



**Soldiers Beach Surf Club
Minutes
Committee Meeting
24/1/22**

(rescheduled from 18/1/22 due to not enough Executive attendance for a quorum)

Attendees: Matt Keys, Jacqui Godier, Karen Harvey, Denniss Ricketts, Shana Doughney, Kellie Maxwell, Gail Rixom, Ellen Van Wessel (Minutes), Coral Raymond, Jodie Freeman, Phil Walls,

Apologies:

Date: 24 January 2022

No meeting able to run on 18 January 2022 due to not enough executive members to run a quorum. Meeting re-scheduled to Monday 24th January 2022.

Meeting opened at 6.45pm

Confirmation to accept the December minutes – uploaded onto the SBSLC website
Moved: Coral Raymond Seconded: Karen Harvey

Business Arising from previous minutes

- Receipt book – in progress
- Telstra Costs – in progress
- ACTION: Craig to review and advise
- Pass codes – Kellie has contacted Craig Ray and is in progress
- Lights – Shane Walker has the information, Shawn Ford has advised he can assist if required
ACTION: Phil to confirm to if Shane has the lights
- IRB Motors – Spare motors need to be sold
ACTION: Need to follow up with Shawn
- Active Kids Vouchers – Coral will sort with Emma
ACTION: Coral has sent through to Emma – still hasn't heard back
- Liquor licence – Phil needs to get his licence as a representative of the committee of the Surf Club
ACTION: Phil to get his RSA
- Working Bee – undertaken on Sunday 16 January – great turn out, great results
- Council – we have received information regarding weather shield suppliers, and we have been advised that the suppliers need to have \$20million public liability to be able to progress
- Approved suppliers has been sent to Brent by Phil



Director Reports

Financials report

- Financial statements
 - Balance Sheet
 - Profit and Loss
 - Aged payables
 - Aged Receivables
 - Cash at bank
 - Authorisation of payment of accounts
 - Phil ran through the:
 - profit and loss statement
 - Aged receivables
 - Balance Sheet
 - Aged payables/Aged receivables looking good
 - Paying down CCC –looking good and being paid down
- ACTION: Need to have further discussions with Kate regarding the waste invoices for the period (as per previous minutes), JJ waste invoices were suspended – from 19 July – 9 September 2021 in relation to Kraken Kiosk outstanding payments
- ACTION: Phil to discuss with Emma regarding amount sitting on Balance sheet for doubtful debts – how long does this sit on our financial documents? Needs to be removed
- ACTION: Items thrown out during working bee – need to check Surfguard to remove from the asset register
- ACTION: Ellen to run a report of the asset register – Shana can review and review with Craig to review the items and match up with Surfguard
- ACTION: Gail will follow up with regards to signatories on the Greater account

Move to accept the financials

Moved: Coral Raymond Seconded: Jacqui Godier

Move to pay the normal monthly expenses:

Moved: Coral Raymond Seconded: Matt Keys

President Report: Phill Walls (as per written report)

- Phil advised he has been in touch with CCC with regards to the lighting and has advised it is a safety issues and we need to use Council's supplier to update
- Update: Front veranda – Phil to follow up with Briony of CCC to confirm if has been scheduled and prioritised
- Lights – Jim will forward through a list of lights that need to be replaced

Admin Director - Ellen Van Wessel

ACTION: To Check with Shawn Ford regarding the WEX motor pass statement



Discussions regarding shirts for new Bronze members and rookies.

- \$540.00 for batteries for the boats – can the boaties undertake some fund raising

ACTION: Gail will call Bunnings and see if we can get on the list

ACTION: Tori will discuss potential fund raising activities with the boat crew

- Suggest that the Executive team meet with Emma Bookkeeper to discuss financials. Date to be organised
- Fan (big one in Dunes) not working – Shawn Ford has checked and has forwarded through two options – email sent to the Executive Committee on 13 January 2022.

1. Potential repair (no guarantee): *Repair is usually about \$450 to \$500 + GST. If we aren't able to repair the unit there will be an investigation charge of about \$140 + GST.*
2. Replacement: For a replacement you will be looking at our Essence fan. Estimated price; \$6900inGST

ACTION: Committee to confirm action

GRANTS

CLEG - \$5K

- Items
 1. Disposable Resuscitator kits x 25,
 2. IRB Fuel Cell x 1
 3. First Aid Kit bum bags x 3
 4. Trauma Kits x 2
 5. Binoculars x 2
 6. Radio Bags x 3
- Responsibility: Ellen Van Wessel
- Status: Complete

BSEF - \$15K

- Items - \$5K – invoiced and paid by 31.12.21
 1. Buoys + anchors for Nippers
 2. Radio Maintenance + Programming
 3. Oxygen for Medical equipment
 4. IRB repair expenses
- Responsibility: Ellen Van Wessel
- Status: In progress (all costs to be acquitted by 31.3.22)

- Items - \$10K – invoiced and paid by 31.3.22
 1. Status: In Progress

Small Business Fees and Charges Rebate - \$2K



- Item and Status: In progress to claim portion of electricity costs – issues with conflicting information in document VS website, Ticket has been logged with Service NSW
- Responsibility: Ellen Van Wessel and Emma Dennis

Community Building Partnership Program - \$29,718.00 (all costs to be acquitted by 31.3.22)

- Item and Status: Painting, Repairs and Replacement Roller Doors, in progress
- Responsibility: Phil Walls / Matt Keys

Volunteer Grants Activity - \$5K

- Item and status: TV/Marquee for boaties (as we have enough marquees this will potentially change to other items)

ACTION: Admin Director to forward document with other potential items to committee

Active Kids Grant \$5-10K

- Submission to be entered – Jodie/Rachel
- Patrol Operations guide – email sent from Kilcare. Email sent to Executive committee on 19 December

ACTION: Committee to confirm who will be responsible for representation from Soldiers Beach Surf Club

- Surfguard – Pending registrations

ACTION: Coral to review and follow up

Proficiencies

ACTION: Phil to call Simon to confirm what the process is with regards to the entering of proficiencies. Per Lara, we enter, Branch review and confirm.

- RIP demonstration – Will occur at soldiers Beach on 29th January at 10.00am. Matt Neale will be the patrol captain on that day and has been included in confirmation email back to Branch.

Director Surf life Saving – Shana Doughney

- Numbers on patrol is an issue – need to come up with a process regarding attendance
- Issue with members being unable to attend due to COVID will be marked as excused – however, we still need to have patrollers

Surf Sports Report

- Issues with regards to officials, we need to reach out to parents to see if we can get more members to put their hand up

ACTION: Need to establish a pathway on how to become an official



ACTION: All fees for State competitors need to be refunded – Coral will contact each competitor and request copies of their bank accounts.

- Dennis & Karen are unaware of how to enter competitors into competitions

ACTION: Ellen to follow up access level in SurfGuard – SEMS

- How can we monitor our registration papers – Coral advised we can log into the RTA to review

ACTION: Coral to provide our RTA number

Junior Activities Report – Jodie Freeman

- Swim training is resuming next Monday (31/1/22) night – paperwork has all been approved
- Board training has been on-going over the break – thank you Mick Crowe
- Beach training – has been continuing with Jenny Downing, one nipper is unable to attend State as he doesn't have his SRC
- JLOTY has been and gone, Eliza and Samuel – interviews have been attended, another application needs to be completed
- Rookie of the year – held last Friday 21/2/22 – we had six 13 year olds attend, Mick Crowe assisted with the coordination
- Nippers will resume 6 February – query regarding Club Championships – put out to the committee could we run on first week back
- Board policy only applies to the kids who are active in the club, coming to training and are participating in carnivals – Mick Crowe is looking at reducing the cost.
- ACTION: Jodie will follow up with Mick Crowe as to the progress
- Currently have six (6) SRC's going through course

Education report – Lara McIntyre (not in attendance)

- Four people have been put through the bronze assessment – and have gained their bronze, Education Officer to complete the details in SurfGuard
- Query from Admin Director – who are the four people, can we get a photo onto Facebook?
 1. Matt White
 2. Anthony Plant
 3. ??
 4. ??

Sponsorship and Marketing – Matt Kean

- NSW Surf Facility Grant – we have received an extension till 11 February, 3 quotes have been sorted, information from Council has been received, engineers report – suggest we get now and include in grant request to include the cost to ensure it doesn't come out of our pocket, SBSLC will have to provide a 5% contribution (could be approx. \$1,800)
- One of the new marquees was broken – provider will send through some new frames



- Matt will follow up on sponsorship in relation to the digitisation of photos
- Jackets – potential jackets
 - Juniors
 - Nipper
 - Nipperette
 - Robin Smith Award
 - Junior competitor
 - Seniors
 - Club Person
 - Senior competitor
 - Lifesaver of the year
- Wiseberry feather banners have arrived, a post will need to be put up reminding the patrol captains of their obligations with regards to the banners

Caretaker report – Kellie Maxwell

- Phone line is down in Dunes restaurant
- Yoga is returning next week in the lighthouse room
- One of the concertina doors in the lighthouse room - the glass has popped out- this could be a Council expense (Wideline will come and provide a quote)
- Kitchen behind the grill – tiles are cracked down middle of the wall, Matt Griffiths has had a look to see if he can repair – he is away and will look at potentially fixing in February

Move to accept director reports

Moved: Shana Doughney Seconded: Matt Kean

General Business

- As a result of the working Bee it has been identified that it would be a good idea to have labels next to the trophies in the cupboard in the Sunset room to provide an explanation
- Query on the broken window in the tower – who's responsibility to fix? Phil suggested if Wideline are coming out, get them to provide a quote to fix
- Who is responsible for cleaning of the First Aid Room as on Sunday a father and son were taken into the room and it was not hygienic – Kellie advised that the room was cleaned on Saturday morning
- Query on First Aid supplies – how do we monitor updates
- Query on light in Gym – temporary light was left on and is a major fire hazard – light needs to be installed into the gym as a feed from Shawn's workshop area



Meeting closed at 9.20

A handwritten signature in black ink, appearing to read 'P. Walls'.

Phil Walls
President

A handwritten signature in blue ink, appearing to read 'Ellen Van Wessel'.

Ellen Van Wessel
Director of Admin