



Soldiers Beach Surf Club  
Minutes  
Committee Meeting  
21/8/22

Attendees: Simon Falconer, Tony Axford, Darcy Waller, Matt Keys, Matt White, Shana Doughney, Brad Halicek, Kate Halicek, Mary Williamson, James Carroll, Karen Harvey, Dennis Ricketts, Brent Farnworth, Lochlon Goppen, Victoria Goppen,

Apologies: Gail Rixom, Jenny Dowling, Shawn Ford, Coral Raymond, Jacqui Godier, Glen & Alex Goppen, Doug Fife, Lara Mcintrye, Jemma Bellet

Date: 21/08/ 2022

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Meeting opened at: 8.45AM

**Item 1: Declaration of any Conflict of interest:-**

Name: \_\_ Matt Keys \_\_\_\_\_ Interest: \_\_ Wife owns Kraken \_\_\_\_\_  
Name: \_\_ Brent Farnworth \_ \_ Interest: \_\_ Owns Dunes \_\_\_\_\_  
Name: \_\_ Matt White ..... Interest: \_\_ Sister owns Kraken \_\_  
Name: \_\_ Shawn Ford \_\_\_\_\_ Interest: \_ Contractor Light of Installation \_\_  
Name: \_\_ Kelly Maxwell \_\_\_\_\_ Interest: \_\_ Employed by Kraken \_\_\_\_\_

Item 2: Confirmation to accept the Previous Minutes

Moved by \_\_ Mathew Keys \_\_\_\_\_, Seconded by: \_\_ Shana Dougheny \_\_\_\_\_  
Carried

**Item 3. Business arising from previous minutes /outstanding action items**

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**1. Pass codes**

- a. Kellie – Locksmiths are coming this week, they will update the codes (unable to get in contact with Craig Ray)

Completed

**2. Lights**

- a. MOST OF UPSTAIRS DONE – PERIMETER OF BUILDING NEEDS TO BE DONE.

Ongoing

**3. IRB Motors** – Spare motors need to be sold

- a. ongoing- Shawn Ford for action



See IRB report

#### 4. Trailers

- a. Update required

Completed

#### 5. Racing Mals

- a. Those that required fixing have been done. Need to look at replacement plan.

Review ongoing repairs Karen and Mick

#### 6. Skis (2 are club skis)

- a. ACTION #4 – new committee to review

Old ski have been removed via Nutty Masters. The trailer stored off site at Wiseberry.

#### 7. IRB Motors – need assistance with running the new motor in

Follow up with Shawn/Shana/Mick

#### 8. Liquor license

- a. **UPDATE** – Kellie Maxwell is half way through the online course.

Due to be completed by end of August.

#### 9. Weather Shields

- a. In progress – nearly complete

Completed

#### 10. Board Policy

- a. Ongoing – new committee to progress with Mick Crowe

Karen to follow up

*The following left the meeting due to conflict of Interest.*

Matt Keys, Kelly Maxwell, Matt White, Brent Farnworth.

#### 11. Kraken Kiosk –Tony met with Kate from Kraken and have resolved all issues and all outstanding invoices have been paid.

#### 12. Dunes- Serviced agreement being reviewed Tony to have draft for the next executive meeting.

As the conflict of interest issues have concluded the following rejoined the meeting;

Matt Keys, Kelly Maxwell, Matt White, Brent Farnworth.

#### 13. Audit Report:-

Draft has been completed still waiting on the final to be signed off to be presented at the next meeting.



#### **14. CCC Commercial Lease:-**

##### a. Responsibilities

A meeting with the Council Property Manger had been arranged, Club was represented by Simon, Tony, Kelly & Darcy.

A detail report will come from Council.

#### **15. Council Building Inspection:-**

##### a. Kitchen Tyles

Council agreed that this is a structural issue and will arrange as a short term fix supply of and install stainless steel splash backs.

##### b. Fan

Council agreed that this is their responsibility a suggestion was made that instead of replacing the fan, that 3 Air Conditioners be installed. Council will review this.

##### c. Inside Windows and Doors

Council agreed that it was their responsibility and will arrange maintaince to do repairs.

##### d. Roller Doors/Grant

Council agreed that this is their responsibility however, since we have a grant to replace the doors, then is down to the Club.

Roller doors completed at Kraken and progress report submitted.

##### e. Solar/Grant

Matt Keys, Simon and Tony met with another installer awaiting a quote to finalize.

##### f. Maintaince Schedule

A building inspection is currently been done a report will be given to the Club so a budget can be formulated.

##### g. Lift Repair/Replace

Council has agreed that there is an issue with the Lift and are looking at a grant to replace it. The property manager asked Tony to get a service report done on the lift as this will be submitted with the Grant.

##### h. Ramp update

Council commenced building a temporary ramp. It was raised at Branch and with Council about beach access via four wheel drive.

#### **16. New IRB UPDATE:-**

##### a. Rotary

##### b. Wyong Leagues

On its way to be delivered.

#### **17. Old IRB:-**

##### a. Disposal

See Shawn Fords Report

#### **18. Draft Constitution**

Ongoing



## 19. Transfers

- a. Coral to confirm process and how approvals are put forward - on-going
- b. Need to update the email address of who these are sent to – should be [admin@soldiersbeachsurfclub.com.au](mailto:admin@soldiersbeachsurfclub.com.au)

See Corals report

20. **CLEG 2022/23** – We have received \$2,040.00

- a. Could we look at two new spinal boards at a cost of \$786.50 each –  
Waiting on recondition

## 21. President report due to Branch by 31/7/2

- a. Phil to confirm if done

Completed

## 22. Insurance renewals

**Under review with Tony and ongoing**

## 23. BOSS meeting – 27 July

- a. Karen/Dennis/Shana are you able to attend?

Dennis attended.

24. **Lockable pin board** (to display current notes) has arrived

Needs to be installed – ongoing Matt White and Kelly

## 25. Gate Keys issue

Ongoing

## 26. Senior Presentation

Ongoing

## 27. Website/IT

### Motion

Phil to be noted as IT Officer and web Admin/Supervisor

Moved by Tony Axford

Seconded by Karen Harvey

Carried

Brent to contact Phil regarding the Website up grade.



## 28. AGM LEGAL

- a. Motion 1 was it legal
- b. Conflict of Interest

**See Finance report.**

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## **Director Reports**

### **Item 4: Financials Report**

1. Corporate Governance Issues surrounding the recent AGM with no Audit 21/22, the Club requested legal advice on the following:-
  - a. Was this below legal?
    - *The Vice President presented the report with the exception of the Financials.*
    - *Point of Order raised and discussion, with the below Motion as an outcome.*
    - *Motion*
    - *That the Annual report, excluding the financials, be adopted and a further general meeting be held September 2022 to adopt the financial report if received, otherwise at the next available meeting post the report being received.*
    - *Moved by Tony Axford*
    - *Seconded Matt Keys*
    - *All in favour, Carried*
    - *The meeting then went directly into the election of officers, as per minutes.*

#### **Mr Ian Fulligar Responded**

**I don't consider this is illegal Tony. The main thing is to get the finances approved so the Club can lodge its annual return with Fair Trading and its AIS with ACNC within the relevant time frames.**

- b. Post-election the new executive identified potential conflict of interest with some new executives.
  - *"One in particular is the Vice President, whose wife is the lessee of the Kiosk within the Club. The new committee member does not receive an income from this business nor is involved in the day to day running. He has declared his Conflict of Interest."*
  - *The new committee looked for a Policy within the Club to deal with this and found none.*



c. A email motion was put to the Committee on the 5th of August,

- **Motion**
- ***Soldiers Beach Surf Club Pecuniary Interest POLICY:-***
- The Club has a Pecuniary Interest Register and Policy all Committee/Club Members will register their interests.
- The Register will be held by the Director of Administration.
- At the beginning of any meeting Club or Executive, the member shall declare their Pecuniary Interest, that interest will be minuted.
- If a conflict of interest or a perceived conflict of interest matter is raised, the member will remove themselves from the meeting and is not eligible to vote.
- When no conflict or perceived conflict of interest exists the member can re-join the meeting.
  
- Moved..... Tony Axford
  
- Second by.....Darcy Waller
- email vote all in favour
- Carried
- To be included into the Next Executive meeting minutes on the 21/8/22

**Mr Ian Fulligar Responded**

Yes, the VP can hold the position and has properly declared the interest. The resolution is good and you need to make sure the conflict of interests register is properly maintained and applied. **Put conflicts of interest on the agenda as the 1<sup>st</sup> item or** each committee meeting so you can keep the register up to date and keep conflicts of interest front of mind. If there is any discussion about the kiosk at a committee meeting he must leave the meeting and not take part in any discussion or any decision in respect of the kiosk. So good job!

**2. MYOB data transfer**

- a. Emma (bookkeeper experiencing transfer issues)
- b.

**3. Budgets**



4. Soldiers Beach Surf Life Saving for 2022/2023 Budget Projected Profit and Loss

Projected Operating Loss

<u>Month</u>		
May	\$4,110.00	
June	\$5,272.00	
July	\$3,232.00	
August	\$14,722.00	<b><u>The Club needs to have a \$15,000 cash Reserve for cash flows per year</u></b>
December	\$4,205.00	
February	\$4,496.00	
March	\$4,855.00	
Sub Total	<u>\$40,892.00</u>	

Projected Operating Profit

<u>Month</u>		
September	\$14,428.00	
October	\$35,103.00	
November	\$6,028.00	
January	\$1,385.00	
April	\$1,345.00	
Sub Total	<u>\$58,289.00</u>	
Total	<span style="border: 1px solid black; padding: 2px;">\$17,397.00</span>	Assumed Profit Year end

**Things are tight but were in a good place.**

4. Credit Card Account

- a. Has not been used for some time. The Club has to invest \$3,000 cash into a holding account. This account was used for unexpected purchases. The hand over from Craig Andrews and discussion I had with our Bookkeeper, I believe that this card is not required.

**Motion**

Move to Close this account and transfer the \$3,000 into the working account to help with cash flows.

Moved By Tony Axford

Second by Matt Keys

Carried



**Motion**

Move that if a committee member requires a reimbursement for any expenditure they must get approval from the Executive in writing (email) before the committee member commits to the expenditure.

Moved By Tony Axford

Second By Matt Keys

Carried

5. JJ Waste:-

- a. I have meet with JJ Waste and have renegotiated waste contract:-
- b. New contract will see a yearly saving to the Club of \$3,359.20 effective of next month, if approved. They will match another quote.
- c. Action getting further quotes.

Motion

To approve new Contract for signing.

Moved Tony Axford

Second By Darcy Waller

Carried

6. Bank Register as attached

Motion:-

Move that the above Payments be approved as legitimate expense to the Club.

Moved by Tony Axford

Second by Darcy Waller

Carried

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7. Profit and Loss Cash as of 1/5/22 to 19/08/2022

8. Age Payables as of 19/08/22

9. Age Receivables as of 19/08/22





### **Item 5: President Report: Simon Falconer**

- \*Handover meeting with Phil Walls, Phil has agreed to stay on as IT Officer.
- \*Meeting with Council Property Manager Cassie:
  - wall tiles in kitchen noted temporary fix being looked at.
  - ceiling fan, lift, garage doors, broken tiles in foyer have all been noted and council looking at fixing
- \*meeting with Council and Darkinjung: Discussed work to take place on ramp and our proposal
- \*meeting with CEO Jon Harkness: touch base and get to know him.
- \*Planning day was held, hearing great reports back, now to action some ideas.
- \*Sourced local company to provide new gear for us: samples will be ready for members to look at closer to start day. Trucker hat, bucket hat, Polo.
- \*Attended Branch presidents meeting with VP.
  - Junior pink rash vest need replacing
  - gear inspections due to happen before 15th September
  - SM courses are on hold
  - MPIO courses 2 nights on a Monday night via zoom
  - Ducks for bucks- do we still charge \$5 levy on rego (program hasn't run for 2yrs)
  - raising flag ceremony 24th Sept Terrigal will need some rookies to attend.
- \*Minutes from AGM have now been signed and ready to be put on website.

### **Admin Director – Darcy Waller**

Jacqui Godier letter of resignation as Assistant Treasurer.

Motion

Jacqui Godier nominated Gail Rixom to take the role of Assistant Treasurer. Jacqui Godier will work Co-Opt with Gail Rixom.

Moved by Jacqui Godier

Seconded by Tony Axford

CARRIED

### **Reports – Received**

#### **Incoming Executive Training**

Branch have distributed emails for incoming executive training

Committee members need to register asp.

#### **Officials**

Karen Harvey and Dennis Ricketts have completed their first level

#### **Incoming and Outgoing Correspondence**

#### **As per Register**



## **Membership renewals**

Are starting to trickle in, noting this is a busy time for us in particular Coral

### **Assistant Admin- Coral Raymond**

1. My Action from July Meeting Completed
2. Need to update Service NSW account for Active Kids Vouchers have sent email to Darcy, Phil and Tony re getting updated password
3. Have been working on Pending Memberships – still seems to be an issue with understanding prices for membership. Will work on wording and get Phil to put on Facebook page etc.
4. Everyone new for surf guard should have received their info from SLSA regarding user and passwords etc. If you don't have please check your spam folders.

### **Item .6. Director Surf life Saving – Shana Doughney**

#### **LIFESAVING REPORT**

- Patrols start in 5 weeks
- Lifesaving Service Agreement – almost finalised
- 1. 10-4pm: 24th Sep until 11th December
- 2. 9-6pm: 17th December - 29th Jan
- 3. 10-4pm: 4th February through till end of the season
- Patrol rosters – almost finalised, just shuffling some roles
- “Patrol Operations Guide” App
- Roving patrol applications, and how their contribution will be ensured?

Last year very few of the “roving” members actually did a patrol.

Patrol mentor program – will be discussed more when season starts.

#### **Motion**

It was moved that Emma Terry, Shana Doughney, Mick Crowe, Mathew White, Neville Bunn to be sent to Branch to be endorsed delegate as assessors.

Moved By Shana Doughney

Seconded by Tony Axford

Carried



### **Item 7. Surf Sports Report – Dennis Ricketts**

- Training groups:re: insurances . Boot camps , etc

Only financial members doing Club training are covered. Clarity will be sorted from the insurers.

- Budgets for surf sports.

Dennis to develop a budget

- Officials discussion

Karen and Dennis have started

- Carnival entries

Dennis responsible

- Payment system

As per previous years check with Coral

Motion

- Simon Blakely be the assistant surf sport co coordinator.

Moved by Dennis Ricketts

Second By Karen Harvey

Carried

- Emails from branch and state

Completed

- Please put back onto surf guard

### **Item 8. Junior Activities Report - Matthew White**

I had a good handover from Jodie Freeman.

Clothing I have done a complete stock take, more manager's shirts.

- 1) Pink Vests change of sponsor
- 2) Water safety needs more people to be trained up.
- 3) Registrations, need to have an open day for rego day
- 4) JAC Conference on the 3<sup>rd</sup> of September Attendees will be Matt White & Anthony Plant.

### **Item 9. Education Report –**

**No report**

### **Item 10. Sponsorship and Marketing – Matt Keys**



## CURRENT SPONSORSHIP

### Wiseberry Heritage

Cash payment to SBLSC a sponsorship fee payable as follows:

- 1st Installment \$2,000.00 payable 31 st October 2021
- 2nd Installment \$1,500.00 payable 31 st October 2022
- 3rd Installment \$1,500.00 payable 31 st October 2023
- Additional benefit of the \$500 for successful referrals

### \$ Spent to date

1. Café Barrier - \$350.00 + GST
2. Two Feather banners - \$300.00 + GST

### Motion

To use funds to purchase new nipper age group flags for upcoming season.

Moved By Matt Keys

Second by Torri Coppin

Carried

- Prepare invoice for 2nd installment payable 31st October

### Northlakes & AMP; Toukley Rotary

- Payment of outstanding balance for new IRB – \$5,895.00 inc GST – awaiting invoice from SBLSC for immediate payment.
- Purchase of six new fiberglass nipper boards - \$7,950.00 inc GST Quote from Infront Surfcraft

### Committee to approve quote and invoice Rotary

- Rotary Community raffle - Drawn 31st August 2022 and funds payable thereafter 2023/24 - \$15,000.00 - \$20,000.00

SBSLSC will be major fundraising beneficiary to assist in purchasing another IRB or additional nipper boards.

- Suggestion to put these funds towards new patrol vehicle
- \$12,163.00 Soldiers Beach SLSC contribution Dunes
- Supporting fundraising BBQ 21st August by donating 150 sausages from The Kraken Kiosk
- Supporting fundraising BBQ 21 st August by donating bacon and eggs / sauces

### NEW SPONSOR/S

Mortgage Choice Charmhaven – subject to Branch approval Cash payment to SBSLSC a sponsorship fee payable as follows:

- 1st Installment \$4,000.00 payable 31 st October 2022
- 2nd Installment \$4,000.00 payable 31 st October 2023
- 3rd Installment \$2,000.00 payable 31 st October 2024
- Additional benefit for successful referrals
- MK to re-write proposal removing nipper flags from this agreement

Out of pocket expenses to execute this agreement include:

- A-frame sign – cost TBC
- \$50.00 Dunes voucher



- Two tickets to Senior Presentation each year
- Two shirts when we get some made
- Feather banners - TBC

### **SPONSORSHIP BUDGET**

It is suggested that all costs relating to sponsorship agreements are costed against individual agreements.

### **Motion**

For \$500.00 to be allocated for general sponsorship expenses – events/meetings/promotional material/printing etc

Moved by Matt Keys

Second by Dennis Ricketts

Carried

### **SENIOR PRESENTATION**

- Only 8 tickets sold to date
- Gail Rixom to contact new BM (16) and SRC (4) to personally invite them to receive their awards.
- Matt Keys to arrange purchase of Parkas (\$120.00 each) for award winners
- Committee to confirm if other awards are being presented – IRB Crew / Silver Medallion Aquatic Management / Silver Medallion Beach Management / Silver Medallion IRB Driver.

### **Item 11. Rookie Report:-**

#### **Rookie Planning Notes**

This year for the rookies there will be a huge push to make surf lifesaving fun again for these certain age groups. Branch already provides a rookie development program that I would love to send kids on (have any access to parents of rookies' emails before season starts) such as the rookie disco, rookie challenge and the leadership program. Within our own club not only do I want the rookies to have fun in their last couple of years as nippers which in turn hopefully will retain them for further years but I also want the rookies to give back in their own way by helping out in some areas that they will find fun and enjoyable.

In terms of branch activities that I highly suggest we send kids on in both the rookies and our older junior members but I have been informed that it is the clubs responsibility to fund the nippers selected for the U13-14 development program.

Activities:

- Minute to win it for the rookies and their parents if they want to (extension to U12 and age groups under 18)
- Pizza and movie night
- For both of these nights to work its best I would need access to the big hall
- Guest speakers from the club that have followed through with surf lifesaving and how it has helped them in life such as Jenny Downing and Neville Bunn



- Rookies would assist in running a board training session over in Cabbage Tree for the U8 two times during the nipper season.

As rookie coordinator, I would like to be consulted in parts of holding this position such as who is selected to be a part of the rookie development camp that branch run and have a vote as to who should be picked for rookie of the year.

### **Budget**

I cannot have a precise number of the amount of money needed for two of the events I want to run for the rookies as I don't have an idea of how many rookies will be attending this year. This budget I've estimated for is that each age group will have 20 kids in each age group.

For the pizza night:

- Working with the pizzas, drinks, plates, cups and garbage bags for the pizza and movie night I would need \$200 with pizza and drinks costing \$160 and cups, plates and garbage bags coming to a total of \$28.40.

For the trivia night:

- The minute to win it night as stated above would be open for U12 through to U18 and would look to cost around \$150 with that including all the props needed for the night and prizes for the kids.

### **Motion**

To have a budget allocation for Rookie Programs as presented above.

Moved By Tony Axford

Seconded by Matt White

Carried

### **Item 12. Boat Captain- Report Glen Goppen**

#### **NO REPORT**

#### **Old boat and trailer to be disposed**

### **Item 13. IRB Report – Shawn Ford**

August 2022 IRB monthly report

We currently have 4 boats and 8 motors.

Of the current boats we have I will be looking to get rid of 2 when the new boat arrives.

These boats are the daily telegram zodiac value \$0.00 was only keep to run motors in and the Noraville earthmoving Arancia value around \$500.00 this boat also needs repairs and is a 16 year old boat.

Out of the current motors 1 will be written off due to damage and age of motor

The 2 that are used will be sold off as soon as I've ran 2 in to replace them each will try for around \$500 each also due to age.

I current have 2 people interested in the purchase of these setups as well.

I will be away for most of September but will look at having the new motors going early October and then will aim to run 2 more in over summer.

After I am back I will look at getting both crew and driver course started and the guys that have already started signed off, unless the club wishes to outsource this then I need to be aware.



#### **Item 14. Caretaker Report – Kellie Maxwell**

I did a walk through with Council, Simon, Tony, Darcy. Around the Club identifying maintenance issues.

ARA fire services did their monthly check.

Non-Slip –Matt Grithiths

Contacted Matt to reapply non-slip to high traffic areas

#### **Motion**

**To receive and adopt all reports.**

**Moved by Tony Axford**

**Second by Karen Harvey**

#### **General Business**

Motion

Paul Dressman be the Gym Manager.

Moved by Shana

Seconded Darcy Waller

Carried

- Discussion about the launch of Sunday the 11<sup>th</sup> December to be Surf Clubs Christmas Party in the Sunset Room
- Brent offered his marketing team at no cost to the Club to help develop a new web site to lease with Phil Walls.
- Ski storage Simon has approached Neville Bunn to build storage racks.

Registration Day

To do both online and at the club.

Meeting closed 11.50AM

Simon Falconer

President

Darcy Waller

Director of Admin