

SOLDIERS BEACH SURF LIFE SAVING CLUB INC COMMITTEE MEETING

16th July 2017

1. Welcome, meeting opened: 10:11 am
2. Apologies: Ellen Van Wessell, Renea Donaldson, Coral Raymond, accepted
Dave Waddell & Jim Buckton
3. Attendance: Jim Buckton, Richard Field, Gail Rixom, Phil Walls, Shane Walker,
Alex Coppen, Lara McIntyre, Jodie Freeman
4. 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**
5. Confirmation of minutes from the previous meeting: 1. Dave Waddell 2.
Richard Field
6. Business arising from previous minutes:
 - **Pat & Kerry Reed** - letter sent
 - **Flagpole** - Acquittal notice has been sent to DVA - Jacqui waiting on invoice for records from Jodie Freeman
 - **Fortunity, Bookkeeper** - Jim had a meeting with Emma Dennis, bookkeeper for Avoca Beach, McMasters Beach & Toowoona Bay.
 - Resume tabled, \$65.00 hr. Jim outlined what she does for Avoca:
 - bookkeeping and administration
 - the only one to have access, everyone else read only
 - signatories needed for approved payments
 - discussions held concerning moving to a standardised accounting package that Fortunity and other surf clubs use called XERO for a seamless process.
 - Emma is happy to work with MYOB though

Action: Jim to contact Emma and set up meeting to discuss how many hours needed and for Emma to have a look at our set up, with the view to eventually changing over to XERO.

Motion: 1. Jim Buckton to engage Emma's services and move over to XERO accounting package when practicable. 2nd Dave Waddell, all in favour, **carried**

- **Fortunity, Investment** - Jim met with Sean O'Farrell from Fortunity. Notes of meeting tabled. Discussions held re business plan in place before we decide which way to go. Fortunity to set up reduced fees and pro bono work with us. -

Motion: 1. Jim Buckton moved that we go ahead and engage Fortunity to manage our investment funds 2. Shane Walker, all in favour - **Carried**

7. Presidents Report - Richard Field

- small change to course for Lighthouse to Skillion Walk on Sunday 30/7/17, so as to not be walking on sacred Darkinjung land

Action: Jacqui to send email members to assist on day.

8. Finance Report – Renea Donaldson - no report

- Asset Register to be reviewed each season
- Bank signatory list current

9. Portfolio Reports

• Lifesaving – Shane Walker -

- SLSNSW pocket guides for Patrol Captains
- Seasonal review of Operation Manual

• Education – Jim Buckton - report tabled

- meeting yesterday with Alex Coppen and Lara McIntyre
 1. set tentative calendar dates - waiting on branch surf sports calendar so that we don't clash
 2. Education calendar display
 3. availability of U.T.D brochures and posters
 4. banner to be made up for next bronze course, with dates etc, Jim Alex and Lara to organise banner
 5. integrate Salty Saturdays - Alex report non competitive - maybe sign off requal on these days
 6. surf club open day - had trailer previously but Jim can't do it need someone to step up and take over. - 15/10/17 - book trailer in?

• Administration – Jacqui Godier - report tabled

- Correspondence tabled
- Business Insurance due 31/7/17 - need to insure bar stock

Action: Kevin to do stocktake & average over 3 months and cost
- check cover for Machinery breakdown insurance with Austbrokers

Action: Jacqui to get quote for Machinery Breakdown
- MacKillop Netball - disco 21/7/17 - they have rung Donna but no reply regarding food service - given the ok by meeting to order pizzas for the night and as requested have the bar opened.
- Gear inspection report given to Shane Walker to complete - due by 14/9/17

Action: Shane to complete Gear & Equipment Inspection and to submit by 14/9/17

- AGM - reminder to send nominations in for all positions by 20/8/17

Action: Jacqui to send reminder out

- **Surf Sports – Alex Coppen** - report tabled
 - Development of training calendar
 - Development of Surf Sports Coaches or hire
 - Mentoring of junior competitors & parents
 - Development of Junior Surf Sports program
 - Active recruiting & training of Surf Sports officials
- **Youth Development – Jodie Freeman** -
 - Age Manager qualifications required 1:20 ratio
 - Compulsory Age Manager training
 - Working With Children Certificate
 - Member Protection forms check
- **Caretaker – Jacqui Godier** - report tabled
 - 4WD - clutch will need replacing soon, around \$2500 just for the clutch plus approx 7hr labour
- **WH&S – Richard Fields** - no report
 - Copies of WHS manuals on site
 - SLSA & SLSNSW WH&S policies on file
 - self-audit form pre season
 - Health & Safety inspection form pre season
- **Sponsorship & Marketing – Phil Walls** - report tabled
 - Ramp up local media coverage
 - social media feeds kept updated & interactive
 - newsletter
- **Member Services**
 - Membership drive
 - Orientation tours
 - MPIO

- Surfguard review and archiving
- Review of Service Awards
- **Bar - Mick Crowe - no report**
 - sunset bar opening date
- **IRB - Shawn Ford - report tabled**
- **House Committee - Jim, Richard & Renea - report tabled**
 - Beverage Packages & Hall Hire - Jodie and Jim - changes made to Packages and Room Hire Rates
 - Discussions held regarding a brochure
 - Discussions held regarding number of people allowed on top floor - Jacqui Godier to check plan. Packages pending clarification of nos. for up stairs also licensing restrictions
 - Action: Jacqui Godier to check plan for numbers**
 - **Motion:** put forward by Jim to accept new Beverage Packages and Room Hire Rates, pending clarification of nos. for up stairs also licensing restrictions. Also ask Donna to combine new packages and room hire rates into her brochure - 2. Alex Coppen, all in favour - **carried**
 - Operations manager - 3rd round of interviews set for 17/7/17. We will be charged by Fortunity for Yvette's time as the pro bono from Fortunity has reached its' limit.
 - Jim had a meeting with Avoca Operations Manager
 - 1. they have a different set up - surroundings and environment
 - 2. everything Jim questioned him on is almost the same as what we have ear marked to be done and they are doing well. They are a full time operation though.
 - 3. the clubs biggest challenge is where we are in the market and identify our patronage.
 - Cabinets for Sunset Room - Shane Walker - quote for cabinets tabled, discussions held. Sourcing more quotes
 - Reeds - Shane Walker
 - 1. spoke to Pat Reed regarding incident between Kerry Reed and Jodie Ross
 - 2. Jodie has submitted report of incident.
 - 3. Jim to talk to Wyong Leagues about their policies - discussions held - standard operating procedures for bar
 - 4. letter barring Kerry from club- club needs to support Jodie
 - Action: Jim Buckton to compose letter and forward to Jacqui to circulate**

11. General Business

- Furniture
- Meeting with WRLCG
- Set dates for presentation/acknowledgement of this grant.

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

Richard Field
President

Jacqui Godier
Director of Administration

Positions Vacant

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

DIRECTOR OF ADMINISTRATION REPORT

Report submitted by: Jacqui Godier

Date: Sunday 16th July 2017

Summary of items requiring approval / money / action

Nil

General Business Summary

1. Reeds - sent letter re fire panel non payment
2. Timesheet - added 'RSA column'
3. Terry Wand - condolence letter & card sent
4. Lift Agreement for next 2 years sent
5. Members Fees for 17/18 season changed on Surfguard
6. New Bar Staff - met with Hannah Waddell & Candice re employment documents to be filled out
7. Returned Car seat covers as they were for bucket seats only not bench, would need to have custom made.
8. Business Insurance which includes trailers needs renewing on 31/7/17. Also need to discuss insuring bar stock
9. Function furniture - have emailed Donna list of what we can order at present

CARETAKER REPORT - JACQUI GODIER

Report submitted by: Jacqui Godier

Date: Sunday 16th July 2017

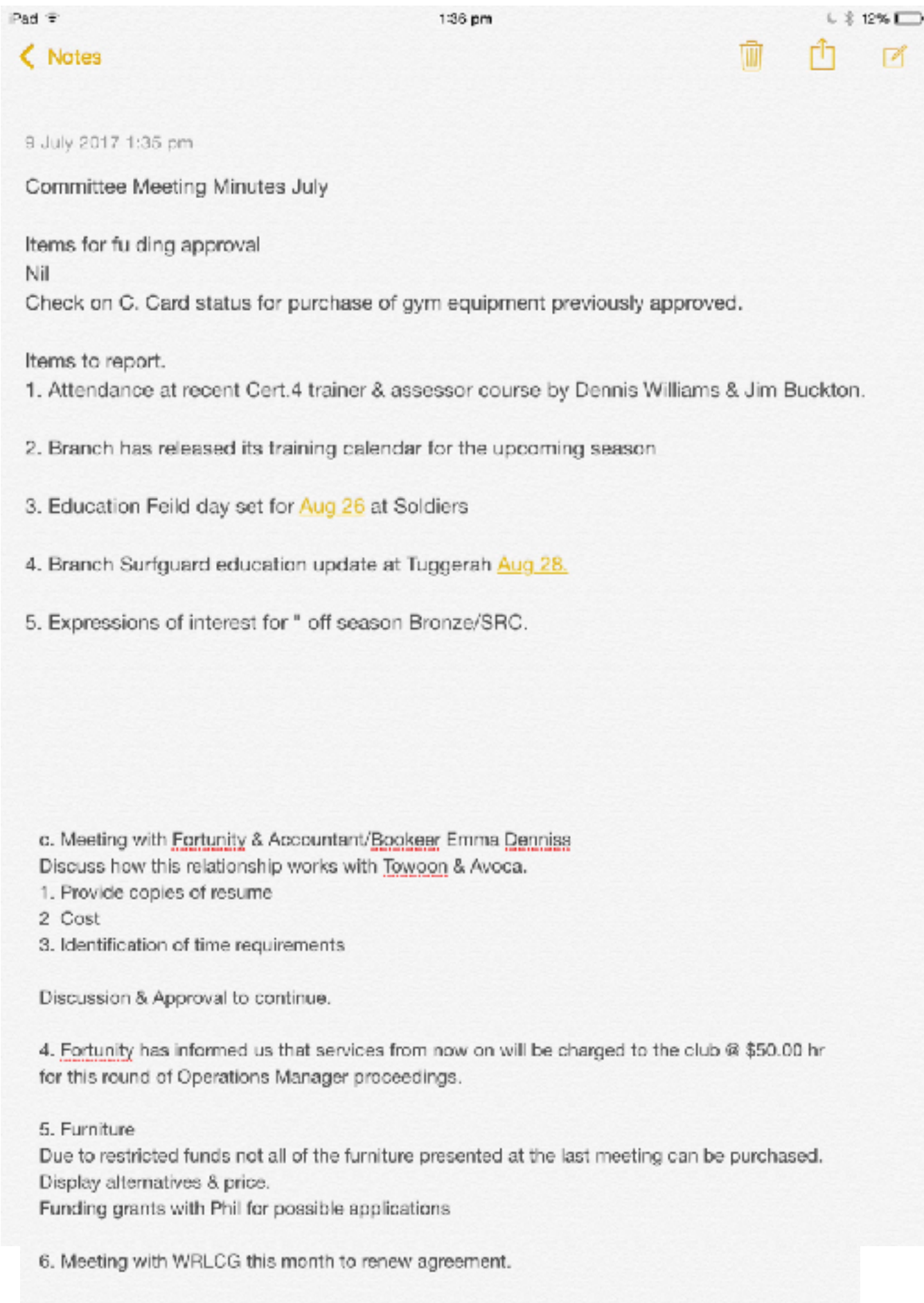
Summary of items requiring approval / money / action

Nil

General Business Summary

1. 27/6/17 - CC Council - Asset Inspection
2. 27/6/17 - Collected Money Spinners from Toukley Pool.
3. 12/7/17 - Lube Mobile - 4WD, break drums were rusted and stuck to pads. Drum needed machining and pads cleaned. Clutch might need replacing soon as well,
4. 12/7/17 - HWS leaking and not heating in ladies showers
 - rusty pipe replaced and also valve for cut off
 - the regulators need servicing every 12 months so the 4 were serviced and had parts replaced.
 - returning next week to look at leaks in kitchen pipes

EDUCATION REPORT - JIM BUCKTON



HOUSE COMMITTEE REPORT - JIM BUCKTON

Agenda items

1. Drink & Room Hire Review

Jodie & I have had a meeting & have been working on the review for the Function Drinks Packages & the Room Hire.

Please find attached a copy for your perusal & discuss.

Note inclusions yet to be added:

See function template & discuss.

2. Operations Manager position

Interviews are set for 17/July. Applicants have been phone interviewed by Fortunity & narrowed down for selection.

3. Fortunity Meetings

As per the request from the last meeting I have had several meetings with Fortunity & others over the past few weeks

a. Investment advisor: as per the approval from the last committee meeting I have had a meeting with Shaun from Fortunity re our investment we have an investment policy in our Regulations & our Constitution however we need to set out specific levels to proceed any further

Levels discussed & set

b. Meeting with Ops Manager from Avoca re their operation

Discuss similarities & identify

1. Buis Model

2. Buis Plan

3. Infrastructure

4. Marketing Plan

Thundercat Inflatables Pty Ltd
10/ 80-82 Township Drive
Burleigh Heads Qld 4220
ABN 51080566650
Phone: 07 5520 6888
Fax: 07 5520 5832

Quotation # 150717

Date: 15 July 2017

Attention: Shawn Ford

Soldiers Beach SLSC

Supply:

**Remove hinges from frd floorboards and re-attach to new rear floorboard
With new floor mat and footstraps with floor board complete.**

1 x New Rear floorboard for Arancia N.Z.

Plus freight if applicable @ \$110.00

inc/gst \$250.00

Total : \$2750.00

Payment can be made by direct deposit to our bank account. Details are as follows:

Name of Account: Thundercat Inflatables Pty Ltd
Bank: Suncorp Metway
BSB: 484-799
Account No: 051345028

Rob Thomas

IRB QUOTE - SHAWN FORD

This is leagues club logo to go on the front of new irb



This is the logo to go on the spray dodger of new boat

In memory of
KEES
VAN YPEREN
A true IRB Pioneer

DIRECTOR OF JUNIOR ACTIVITIES - JODIE FREEMAN

Boards quotation attached. Stickers displaying club logo and sponsors logo prices are \$20 per board.



Infront Surfcraft Pty Ltd
ABN 13 151 801 044
Mark - 0421 986 354
mark@infrontsurfcraft.com.au
www.infrontsurfcraft.com.au

QUOTE

To: **Soldiers Beach SLSC**
Attention: **Jodie Freeman**
Email: **onlinegarden@bigpond.com**
Phone: **0412 127 452**
Address:
Date: **22/06/20178**

DESCRIPTION -	COST \$
9 x Infront Lightweight Foam Nipper Boards (Green) (Unit Price Incl GST \$485.00)	\$4365.00
2 x Infront Original Foam Nipper Boards (Unit Price Incl GST \$485.00)	\$970.00
Buy 10 get 1 Foam Nipper Board Free	-\$485.00
<i>(Should any boards require replacement fins at any point, this will be free of charge).</i>	
<u>Extra</u> <i>Mark Simpson owner and former Nutri Grain Ironman will come up to Soldiers Beach for a clinic with your nippers at a time that suits the club.</i>	
Freight Pick Up from Warehouse	\$0.00
<u>Total Incl GST</u>	\$4850.00

ALL ORDERS REQUIRE 50% DEPOSIT AT THE TIME OF ORDERING
Any Boards ordered that require freight, the order must be paid in full before dispatch
Payments accepted: Cash , Card, Direct Deposit , Cheque

SOLDIERS BEACH SURF LIFE SAVING CLUB

COMMITTEE MEETING REPORT

Report submitted by: Dir. of Sponsorship & Marketing (Philip Walls)

Date: 16 July 2017

Summary of items requiring approval/money/action:

1. WiFiSURF Project Update

- Internal WiFi access point installation STILL in progress
- NBN Satellite service DELAYED due to EWP requirement (OHS) to be installed 19.7.17.

Actions

- a. **Priority** to set date for JB / PW to order & install additional cabling for veranda and tower external AP's.
- b. **Council Requested Status of project – Report submitted 13.7.17**
- c. Website PR still to be completed (PW).

2. 4 x4 Beach Patrol Vehicle – Presentation/Acknowledgement Event

- Club to hold PR, presentation with CCC & Wyong leagues for acknowledgement of grants and sponsors.

Actions

- a. Committee to select suitable dates. Council requires 3 weeks notice.

3. Wyong Leagues Club Grant

- Annual ClubNSW grant with Club applying for a grant to purchase 2 x new IRB motors. (11k)

Actions

- Application submitted on 23.6.17, acknowledged by WL on 27.6.17.
- Letters of offer if successful by 30.7.17
- Cheque presentation 22.7.17

4. New Funding of Projects

Actions

- Surf Club facility Program looks good for what we may need - re what needs to be done as 'projects' as previously discussed and get a 'House Committee' to look at the Club infrastructure / maintenance requirements' – i.e. FA Room Ceiling quotes etc.
- Investigate whether Trophy cabinet and trainers cabinet may come under one

5. Club ITV Advertising System

- Club to install TV advertising and promotions system for 17-18 season. ITV to supply, install and maintain 'Free of charge' up to 3 large modern plasma TV's -- 8 week project. Benefits are

ability to advertising club facilities, events and sponsor promos to members, visitors and community.

Actions

- PW notified Total ITV to move ahead following May Committee meeting approval.
- Requires FU Call - System requires internet access hence NBN satellite will be ready. (NO CHANGE)

5. Thrifty Bus Sponsorship for 2017-18 Season

- Have offered the Club a rental of the bus at a rate of \$120.00 per day whereby they will credit \$60 per day therefore cost to club is \$60.00 per day.
- This would include 200 free kms per day, all admin fees and taxes and standard liability cover.
- The club would be responsible for any tolls, infringements, fuel, Damage liability fees etc.
- On the basis of club renting the bus for 110 days per year the credit equates to \$6600.00 towards sponsorship.

Actions

- b. Committee to accept offer and then Thrifty will provide formal proposal/offer.
- c. Club will organise signage on van & advertising via usual club social media channels – towards end of the winter break. (NO CHANGE)

6. Annual Golf Day

- Indicative Date of MONDAY 20th NOVEMBER only available date.

Actions

- To email / engage past sponsors / players seeking input (NO CHANGE).

End of Report -

Management Committee Meeting Report 18/06/2017

Items Requiring funding approval

Nil

Items to report from Education Portfolio

1. All assessments have been processed in surfguard & awaiting approval from SLSNSW prior to June 30
2. Note from the presentation evening that there are a number of certificates that need to be chased along with a number of medallions & this is being done at the moment.
3. There has been some interest expressed in an “off season” Bronze Course. This to be discussed with the Surf Ed team to decide on viability.
4. Cert 4 in training & assessment to be run at SLSCC offices by SLSNSW on Sat 25th June. Soldiers has 2 participants Dennis Williams & Jim Buckton.
5. The process for Shawn Ford to requalify for his IRB trainers Cert. has been started & hopefully by the beginning of season 2017/18 we will once again have an IRB Trainer.
6. Changes to course content for next season have been received from SLSNSW & accompany this report. To be discussed with Surf Ed Team re implementation
7. Have approached Lara Mc Intyre to be our MPIO. Expressions of interest to be delivered to Branch by 21 June 2017 for inclusion in the course to be run by NSW Sport Commission

Items for discussion

1. Quality Clubs submission:

Admin:

- Review bank signatories each season
- Review surfguard users access each season
- Current season files to be compiled for access to ensure currency
- Post season files to be archived in seasonal folders

Finance:

Current Asset Register to be reviewed each season

- Bank signatories list current

Facilities:

- RSA copies to be held & currency ensured
- Display of Liquor licence
- Stock control system to be put in place
- Reports to be compiled to address issues(house committee)

WH&S:

- Copies of WH&S manuals on site
- SLSA & SLSNSW WH&S policies on file
- Self Audit form pre season
- Health & Safety inspection form pre season

Media:

- Ramp up local media coverage
- Social media feeds kept updated & interactive
- Newsletter

Lifesaving:

- SLSNSW pocket guides for Patrol Capts.
- Seasonal review of Ops manuals

Junior Activities:

- Age Manager qualifications required 1:20
- Compulsory A.M training

- WWC cert.
- Member protection forms check

Member services:

- Membership drive
- Orientation tours
- MPIO
- Surfguard review & archiving
- Review of service awards

Education:

- Education calendar display
- Availability of u.t.d brochures & posters

Surf Sport:

- Development of training calendar
- Development of S Sport Coaches or Hire
- Mentoring of Junior competitors & parents
- Development of Junior Surf Sport program
- Active recruiting & training of SS officials

These items identified from 2016/17 QC submission. Most issues in hand with requirement for portfolio budgets & overall club budget the next step for silver qualification.

2. Appointment of book keeper for 2017/18
3. Grant funding ID committee
4. Development of new Buis. Plan for 2017/18
5. Discuss investment : Use of Fortunity to improve yields
6. Discuss what the Man Committee wants to do about Ops Manager Position.
7. Repair & Maint issue. Funds granted?

DIRECTOR OF SURF SPORTS - ALEX COPPEN

JULY 2017.

1. Items for Funding Approval

- Nil

2. Items to Report

a. Senior Preso was a great success and thanks go to all that made the night so great. I think next season we should be able to provide a little more time to Surf Sports and the picking your own gift was a fantastic idea and worked well.

b. We hope to start a Soldiers Sea Surf & Sand training session shortly in preparation for the coming season. The sessions will run Saturday or Sunday morning targeted at all member will all abilities. Training will incorporate beach and water and will be about inclusion and supporting all members to increase there fitness, skills and confidence. More info will be available via our FB page in the next weeks to come.

c. Branch have circulated changes in regards to the accrediting of officials, all our officials will need to be notified to ensure that there accreditation does not drop off.

Request this Report be accept.

Alexandra Coppen

Remainder of minutes for committee meeting sun 16/07/17

Education

The education calendar is all but complete with the Education team meeting on Sat 16/07/17. This will follow shortly & will be put on the website & the facebook page once we can confirm dates with branch surf sport & junior carnival calendars.

The open day needs to be addressed by a committee as I have done this for the last few years & have too much on my plate this year to put this together. Discussions regarding this to continue.

Soldiers Salty Saturdays or Sundays

A proposal for a “fun” training group on a Saturday or a Sunday to raise fitness & skills in an inclusive environment with suggestions to include jnrs. as well in an effort to show the members what other activities go on in the club.

Note: Gary Hyland is doing a training session on a Sunday which all are welcome to join.

Surf Education team to work in with J.A.C to organise a nipper training/induction day to train age managers, water safety & induct new & existing members for the season. Date set for this 7 & 8th Oct.

Marketing & Promotions

NBN is due to be installed this week.

Presentation for the vehicle to be integrated with a sponsors recognition evening suggestion of co ordinating with the bar opening to promote both the venue, the sponsors & the vehicle stakeholders.

Have submitted an application for the next round of the club grants with WRLCG for 2 IRB Motors

Investigating the Stronger Community Grants for cabinet or furniture.

ITV advertising system have been in contact but require NBN to be in place to go forward. This is an 8 week process once in place.

Awaiting a final proposal from thrifty

Have been in contact with Toukley golf club for the golf day & awaiting a return call. Days offered are not suitable at this stage . shane to speak with Wyong golf Club professional to enquire about what they can do for us.

Currently working on an app for portfolio management & have trialled this with Jodie Freeman. More to follow as this develops.

JAC

Swimming costumes negotiations continuing with a meeting next week for numbers.

Nipper board ID nos. are proving a problem. Looking at stickers for each to identify them to overcome the problem.

Have submitted our expression of interest for the nipper inclusion program & am waiting for replies from Branch

Rego days tentatively set

Sat 9th Sept 10am - 1.00pm.

Sun 17/sept Toukley pool (depending on approval) or Soldiers 10am-1.00pm

Sat 23 Sept 10am-1.00pm

Induction night Tues 10th Oct nippers/SRC & Bronze

Harry Moore trust has been in contact with funds available. Quote for 10 boards \$4850.00. Harry Moore happy to fund \$3000. Providing hard copy quotes for HMT. & sending out letters for sponsors first with the remainder to be advertised on facebook for sponsorship.

SURF S

PORTS

Expression of interest for carnivals

Newc. Perm 16/12

Masters 13/01

Branch champ lifesaver 18/2

Streets series surfboat Final 17/3

Notice for expressions of interest for coaches for a draft calendar for Nipper training to be put out by Alex

General Business

Letter for Branch re anomalies in Club Of The year scoresheet

Dave Waddell to draft a letter for circulation regarding Kerry Reed for circulation to the committee for approval to bar Kerry from the club.

OH & S system to be put in place for the bar operations. Jim to investigate.

Code of conduct for bar to be put in place.

Meeting closed 12.55pm.