

**SOLDIERS BEACH SURF LIFE SAVING CLUB  
Management Committee Meeting Minutes  
20 November 2016**

**Date:** 20/11/16

**Meeting opened at:**

**Attendees:** Richard Field, Coral Raymond, Jacqui Godier, Gail Rixom, Renea Donaldson, Ellen Van Wessel, Jodie Freeman, Lara McIntyre, Alex Coppen, Phil Walls,

**Minutes:** Ellen Van Wessel

**Apologies:** David Waddell, Shane Walker, Jim Buckton, Lewis Taula

1. Meeting opened @ 1.10pm
2. Apologies: as above  
Moved that we accept apologies by Alex Coppen / 2.Jodie Freeman 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, Moved Phil Wall /seconded Renea Donaldson / Carried

\*Correction from October Minutes; Item 8 - Wyong leagues grant is only \$10,000.00  
The other \$5,000.00 was from the Golf Day Fundraiser

\* Youth Development Sponsor day to be organized –  
Correction from October Minutes;Jodie advised sponsors will be invited to attend on presentation date.

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

- It is to be noted that the Catering for NSW board riding still outstanding - \$1,200.00
- Discussions around washing of the bar staff shirts that are worn during functions a letter needs to be written and sent to the Catering Manager to confirm the arrangements.

**Action: Richard Field and Jim Buckton to discuss laundering arrangements at their monthly house committee meeting. Letter then to be sent to Donna re outcome.**

Moved: Phil Wall / Seconded Renea Donaldson Carried

- Invoice received from Crystal Waters in October for work done in May – payment will be processed in December
- Insurance for 4WD has not been paid – is for fire and theft \$333.84. Motion from the floor to insure the vehicle reached to insure for 3rd party property only. All in favour / carried. Car is registered and has green slip.
- Audit is back from Fortunity – areas that need addressing are stock control, payroll and reimbursement, suggestions that this should be done on a monthly basis (from the floor, Bar issues should be managed by the Operations Manager role). Jodie Freeman advised she has implemented a sign in sign out register for boards. Gail Rixom advised she does a quarterly stocktake but is prepared to do monthly stocktakes. MYOB has an inventory module, however, we are not using at this point in time.

**Action: Renea Donaldson will ask Fortunity to assist with the utilisation of the module in MYOB**

**Action: Coral Raymond to purchase an inventory book and will discuss with Bar Manager to implement the process.**

Motion put to the floor that Renea has requested if she can use her work laptop to process the club business – Renea to ensure that club business is password protected

Renea Donaldson requested to have MYOB uploaded onto her personal phone - Renea is to ensure that all club business is password protected

Moved Alex Coppen / Seconded Richard Field – carried

Renea advised that current float is \$2,500 (\$500 Each Till Float & \$1500. Change Tin)

- \* Jacqui Godier presented End of Day Sheet for wedding on Saturday 12th November 2016 and discussions were presented regarding the amount of \$350.00 missing from the floats & cash tin. Originally it was \$850.00 missing but \$500.00 was found in a plastic bag on the bar floor. Richard Field raised that the float and change tin needs to be counted before and after each shift. Discussions were held and decided that a correct process needs to be in place for all dealings with money.

**Action: Process needs to be implemented immediately for the bar staff to follow for the counting of float/bar takings (implement a check list) to be included is what to do if there is a discrepancy**

**Action: Richard Field and Jim Buckton to discuss with the staff – what process do they believe will work – once discussions are complete then process needs to be implemented**

Renea put forward a motion to invest in a new safe (current safe is small and able to be carried) – Richard advised that this is already on the books. Discussions around a secure area for installation of the safe and counting money

Action: Richard will discuss with Jim and Jacqui.

Motion put forward to organise a social committee to organise the Senior presentation. Committee will be comprised of Alex, Jodie, Phil and Renea.

Noted that the Catering for NSW Board Riders is outstanding - \$1200.00

Action: Phil Walls to follow up

## 6. Portfolio Reports

### a) Lifesaving – Shane Walker (no report submitted)

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

Action update 21/11: Jacqui to follow up with president of netball association to confirm details in 2nd letter received.

### b) Education – Jim Buckton (per report)

- a. Jim Buckton and Lara McIntyre have been discussing a one day parent SRC course – considering being run on 11 December (Jodie Freeman advised she has 25 names on the list)
- b. Next Saturday we will be holding our inaugural First Aid carnival (the Entrance/Umina and Ocean beach have been invited) – will run from 8.00 and continue through the day

### c) Administration – Jacqui Godier (per mail register)

- a. Discussions on rate to be charged to the requestor of a yoga class – all agreed charges should be as per set rates
- b. Letter received from physio offering cheaper rates to members - Total Physio flyer to be put on website and drop box

Action: Phil Walls to action

- c. Security system needs to be updated - Security system was turned off on Sunday 13th November 2016.

Action: Richard will attend Central coast funding presentation and handover at Terrigal

TRANSFERS as mentioned and ratified

**In:** None

**Out:** Riley Finlayson to Bigola Beach  
Jennifer Bootle to Umina Beach  
Noah Turner to The Lakes Beach  
Jeffery Doyle to MacMasters Beach

Charli & Macy Furner to Hervey Bay

Moved Alex /Seconded Lara – carried

**d) Surf Sports – Alex Coppen (no report)**

- a. Nil expenses
- b. Big thank you to Craig Ray and the women who do the nipper carnivals

**e) Youth Development – Jodie Freeman**

- a. Rego going well / Age managers are going well
- b. Pink rashies – some aren't wearing
- c. Club shirts have been ordered / still awaiting delivery
- d. New swimwear – meeting undertaken today (20/11) – Jodie provided and update on new uniform for the State team
- e. Update provided on potential hooded towel – green with patterned design on inside of hood – approval required to order 50 to be delivered before Christmas a range of sizes will be ordered
- f. Twilight nippers – December 17

**ACTION: Jacqui to write a letter to Toukley Fire and R44escue to request their attendance with Santa (3.30-5.30)**

- a) Harry Moore trust – no update due to one of the members of the committee being in hospital (Jodie requesting money to be withdrawn from the account to purchase more boards for the Nippers)
- b) Phone downstairs – does not take messages

**ACTION: Phil visiting Telstra business centre – he will discuss**

- a) Jodie has been approached to run a Nippers introductory course for Autistic/special needs children. Jodie proposing that every child have their carer with them at all times – then one club member to deliver nipper curriculum/lesson plan. Jodie will discuss with parents what equipment we would need.

**f) Caretaker – Jacqui Godier (no report)**

**g) WH&S – Richard Fields (no report)**

**h) Sponsorship & Marketing – Phil Walls**

- a. Bus running well – good take up – people happy to pay the \$5 outside of the bridges - Money being paid to Brad
- b. Hook up of WiFi in progress
- c. New 4WD – Phil will contact State Fleet
- d. NBN satellite – look at monthly
- e. Seafood raffle – left over seafood from catch – need a volunteer to run around selling tickets

- f. Mobile app – gaining quote on costing
- g. Could we use the club (on nights when we have no bookings) – for Trivia/Poker/Mexican etc

**i) Bar: Lewis Taula (no report)**

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

- a. Need nominees for 14 year old boy and girl for nipper of the year
- b. We have had an asset inspection - received grant to undertake recommendations
- c. Need nominees (from the under 14's) for attendance at pacific palms (to undertake patrol

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

Discussions on positions vacant

- 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 Rixom– Endorsed/Carried
- Vice Director of Youth Development -
- Assistant Boat Captain – nomination from Shane Walker
- Assistant IRB Captain –
- Assistant Board & Ski Captain – vacant
- Gear Steward – vacant
- Social Secretary – (Committee Alex Coppen /Phil Wall /Renea Donaldson) to report

**8. General Business**

1. Where are the new motors for the IRB? (**Need to check with Max Reeves**)
2. Discussions around people requesting bar tabs – decision from the committee – **no tabs from this point forward**
3. No response to Xmas hamper contribution / or potential committee members.

**Action: Renea will contact Bendigo Bank asking if they can do anything to help us.-  
Action update 20/11: no assistance from Bendigo Bank will be provided as per Renea Donaldson**

Suggestion to split our funds between the Greater and Bendigo Bank.

Renea advised that Fortunity are looking at a way we can manage our monies including the Harry Moore Trust. Coral advised that the Harry Moore Trust is not a Soldiers Beach SLSC account, it is a separate entity.

## **Outstanding Actions from previous meeting**

**Action:** Send an email listing all sponsors to enable us to have a sponsor day  
Update 20/11 – ongoing Jim Buckton and Richard Field will speak with Phil Walls

**Action:** David Waddell will speak with Licensing people at his work to ensure we are compliant with the conditions of holding a liquor license  
Update 20/11 – await response from David Waddell

House committee

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

Update 20/11 - ongoing

**Action:** Jim Buckton to provide TOR

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

**Action:** Jim Buckton to provide ongoing

**Action:** Follow up re Changes to Constitution - committee to follow up  
Update 20/11 - ongoing

Meeting closed 3.40pm

Richard Field  
President – Soldiers Beach SLSC

Jacqui Godier  
Director Administration – Soldiers Beach SLSC

Next meeting: 18 December 2016