

# Minutes



## Management Committee Meeting of Soldiers Beach Surf Life Saving Club Inc Held at SBSLSC on Sunday 24th September 2017

**MEETING OPENED: 10:23 am**  
**MEETING CLOSED: 1:42 pm**

### 1. ATTENDANCE

Jim Buckton - President  
Jacqui Godier - Director of Administration  
Coral Raymond - Director of Finance  
Alex Coppen - Director of Surf Sports  
Richard Field - WHS  
Shawn Ford - IRB Captain

#### Apologies

Lara McIntyre - Director of Education  
Shane Walker - Director of Surf Life Saving  
Dave Waddell - Assistant Director of Surf Life Saving  
Phil Walls - Vice President

### 2. CONFIRMATION OF PREVIOUS MINUTES

The minutes from previous meeting held Sunday 14th August 2017

**The Management Committee confirmed that the minutes were a true and accurate record of the meeting.**

Moved: Richard Field

Seconded: Shawn Ford

**CARRIED**

### 3. BUSINESS ARISING FROM PREVIOUS MINUTES

Pat & Kerry Reed - no reply to correspondence sent - Jim to draft letter for approval

### 4. REPORTS

#### **PRESIDENT - JIM BUCKTON**

- Quality Clubs 17/18 submission nearly completed just waiting on Age Managers Course to be completed. Will try for Silver before Christmas
- Grievance Report by Colin Trigg - as per constitution 33.2 - members involved in incident will be given an outcome of the report. Reports will not be sent as in confidence with committee. Grievance Report written in confidence so will not be circulated to members.

**Action: Jim to draft letter for members involved and Jacqui to put on letterhead and forward.**

- All portfolios are requested to submit a budget for the year. Budget meeting to be set up and prioritise what needs to be done

**Action: Jacqui to email all portfolios**

- **Committees to be set up:**
  - Building Committee
  - Projects Committee to identify what needs doing around club house
  - Committees as per constitution - set terms of reference
  - Social Committee
  - Jim to speak to Craig Andrews to see if he would like to help with this
- **Central Coast Council Sponsorship Agreement**
  - funding over 3 years
  - \$8250 + GST invoice to be raised for ongoing beach operations
  - list of all sponsors to go with agreement
  - invite to promotions & functions
  - free facility hire if requested and they will pay for cleaning & security as required.
  - contact details of all committee members
  - notification of any promotional material that they are mention in
  - Public Liability Insurance - Certificate of Currency needs to state that CC Council are an interested party
  - presentation of Cheque on 12/10/17 - Jim to attend
- **Wyong Rugby Leagues Club**
  - new agreement, discussions held
  - \$4000.00 for the first 12 months instead of the 3 years and ongoing each year, which will make it easier to manage with the terms of the agreement
  - Christmas Party suggested as a Barefoot Bowls day and also a comedy night at one of the Leagues Club venues.

#### **IRB - SHAWN FORD**

- Floorboard for IRB quote received, go ahead with quote - Jacqui to organise
- 2 new motors to be ordered, have quote for 1 ask if discount for buying 2 - Jacqui to organise
- sign writing on IRB - artwork has been done by company in Brookvale, Shawn waiting on them to give go ahead to take IRB's down to be done
- discussions held re holding IRB carnival May 2018

#### **DIRECTOR OF EDUCATION - LARA MCINTYRE**

- information date set for BM & SRC Tuesday 10/10/17

#### **DIRECTOR OF ADMINISTRATION - JACQUI GODIER**

- Thrifty bus organised - Kevin will pick up Friday afternoon and return on Monday morning
- area covered - Norah Head, Set Toukley, Toukley Gorokan to Lake Haven Drive, Budgewoi to bridge, The entrance Bridge
- FOB access to clubhouse - ongoing issues, unable to activate new FOB's or reset for new year. RBD Security will supply quote
- ACNA completed
- Organisation, Regulations Policies paperwork completed
- Public Liability & Dept of Fair Trading still to be completed
- Emma Dennis (bookkeeper) to be given access to Dropbox - Coral to ask Phil to organise
- Westpac - we now have 2 EFTPOS machines
- Microphone has been repaired
- first aid room needs a new shower head - will organise
- Yoga Tuesday nights - member, Carol Karam will be taking over classes with fees to remain the same
- Correspondence List as presented

- **Transfers In**
  - Jess White
  - Linda Denning
  - Ryan Andrews
- **Transfers Out**
  - Sean McGee (competition rights)

Moved: Richard Field

Seconded: Alex Coppen

CARRIED

#### **DIRECTOR OF SURF SPORTS - ALEX COPPEN**

- Mingara Pool Challenge - Soldiers came 4th, thanks to Glen for organising
- Entry for all carnivals this year will be paid up front by competitors - **NO PAY NO ENTRY**
- BOSS calendar up and running
- Pointscore underway
- Entry fees for carnivals - club will subsidise Branch, State. Nationals competitor will need to compete at other carnivals before subsidised. Criteria to be brought to next meeting
- Nippers subsidised \$6.50 for local carnivals and full amount for out of area.
- Early bird entry for Nationals but still **NO PAY NO ENTRY**
- No show at carnivals will be invoiced full amount

#### **DIRECTOR OF YOUTH ACTIVITIES - JODIE FREEMAN**

- Report tabled
- Purchase new buoyancy vests for U6 & U7 - approx \$700.00
- Purchase 2 new camera for nipper photos approx \$200.00

Moved: Jacqui Godier

Seconded: Alex Coppen

CARRIED

#### **HOUSE COMMITTEE - JIM BUCKTON**

- discussions "In House" as per Agenda
- Quality Club submission - need security review

#### **GENERAL BUSINESS**

- Invites for all functions - Emma McBride, David Harris, Dough Vincent
- Clarify who our Patrons are
- Richard would like to start the Duke of Ed Award up again - looking for members to assist to run the course
- Expressions of interest to buy old equipment to take to Thailand
- IRB CARNIVAL -have put in EOI to hold carnival 16/17 June 2018 or 2/3 June 2018
- Grant from SLSNSW for Patrol Tower - Jim chasing up with council
- Camp Toukley would like to hold surf ed daY AT SOLDIERS - JIM to discuss with Jodie so it does not clash with nippers
- Age Managers Course - Doug Hawkins from Coogee to run course
- Request from Jodie Ross to have Branden's 21st in Sunset Lounge, wants to have Juke Box - discussions held - will be a hall hire fee
- Surf Club Open Day - BBQ 1:00pm - 5:00 pm

- Approval to purchase medicine balls for gym - yes
- Discussions were held re posting minutes on web site- it was decided that minutes will be circulated to management committee after meeting but until they have been ratified as a true and correct record at the following months meeting, then they will be posted on the web site

<b>POSITIONS VACANT</b>
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- Director of Sponsorship & Marketing
- Assistant Director of Administration
- Assistant Director of Youth Development
- Board & Ski Captain
- Building Officer
- Rookie Coordinator ( 13's & 14's)
- Publicity Officer
- Radio Communication Officer
- Gear Steward
- Social Secretary

**Note: All Portfolio Reports to be emailed to Jacqui at: [admin@soldiersbeachsurfclub.com.au](mailto:admin@soldiersbeachsurfclub.com.au)**

**JIM BUCKTON  
PRESIDENT**

**JACQUI GODIER  
DIRECTOR OF ADMINISTRATION**