



**Soldiers Beach Surf Club
Minutes
Committee Meeting
19/10/21**

Attendees: Phil Walls, Matt Kean, Shana Doughney, Ellen Van Wessel (minutes), Gail Rixom, Coral Raymond, Jacqui Godier, Craig Andrews, Jenny Downing, Kellie Maxwell, Jodie Freeman, Lara McIntyre, Alex Coppen

Apologies: Karen Harvey,

Date: 19 October 2021

Meeting opened at: 6.42pm

Confirmation to accept the September minutes
Moved: Shana Doughney , Seconded: Matt Kean

Business Arising from previous minutes

- Successful in getting the COVID grant - \$15K
- Brent and deferred payment – he submitted a bulk payment of 3 months, he is happy to pay the September rent to catch up either at the end of the lease (April 2022) and or when he is financially viable
- Craig Andrews to chase up receipt books – not picked up as yet – Craig to follow up again
- Craig Andrews to follow up Telstra costs – not progressed, review of bill is not simple, apologetic regarding reception – main issue is the lift
- Senpos – (once we finalise the payments should only have 4 left) once completed needs to be put to the market to see if we can sell it
- Pass codes need to be changed - these should be done on an annual basis following AGM voting

ACTION: Kellie will contact Craig Ray to amend the codes.

- Google drive training To be organised by Phil when everyone has some time –

ACTION: Phil to organise

- Insurance – Craig advised we are no longer paying workers compensation – Craig has discussed with Emma regarding how Avoca manage their insurance. Bottom line insurance is important. Craig to pursue further.
- QUERY from Coral regarding insurance on the bar and the beer lines – we can check the policy
- Sponsorship names through to Matt from Gail
- Lighting – what is the status??

ACTION: Phil to follow up with Jim



- WiFi password – router has been upgraded – WiFi is working in the Café – modem has been updated in the office – SkyMesh not going ahead.. Kate and Brent are happy to contribute to data to enhance speeds

ACTION: Phil to ensure September minutes are reflected as FINAL on the website

Director Reports

Financials report

- Financial statements
 - Balance Sheet
 - Profit and Loss
 - Aged payables
 - Aged Receivables
 - Cash at bank
 - Authorisation of payment of accounts

Profit and Loss

- membership fees have come in \$12,600.00
- Net profit is \$28,169.52

Balance Sheet

- Total equity is \$263,219 dollars – made up of club house equipment and motor vehicles

Aged payables

- Turn over every month

Electronic payments register

- Move that the items get paid – capitations plus O/S need to be paid
- Shawn Ford – need to follow up the outstanding
- Jodie Freeman – only one of the two invoices were paid plus an extra invoice will be submitted for chains
- Money was received from the Harry Moore Trust to cover the purchase of Cans
- QUERY: does a letter need to be sent thanking them for the money

Harry Moore Trust – Jenny Downing confirmed members of the trust board
Trust is designed for learning and development of juniors

Some of the current IRB motors need to be sold off – we now have too many

Motion to accept financial statements

Moved: Coral Raymond, Seconded: Phil Walls

- Authorise payment of accounts

Moved: Shana Doughney Seconded: Coral Raymond

President Report: Phill Walls (as per written report)

Branch meeting



- Getting over hurdles of COVID messaging
- All to be congratulated on how the restricted patrols have been managed
- CLEG – all are congratulated on submitting on time
- Reminder pink rashies need to be worn (Freemasons)

ACTION: Phil will call council to get approval to install blinds on the balcony

- Per Jodie: Link to Training facebook page needs updating as people are linking from SBSLC website and linking
- Questions received – swim wear and how to add a family in SLNSW – they need to join as individuals then they can join as a family
- Ashes – request from a family member to scatter – Alex/Jenny advised that it is illegal to spread ashes at sea – suggest that they scatter from jump rock – we are unable to use club equipment due to insurance. Need to abide by the rules. Aust Government no permit is required to scatter ashes at sea – do need permission from owner of vessel.
- Tori Coppen – has self nominated to undertake the role of Junior Club Captain

Moved: Shana Doughney Seconded: Craig Andrews

Stronger communities program – GRANT

Well done to Matt getting Wiseberry to sign up as sponsor again.

Admin Director: Ellen Van Wessel

Per Admin Director report – summary items for inclusion in minutes:

September minutes

- to be posted as FINAL on website once accepted

Registrations as at 19.10.21

- 156 renewals – paid and accepted (last year numbers were at 349)
- 38 pending – awaiting payment

Admin Director meeting with Branch 12.10.21

- Reiterated all patrol members need to be financial by 31.10.21
 - Can't be left in pending
 - This is the final insurance date
- Proficiencies – all due by 31.12.21 – there will be NO grace period
 - If they are not proficient they will be archived in SurfGuard (done by Branch not by us)
 - Proficiency cards were left in the tower by Ellen on Sunday – message to be sent to all patrol captains to complete and retain
- Members sitting in Pending in SurfGuard are NOT covered by insurance
- IRB training – if we need an assessor we can reach out to Michael Hyslop at Branch, however, Shawn Ford has advised he also has someone he can reach out to – just needs to ascertain his new work schedule – this needs to move forward ASAP as 31.12.21 will be here before we know it.
- SafeGuarding – a new Child protection policy is coming – will be shared with MPO's



- WWCC anyone 18+ who works with children within Surgclub need to verify before entering into Surfguard
- Fund raising – need to let our sponsors know we are back and start date of Nippers, remember they can add our logo to their website
- BSEF – another \$15K coming in – BUT needs to be particular items
 - If life jackets are part of it – smaller and larger sizes would be welcome
 - Small rescue boards – if available
- EOI to host carnivals – are we interested?
 - Could be a risk for us to host – huge amount of work to host carnivals

Director Surf life Saving – Shana Doughney

- Patrols are at full strength – under 16's are now able to attend
- Need to work on proficiencies – needs to be done by 31.12.21
- Patrol captains course – 6 spots available – Tori is attending

Surf Sports Report

- Still finalising final few
- Interbranch has been cancelled
- Confirmed Karen is accessing the Surf Sports email

Junior Activities Report – Jodie Freeman

- Lots of activity – in particular getting Covid guidelines in place
 - Has been difficult, however, we are moving forward
 - Training is organised – a lot of activities to get them on the beach
 - Pool has not been open – however, we are putting them through proficiencies at the beach
 - Pools is starting next Monday night
 - Jenny is assisting with advanced beach training for 13,14 and adults
 - Board training is Wednesday and Fridays
 - Age managers – currently have half
 - Would like to run Nippers a little differently this year – at the moment can only have 200 in a group – we need to monitor how we manage our numbers
 - Would like to propose to get 13 & 14's to start at 8.00am – this would be good to get them exposed to **point score**, also to assist with setting the beach up, to relieve them from boredom with current nipper activities. If they are SRC trained, they can then assist with water safety as well as undertaking Age Manager duties.
 - 7 kids put their name down for the development programs – 14,15,16 & 17 – one child had not put a submission in – upon further investigation it was discovered that one of our potential attendees was unable to afford the cost, as this child and parent are good contributors to the club a payment plan was agreed to and put into place.
 - Potential Nippers presentation dates:
 - 3 April 2022 or 1 May 2022
 - Swimwear – will be discussed at Nippers information this coming Saturday 23.10.21
 - Approval required for \$200.00 for set up costs for the season
- Moved: Coral Raymond, Seconded: Matt Keys



- Approval required for \$2,000.00 to fix damaged boards – on hold
- Matt Griffiths wants to discuss his costs/process with an executive member

ACTION: Phil will catch up with Matt this coming weekend

- Need to consider how we will manage the distribution of new boards to competitive members

Education report – Lara McIntyre

- BOE meeting was last Monday via Zoom
- Resources will be available for Bronze and SRC from last year
- Unable to run courses due to social distancing – Lara and Gary will be meeting this weekend to discuss how they can move forward
- Neville Bunn has to repeat his silver when already had it – Surfguard was incorrect and records were not up to date
- Gary Hyland – regarding his loss of award around trainer and assessor these have now been reinstated, however his facilitator has not been reinstated
- T&E facilitators has been extended for 12 months
- Gus and Rick Walker have put their hand up to come and assist with assessing for IRB, Lara needs names, have they done their course work, they need their 20 hours logged before they can be assessed, have they enrolled in the course

ACTION: Need to get a list to Lara of the five who are in progress

- Changes to first aid and to advanced resuscitation courses
- Still chasing flags / banners – what is the status

ACTION: Ellen will review emails to look at status

Sponsorship and Marketing – Matt Kean

- Asking for bank details of where the sponsorship money will need to be deposited into
- Gail to send through the 100 account club details
- Motion to be processed to purchase the 3 x marquees (as per previous sponsorships to the value of \$3K) from Bulls removals and two LJ Hooker sites

Moved: Phil Walls Seconded: Shana Doughney – Update: will need to confirm with Emma with regards to the money and where it is

- Ray White still keen to move forward and are looking at a major sponsorship
- Any information regarding sponsorships needs to come back through Matt Kean for coordination

Caretaker report – Kellie Maxwell

- Supa Gas will commence with fortnightly delivery commencing 20/10/21
- JJ Waste – currently getting emptied twice a week Monday and Friday
- Rapid Supplies – toilet paper/handtowels etc for Dunes will commence next week
- QR codes – need to confirm that all patrol members are all QR coding, Shana confirmed that she has reinforced with all patrol captains

Move to accept director reports

Moved: Coral Raymond Seconded: Matt Kean



General Business

- Jenny Downing raised that a patrol member raised that they don't have their bronze but they are going to compete. Rules are that members must hold their bronze medallion to compete in any carnival
- RWC (jet ski) training will be undertaken on Saturday at Soldiers beach
- All patrol captains need to be reminded that radios need to be fully charged – need to ensure that the red light is on to ensure they are being charged
- All day patrols – other clubs provide drinks / food as an incentive – could we buy power aids for each patrol? Is there a potential to offer something through the Kiosk?
- Need to confirm how we will position the initial questionnaire to members via the survey
- When does the lifesaving agreement expire?? Are we covered for this season 21/22 – can we amend the agreement and reduce the hours – in particular the finish time.
- Alex Copen raised the issue of an under 25 club member driving the truck – advised that definitely no as it is do with insurance. The question was also raised if the Club could add under 25's to the insurance – response was no that would cost over \$10K. Matt Kean advised he can always assist if required.

Meeting closed at 9.00 pm

Phil Walls
President

Ellen Van Wessel
Director of Admin