

SOLDIERS BEACH SURF LIFE SAVING CLUB
Management Committee Meeting Minutes
18th DECEMBER 2016

Date: 18/12/16

Meeting opened at: 1.16 pm

Attendees: Richard Field, Coral Raymond, Phil Walls, Jim Buckton, Dave Wadell, Lara McIntyre, Jacqui Godier

Apologies: Alex Coppen, Renea Donaldson, Shane Walker, Ellen Van Wessel

1. Welcome, with meeting opened @ 1.16pm
2. Apologies : as above
Moved that we accept apologies by Dave Waddell 2. Coral Raymond - 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, Moved Coral Raymond / seconded Jacqui Godier

5. Presidents Report - Richard Field

- Branch meeting - discussions held re amalgamation of Gosford & Wyong and they are looking at taking control of all clubs commercial operations. Branch will be approaching CC Council in the new year
Action: Phil to email council and ask when we can expect grant as we have equipment to purchase
- Life Member nomination tabled - discussions held

6. Finance Report - Renea Donaldson - as presented

- NRMA refund - Coral queried why we had refund
- Trade Waste - CC Council representative, Coral has sorted the ongoing problem with Nathan from CC Council re invoices for Trade Waste between the Club, Boaties Cafe & The Reeds. The Reeds still owe from when they had Boaties Cafe. The Reeds owe \$329.68 and the current Lessees of Boaties owe \$180.55. Discussions held. **Coral moved that we pay entire invoice of \$510.23. The club to Invoice Boaties for \$180.55 and Club will bear cost of Reeds debt of \$329.68 - seconded by Jim Buckton all in favour carried**
- Ausgrid Christmas Party - require invoice to cover their EFTPOS payment of \$469.20
- Coral to send Renea a 'To Do List' once a week with things that need to be actioned on Tuesdays. Moved Coral / seconded Jim

7. Portfolio Reports

A. Lifesaving - Shane Walker (no report submitted)

- Allocation of new SCR & Bronze for patrols
- Discussions held around strength of patrols - **Action: Shags & Dave to sort out**

B. Education - Jim Buckton - as presented

C. Administration - Jacqui Godier - as presented

- Correspondence In/Out
- Transfers In & Out - Anthea & Thea, Steven Vandertou
- Council Funding - presentation of cheques postponed at the moment, grants not being released

Action: Phil to email Council and ask when we can expect grant money

D. Surf Sports - Alex Coppen - no report

E. Youth Development - Jodie Freeman - no report

F. Caretaker - Jacqui Godier - no report

G. WH&S - Richard Field - no report

H. Sponsorship & Marketing - Phil Walls

- Courtesy Bus - discussions held Brad not here a lot of the time, comes and goes and doesn't wait around - Jim to approach Thrifty at Tuggerah and discuss a long term rental of a bus
Action: Jim to get quotes from Thrifty
- 4WD - discussions held for type of vehicle we need on the beach. Phil to submit guideline of when we need vehicle by
- PayPal Account - for transactions on line - **moved Phil Walls that a PayPal account be set up, seconded Jim Buckton, all in favour carried**
- Drop Box issues need to be tightened

I. Bar -

- Mick Crowe has agreed to be Bar Manager until we employ an Operations Manager
- Jodie Ross to do the Rosters
- Kevin Godier to do the Cellar work
- Coral Raymond & Jacqui Godier to do End of Day takings after each shift, banking of takings, change from bank and enter figures and Timesheet hours into Drop Box
- Discussions held re volunteers setting up and packing down of table and collecting glasses
- Money missing from Bar (\$350.00) - Discussions held no action to be taken - loss occurred due to faulty process

8. Election of Positions Vacant: (see attached)

Discussions on positions vacant

- IRB Captain
- Vice Director of Youth Development
- Assistant Board & Ski Captain – vacant
- Gear Steward – vacant
- Social Secretary – to be determined

9. General Business

- Lara McIntyre - moved that old uniforms be shipped to Fiji - agreed

- Toukley Locksmiths quote - moved and carried that we go ahead with quote
- New Cash Registers for Bar - Phil Walls to look into
- New Projector Lighthouse Room - Jacqui to ask Lots of Watts for quote
- Commercial Refrigerator - Renea to get quotes
- Flagpole - Received email from Commemorative Grants asking for documentations for flagpole - should have been finalised by April 2016. Shane Walker still getting quotes.
- Good Sports Program - we are still going ahead with program

Meeting closed 3.20pm

Outstanding Action Items from October & November meetings

Action: Richard and Jim to discuss Donna's request to wash staff shirts with her – 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

Action: Follow up re Changes to Constitution

Action: Catering for NSW Board Riders is outstanding, \$1200.00 - Phil to follow up

Action: Flagpole needs to be finalised

Richard Field
President – Soldiers Beach SLSC

Jacqui Godier
Director Administration – Soldiers Beach SLSC

Next meeting: 15th January 2017