

SOLDIERS BEACH SURF LIFE SAVING CLUB INC
EXECUTIVE MEETING
18 June 2017
Meeting Opened: 10:10am

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

Apologies: Shawn Ford, Phil Walls, Gail Rixom

Apologies moved Jim Buckton,

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 Coral Raymond all in favour carried

Issues arising from previous minutes:

Reeds

Update 18/6 – A new letter has been drafted - all to review and to agree to the contents – new letter to be sent to the Reeds with copy of invoice attached

Motion put forward by Jim and seconded Lara, Carried

Flag Pole Project

Update 18/6 - complete

3. **Presidents Report** - Richard Field

- **Skillion walk** 30th July – they need two adults and four nippers

Action: Admin to put an email out for EOI for participants

- **Central Coast council**, Clubs in Wyong shire will continue with current funding – will probably receive approximately \$11K
- **Awards of Excellence** – we achieved the Bronze Quality Club
- **Old truck** - \$500 has been offered

Jim moved a motion to accept the offer, Richard seconded

- **Disability program** - Jodie queried with regards to costings for disability program for Nippers, discussions have been held with branch who will be running an information evening. Advised that we may need to purchase more tents. There is interest with us plus five other clubs.
- **Constitution** - No suggestions as yet - Suggest that we review during off season, any changes need to be put to members – once finalized will then need to be discussed at a special general meeting.

18/6 – ongoing possibility to go through at end of this meeting

- **Member Protection information officer** to be added to our list of positions at next AGM – course running in August at Branch, we need to send two nominations to attend

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Update 18/6 – Lara McIntyre and Alexandra Coppen volunteered to undertake the roles and to attend the course schedule for Wed 16th August.

- **4x4 new 4WD** has arrived – all who are required to drive it need to be inducted – no induction no driving

Update 18/6 – seat covers purchased – need to be fitted

- **IRB Motor** was given away and we have not received any monies – updated provided and further correspondence will occur.
- Jim moved a motion that we will send a letter of demand to Dean Horsfell to recuperate the monies from the sale of the motor.
- Moved Jim Seconded Jacqui, All in favour

Action: letter to be sent

4. **Finance Report** – Treasurer in attendance

- Treasurer advised (as per reconciliation provided) account at end of May funds are at \$23,409.77
- Functions set for July – should bring some money in
- Shane advised that \$1,000.00 has been pledged from Tom and Pams takeaway, and Renea just needs to raise an invoice

Action : Admin to send invoice

- Foster Trip – Jim advised reconciliation to come
- Treasurer apologised for non attendance at last few meetings due to work responsibilities
- Treasurer also advised that this week financials will be done for year end
- All agreed that we will outsource our bookkeeping – clarification needs to be obtained as to what functions the bookkeeper will undertake with regards to all of those responsibilities currently undertaken by the Assistant Treasurer.
- Acknowledgement needs to be given to Coral who assists Renea with all Treasurer responsibilities in addition to providing documents to Treasurer for recording purposes

Action : Jim to speak with Fortunity to gain bookkeeper details.

1. **Portfolio Reports**

- a) **Lifesaving** – Shane Walker – per tabled report
Shane talked to his report

Action: Shane will contact Bfit and advise that unfortunately no he is unable to access the club on rainy days

- b) **Education** – Jim Buckton – report tabled
- Age Manager records need to be updated
 - Certificates need to be chased from Surf Life saving NSW
 - Interest in off season bronze course – needs to be discussed with the Surf Ed Team
 - Per SLNSW circular there are changes to courses
 - Items that came out of Quality Club submission to comply – items we need to comply with:
 - Admin – each year we need to have our bank signatories listed – add to drop box
 - Admin – need to review our Surf Guard access – add to drop box
 - Admin – need to roll our this seasons folders into next season folders

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- Finance – need to have our asset register up to date – ensure we include all items bought and sold
- Facilities – need to ensure RSA copies held and currency is up to date, and that liquor licence is display
- WH&S – we are required to keep copies of WH&S manuals on site and to ensure they are current – details need to be held in drop box
- At beginning of each season – we need to undertake a self audit
- FaceBook – needs to be monitored and replies posted
- We need Age Managers – 1 Manager to 20 Nippers – this ratio is to be maintained

Action: Undertake a review of all of those staff members who have access to drop box and to surf guard need to upgrade drop box?

2. **Administration** – Jacqui Godier

Correspondence – as per list

Wifi – still ongoing – they came last Friday but need to organise an EWP

3. **Surf Sports** – Alex Coppen - no report

4. **Youth Development** – Jodie Freeman – as tabled

5. **Caretaker** – Jacqui Godier – no report

6. **WH&S** – Richard Fields – no report

7. **Sponsorship & Marketing** – as tabled, have application ready for grant to Wyong Leagues Club for new IRB

8. **Bar** – Craig Wilson – has resigned

Do we re advertise for new Operations Manager, all agreed that we should.

Moved that way Jim Buckton Seconded Alex Coppen All in Favour - **Carried**

Jodie Ross spoke about functions packages and bar tabs regarding the hours of functions - discussions held. Jodie to work on packages

9. **IRB** – Shawn Ford – No report

10. **House Committee** –report tabled

General Business

1. Issue of new furniture – agreed to order table tops but to hold off on other until Jim has spoken to Wyong Leagues.

Motion to purchase/order table tops 1. Jim Buckton 2. Alex Coppen All in Favour - **Carried**

2. **Planning Day / AGM** – still on track for this papers going out this week

3. **Membership Fees.** Discussion on membership fees, should they be increased – with the cost of insurances and electricity etc rising moved that we increase membership fee to \$80 pp

Moved Jim Buckton seconded Alex Coppen **All in Favour Carried** Family membership packages to be adjusted accordingly

4. **Lift** – needs repairs and maintenance contract is up so do we re sign all agreed that repairs must go ahead and to resign maintenance agreement – All in Favour

5. **Jim** is organising more brochures for rego again to confirm with Jodie for dates

6. Suggestions that we do promotional / recruitment days at Toukley Markets, Lake Haven, Aldi, & Bunnings - Richard to investigate availability of dates

7. Suggested that committee be given business shirts with club logo to be worn for promotional meetings with sponsors etc Moved 1. Jim Buckton 2. Alex Coppen
All in Favour Carried (to order through GoodGear)

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

Next meeting set down for Sunday 16 July to commence at 10.00am

Meeting closed @ 1.45pm

Richard Field
President – Soldiers Beach SLSC

Jacqui Godier
Director of Administration