



**Soldiers Beach Surf Club
Minutes
Management Committee meeting
25 02 20**

Attendees: Jim Buckton, Gail Rixom, Richard Field, Katie Maxwell, Craig Andrews, John Edwards, Brent Farmworth, Ellen Van Wessel, Darcy Van Wessel-Aldridge, Shane Walker; Lara McIntyre

Apologies: Jodie Freeman

Non attendees: Phil Walls, Craig Ray, Shawn Ford

Date: 25 February 2020

Meeting opened at 6.45pm

- Minutes of January meeting circulated to attendees
- Raised by John Edwards that all surnames need to be added to the moving and seconding
- John Edwards also requested to be added to the minutes circulation list – Ellen Van Wessel advised she will confirm with Branch of the protocols
- Request to the attendees if minutes could be accepted

Moved: John Edwards /Seconded: Gail Rixom

Business arising from January meeting

- Tap – as Shawn Ford is absent 2nd quote unavailable – hold over till March meeting – Jim Buckton will follow up
- Maintenance schedule – Jim Buckton and Shane Walker have commenced with the creation of a maintenance schedule
- Senior presentation date – confirmed as 23 May 2020 – confirming that in addition to Kate and Matt Keys, Lara McIntyre and Alex Coppen have agreed they are available to help
- Barefoot bowls confirmed for 4 April 2020
- Craig Andrews to confirm if Rachel Howieson has been reimbursed for \$60 plus goggles purchase
- Jim Buckton will discuss with Kate Keys regarding signage and council plus boards
- Jim Buckton will chase Shawn Ford regarding the IRB repairs



- Old skis – Jim Buckton will chase Shawn Ford who agreed to remove them
- Jim Buckton confirmed he has discussed the alcohol being taken downstairs
- Long Service awards – need confirmation as to what defines long service – Ellen Van Wessel will take the query to the next DOA meeting
- Parking permits – need to clarify how this will work – Jim Buckton will follow up
- Outstanding money from Hospitality Dynamics – Jim Buckton read his correspondence with Ian Fulliger who has suggested we send a letter of demand outlining the amounts owed. This to be followed by Solicitors letter if no response is received. If this is unsuccessful in retrieving the outstanding amounts the advice is to consider writing off the debt to remove it from the balance sheet.

Motion moved by Craig Andrews to send the 2 x letters
Seconded John Edwards

Director of Finance

- Craig Andrews discussed the financial reports
- Gail Rixom advised that the figure of stock on hand does not balance on what we actually have in stock.

IN REPLY: There needs to be a thorough stocktake of items & this updated in the accounts. This is due to sale items from existing old stock along with presentation items from existing stock.

- Discussions on asset register – Jim Buckton advised the asset register is up to date.
- John Edwards raised the \$5K on the balance sheet needs to be shown as \$2.5 to both Jim and Shane rather than one lump sum of \$5K

ACTION: Craig Andrews will contact Emma Bookkeeper to amend

Motion to accept the financial statements

Moved: Ellen Van Wessel, Seconded: Lara McIntyre

All in favour: Yes

- John Edwards raised the query of how much the bookkeeping costs – according to the statement is approx. \$10k per year.

IN REPLY: This figure is correct as we now have up to date and accurate records of our income and expenditure. In the past this task has been performed by volunteers placing unsustainable workloads on the position. This has led to accounts not being up to date & an unclear & unsustainable process for the recording & processing of the club's finances. It is important to note that this is not the fault of the volunteers who take on the position but the result of an unrealistic and unsustainable workload. Approximately 2 years ago the management committee took the step to employ a



bookkeeper to address this issue. This action was taken only after consultation with the operations of the other 14 clubs in the branch and with the assistance of the Branch Sponsors Fortunity.

FOR NOTING: The bookkeeper is not employed by Fortunity and is a private contractor. The bookkeeper was recommended to us by Fortunity because of their work with Avoca SLSC and their understanding of the environment and requirements of the surf club.

ACTION: Craig Andrews will confirm if WiFi is included in the Telephone costing and if so change the labelling in the reports

Presidents Report

As per President report attached

Presidents report Feb
20.docx

Director of Surf Lifesaving

- New bronze patrol members are great – excellent addition to the club
- BOSS meeting Wednesday 26/2
- DOLS meeting Thursday 27/2
- Discussion on Drones

ACTION: Shane to send through report Jan and February

Director of Surf Sports – no report – not in attendance

- No report

Director of Youth Activities

Report attached

Youth Activities
Report February, 2020

DECISION required: Can we reimburse Rachal Howieson \$60.00 to cover cost of officials course



Moved: Shane Walker/Seconded Richard field

DECISION required: Reimburse the cost of the extra pairs of goggles purchased for nipper sign up gift \$59.40

DECISION: required regarding cleaning of BBQ equipment in First Aid room
IN REPLY; Lara McIntyre was in attendance and advised that the equipment could absolutely be washed in the first aid room, and that the only requirement was to ensure that the sink was left clean – citing there is a notice in the room advising of this. Agreement was also reached that suitable detergent and cleaning products would be purchase and made available

ACTION: Richard Field to purchase.

DECISION required: Last Sunday was the last gazetted day for nippers for the season and club champs was held. All beach activities were completed therefore we have 2 beach rounds done and 1 water. We did not have a traditional water course set out due to the conditions. Some have questioned if we should use these results in the water championship round due to it not being a proper course setup. Mick who ran the area has requested they to be used. I believe as it was a gazetted championship round that it should used. Otherwise the races should not have been run. Can you please confirm if everyone is happy for me to use these results for the trophies?

IN REPLY: The committee agreed that water should be recognised. Jim stated that all had to compete within the same field (even though it wasn't long) it was still the same for everyone, therefore absolutely can be used for trophies.

ACTION: Jim Buckton to follow up with Jodie Freeman with regards to reimbursement submission from Rachel Howieson for officials course and goggles

ACTION: Jim Buckton to follow up on Kracken /Harry Moore board sponsorships.

- Junior presentation confirmed for Sunday 29th of March

Director of Education

Director of Education
Report Feb 2020.doc

- Requesting \$380.00 to cover the cost Soldiers Beach shirts for Education team to be presented at Senior Presentation Night (8 x \$35 = \$280.00) plus purchase of Surf Rescue rashies (4 x \$25 =\$100)



IN REPLY: Brent Farnworth advised he will buy the shirts – advised for club to invoice him – we will have printed on the shirts sponsored by Dunes

ACTION: Soldiers Beach SLSC to invoice Brent

- IRB crew course on Saturday
- Looking at running a Drivers course – need 20 patrol hours
- Senior presentation –23 May – presentations will be quick and fast
- Teams will come together for planning 20/21
- Will be running a spinal and an advanced resuc course – need to put out an EOI for attendance

Motion to accept reports

Moved Gail Rixom/Seconded Craig Andrews

IRB Captain Shawn – not in attendance

No report

Brent/Dunes

Nothing to report

Kraken / Kate - Caretaker

- Roof started leaking due to big storm event
- Will be fixed when Dunes is closed
- Tiles fell off the floor
- Lock on the front door – due to the high winds needs to be fixed
- Brent would like the door to be changed to a lock and key rather than a key pad

Motion to change lock

Moved: Lara McIntyre/ Seconded: Shane Walker

- Hot water heater blew up in the Kiosk – entire heater was replaced
- Fire alarm -went off due to water in the detectors

Vice President - not in attendance

No report

General Business



- Wednesday night swimming – on the communication forum – swimming still on – if we don't get any further attendance then we will call it off

ACTION: Lara to send out as a text message

- Need to send message to Mick Crowe and Shawn Ford to ask them to attend senior presentation night
- Craig requested that we send a message to Branch to confirm that we have now paid off the loan and gain that confirmation in writing

ACTION: Jim Buckton to send out

- John Edwards queried again with regards to the painting of the building.

IN REPLY: There has been a proposal prepared for the exterior painting of the building as part of a renovation package for the property. This has been submitted as a grant application through the SLSA grants writing unit. For the purposes of this application a report and work schedule has been prepared by Programmed Maintenance Services. In discussions with Programmed Maintenance Services in the preparation of the submission it was noted that proper priming & preparation of the surfaces more than likely did not occur prior to the initial painting of the building. This has resulted in the subsequent painting of the building requiring repair prematurely. The proposal for the submission outlines the preparation process in line with the manufacturers recommendations and provides for the use of an "industrial product" recommended by the manufacturer which is more suitable for the application given the environment that the building is in.

- John Edwards raised when the next constitution meeting will happen

ACTION: Ellen Van Wessel to query at next DOA meeting

- Brent requested a copy of the licenced area of the building

ACTION: Jim Buckton to provide to Brent

Meeting closed: 8.00pm

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James Buckton
President

Ellen Van Wessel
Director of Administration