



**Soldiers Beach Surf Club  
Minutes  
Executive meeting  
17 09 19**

Attendees: Jim Buckton (minutes), Craig Ray, Phil Walls, Richard Field, Kelly Maxwell, Shawn Ford, Jodie Freeman

Apologies: Ellen Van Wessel, Gail Rixom, Craig Andrews, Shane Walker

Date: 17 September 2019

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Meeting declared open at 7.00pm

Confirmation of previous minutes

Moved: Richard Field, Seconded: Shawn ford

Endorsement of financial statements:

Moved: Phil Walls, Seconded: Shawn Ford

**Presidents Report**

- Rego Days successful. Increase in online rego's.
- Need to document the process of rego for future committees
- Active kid's redemptions being claimed & reports run
- Eftpos machine Westpac to pick up
- Signatories change,
  - Remove Jacquie Godier
  - Remain Coral Raymond, Gail Rixom, Emma Dennis
  - New Craig Andrews, Ellen Van Wessel, Jim Buckton
- Credit cards: Craig Andrews
- Letter for T. Mcwhirter-Lamont tabled
- Moved Phil Walls, Second: Richard Field

**Director of Finance report**

- Profit & Loss, Accounts Payable & accounts receivable tabled
- As of 12/09 cash at hand was \$9784.43
- This will not include current reimbursements from registration.



- Bank signatories need to be decided & changed & a record in the minutes for this to be completed at the bank (see general business)
- Will begin the process of chasing the outstanding receivables once the rego period is over.
- Amount of \$4000.00 which remains on the receivables to be removed as this was a withdrawn sponsorship as a result of the previous caterers actions.

Motion to remove this amount from the records

Moved: Richard, Seconded: Phil

#### Director of admin report

- Have met with new branch development officer
- Need to document procedures for future committees
- Emails and addresses need to supply access rather than link to personal emails to provide separation
- Clean up of online membership needed

Move to accept membership applications.

Moved: Jodie Freeman

Seconded: Craig Freeman

#### Director of lifesaving (see report)

- Patrol roster complete
- Patrol Captains meeting for pre season briefing Sun 22/9
- Patrol personnel notified
- Skills matrix complete with list of required courses for Surf Ed team prepared.  
**ACTION:** Dates by next meeting?
- IRB Courses (to be arranged by IRB Capt)
- **ACTION:** Dates by next meeting
- IRB crew assessments (664196 & 680005) with 9 additional crew to be finalised.
- **ACTION:** Due next meeting

Items from gear inspection/Audit

- IRB Motors
  - label/number for surfguard records
- Defib
  - Paediatric pads required (Shane to source)
- Beach wheel chair
  - Requires repair by CC Council as this is their equipment
- **ACTION:** Jim to arrange
- Rescue board



- 1 Dolphin rescue board requires repair.
- **ACTION:** Richard to drop off for repair

#### Patrol Awards

- Ian McGaw & Matt Neale recognised for rescue of the month last October with a meritorious service award. See tabled letter. To be presented at SLSA awards in November.

#### Director of surf sport

- Pool challenge team named & other applicants filling in for Lakes team for the night.
- New facebook page created for general membership communication. All member communications through this forum soldiers beach slsc communication forum
- 2 carnivals coming
  - 27 October for selection carnival water only
  - 18 January NP IM carnival
- Training calendar. Spoken to Gary Mitchell Craig to assist training with lakes 5 weds & Fri Sat IM when required. Training schedule to follow. Seniors Tues. & Thurs.
- **ACTION:** Craig to produce

#### Director of Junior Activities

- Whats app use for this season for age groups. Membership via the member's communication page, Set up by Kate Keys
- Goggles for new memberships: already purchased to be handed out first day
- Lighthouse tours for U/6 for free. Approach made to lighthouse management by Jodie Freeman.
- Training: Need to employ a sign on sheet for training (for insurance purposes)
  - Water safety app & risk assessment also needs to be utilised PDFs to be kept on file
- More rash vests required
- **ACTION:** Jim to contact branch
- Mark off of education modules on an age manager sheet
- Competition swim proficiency prior to nipper start date.
- Contact schools re membership & start dates

#### Director of Education

Nil

#### Caretaker report

No items to report. Building management running smoothly.



### IRB Captain

- Shawn to service IRB motors.
- Cast weld to be done enquiries to be made (steering bracket for outboard) Jim to enquire
- Surf kits required (BSEF fund.)
- Beach trailer new with BSEF or repair
- **ACTION:** Shawn to follow up

Move that all reports be accepted

Moved: Shawn Ford, Seconded: Phil Walls

### General Business

- Approach for parking/roller door access
- **ACTION:** Jim to contact Sean Cummings CC Council lease manager
- Watch for new membership application ( Andrew Goodall.) Re issues with other clubs
- Ideas floated for fundraising
  - Golf Day
  - Race Day
  - Club season raffle
  - Comedy for a cause
  - Friday night raffles (Jim arranging sponsor for seafood trays)
- WRLCG function as part of sponsorship arrangement

Meeting closed. 9.00 pm

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Signature  
Jim Buckton  
President

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Signature  
Ellen Van Wessel  
Director of Administration