

# Minutes



Executive Committee Meeting of Soldiers Beach Surf Life Saving Club Inc  
Held at SBSLSC on Monday 16<sup>th</sup> July 2018

**MEETING OPENED: 7:03**

**MEETING CLOSED: 9:26 PM**

## 1. ATTENDANCE

Jim Buckton	President
Phil Walls	Vice President
Alex Coppen	Director of Surf Sports
Lara McIntyre	Director of Education
Gail Rixom	Assistant Director of Finance
Richard Field	OHS
Jacqui Godier	Director of Administration
Peter James	SLSCC
Charlie Redmond	Hospitality Dynamics

### Apologies

Shane Walker	Director of Life Saving
Dave Waddell	Assistant Director of Life Saving
Jodie Freeman	Director of Youth Development
Shawn Ford	IRB Captain

**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.

**Jim declared a pecuniary interest in the Banfield case**

## 4. REPORTS

### FINANCE - CORAL RAYMOND

\$196.75 lake haven fundraiser thank you  
mobile data to be cancelled when contract up

### Motion to accept Financial Reports

Moved: Phil Walls

Richard Field

CARRIED

### Hospitality Dynamics - Charlie Redmond

- lock in agreement with club
- Ian Fullagher has just returned and is reviewing amendment of original draft agreement
- Coral 10% not enough to cover utilities
- Charlie opening for consistency to bring customers in and will begin marketing in September
- Room hire - weekend rates, week day costs to be given to Charlie
- Charlie to give monthly report of functions coming up
- club to make a template with all information required by the club - Jim will be here Wednesday morning to go through with Charlie -Yoga pack up and cleaning, outstanding invoices etc

**PRESIDENT - JIM BUCKTON**

**tabled**

- Tony Axford's email has been tabled- access to portal
- **NB:** host web site was hacked information removed and we are looking at restoring peoples access and have club information restored
- all correspondence to be sent to admin @ soldiers [beachsurfclub.com.au](http://beachsurfclub.com.au)
- Peter James - if club constitution doesn't have a rule or regulation that you are looking for then we go to Fair Trading Rules & Regulations..
- Lake Haven \$196.75 amended
- email to be sent for volunteers to man the fundraising table at Lake Haven on Saturday 18th August
- Lighthouse to Skillion walk BBQ going ahead
- Aldi Toukley BBQ - ask
- Grants - \$13,400.00 -
- Membership cards ask SENOS with strip for swiping
- Jim would like carnival entry figures what we spent - for grant, Coral to organise
- Building & Infrastructure - Jim meeting with Program Maintenance Services to go through what needs doing around club - this is for grant submission
- Peter - SLSNSW Facilities Grant comes up in August
- Insurance & Rego figures to be sent to Jim tomorrow 17/7/18 for budget
- no reply from Banfield case ongoing
- Wiseberry Real Estate & Club Toukley send thank you letter for sponsorship

**DIRECTOR OF ADMINISTRATION - JACQUI GODIER**

- tabled

**DIRECTOR OF LIFE SAVING - SHANE WALKER**

- no report
- Jim - patrol captains & vice captains meeting to be held before season starts
- Jim - explained circumstances surrounding Nikki Reeds Incident at State IRB carnival

**DIRECTOR OF EDUCATION - LARA MCINTYRE**

- report to be emailed
- preso went well
- equal dates for land based 18 & 19 & 26 August

**DIRECTOR OF SURF SPORTS - ALEX COPPEN**

tabled

**DIRECTOR OF YOUTH ACTIVITIES - JODIE FREEMAN**

no report

**HOUSE COMMITTEE - JIM BUCKTON**

no report

**IRB - SHAWN FORD**

no report -

**Moved that all reports be accepted:**

**Phill Walls**

**Seconded: Richard Field**

**CARRIED**

## GENERAL BUSINESS

- rego dates - 1st Sept, 9th Sept, 15th Sept 10:00 - 1:00 - email to go out
- portfolio reports for annual report by end of month Jacqui
- Coral's farewell drinks this Saturday 21/8/18 - Lara - thank you to Coral for all your hard work and good luck for the future
- Air Force boardriders comp on 6th & 7th September- let Charlie know
- Rescue tube in first aid , Richard performed a rescue a rescue
- Jim - Coral to send figures for carnival entries - how much was spent
- Caretaker job description - next meeting
- oxys to go in for service, leave one down stairs for emergencies
- patrol gear audit Jim doing
- Patrol roster Jim to speak to Shane
- Samsung tablet needs service - to be taken it to conference
- 4 x First aid kits missing from First Aid Room - where are they - send email out

## POSITIONS VACANT

- 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
- Social Secretary

**Meeting closed: 9:26 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**

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Soldiers Beach Surf Life Saving Club Inc

PO Box 90

Toukley 2263

**Aged Payables [Summary]**

As of 13/07/2018

ABN: 74 674 215 629

Email: admin@soldiersbeachsurfclub.com.au

Name	Total Due	0 - 30	31 - 60	61 - 90	90+
Active Window Cleaning	\$165.00	\$165.00	\$0.00	\$0.00	\$0.00
Central Coast Council Rent	\$4,767.68	\$0.00	\$0.00	\$2,533.84	\$2,233.84
Central Coast Council Water	\$425.88	\$0.00	\$0.00	\$425.88	\$0.00
Energy Australia	\$3,651.81	\$0.00	\$0.00	\$3,651.81	\$0.00
Hospitality Dynamics	\$6,910.00	\$2,250.00	\$4,660.00	\$0.00	\$0.00
MOTORPASS	\$7.80	\$0.00	\$7.80	\$0.00	\$0.00
NRMA INSURANCE	\$867.50	\$0.00	\$0.00	\$867.50	\$0.00
Southern Hospitality Australia	\$8,462.17	\$0.00	\$0.00	\$0.00	\$8,462.17
Supagas	\$1,373.03	\$529.10	\$843.93	\$0.00	\$0.00
Surf Life Saving Australia Ltd	\$684.30	\$0.00	\$0.00	\$0.00	\$684.30
Surf Life Saving Central Coast	\$5,198.00	\$0.00	\$600.00	\$0.00	\$4,598.00
Surf Life Saving NSW	\$820.10	\$666.10	\$154.00	\$0.00	\$0.00
Wyong Rugby League Club	\$16,200.46	\$0.00	\$705.10	\$3,079.33	\$12,416.03
Total:	\$49,533.73	\$3,610.20	\$6,970.83	\$10,558.36	\$28,394.34
Ageing Percent:		7.3%	14.1%	21.3%	57.3%

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**Aged Receivables [Summary]**

As of 13/07/2018

ABN: 74 674 215 629

Email: admin@soldiersbeachsurfclub.com.au

Name	Total Due	0 - 30	31 - 60	61 - 90	90+
Boaties Cafe	\$2,310.00	\$770.00	\$770.00	\$770.00	\$0.00
Hospitality Dynamics Catering	\$9,174.49	\$1,877.44	\$4,030.87	\$0.00	\$3,266.18
Total:	\$11,484.49	\$2,647.44	\$4,800.87	\$770.00	\$3,266.18
Ageing Percent:		23.1%	41.8%	6.7%	28.4%

**Balance Sheet**

As of 13/07/2018

Assets		
Current Assets		
Cash On Hand		
Cheque Account	\$7,158.13	
Provision Account - Legal Fees	\$179.53	
Investment Account - 2	\$3,000.00	
Soldiers 100	\$1.00	
Electronic Clearing Account	\$1,100.00	
<b>Total Cash On Hand</b>		<b>\$11,438.66</b>
Trade Debtors	\$11,484.49	
Stock On Hand - Bar	\$5,357.00	
Stock On Hand - Swimwear	\$16,962.34	
Unexpired Interest on Senpos	\$4,016.00	
<b>Total Current Assets</b>		<b>\$49,258.49</b>
Other Assets		
Prepayments	\$4,099.84	
<b>Total Other Assets</b>		<b>\$4,099.84</b>
Property & Equipment		
Clubhouse		
Clubhouse at Cost	\$237,985.78	
Clubhouse Accum Dep'n	-\$48,896.00	
<b>Total Clubhouse</b>		<b>\$189,089.78</b>
Equipment		
Equipment at Cost	\$143,453.32	
Equipment Accum Dep'n	-\$54,304.00	
<b>Total Equipment</b>		<b>\$89,149.32</b>
Motor Vehicles		
Motor Vehicles at Cost	\$26,977.28	
Motor Vehicles Accum Dep'n	-\$7,594.00	
<b>Total Motor Vehicles</b>		<b>\$19,383.28</b>
<b>Total Property &amp; Equipment</b>		<b>\$297,622.38</b>
<b>Total Assets</b>		<b>\$350,980.71</b>
Liabilities		
Current Liabilities		
Functions		
Function deposits	\$1,000.00	
Business Credit Card	\$856.29	
Key deposits	\$1,315.00	
<b>Total Functions</b>		<b>\$3,171.29</b>
Trade Creditors	\$49,533.73	
GST Liabilities		
GST Collected	-\$3,691.83	
GST Paid	-\$1,624.61	
GST Adjustments	\$1,781.51	
GST Timing	-\$5,049.32	
ICA - ATO	\$12,105.88	
March 2018 BAS	\$8,523.00	
<b>Total GST Liabilities</b>		<b>\$12,044.63</b>
Payroll Liabilities		
Superannuation Payable	\$66.93	

This report includes Year-End Adjustments.

**Profit & Loss [Cash]**

1/05/2018 To 13/07/2018

Income		
Member Services		
Membership Fees	\$725.00	
Carnival Hosting Income	\$400.00	
<b>Total Member Services</b>		<b>\$1,125.00</b>
Commercial Operations		
Bar Income - Sunset	\$21.03	
Kitchen Hire - Sunsets	\$1,977.50	
Wages recovered from HD	\$587.25	
Catering by HD	\$308.41	
Club Events	\$3,585.43	
<b>Total Commercial Operations</b>		<b>\$6,479.62</b>
Surfsports		
Carnival - IRB	\$430.00	
<b>Total Surfsports</b>		<b>\$430.00</b>
Fundraising, Donations, Grants		
Donations	\$880.99	
Fundraising	\$1,347.27	
Sponsorship	\$2,136.36	
Sponsorship - Fortuny	\$3,200.00	
<b>Total Fundraising, Donations, Grants</b>		<b>\$7,564.62</b>
Bank Interest		\$1.81
<b>Total Income</b>		<b>\$15,601.05</b>
Cost of Sales		
COGS - Sunsets Bar		\$3,743.63
<b>Total Cost of Sales</b>		<b>\$3,743.63</b>
<b>Gross Profit</b>		<b>\$11,857.42</b>
Expenses		
Administration Costs		
Accounting	\$3,200.00	
Accounting Software	\$213.27	
Advertising/Administration	\$350.00	
Bank Charges	\$130.90	
Bookkeeping	\$5,054.00	
Computer Expenses	-\$111.54	
Fines & penalties	\$1,811.92	
Legal Fees	\$1,270.00	
Telephone	\$792.32	
<b>Total Administration Costs</b>		<b>\$12,710.87</b>
Capital Purchases < \$20K		
Equipment Purchases	\$5.40	
<b>Total Capital Purchases &lt; \$20K</b>		<b>\$5.40</b>
Club House Expenses		
Electricity	\$1,181.79	
Water Rates	\$1,775.49	
Rent	\$272.70	
Repairs & Maintenance	\$4,584.03	
Cleaning	\$3,024.17	
Fees & Permits / Registration	\$517.85	

This report includes Year-End Adjustments.

## Presidents Report July 2018

### Items for funding approval

Nil

### Report Items

#### 1. Fundraising

Both of the fundraising items raised at last months' meeting have been held

- a. Comedy for a Cause sold 88 tickets & along with raffle sales & food & bar rec will raise approximately \$2400.00
- b. The bucket drive at Lakehaven raised approximately \$240.00

#### 2. Upcoming events

- a. The lighthouse to skillion walk is to be held late this month. Messages need to be sent out for collection & marshalling personnel
- b. There is another bucket drive at Lakehaven Shopping Center July Aug?
- c. Enquiries into a Bunnings BBQ are being sought with a date to be confirmed.

#### 3. Grant applications

- a. Clubs grant category 2 has been submitted for Wyong Leagues Club for approx \$13,500 for lifesaving equipment & uniforms. This will be announced in Sept.
- b. Currently working on 2 grant submissions from the Australian Sports Commission with SLSA grants submission team.

These are for sporting equipment & infrastructure (building maintenance & management system)

4. Catering contract is currently being finalised with legal's from SLSA & CC branch. This has been delayed as our legal rep has been away.
5. Draft budget prepared in conjunction with Fortunity has been forwarded to committee for consideration
6. No Reply as yet from the Banfeild case.

### Items for General Business

1. Figures for carnival entries for last season
2. Caretakers role
3. Rego day dates
4. Oxy servicing
5. Patrol gear audit
6. Patrol rosters/patrol caps meeting

## DIRECTOR OF ADMINISTRATION/CARETAKER REPORT

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Report submitted by: Jacqui Godier

Date: 16/7/18

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

Nil

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### General Business Summary

- Liquor Licence - Charlie Redmond has sent paperwork off to Liquor & Gaming to be Appointed Bar Manager
- Phones working - Bar phone has been diverted to Charlies mobile so we are being charged mobile rates. Outgoing calls can be made from bar phone (4396 7502)
- Lights downstairs - waiting on Shawn to fix lights in Ladies & Mens bathrooms downstairs and also first aid room
- Swipe system ongoing - 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 - ongoing
- 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 - ongoing
- 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. - ongoing
- Man holes - Kevin has installed man hole covers in the Sunset Room and office.
- Photos in Sunset Room - have put some more up
- Thank you letters sent- Steve Kennedy Smash, Lake Haven Shopping Centre, Toukley Tyre Power
- Waste Management - have changed supplier from Cleanaway to JJ Richards - we now have 3 bins - one for General Waste, one for Glass & one for Cardboard. It works out at approx \$30.00+ cheaper per week.
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SURF SPORTS REPORT  
JULY 2018.

1. Items for Funding Approval

- Nil

2. Items for Approval

- Nil

3. Items to Report

**a.** Carnivals – Winter Sports have now concluded with Soldiers proudly being represented at State and Australian Titles since last meeting. Congratulations to the IRB Team for their fantastic efforts especially at Aussie Titles where the surf conditions were far from ideal, testing the teams skills and proving to be great for spectators.

**b.** Thanks to Shawn Ford for all his hard work over the season.

**c.** Annual Surf Sports Report will be submitted shortly inclusive of results achieved throughout the season 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

**SOLDIERS BEACH SURF LIFE SAVING CLUB**  
**MANAGEMENT COMMITTEE - DIRECTOR OF EDUCATION REPORT**

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

**Date:** 16/07/18

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

1. NIL

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**General Business Summary:**

- **BM & SRC**  
Next course commences: Oct 2018
  
- **SENIOR PRESENTATION**  
Completed  
Event ran smoothly  
Good turnout.
  
- **BOE Meeting**  
NIL
  
- **NSW State Conference July 2018**  
Registration completed.
  
- **REQUALS – Land Based**  
Tentative dates: 18, 19 or 25 August  
To confirm

**END REPORT**