

SOLDIERS BEACH SURF LIFE SAVING CLUB INC
COMMITTEE MEETING
26 March 2017
10.15am

Welcome, meeting opened : 10.15am for presentation by Paul Bolton from Fortunity,
Committee Meeting opened: 11.30 am

Attendance: Richard Field, Jim Buckton, Coral Raymond, Jenny Downing, Alex Coppen, Jacqui Godier, Shane Walker, Dave Waddell, Lara McIntyre, Jodie Freeman, Ellen Van Wessel (minutes)

Apologies: Renea Donaldson, Phil Wall, Craig Wilson

Meeting commenced with a presentation given by Paul Bolton of Fortunity.

- Suggest we get recognised as Emergency Services (all 15 clubs need to be on the same page) – this to be agreed to by the Presidents
- We are a public benevolent association, therefore there are different rules that apply
- Suggestions of one auditor / one book keeper

1. 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

2. Confirmation of minutes from the Executive Committee meeting.

Moved Jim Buckton seconded Jacqui Godier, all in favour carried

Issues arising from previous minutes:

Grievance Officer - Kevin Atkins resigned - Jim has approached Colin Trigg to take on the position and he has agreed

Update 26/3 – Jim Buckton will discuss with Colin Trigg as to what his requirements are

Gym Equipment - Jim Buckton would like to spend \$1100.00 for gym equipment- moved Jim Buckton seconded Coral Raymond all in favour carried

Update 26/3/17 – Gym equipment ready to go,

4WD - Agent to buy vehicle - Jim Buckton explained how it works, Jim Buckton has list of requirements for extras for vehicle. We have \$35,000 in grants. Jim Buckton will circulate list of extras. Cost of vehicle approx \$25,000 balance for extras ready to go on beach.

Update 26/3 – 4WD has been paid for and will be delivered to Newcastle office on Monday, should have delivery by 31/3/17

Trailer

Update 26/3 – Trailers have now all been registered and in our name and insurance has been updated to cover the dearer skis.

Bookkeeper/Admin - Jim Buckton has spoken to Yvette Wright from Fortuity and they are happy to sit with us to discuss a business plan

Suggest to have names recommended from list of current bookkeepers and would be a sub contractor who would be employed by and paid by us

Reeds

Another letter has been forwarded to them – Jacqui Godier advised that all correspondence should be copied to the Director of Administration for records purposes.

ACTION: Shane Walker to ensure all copies of correspondence to be forwarded to the Director of Administration

MC for club presentation

ACTION: Jacqui Godier will forward a letter to Sean Chaffer to confirm him undertaking the role of MC

Anzac presentation

Shane Walker will attend 31/3/17

Flagpole project

Need to get the stone finalised, we have been requested to provide photos to send with the acquittal form

ACTION: Shane to contact Mark Arrowhill

3. Presidents Report - Richard Field

President advised that he and Jim Buckton attended the Presidents Tea – most of the discussion was in relation to compliance.

- There was also discussion regarding each club having to have a Member Protection Information Officer – which is a person who is noted that they are the first point of call for anybody within the organisation to go to if they need to make a complaint.
- Audit Services – 18 items were brought up – recommendations were to take the list and to review what we do to ensure compliance – some risk areas identified were:
 - documentation/controls over cash/wages & payroll – super, long service and holidays/stock takes and costings / function room deposits

ACTION: Can everyone please review the constitution currently on the Surf Life Saving NSW – we should be using this as our template

ACTION: All to come back to next committee meeting with suggestions as to what we should be doing

- Working Bee to sort through club memorabilia took place 25/3/17 – need to get a presentation cabinet with storage underneath and glass cabinetry for all of our trophies – Richard Field will request quotes from 3 providers

Motion put forward – to form a Memorabilia Committee to oversee the placement and installing of the trophies into the proposed cabinetry.

Committee will be Shane Walker, Richard Field and Alex Coppen

Moved Jim Buckton / Seconded Shane Walker / All in favour / Carried

4. **Finance Report** – No report from Treasurer

- Coral Raymond has put forwarded invoices that need to be paid – total value \$8k

5. **Portfolio Reports**

a: **Lifesaving** – Shane Walker

b: **Education** – Jim Buckton – report tabled

- Reports from last audit – across 15 clubs - out of 6 basic signals / every club got 1 ½ right
- Suggestion for each patrol captain to ensure signals are included in each patrol

c: **Administration** – Jacqui Godier

- No transfers in and out
- Correspondence in and out tabled
- New security system - quote tabled and included taking over the monitoring – monitor in bar has been replaced – new recorder with 3 cameras to be installed initially and the other cameras installed at a later date -

d: **Surf Sports** – Alex Coppen

- Mia Middleton and Craig Ray competing at Aussies
- Thank you to everyone who assisted throughout the year

e: **Youth Development** – Jodie Freeman - report tabled

- End of season - board register done
- Swimwear design – not comfortable with using CatFish due to them not replying to emails phone calls etc – suggest to go back to Engine
- Nipper presentation – best turn out ever (could be due to other sports being cancelled due to wet weather).
- Suggestion from Alex Coppen to go to another provider Fashion Fish – they hold all items in their stock and parents order on line
- All agreed to try Fashion Fish as a provider

f: **Caretaker** – Jacqui Godier - report tabled

- We need a refrigeration mechanic to look at providing trip trays under the ice machine to capture the condensation

ACTION: Jim Buckton to send correspondence to Jacqui Godier advising of the actual issue

- g: **WH&S** – Richard Fields - no report
- h: **Sponsorship & Marketing** – Phil Wall - report tabled
 - Information per report
- i: **Bar** – Craig Wilson - no report
- j: **House Committee** - Jim Buckton, Richard Field & Renea Donaldson
 - Jim Buckton advised he met with Donna Ryans and Craig Wilson at which they confirmed they are working together to discuss planning/ mapping out “targetted” functions in the Club over Winter eg Wedding expo, Mothers Day lunch etc.
 - We need budgets/business plan/to identify our market – none of which we currently have
 - Discussions around when the doors are closing – end of April and not opening for the Easter break

President has requested acceptance of all reports

Moved Jim Buckton Seconded Shane Walker

General Business

1. Awards of Excellence

- Need to put nominations in – need to identify who will put in – need nominees due 1 x nomination per category by Friday 28 April.

ACTION: Jacqui Godier to send out circular 1342 to all club members.

- Need to put together a wish list if we do win (all agreed on the following items)
 - Patrol Tents x 2
 - Data projector
 - Lap top x 1
 - IRB patient mannequin

6. Election of Positions Vacant: (see attached)

7. General Business

- **Planning Day** - date to be set at meeting of 23 April.

Note: Can we have written reports emailed to Jacqui for Portfolio areas.
admin@soldiersbeachsurfclub.com.au

Next meeting set down for 23 April to commence at 10.00am

Meeting closed @ 1.30pm
Richard Field
President – Soldiers Beach SLSC

Positions Vacant

- Vice Director of Youth Development
- Assistant Boat Captain
- Assistant Board & Ski Captain
- Gear Steward
- Social Secretary