

# Minutes



## Management Committee Meeting of Soldiers Beach Surf Life Saving Club Inc Held at SBSLSC on Monday 25/6/18

---

MEETING OPENED: 7:04 pm

MEETING CLOSED: 9:15 pm

### 1. ATTENDANCE:

Jim Buckton	President
Gail Rixom	Members Services
Richard Field	OHS
Coral Raymond	Director of Finance
Lara McIntyre	Director of Education
Michael Larkin	Gear Steward
Jacqui Godier	Director of Administration

### Apologies:

Shawn Ford	IRB Captain
Alex Coppen	Director of Surf Sports
Shane Walker	Director of Life Saving
Dave Waddell	Assistant Director of Life Saving
Phil Walls	Vice President
Darcy Waller	Associate Member
John Edwards	Life Member

**Executive Meeting** - because of attendance & apologies a quorum for a Committee Meeting was not reached. As per Item 23.1 & 31.4 in the Soldiers Beach SLSC Constitution the meeting will be conducted as an Executive Meeting, as a quorum has been reached to fulfil that requirement.

- 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.**

**Pecuniary interest - Jim Buckton in Banfield case**

### 2. CONFIRMATION OF PREVIOUS MINUTES

The minutes from previous meeting held 21/5/18

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

Moved: Richard Field

Seconded: Coral Raymond

CARRIED

### 3. BUSINESS ARISING FROM PREVIOUS MINUTES

- Break down of Accountancy fees - Coral to send to Chris Parker, as per Peter James request
- Charlie has agreed to be bar manager
- Notice to be sent to Management Committee 2 weeks before next meeting to have Reports in.

## 4. REPORTS

### FINANCE - CORAL RAYMOND

Balance Sheet - tabled  
Profit & Loss - tabled

Endorsement of Financial Report

- query swimwear stock on hand \$16,962.34 - adjustment needs to be made by Emma
- Paper work in for audit - complete Asset list for auditor to be arranged by Coral

**MOTION** to accept Financial Statement

**Moved: Richard Field**

**Seconded: Lara McIntyre**

**CARRIED**

**MOTION** to close Term Deposit and deposit into General Account to allow for payments until reserve can be met and replaced.

**Moved: Richard Field**

**Second: Jacqui Godier**

**CARRIED**

### PRESIDENT - JIM BUCKTON

**tabled**

- Special General Meeting:
- profit & loss & balance sheet for each month - Coral to organise and send to Phil
- payment plans are in place for outstanding monies
- Fortunity - Jim to send draft budget to management to look at and come back with thoughts.  
Cash flow positive by September with membership fees & grants coming in- negative are June, July, August
- grants need to be managed so that we have spent that money by next year.
- agreement for Hospitality Dynamics still with Ian Fullagher - Jim to liaise with Ian at President's Tea
- Mick Crowe resigned as approved manager and Charlie has agreed to take over
- John Lowrie CCC - has been sent copy of Boaties Cafe Lease
- AGM notice of motion 48 days, nominations for officer is 5 Days
- AGM date to be moved to 26/8/18 - Jacqui to speak to Anja about needlework people who have booked venue
- Branch Council Report - still in negotiations re Lease
- uniforms hard to get - NSW are talking to suppliers
- Envirobank fundraiser - Jim has application will send to Jacqui - Jacqui to complete
- Maintenance program Jim getting quotes etc
- Awards of Excellence - branch would like feed back - discrepancies in people who won not having appropriate awards
- Carnival hosting - we will be hosting Streets Boats series, leave other carnivals until next season when club on feet again

**Sponsorship & Marketing** - Jim has sent 18 letters, looking positive from a few so far

- Comedy for a Cause- - air-conditioning unit and installation to be auctioned on night, Holden fundraiser - Jim has tickets to sell, signed Mariners jersey to be auctioned.
- Wyong Leagues Club fundraising event - Jim spoke to Bec and waiting for date
- Lake Haven - Sat 19/8/18 Lake Haven & 9-5 and 11/7/18 Wednesday - Jim, Jacqui, Richard, Gail - the centre needs a round figure of what we make on the date as Lake Haven are trying to stop fundraisers at centre.
- Bunnings BBQ lady on holiday, Lara will follow up

**Move that AGM be moved to 26/8/18**

**Moved: Richard Field**

**Seconded Lara McIntyre**

**CARRIED**

**IRB - SHAWN FORD**

tabled

- ok to put motor away for 12 months

**DIRECTOR OF EDUCATION - LARA MCINTYRE**

tabled

- Lara, Alex and Shane going to state conference

**DIRECTOR OF ADMINISTRATION - JACQUI GODIER**

tabled

- Jim to speak to Charlie about yoga pack up

**DIRECTOR OF SURF SPORTS - ALEX COPPEN**

tabled

**DIRECTOR OF YOUTH ACTIVITIES - JODIE FREEMAN**

no report

**HOUSE COMMITTEE - JIM BUCKTON**

no report

**Moved that all reports be accepted:**

**Moved: Michael Larkin**

**Seconded: Lara McIntyre**

**CARRIED**

**GENERAL BUSINESS**

- Lara - has signed agreement from HD re presentation dinner
- Michael - Tyre Power IRB trailer pumped tyre for free - letter to be sent
- Jim - Lighthouse to Skillion - Sunday 22/7/18 - 7:00 am start need volunteers on beach and stairs etc - course same as last year as per
- Lara suggested a bbq at bottom of stairs
- Garbage bin at Sunset for rubbish
- Jim - tabled letter from Tony Axford regarding Special General Meeting
- Jim - Submissions will be sent by Friday 29/6/18, IRB & boaties, t-shirts patrol uniforms gear ( shirts etc), 3 beach tents, set of oars and sweep oar - approx \$15,000.00
- Category 3 grant - infrastructure - submitted - maintenance on building , lift phone, surveillance, solar upgrade,
- Holden home ground grant- combi oven
- NSW building better regions fund - infrastructure and building grant to top up Category 3 grant
- Toukley RSL - Jim spoke to Directors - money for nipper inclusion program
- Jacqui to approach Coles for voucher for rolls \$50.00 for lighthouse walk

- **Transfers In**
- **Transfers Out**

<b>POSITIONS VACANT</b>
-------------------------

- 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

**Meeting closed: 9:15 pm**

**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**

## Presidents Report June 2018

### Items for budget approval

Nil

### Items

#### 1. Special general meeting outcomes

As a result of the special general meeting held on June 6 there are some items taken on notice which need to be dealt with

- a. Copies of Balance sheet & Profit & Loss statements for each month from Sept 2017 to present need to be put up on the website
- b. The remainder of the payment plan agreements need to be put in place
- c. The draft budget needs to be discussed & formalised for presentation to branch ( this also needs to be held in comparison to actual at each meeting going forward) This will be done "IN COMMITTEE" due to the sensitive nature of the information.

#### 2. Commercial

The draft of the commercial contract is with SLSNSW & Ian Fullagher at the moment for review. As of Fri 15/6 this review was still taking place.

Mick Crow has resigned as our Approved Manager & I have asked Charlie from HD to fill in this roll until such time as the commercial contract is sorted out.

With regards to contracts I have also been in contact with John Lowrie from CC Council. & require a copy of the current café lease for Councils approval.

In line with our crown Lands Lease with CC Council the surf club requires approval from CC Council for the sub letting of the café area. Mr Lowrie requires a copy of this lease in order to begin the process of approval for this.

#### 3. AGM

The notices of motion as listed in our previous minutes need to be listed 42 days prior to our AGM. These need to be sent out now.

#### 4. Branch Council report

SLSCC continues to negotiate with CC Council regarding our lease agreements. CC Council through John Lowrie are in the process of or have completed compiling lists for individual clubs for compliance. I will receive this shortly & review & present to the committee on receipt.

The issue of access to uniforms has been raised with SLSNSW & SLSA & they are in the process of confirming supply with contracted suppliers.

#### Enviro Bank

This is an opportunity for clubs to raise some funds. We need to chase this up & register for this.

SLSCC are in the process of reviewing organisational policies of branch clubs. A copy of our organisational policies is to be sent for review.

Branch are also requesting expressions of interest in a northern area duty officer

Shelly beach & McMasters Beach are heading up a bld. maintenance pilot program. It would be beneficial for Soldiers Beach to be involved in this bearing in mind the future negotiations we will be in with CC Council regarding lease agreements. It also puts us up front at the northern end of the branch with this initiative.

Branch are also requesting feedback on the Awards Of Excellence evening for improvement & ideas for next year.

Requests are out for carnival hosting for next year please see the info for discussion & application.

#### 1. Sponsorships & fundraising

I have fwd a copy of the draft sponsorship letter from SLSNSW to Admin along with copies of 15 letters & sponsorship packages that have been sent to potential sponsors. At present we have had a reply from 1 with \$1000.00 in support & another 2 have expressed their intention to sponsor the club. There are 5 more companies that I have approached & these letters & packages will be sent out by the end of the month

The Comedy For A Cause fundraiser is a go ahead with the date confirmed for July 7 & the promotional material posted. Contact with the community noticeboard to get it on the radio next week. The information & poster have been fwd to SLSCC to advertise & promote across the branch & state for us. Auction items have been arranged & a raffle is in the process.

Update on WRLCG fundraising committee?. This needs to be initiated now even to propose a date for our continued sponsorship agreement with them.

Other fundraising ideas to be discussed & organised.

Hi all

IRB report

We finished the premiership series yesterday with some good results gaining a second and third place

Overall we have had a great couple of carnivals from a small team

Hopefully these results can show in 2 weeks time at state.

I will be picking up some motor cawlins later in the week from Steve Kennedy smash who have sprayed them up and also did a great job putting our colours on our helmets

I wanted to see if we can send them a letter of thanks

With the new motor that we won at branch if no one has an issue with it I want to put it away for at least 12months so when it's time to purchase more we will only need to buy one this motor needs a bit of work etc came with no guard or surf kit

I have a motor out the beach that I will be getting ready to sell soon as well

Around the club

I have taken the UPS that runs the fobs as it has no output hopefully I might see what is going on

Down stairs light I'm currently working through the light cct chasing faults have got it isolated to downstairs bathrooms which I will try and get onto it this weekend the cabling in the roof is a mess with other stuff up there and labelling on switches as to what ccts they belong around the club are also wrong but I will get it sorted

My apologies for tonight has I've come down with a cold and am meant to be on night shift this week

So won't make it out there

Thanks

Shawn ford

Sent from my iPhone

## **SOLDIERS BEACH SURF LIFE SAVING CLUB**

### **MANAGEMENT COMMITTEE – DIRECTOR OF EDUCATION REPORT**

---

**Report submitted by:** Director of Education & First Aid Officer

**Date:** 18/06/18

---

**Summary of items requiring approval/money/action:**

1. SLS Bum Bags for Sen. Presentation Night for BM  
10 – 12 required at \$25/each  
\$250 – 300  
Hold over until following season.
- 

**General Business Summary:**

- **BM & SRC**  
Potential for a winter course but if not next course commences: Oct 2018
- **SENIOR PRESENTATION**  
Running Sheet developed  
Presentation complete  
Require assistance for set up on Saturday.
- **BOE Meeting**  
Next Meeting: 25/06/18  
Report for next meeting.
- **NSW State Conference July 2018**  
Registration completed.

**END REPORT**



## DIRECTOR OF ADMINISTRATION/CARETAKER REPORT

---

Report submitted by: Jacqui Godier

Date: 23/6/18

### Summary of items requiring approval / money / action

Nil

---

### General Business Summary

- Liquor Licence - On Premises Licence - Mick Crowe has now resigned. We have 28 days to appoint another one, which will take us up to 11/7/18
- Music licences - I have had an email back from saying they have no record of SLS handling the music for all clubs and they are asking for a contact no. I've sent Jim the email
- Membership prices have been changed
- Presentation invitations have gone out to Life Members and Sponsors -
- Small craft trailer trailer rego has been paid
- Phones are still not working. Have been on phone to Clear Network and we can connect our phones through the router. I am waiting on them to get back to me to let me know the phone no. Phil has suggested that all we need to do is divert the bar phone no. to a mobile no. and the same with the office phone. no.
- Lights downstairs haven't been working. Shawn Ford has been working on it for me and has some of them working. The bathrooms and the first aid room are still not working. He will work on that hopefully next week end
- Swipe system is not working. Shawn has taken the unit home to see if he can fix it. I have given out the codes for the doors to members requiring access on a regular basis. I can change the codes when the system is up and running again.
- Vacuum cleaner not working.
- I have been doing the cleaning of all common areas as agreed. The Lighthouse & Sunset Rooms are being cleaned on a Thursday by HD. I think they should be cleaned earlier in the week before yoga on Tuesday nights as there is always food scraps on the floor.
- I have asked Anja to not leave tables and chairs overnight on the balcony. Moisture gets into the damaged parts of the tables and swells up.
- Pack up of tables and chairs before yoga on Tuesday nights was supposed to be HD responsibility but I have been doing that as it was not being done.

From: Alexandra Coppen <gonesurfing@aapt.net.au>  
Subject: Surf Sports Report June 2018  
Date: 18 June 2018 at 9:31:59 am AEST  
To: Jacquie Goddier <palmcot1@bigpond.net.au>, Glen & Al Coppen  
<gonesurfing@aapt.net.au>

**SURF SPORTS REPORT  
JUNE 2018.**

1. Items for Funding Approval  
- Nil
2. Items for Approval  
- Nil
3. Items to Report

**a.** Carnivals – Winter Sports continues with Soldiers proudly being represented. The IRB Premier Series has now concluded with pleasing results achieved. Soldiers will be represented at the State Titles being held at South West Rocks and The Australian Titles held at Thirroul.

**b.** Thanks to Shawn Ford for all his hard working getting the team together qualified and trained bringing Soldiers back into this arena.

**c.** All results for the Summer Season will be tallied shortly and the Annual Surf Sports Report provided for the Annual Report.

Request this Report be accept.

Alexandra Coppen