



Soldiers Beach Surf Club  
Minutes  
Committee Meeting

Attendees: Simon Falconer, Tony Axford, Darcy Waller, Victoria Coppen, Glen Coppen, Gail Rixom, Jenifer Falconer, Karen Harvey, Dennis Rickets, Kelly Maxwell,  
**Visitor:** Mr. Liam Potter

Apologies: Matt Keys, Matt White, Brad Halicek, Kate Halicek, Shana Doughney, Doug Fife, Coral Raymond, Brent Farnworth, Jacqui Godier, Alex Coppen, Lachlan Coppen, Shawn Ford

Date: 16 / 10 / 2022

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Meeting opened at: 11.15 am

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

Does anyone have a conflict of Interest that is not registered below?

Name: Matt Keys	Interest: Wife owns Kraken
Name: Brent Farnworth	Interest: Owner of Dunes
Name: Matt White	Interest: Sister owns Kraken
Name: Shawn Ford	Interest: Contractor of the Light installation
Name: Kelly Maxwell	Interest: Employed by Kraken

**Item 2:** Confirmation to accept the Previous Minutes

Moved by Tony Axford, Seconded by: Glen Coppen

Carried

**Standing Orders set aside**

**Item 3** .AGM Item Auditors Report motion for 21/22 FY was held on the 18<sup>th</sup> September a motion was moved to Accept the Reports.(see Special Meeting Minutes).

**Item 4.** Presentation from Liam Potter Auditor from Bishop Collins, tabled a proposal to the Club to review.

**Item 5.** Standing Orders resumed

## Item 6. Business arising from previous minutes /outstanding action items

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### 1. Lights

- a. Update
- b. Ongoing

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

- a. Follow up with Shawn/Shana/Mick

### Liquor license

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

### 3. Board Policy

- a. Ongoing

### 4. Dunes-

- a. **Completed**

### 5. CCC Commercial Lease:-

- a. Formal Request for 10 year extension of lease has been lodged with Council.  
**Completed**

### 6. Council Building Inspection:-

- a. Kitchen Tyles:  
Ongoing
- b. Fan:  
Ongoing with Council
- c. Inside Windows and Doors:  
**Completed**
- d. Roller Doors/Grant:  
Need to get an updated quotes as there is a price increase due to delay in commencement of work. **Due to start late November.**
- e. Solar/Grant:  
Letter of engagement signed off. Deposit paid. Waiting on Engineers Report.
- f. Maintaince Schedule:  
Being developed ongoing
- g. Lift Repair/Replace:  
Quote and inspections have been carried out. Council to follow up. Ongoing
- h. Ramp update:  
**Temp Ramp Completed.**

### 7. Draft Constitution

- a. Ongoing

### 8. Lockable pin board (to display current notes) has arrived

**Completed**

### 9. Gate Keys issue

- a. Council issue

### 10. Website/IT

- a. **Update from Brent see Item 19**

### 11. Rookies Programs;

- a. A Budget has been set for the next years two: \$680 this was the money raised from the recent BQQ. **Completed**

### 12. Ski Storage:

- a. Simon to contact Neville Bunn **ongoing**

### 13. Surf Sports Budgets

- a. Needs to be developed

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**Director Reports****Item 7 Director of Finance**

- 1) Current Financial Position
- 2) Dunes Service Agreement
- 3) Club Invoice Payment Process
- 4) Outstanding Non Budgeted Items
- 5) Auditor
- 6) Bank Ledger (attached)
- 7) P&L, (attached)
- 8) Balance Sheet (attached)
- 9) Age Payables (attached)
- 10) Age Receivables (attached)

Issues:

**1. Current Financial Position**

INCOME YEAR TO DATE	\$154,879.69
<u>LESS EXPENSES</u>	<u>\$ 75,186.04</u>
Operating profit	\$79,711.65
<u>LESS GRANTS</u>	<u>\$ 62,838.00</u>
Working Capital	\$16,878.65
Age Receivables	\$12,659.58
Age payables	\$26,756.97

**Total** **\$2,781.26**

2. Dunes
  - In the old extended Service agreement the Club was responsible for the majority of outgoings, \$54,000 pa.
  - Under the new service agreement the Club get a Service fee which is indexed each year plus Dunes pays outgoings.
  - The Club also get the Sunset room every Sunday, Monday and Tuesday. If the Club requires the room other days it has to be booked one month in advance.
  - There may be the odd occasion Dunes may require usage of the room on Club days, Dunes must give one months' notice to the Club.

- This new agreement will see the Club approximately savings of \$20,009 up to our year end 30th April, and \$54,000 per year after that.
- Financial Club Membership will get a 10% discount from Dunes.

The Clubs income was only operating previously via Grants, Membership and Donations.

### 3. Club Reimbursement/ Purchase Payment Process

So if you need to be reimbursement or to purchase anything please follow the below process:-

- Three Quotes for items over \$100 required if possible
- Email to the Treasure and give your recommendation and why?
- No reimbursements without approval from Treasure.
- Is there any fundraising/grants/donations associated with purchase?
- Time Frames are (unless there are urgent Life Saving Requirements) minimum 4 weeks for approval,
- If this is not a budgeted expense, the time frame may be longer.
- Could you please email finance prior to any purchases to ensure the funds are in place, as the payments are based on cash flow basis?
- The Treasure approves the purchase and then you can place the order.
- No reimbursements without original receipts and a completed reimbursement form.
- Invoice comes to finance via admin then sent for payment (this can take 2 weeks).
- The budget is still tight as membership is very low.

So it is important that if you think your area requires anything to be funded we need to get into the budget as soon as possible.

### 4. Outstanding Non Budgeted Items

- The Club's end of Financial Year 30th April. suggested date AGM date 30th September \$\$
- Nippers Presentation Night \$\$\$\$ Date????
- Seniors Presentation Night \$\$\$\$Date???

### 5. Auditor

Recommend a total review of current Auditor.

### **Recommendation:**

Motion

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

Moved by Tony Axford

Second by Glen Coppen

Carried

### **Item 8: President Report: Simon Falconer**

- 1) Presentation/season launch was a success
- 2) Start of season seems to be going well. Shana to explain
- 3) Contacted council Regards Ramp access and ATV.
- 4) Attended Branch AGM

- 5) Sourcing Quotes for internal and external paint
- 6) Attended Wyong Roos Foundation morning tea.
- 7) Attended Raising of the flags Ceremony with 7 nippers.

Issues:

- 1) Reports from members that attended that the night was run well.
- 2) Some complaints about the amount of food, Matt has spoken to Dunes about this
- 3) Thanks to Matt Keys for organising and Lara McIntyre for her assistance.
- 4) Need to find all Perpetual Trophies or source new ones???
- 5) I haven't heard any complaints about patrols, seems to be working out.
- 6) Emailed Craig Hely in regards to ATV: we have it for the season.
- 7) Also asked about access ramp, Phil Foster has said new ramp likely start construction winter 2023 after engineer, environmental reports obtained and weather permitting.
- 8) Contacted Craig Hely in regards to dangerous access ramp, they built a 2<sup>nd</sup> ramp which seems to be holding its shape.
  
- 9) Had a paint specialist walk through and look at club house, has picked up some damaged spots and is writing a report for us. Also seeking 3 quotes to paint entire clubhouse if successful with building grant application. Working on a succession plan for future committee.
- 10) Tony, Darcy and I received the \$10k cheque from the WR foundation grants.
- 11) Thanks to Tori Coppen for organising the nippers on the day, Lach Coppen for arranging the nippers to be there before hand.
- 12) The nippers were: Aisha Crowe, Emma Lamphée, Evie Wade, Sam Griffiths, Izzy Griffiths, Rachel Falconer and Cameron Falconer

Recommendation:

Nil

**Item 9. Admin Director – Darcy Waller**

- 1) Incoming and Outgoing Correspondence as per Register
- 2) Spoke about the logistics for IRB launch and Sweep presentation etc.
- 3) Email sent to life members re launch of new IRB and youth activities first day
- 4) Dunes agreement signed both parties happy with result
- 5) Forward planning for members recruitment and retention

Motion

Move all Correspondence as per register.

Moved By Darcy Waller

Second by Gail Rixom

Carried

### **Item 10. Director Surf life Saving – Shana Doughney**

- 1) Patrols successfully underway, no major issues.
- 2) ATV/SSV from council is enabling beach access for lifesaving operations, inductions successfully carried out for all patrols by Matt White in line with the clubs new SSV policy. (only 2 or 3 per patrol)
- 3) Skills maintenance is underway already within patrols.

Issues:

- 1) Patrol captains need to be named as “approved delegates” in the minutes as per previous years.

Recommendation:

That the 6 patrol captains be listed as approved delegates for skills maintenance or “requal” purposes.

Discussion on Child protection policies regarding Patrols

Motions

Nil

### **Junior Director of Life Saving**

- Tori thanked Lachlan and Jackson for the Camp they did.
- Tori is looking putting together a BBQ for the camp, to assist with funding.
- Tori is looking for a new venue for the Foster trip.

The Committee congratulated Tori as she was awarded a medal when competing at Coolum, Queensland.

Issues

- Competitive transfer Simon to follow up.

### **Item 11. Surf Sports Report – Dennis Ricketts**

- Foster weekend of Surf
- All paid need a credit for people that pulled out
- Sent email to Coral and Tony
- Future entries and fees

### **Carnivals**

- 5-11-22  
Karacka Board
- 29-10-22  
Nipper Newcastle Permanent round 1, Terrigal u11-u15
- 6-11-22  
Nipper Carnival Terrigal u8-u14

## **Shirts**

- Looking at getting Club Competition shirts including nippers, masters and boaties. To be subsidized by sponsors. We need to have someone put there and up to source the shirts and organise orders and numbers.

## **Board and Ski Captain**

- Need a couple of larger nipper boards
- Karen would like a copy of the board stock take for mals and nipper boards
- Looked at five racing mals on the end of the board rack to be thrown away. Maybe given away to club members. Take photos and put onto Facebook.

## **Item 12. Junior Activities Report - Matthew White**

- 1) Registration day was a success, thank you to all that helped out.
- 2) Nippers programs are complete, age managers and water safety will be doing a briefing and some training run by myself and our head of water safety Anthony Plant on the 22<sup>nd</sup> October all members are welcome to come to see how our new program, beach set up will work.
- 3) I now have all age managers finalised and all have WWC checks.
- 4) Proficiency swims for nippers is underway with the help of Brad and Kate.
- 5) All patrols have had at least 2 members trained and signed off on the SSV vehicle.

### Recommendation:

- Can the Club purchase a water safety shirt similar to age managers but orange for Antony plant head of water safety, as he will be directing age managers on the beach an orange rash vest will be too hot. We need him to be identifiable during nippers.

It was agreed to get costings for approval. As there was no budget for the purchase.

### Motions

NIL



### **Item 13. Education Report- Doug Fyfe**

- 1) Assessing app has been reworked
- 2) Assessors need to be minuted. This is processed in Surf Guard
- 3) Silver Medallion Patrol Captains Course has been released. It is highly recommended and will provide a lot more.
- 4) Check access to Surf Guard. -Action I will talk to

Branch Proficiencies, Proficiencies, Proficiencies

Meeting ended at 8pm

- 1) Next Meeting Monday 2 December TAF Re-endorsements are now urgent. Recommendation to complete thru SLS. If not I have been some cards to assist. Should be complete by end of November. Reminder alert to also ensure WWC is up to date.
  - 2) New Patrol Captains Course access thru SLS/eLearning Safety and Wellbeing/Surf Risk Rating, Get Patrolling Members to complete
  - 3) Mentors for Clubs have been allocated and unless they are on the register they are not allowed to Mentor - Action I will follow up at Branch.
  - 4) Quality Assurance paper work must be up to date. Investigators will start visiting Clubs to check
  - 5) Update Training needs analysis. - Action I will talk to Branch re process
  - 6) PFA upgrades to run from June; urge everyone to enrol
  - 7) Clubs urged to work on proficiencies.
  - 8) Award Cost BM \$21.30, Sm \$22.40, GM \$23.60, SLS \$17.20. These were issued for Budgeting purposes

Motions

NIL





#### **Item 14. Sponsorship and Marketing – Matt Keys**

- 1) Have ordered the replacement nipper age group flags. Bannerama \$990.00 + GST. Will be ready before nippers commences. **Funds will come from Lions Club of Toukley donation**
- 2) New IRB has arrived and will be launched on first day of nippers Sunday 23<sup>rd</sup> October. We have invited sponsors & David Harris to attend for a morning tea between 9:30am to 10:30am. **Request all available committee members attend**
- 3) New 3-year sponsorship agreement signed with Mortgage Choice for \$6,000.00  
**3.1 Mortgage Choice to pay for feather banners and A-frame sign**
- 4) SBSLSC has been successful with WRLFC Grant \$10,000.00 towards replacement of patrol vehicle. We have also applied for \$20,000.00 through Community Building Partnership in conjunction with WRLFC to help fund the purchase.  
**4.1 Committee to look at replacing current vehicle with ATV instead of Isuzu 4 x 4**
- 5) MK submitted Active Kids 2022 grant application 06.10.22 \$6009.80 inc GST.  
**5.1 Equipment includes 200 x swim goggles, 200 x water bottles, 4 x sets of dive rings, 10 x cold/hot gel packs, 4 x float mats for inclusive nippers and Jersey bags**
- 6) We have appointed Aussie Wide Solar as preferred contractor for solar panel installation as per email sent 1<sup>st</sup> September with revised proposal.
  - a. **Installation will commence mid-October****6.2 We have now received funds from NSW Office of Sport for milestone 1 \$18,282.00 inc GST**
- 7) Received \$3,000.00 donation from Lions Club of Toukley
- 8) Signed new “Sprint Track” sponsorship with HS Express – George Karipidis  
**8.1 Sponsorship includes \$2,500.00 over two years**  
**8.2 HS Express to pay for 2 x feather banners**
- 9) Barry Smith Roller Doors has been appointed for replacement of two main roller doors as per revised quote dated 04.10.22 \$27,261.87 + GST. **Note there is 6-8 week lead time from the manufacturer which install should be end Nov to early December**



Issues:

1) **Request time frame for new website. Must be an urgent priority.**

Currently ALL information is outdated and there are sponsor details from more than 5 years ago. Moving forward club needs to appoint multiple administrators. My suggestion is having one from nippers, surf sports, boaties, sponsorship, training plus executive committee. Please note Brent Farnsworth will not be taking on this responsibly as he is assisting with the new site but will not be managing it on an ongoing basis

2) We also have an issue with current Facebook page for SBSLSC. Phil Walls is the page owner for SBSLSC and only person with ability to add or remove admins and he has been permanently banned. The following people have admin rights Brent Farnsworth/Lara McIntyre/Craig Ray/Glen Soldiers/Shane Walker & Dennis Williams but do not have permission to add or remove anyone.

This is an area we can much better utilise. Currently nearly all posts are run through the Member Communication Chanel only and very little is posted on club Facebook page where the public can see/share/comment etc. Additionally sponsors have little to no exposure.

Recommendation:

nil

Motions;

nil

**Item 15. Rookie Report:-**

**NO REPORT**

**Item 16. Boat Captain- Report Glen Coppen**

- 1) We have 4 crews in training
- 2) New sweep oar has been donated
- 3) Paul's boot camp is getting a good turnout always room for more
- 4) 1st carnival at OB 12/11

Issues:

1) Oar No3 replacement for the Freemason with was broken at branch last year to complete the set cost \$1012.00 plus GST \$101.20 = \$1,113.20

2) Logos to go on the new Boat cost approx. \$450.00

Recommendations:

- 1) Purchase a new oar when we have Funds
- 2) Purchase new logos.



A Discussion was had regarding funding items.

- It was agreed that a fund raising or donations would be needed for any new purchases.
- It was agreed that a quote is required for the logos to get a firm price.

Motions that may be required:

Glen to get a quote for the Logos.

Moved By Glen Coppen  
Second by Darcy Waller  
Carried

**Item 17. IRB Report – Shawn Ford**

- 1) I'm out of weekends for 4 weeks with work
- 2) I am going to speak with Shana and get IRB drivers started midweek then carry over to weekends
- 3) Will look at motors next week and get them started

Issues:

- 1) IRBs found both IRBs fully blown up in the club on Monday we need to make sure some air is let out, also the patrol boat had the floor put in wrong and fully inflated.
- 2) Lights in Surf club, I have continued replacing lights around the club. In the office the beer lines are sitting on the ceiling (I have left a light out ) but this is pushing on the ceiling.
- 3) Kitchen ceiling checking lights not sitting right, the ceiling has pulled away from the support above it by around 50mm near the lights, the lights do have a bit of weight but the ceiling needs to be repaired.
- 4) Power point under screen in hall has been replaced.
- 4) Cables in keg room, are these the ones opposite the entry door in the plastic duct if so I will get this fixed as well.
- 5) Happy for any ideas on IRBs from setups, gear and tools etc
- 7) Can other areas of the club that have list of gear send them to me so I can put it all together?





Recommendation:

IRBs I will put together a list of how the IRB is to be left, with having the boat rolled last weekend can it be put out to notify me just by text. Was the motor started and ran, was there any damage and were any parts used (spark plugs etc) so I can replace.

Also can we get IRB drivers or captains to send me a text each Sunday with levels of IRB and ATV fuels in safe so I can sort it if I'm stuck and can't get out to check?

IRB on patrol, there is talk about putting the new IRB on patrol I don't recommend this, we have never put the newest boat on patrol to date. Also we have the Wyong Leagues sponsored boat that has been on patrol yet.

Review the usage of the New IRB, suggest a Policy be developed and adhered to.

Motion

**Nil**

Moved By

Second By

**Item 18. Caretaker Report – Kellie Maxwell**

- Council Lifeguards started their Patrols for upcoming season, on the following weekend, SBSLC started their Annual Patrol.
- This month has been a lot busier with the new committee organizing maintenance schedules, quotes, with Central Coast Council and Businesses:
- Craft Roller Doors
- Locksmiths
- Painters
- Bar Area (Dunes)

Storeroom in Foyer:

- Surf club has required this area for more storage, Locksmiths came out, new lock, copies made, in key storage area in office.
- Plumber had to come out and fix leak in Ladies toilets upstairs in Dunes.
- The lift is off limits to Deliveries for Dunes, only used for its proper use: Handicapped/Prams//Elderly.

Motion

Nil



## **Item 19. Brent Farnworth**

### Web Site Issues:

1. To move ahead I need confirmation of what pages & content the club would like to keep from the current website. It would also be great if I could get some content such as any high quality photos, and any preference for colours etc. to be used on the new website.
2. In regards to emails, if the club would like to have the same email addresses and domain as current ([www.soldiersbeachsurfclub.com.au](http://www.soldiersbeachsurfclub.com.au)) we will need to move the emails over to my proposed Domain Provider 'Go Daddy' at the same time that the website is moved.
3. It is extremely user-friendly and easy to use, which is why I implemented it for the Dish Group.
4. The email accounts we use are roughly \$17 a month per account and include online storage & online use of Microsoft apps like Outlook so that emails are easily set up and accessible on mobiles & computers.
5. We would need to agree on a date for the transfer, with sufficient time for people to have saved anything important from their existing emails, in case anything is lost in the changeover from GSuite to new provider. I will also need a list of all emails required.
6. If someone can please provide me with the correct wordpress credentials I can start on updating the current website prior to the big website/email domain changeover.

### Recommendation:

The Club needs to have dedicated person to work as Administration with Dunes

Motion;

Move to have the Club identify a member to be the Project Manager of the New Web site.

Moved By Brent Farnworth

Second By Tony Axford

Carried

### **Motion**

**To receive and adopt all reports.**

**Moved by Tony Axford**

**Second by Karen Harvey**

**Carried**



## General Business

### Indigenous Officer

- Tony raised that the Club should be looking at developing a closer connecting with our Local Indigenous people, and went further to say he would like to see a Patrol that is an indigenous patrol.
- To start off he said we need an Indigenous liaison officer.

### Motion

Move that Kelly Maxwell is the Clubs Indigenous Officer.

Moved Tony Axford  
Second Darcy Waller  
Carried

### Tony raised Communication Issues.

- Telstra issues, the club is currently paying \$980 per year for a phone line that the Club uses for EFPOS only, this phone number is in the white pages, on our website. However, Dunes is getting full usage and not paying for the service.

I will do a review on our needs and look alternatives.

- The internet is cloud based, the Wi-Fi signal is good all-round the site. However, too many people have the password, this will be changed.
- I have done an Audit with the supplier the Satellite connection is 100% ok. The issue of slow speed is to do with Modems.
- The have only been two days in 4 years that the club got close to using its data up.
- Dunes and Kraken are the two main users.

I have request a Tech to go online when I'm at the Club to test all modems.

Tori and Kate and Lachlan have been chosen to help with flood relief.

Meeting Closed 12.50

Simon Falconer  
President

Anthony Axford

On behalf of  
Darcy Waller  
Director of Admin