
- b. Age Manager course commenced – 5 October
- c. Level 1 Officials on 17 & 18 October from 6.00pm
- d. Two re-qual days are complete
- e. Anaphylaxis course done
- f. IRB re-quals drivers need to be assessed

- g. ARTC commencing 23 Oct

c) Administration – Jacqui Godier

- a. Rego papers received for the 4WD
- b. Wait to see cost of repairs from mechanic before paying the green slip
- c. Reinforcement to all to please use the template when submitting your reports
- d. Jim questioned item number 3 on correspondence register – annual club compliance - can we please undertake audits BEFORE the season starts (suggest July/August)
- e. Email received from Lakes Baptist Church – on halloween evening – requesting a member of SLSC to man a table
- f. Commentary on opening hours of Boaties Cafe – management committee have no involvement in their opening hours
- g. Office will be open from 10.30-1.30 on Wednesdays

d) Surf Sports – Alex Coppen

- a. Started off with Mingara Pool Challenge – Soldiers came second
- b. Fosters competition has occurred – 18 competitors – we came 3rd in march past, and fifth overall
- c. Carnivals coming up – information has been put up onto FaceBook
- d. Renea advised that all seniors will be charged \$10.00 on their individual accounts

e) Youth Development – Jodie Freeman

- a. Registration days have gone well and have been very busy
- b. Age Managers – all in place
- c. First week 900 kids
- d. Iron man ran Saturday 15 October – day was awesome
- e. Nipper information evening – attendance was very light on – only 4 families attended – suggest to move to between week 1 and week 2 next year
- f. Pink rashies – all members are aware that if they don't bring their pink rashies – they will need to purchase new ones at a cost of \$5.00
- g. Discussions on new batch of tye dye t-shirts – numbers to be ordered / sizes / who to distribute to
 - i. 20 junior members are owed t-shirts
 - ii. 130 in senior sizes
- h. Swimming training is very well attended at Toukley Pool on Wednesday nights
- i. Swimwear design – Gail will be meeting with CatFish

f) Caretaker – Jacqui Godier

- a. Fobs – most fobs have expired at the end of September – all fobs are to returned to Jacqui to update – add restricted privileges to staff members
- b. Bar staff members are to be given a key to the front door but not to the bar –

Action: Operations manager to organise

Action: Email to be sent to all members advising of same

g) WH&S – Richard Fields

- a. Storage of boat – awaiting response from Sporties, they have a change in their Board of Directors, once finalised they can provide us with an update on storage and container

h) Sponsorship & Marketing – Phil Walls

- a. No report received
- b. Courtesy bus – Phil has flyer ready to go – advising courtesy bus will be available from November

Action: Jim will follow up with Phil, Jacqui will make up a sign

i) Bar: Lewis Taula (as per report)

j) House Committee - Jim, Richard & Renea

- a) We have a new Operations manager – Will Clark – 35 years experience
- b) We had five applicants (2 no shows) – Will was the standout
- c) Start date will be in the first week of November (he will work Fri/Sat/Sun)
- d) Upon completion SBSLC needs to forward a letter of thanks to Yvette at Fortunity for their assistance with the entire recruitment process.

Action: Letter offer to be finalised and sent with attachments (employment pack).
Jim/Jacqui

- e) Uniform – Title will be Operations Manager –
 - a. Black polo shirts - \$26.80 each Jim to confirm costs
 - b. White business shirts - \$35.80 each Jim to confirm costs
 - c. Black pants - \$36.80 each Jim to confirm costs
 - d. Black sports coat - \$?? Jim to confirm costs
- f) Laptop / phone – Jim to commence researching costings on both

7. Election of Positions Vacant: (see attached)

Discussions on positions vacant

- Radio officer – nomination from Kevin Atkins - Endorsed/Carried
 - IRB Captain – Andrew Spring has agreed to take on the role (he will be mentored by Neville Bunn) – Endorsed/Carried
 - Member Services – nomination for Gail Rixos – Endorsed/Carried
 - Vice Director of Youth Development - Jodie to confirm back to committee
 - Assistant Boat Captain – nomination from Shane Walker
 - Assistant IRB Captain – Jim to confirm back to committee
 - Assistant Board & Ski Captain – vacant
 - Gear Steward – vacant
 - Social Secretary – to be determined
- Kevin Atkins has also agreed to take on the position of Grievance Officer within the the Club. In alignment with this, he will be provided with the paperwork in relation to the bar staff grievance.

8. General Business

1. Fund raiser suggestion for end of year Xmas and fund raiser

- Suggestion to get all of our Nipper families to contribute one item for a xmas hamper
- Will then be raffled off at the end of year xmas drinks
- 18th December decided as date for Xmas drinks

2. Quality clubs program

- All Directors need to review and undertake each item as per the relevant checklist under self assessment

Action: all to review and provide information back to Jim before the next meeting.

3. Purchase of new 4WD – Jim put forward various prices for 2nd hand vehicles – suggested versus purchasing a new vehicle

- We have been given a grant from the Leagues Club to purchase a new vehicle to the value of \$15,000.00

Action: Larry Freeman will research

Action: Renea will contact Bendigo Bank asking if they can do anything to help us.

4. Gail Rixom got knocked back for life membership Richard will investigate further

Meeting closed 3.30pm

Outstanding Action Items from September meeting

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.

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

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

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

Action: Follow up re Changes to Constitution

Richard Field
President – Soldiers Beach SLSC

Jacqui Godier
Director Administration – Soldiers Beach SLSC

Next meeting: 20 November 2016
