



## August Minutes

Soldiers Beach Surf Club  
Committee Meeting

Attendees: Darcy Waller, Glen Coppen, Matt White, Matt Keys, Simon Falconer, Saane Dyer, Annie Vandertouw, Rachel Sloane, Kell Maxwell, Simon Blakely.

Apologies: Tony Axford, Gail Rixom, Emma Griffiths, Shana Doughney, Victoria Coppen, Jackson Blackshaw, Jacqui Godier, Shawn Ford, Jennifer Falconer.

Date: 13/08/23

Welcome: By Simon

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Meeting opened at: 10.01am

### **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, Relation to trailer builder
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, Relation to trailer builder
Name: Matt White	Interest: Relation to Trailer builder Shanana White

### **Item 2. Adopt Previous Budget Minutes**

**Moved By:** Darcy waller

**Second by:** Annie Vandertouw

CARRIED.

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

1. Lights - Ongoing
2. Council Building Inspection;  
Lift Repair/Replace: 2024-2025



3. Draft Constitution: Ongoing – working on sections one by one.
4. Website/IT: Ongoing
  - Matt Keys to contact Dimitri M. to see if he can help with the more technical work.
  - Some issues with hyperlinks
  - discussion about new facebook page due to current problems with access.

**MOTION:**

To investigate a new Facebook page by Matt Keys & Annie V and report next meeting.

Moved by: Matt White

Second by: Darcy Waller

CARRIED.

5. Club Sports Trainers: Ongoing.
  - Brad Halicek will be doing swim training in a professional role.
  - mention: all swimmers/people training need to be financial members to be covered by insurance.
6. Ramp issues: Ongoing, rebuilding.
7. Bunnings BBQ – 9th September
8. Old boards to Ross Blowers northern NSW Club – will be dispersed within 1 week.

**Item 2. Presidents Report**

- 1) AGM has been held. Most position have been filled. Thanks to everyone who has taken on a position this season
- 2). Club Compliance is being sorted with most sections being completed.
- 3) Council: We had our annual walk around with council to look for defects which need fixing, several issues were raised.
  - \*parking for patrol members will be looked
  - \*fixing and painting with reflective paint the concrete wheel stops in carpark
  - \*making signage more visable, adding more no stopping/parking signs
  - \*making a motorbike parking area up to 6 spots? Close to coppers logs wall.
  - \*concreting the grass verge between club and carpark
  - \*adding bollards in front of back garage door (kell to maintain use)
  - \*external doors were looked at – on record to be replaced
  - \*stage area to be looked at (sanding back rough edges, resealing)
  - \*Council to have access to our SSV (Provision is they service and provide fuel)
  - \*possible fixing of floors in kitchen and bar areas.
  - \*works on stairs in front of club started, project should take 3 weeks. Kell has been given the code for the lock in case of emergency.
- 4)We have contacted Envirobank at West Gosford, they are providing a cage for



glass and can recycling. We will get 7cents per can recycled. Money for nothing and Dunes is onboard to help fill it up.

5) A quote to paint the outside of the building was obtained at the request of Mounties group. Waiting on reply.

6) I attended the Leadership Masterclass in Adelaide from 26 th July-30 th July, report will be added separate

7) \$20k for internal painting will be available soon, thanks to David Harris. Quote has been sourced

8) looking at holding an open/registration day on the 17 th September, get the community involved have some stores, may invite first nations for a smoking ceremony.

9) Have booked a space at Toukley markets (run by Toukley Lions) on 27 th August to hold a registration tent. Public exposure.

10) We should look at using the SLS Grants unit more often, this will take some pressure off Matt Keys, they hold onto all documentation (which is good on long term projects and a change of leadership occurs)

**Recommendation:**

**Motions that may be required:**

The Club allows council to use the SSV during the week if they provide an end of year service and fuel at their cost.

**\*\*OUTCOME:** MOTION REJECTED BY COMMITTEE.

**Item 3. Director of Finance**

- a. Attached Bank Register Payments
- b. Profit and Loss
- c. Balance Sheet

<b><u>Current Financial Position</u></b>	\$75,595.99	
Gross Profit to date		
<b>LESS EXPENSES</b>		\$51,652.85
Operating profit	\$23,943.14	
Less Grants		\$20,782.18
Working Capital	\$3,160.96	
Age Receivables	\$13,904.76	
<b>LESS Age Payables</b>		\$ 11,484.78
<b>LESS Term Deposit</b>		\$ 25,346.86
<b>Total</b>	<b>\$ 17,065.72</b>	



This time last year the CLUB had \$3,000 in term Deposit interest earned \$0.08.  
The Club has \$25,346.86 in the term Deposit interest earned \$346.86  
I will be email all portfolios the Budget Amounts they must include this in there reports from here on.

**Motion:**

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

Moved By: Matt Keys

Second By: Matt White

CARRIED.

**Assistant Director of Finance Report**

- Gail Rixom:-  
Gail would like to do a fundraiser for the Surf Club.

**Item 4. Director of Administration**

Back Ground:

- 1) Incoming/outgoing correspondence as per register.
- 2) Membership for July – will get a report for the meeting on Sunday.
- 3) Reminder for everyone regarding Circular 3772 – we have done almost everything – just have a couple to go.
- 4) I'm in the process of compiling previous minutes to upload to the website and will continue this on an ongoing basis.
- 5) I have spoken to Paula Trent and asked if she would like to assist me. She is interested and 99% certain but she will give me a definite answer asap. She won't be able to attend meetings till late October but will be able to help me behind the scenes before then. I will get her to write a formal letter to committee if she says yes.
- 6) Thank you to everyone who has helped me so far and helping me to settle in – I am so grateful for everyone's assistance.

**Membership Transfers from Coral:**

Transfers for July are as follows:

Full Transfers to Shelly Beach

Brock Ray - Active

Craig Ray - Active

Robyn Ray - Active

Full Transfer to Redhead

Sonny Massey - Nipper

**Item 5. JAC**

Back Ground:



1. Nipper Session planning is well under way
2. Session starts on the Sunday the 8<sup>th</sup> October to the 17<sup>th</sup> December 23
3. Recommences on the 21<sup>st</sup> Jan 23, 3<sup>rd</sup> March 24 will be presentation day. This gives us a 17week program.
4. Club champ dates 1<sup>st</sup> Nov 23, 3<sup>rd</sup> Dec 23, 11<sup>th</sup> Feb 24
5. New nipper caps have been ordered for the session with the lion's club sponsoring our caps, our new caps will have the lions club logo on one side and the age number on the other, this will be done by rampage.
6. Myself and Emma Griffith went to the JAC conference, this year's theme was all about teaching lifesaving not racing.
7. Some good ideas came out for education that Emma will be implementing.
8. Fins have been ordered for the infront foam nipper boards, this will give us a full complement for the session.
9. The new program will be an extension on last years, u13/14s to start SRC training. U9 to 12s will be doing a split water program with myself and Matt Griffith, matt will take the more experienced nippers further out with more advanced skills. I will be taking the rest to enhance their skills so by the end of the session they are all with Matt.

#### **Item 6. Surf Sports**

##### **No Report**

#### **Item 7. Education**

Planning for Soldiers based Education program for 2023-2024 season is underway.

2) Education will be working with Lifesaving to develop a requal opportunity for members to collectively requal their awards. Dates are to be advised however likely to be early Sept and 2 nd opportunity early Oct. It is hoped all requals will be completed by Dec 1.

3) SRC / BM course scheduled to begin as Nippers season commences to support u14's through SRC.

4) Planning for an SRC / BM weekend course to qual those returning members or members who meet criteria.

5) Radio course will be run at Soldiers beach in early Sept to support those members who would like to patrol but are reluctant to enter the water or are learning surf skills. These members can then patrol with the Radio award and develop SRC / BM skills throughout the season.

6) Education to support Nippers and run an Officials Training Day to support parents to obtain their officials qual prior to season carnivals.

7) First Aid course to be run prior to Dec 1 to support BM candidates and current Rookies without this award.



8) Parents and carers SRC / BM course will commence swim sessions on Monday evenings while nippers engage in swimming sessions – this will promote and encourage the SRC / BM parents and womens course.

9) Education will support the Beach Education Day for Burns Patients on the weekend of 10-12 th Novembers in conjunction with junior members of the club and camp Toukley. Rookies and junior members will be required to support the young people and children attending this day with beach access, learning opportunities and education. Possible IRB demonstration, rescue simulation and rip demonstration. Details TBA.

10) Shana and I are attending the Education field day 13/08/2023 to prepare for the coming season.

11) Education team meeting will be scheduled prior to season start to clarify returning and current trainers, assessors and facilitators within the club in all areas of training

12) IRB training to be scheduled throughout the season with support from Shelley

Beach. Training is intended to begin prior to Dec 2023.

Issues: Lack of trainers means running and scheduling courses is difficult.

Recommendation:

- Consideration of engaging junior members 16+ to complete TAF training.
- Considerations of developing Education team by engaging possible new trainers and supporting their TAF training / RPL (Matt White / Matt Griffiths / Simon Falconer)

### **Item 8. Sponsorship.**

#### **Back Ground:**

1) Solar panel installation has now been completed 25 th January 2023.

Awaiting financial statement from Bishop Collins to lodge milestone 3 claim \$3,656.40. As we have paid in full for the solar panels these funds

will go directly into club operations

2) Lodged and application with Mounties Group in June 2023 for funding towards new IRB and external painting of clubhouse. Our feedback is new IRB will be approved; however, we are still negotiating on painting as total cost is circa \$65k Pending

3) Existing sponsor Lions Club of Toukley have agreed to donate \$3,000.00 towards new nipper caps this year. Caps will have Lions Club logo

**Action:** Matt W to place order to allow time for printing logos and have ready for first week of nippers

4) I have submitted an invoice to Surf Life Saving Australia for \$10,000.00 for BCEF grant.

**Action:** Matt K and Shana to order eligible items

5) CLEG Grant



- The store will be open for ordering on 14/8/2023
- The store will be open for 4 weeks, closing promptly on 4/9/2023 with no extensions
- 6) Potential new sponsor Link Legal & Conveyancing Have contacted again with email dated 8 th August - pending
- 7) I have submitted a variation to the successful Community Building Partnership grant for SSV in lieu of ISUZU 4 x 4 and submitted the funding deed along with bank details.  
New SSV has arrived.
- 8) Have lodged grant application to Ausgrid for \$5,000.00 with the assistance from Mark Lamphee – Pending
- 9) Lodged application for \$20,000.00 via Local Small Commitment Allocation Program 2023. This will go towards internal painting of clubhouse Ref: David Harris
  
- 10) Our major sponsor Rotary is moving on to other project/s and won't be making any more significant donations
  
- 11) Have lodged an EOI for Dobell Stronger Communities Program Round 8 funding. Total quote \$18,692.30 Internal painting – Unsuccessful
- 12) WRLFC Grant towards Thundercat IRB has now been fully acquitted
- 13) Roller Door grant has now been fully acquitted

### **Item 9. Junior Club Captain**

#### **Back Ground:**

- 1) Looking at securing a date and location for this season end of season trip
- 2) Looking at dates to run a 'Green on the Screen'
- 3) Starting to put together a Youth Advisory Committee with 6 of our Youth members

### **Item 10. Life Saving**

#### **Back Ground:**

- 1) Oxyvivas are currently at branch for servicing (delivered Thursday 10 th)  
- To be picked up from Branch the 18 th August
- 2) SSV induction required again this year for anyone who drives the SSV/ATV–  
Inductions can be performed by “endorsed delegates” so patrol captains should be able to do.
- 3) Patrol season starts Saturday 23 rd September 2023 through to Sunday the 28 th  
April 2024 (The weekend after Anzac day).  
- there are 5 patrols rostered (Patrol calendar attached to email).
- 4) Silver Medallion Patrol Captains – As of 25 th July (information from branch and SLSNSW) still no plan for RPL to upskill those with SMBM (current PC with the old qualification).  
- Our PCs with the old award are still qualified.



5) CLEG opens 14 th August 2023

- Matt Keys and Shana will liaise and order (have had discussion with Matt White re what will be most useful to the club).

6) SLSCC RWC course currently running (new candidates have had 12 weeks of training). Assessment is scheduled for Saturday 19 th August and they have asked to use Soldiers Beach as their launching beach (launch only to travel to Frazer Park).

### **Issues:**

6) Access to our beach limited by current work on stairs. They only need momentary access to load and unload jetski into water, then park back up in carpark, for “emergency training” (council and branch endorsed).

– They may require access to clubhouse for clean up at the end of the day, possibly pre-position jetski in our shed if transport to Saturday isn’t possible.

- Simon Falconer or Shana to liaise with Gordon Smith the RWC manager for SLSCC if club access required

### **Item 11. IRB – Shawn Ford**

(Not included in original agenda sent out)

The New Achilles IRB is blown up and on the rack, we need to work out a date to christen this boat, having Greg’s family as well as the sponsors. Maybe the first weekend of patrol ??

I have started with the running in of the motors and this is going well, atm im doing this midweek but hoping to change to weekends in the next couple of weeks. When I’m getting to this point I will put out an expressions of interest to see who can help.

Now that the IRB race season has finished, I’ve started to give consideration as to what we as in Soldiers Beach will need, gear, training and ppl.

One thing to budget for or if we can somehow get grants for this stuff is new props, as new props have just been released 2 weeks ago. These cost around \$600 plus tuning.

In the coming weeks I will be going through the IRB room and cleaning it up, this will include removing anything that’s non IRB related as a lot of stuff gets dumped in this space.

### **Item 12. Board Captain**

1. Board policy – after input from various members please see below suggested policy to be implemented.

Recommendation:

-Competition board lease policy:





Any current financial member may borrow at no extra cost a board suitable for competition.

-This board then becomes the sole responsibility of the borrower and must only be signed out and returned back in with visual inspections and photos of any existing damage by the JAC or Board captain.

-Any damage incurred to equipment when borrowed shall be repaired with any and all expenses to be paid by the borrower.

Motions that may be required:

As there has been no further interest from club members past or present in the old nipper boards and racing mals, I move that as these have already been written off last FY we donate them to clubs in need on the north coast.

### **Item 13. Boat Captain**

(Not included in original agenda sent out)

- 1) A boaties meeting was held last Friday to meet some new members and set some crews for the season
- 2). We are holding a come and try day on the 20/8/23 at 9.00am
- 3) There are 2 crews in training at the moment and we will see what comes from next weekend
- 4) Boat carnival dates are out
- 5) We will not beholding a round this season but we will try next year when we have decent access

### **Item 14. Rookie Co.**

Back Ground:

1. Organise a Rookie information session – Potentially on the first day of Nippers. Would share key dates and introduce rookies to the Rookie Passports.  
Raising of the Flags – Sep 23  
Rookie Disco – 27<sup>th</sup> Oct  
Rookie Development Camp – 4<sup>th</sup>/5<sup>th</sup> November  
JLOTY Info Night – 13<sup>th</sup> December  
JLOTY Interview Day – 8<sup>th</sup> Jan  
Rookie Challenge – 12<sup>th</sup> Jan
2. Look at getting patrolling Rookies on a patrol and assigning them a “patrol buddy” (U15-U17) to make an easy transition into patrol and allows them to have a relatable buddy.
3. Increase Rookie engagement within the club through events and checking in with the Rookies on a regular basis. Encourage them to participate in Water Safety and as Assistant Age Managers along with their patrols.



### **Item 15. OHS**

OHS check at club carried out with building manager

- 1) Issues: as we are aware there can be potential trip hazards with gear left lying around could we please pick things up and put them in their place prevention is better than cure (as the saying goes)
- 2) A reminder that it is club policy for all who use the Quad bike to be properly licensed and inducted before any use and all due care to be taken by all members. Due to a long legal case re accidents just settled It is in the best interests of the club to support this policy

Recommendation:

That an induction programme be planned Asap

### **Item 16. Caretaker**

1. Tiling complete in Ladies Restroom in Dunes.
2. Concrete Pit lids completed last week, 2 near public showers and one near front entrance to Surf club, outside craft room toilets. Sand also has been removed from pits.
3. New ATV was delivered to Surf club earlier in month, registered and insured.
4. Simon and I have been in contact with Envirobank regarding a recycling unit placed near gas bottles, it will be primarily used by Dunes with their empty beer bottles, cans, and Kiosk, it will ease most of the general waste, also the public can utilize this service. Hopefully will be in place within coming weeks.
5. Matt Griffiths and the Plumber are scheduled next Monday afternoon to place the fire hydrants in Lighthouse Room and on 1<sup>st</sup> Floor near lift.
6. I will be away from 16<sup>th</sup> - 26<sup>th</sup> August, off to Vietnam! Can't wait to see their sunrises and sunsets! Have talked to Brent, Dunes will taking on cleaning upstairs.

**MOTION:** To receive and adopt all reports.

Moved by: Glen Coppen

Second by: Matt Keys

CARRIED.



#### **Item 14. General Business**

1. Emma working on photo publishing permission.  
Discussion: Matt White will also have a form for parents to sign on the first day.
2. Bunnings BBQ – Doug & Darcy
  - need a roster and ask people to nominate times they can help.
  - Promote on FB
  - Flyer on the day for registrations with QR Code. Saane will be there with the 'square'.
3. MOTION:  
Endorsed Delegates.  
Moved by: Shana Doughney  
Second by: Matt Keys  
CARRIED.
4. ATV – Council usage: wait to see if Council come back to us on usage.
5. Resignation email from Tony Axford for Assistant Admin role due to time constraints.  
Position declared vacant.
6. Nomination for assistant Finance Director
  - Tony Axford nominated Saane Dyer for Assistant Finance Director.
  - Saane accepted.
  - Meeting accepted.
  - MOTION: To accept Saane Dyer as Assistant Finance Director.
  - Moved by: Glen Coppen
  - Second by: Matt Keys
  - CARRIED.
7. Nomination for First Aid Officer Lara MacIntyre
  - Moved by: Simon Falconer
  - Second by: Matt White
  - CARRIED.
8. Executive Committee voted to reject a membership in line with the Constitution.
9. Rachel Sloane suggested we have more clothing options for sale.  
Rachel to investigate prices/options and report back.
10. Matt White – advised skull caps are on their way. Colours are slightly different to last season.
11. Glen Coppen – raised issue of Social membership and whether we can charge more for this. Discussion resulted in looking at this option for 2024/25 Membership.
12. Darcy – form new Sub-Committee to work on possible 50<sup>th</sup> Anniversary IRB trip, which will consist of Darcy Waller, Doug Fyfe and Matt Keys.  
Moved by: Simon Falconer  
Second by: Matt Keys  
CARRIED.



13. Kell – reported on 30<sup>th</sup> Birthday event last week was shut down due to inappropriate behaviour.

NIL action required at this time.

- Kell will be away August 16-26. Arranged for Matt Keys to be contact person for alarm during this time.

14. Matt Keys

- reported the Mounties grant for IRB was approved.

- Looking at Grant for external painting – also talking to Council about this.

15. Simon Falconer

- Resinc Solar will be doing a sausage sizzle and promotion day and will donate proceeds of sales on the day to the Club. Date to be advised.

- Alan Howe will be doing some videoing of 15/30 sec shorts with club members/families to show the public the benefits of joining the surf club.

Need done asap.

- Rego day 17<sup>th</sup> September – will be an open day as well – try to get local businesses and sponsors there.

Meeting closed: 11.45am

Simon Falconer  
President

Annie Vandertouw  
Director of Administration