



Soldiers Beach Surf Club
January 2023 Minutes
Committee Meeting

Attendees: Simon Falconer, Tony Axford, Matt Keys, Dennis Ricketts, Gail Rixom, Shawn Ford, Kell Maxwell, Shana Doughney, Glen Coppen, Jennifer Falconer

Apologies: Lachlan Coppen, Coral Raymond, Darcy Waller, Jacqui Godier, Victoria Coppen, Karen Harvey

Note: December meeting was canceled. Financials motion was electronically adopted on the 21/12/22. These are included in these Minutes.

Date: 15/1/2023

Welcome: By Simon Falconer, President

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: 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: Glenn Coppen

Seconded by: Shawn Ford

Carried



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

1. Liam Potter Auditor from Bishop Collins, tabled a proposal to the Club to review.
 - Tony to send out to the Executive the proposal and a recommend motion.
 - Tony is wait on a proposal from Fortunity to compare. December/January
2. **Lights**
 - a. Update; Shawn in the next couple of weeks make time to replace lights, however, he said the outside lights need bulbs.
 - b. Ongoing
3. **IRB Motors –**
 - a. 2new motors have surf kits fitted, current 2 motors will look at disposal options.
 - b. Currently the club has 6 motors.

Board Policy

- a. Ongoing – being added too.
4. **Central Coast Council**
 - a. The Club Rental Arrears 2016/2017. As 1st of January 2023, paid up-to-date.
 - b. The Club is now officially debt free.
5. **Council Building Inspection:-**
 - a. Kitchen Tyles:

Stainless steel splash back has been measured and Council contractor will install in February 2023. At Councils costs.
 - b. Fan:

Council has agreed to replace at their cost, however, the Club is negotiating for Air Conditioners or extra louver venation.
Ongoing.

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| <ol style="list-style-type: none">c. Roller Doors/Grant:<p>Doors have been installed, however, they were damaged during installation by the Contractors. The Club has withheld final payment until the doors have been fixed. ETA end of February 2023.</p>d. Solar/Grant:<p>This will be completed by the End of January 2023.</p>e. Lift Repair/Replace:<p>Quote and inspections have been carried out. Council to follow up. Batteries have been replaced and WHS issues have been raised with the Council.</p><p><u>It is expected that the lift will be replaced at Councils Cost in the off season</u></p> |
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6. Draft Constitution

- a. EOI by members for a committee for early next year.
- b. Tony Axford and Darcy Waller to meet with Jon Harkness to discuss.
- c. Ongoing

7. Website/IT

- a. Update, removal of the members portal from the site, updated sponsors.
- b. The 37th Edition Surf Manual has been added.
- c. Patrol Roster has been added.
- d. Ongoing

8. Ski Storage:

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

9. Surf Sports

- a. Budgets need to be developed for 23/24
- b. 6 old Racing Mals sold

10. Dates and Budget for Seniors Presentation to be set.

- Date set 17th June 2023

Motion.

The Club to Cover 50% of the cost the Balance will come from ticket sales.

Moved By Tony Axford

Second By Glen Coppen

Carried

11. Ramp issues;

- Simon update
 - a. Geo Techs have been out. Ollie will be the onsite safety rep.
 - b. Ongoing

12. Bunnings update;

- a. Feb 4th Matt and Darcy to develop a roster.
- b. Budget for set up is agreed, Guidance from Bunnings.

13. Uniforms issues

- Gail to update.
- 3 buckets hats missing.
- Kraken will help in sales of 9 hats
- 10 hats to go to Nippers Presentation.

14. Roving Patrol issues

- Shana to update



Director Reports

Item 7 Director of Finance

- 1) Profit and Loss Cash (attached)
- 2) Age Payables (attached)
- 3) Age Receivables (attached)
- 4) Bank Ledger (attached)

Current Financial Position

Gross Profit to date	\$200,062.7	
LESS EXPENSES		\$100,722.50
Operating profit	\$99,340.24	
Less Grants		\$ 75,744.31
Working Capital	\$23,595.93	
Age Receivables	\$7,587.71	
Age Payables		\$ 9,199.91
Less Term Deposit		\$ 12,041.15
Less Short Fall Door Grant		\$ 4,500.00
Less		\$ 2,557.03
Non Payment of CCC Rent 2016 and 2017 Payable		
Total	\$2,885.55	

Our Aged Receivable are up by \$ 2,140.60

Our Aged payables are down by \$ 6,258.21

The Aged payables will have a **further reduction of \$1,760.00** by the time of the December meeting. This was an outcome from meeting with Fortunity last week.

5. Meetings attended.

- Meet with CCC property manager, regarding Rent discrepancies which have had a knock on effect to the Clubs Balance sheet since 2016.
- Thanks to the great work of Emma Deniss our Bookkeeper, who did a forensic Audit of our rent payments and Councils reconciled accounts? The Club had under paid an invoice dated 01-10-2016 by \$23.19 and on the 08-02-2017 did not pay a full invoice of \$2,510.65.
- As the Club has now paid off all arrears and is up-to-date, Council agreed to give a discount (\$438.27) to cover off the extra Book Keeping cost for the Audit.
- Darcy and I meet with Adrian and Zac from Fortunity to go over some issues.

Issues from last Audit.

1. 22/3/22 an email sent to the Committee regarding engagement of services.
2. 21/6/22 Interim invoice and letter of engagement from the Club.
3. 1/7/22 Bank Statements were provided, however, minutes etc. will come soon.
4. 18/7/22 the final requested list come through.
5. 23/7/22 Draft financial statements were sent to the committee without Audit Clearance.



6. 26/7/22 emails from our office requesting remaining outstanding items to wrap up Audit
7. 12/8/22 further emails from our office requesting outstanding items regarding inventory.
8. 19.8/22 the Book keeper and incoming Treasure provided the outstanding information.

The core issues was the Stock Take sheets were out \$2,000 in the areas of Clothing: - uniforms, swimwear, Nipper's clothing, competition clothes. Key Deposits were also an issue.

This is why Gail and Lara are the only people to issue clothing. All orders must be put through approval by Gail.

- The question put to Fortunity was why didn't they pick up the CCC rent issue? They said, it was a staffing issue and it was before there time.

My issue is they should have picked this up in Audits from 2016 onwards.

- Last question is what is there value proposition to the Club? They said the process is they would invoice the Club for services and the Club would invoice Fortunity for a donation. They will send a formal proposition to the Club.

Motion

Move to Change Auditors from Fortunity to Bishop Collins.

Moved by Tony Axford

Seconded by Glen Coppen

Carried

Lastly, The internet at the Club. Early in the New Year this will be reviewed with Brent, Kate and myself.

Motions Via email

Move the financial report be adopted.

Moved By Glen Coppen

Second By Shawn Ford

Carried

Financial report motion has been moved and accepted. 21/12/2022

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

Moved By Glen Coppen

Second By Shawn Ford

Financial report motion has been moved and accepted. 21/12/2022

Carried



Item 8: President Report: Simon Falconer

Back Ground:

- 1) From my Family to the entire membership and their families, I would like to wish everyone a Merry Christmas, a Happy New Year and safe holiday season.
- 2) Branch council meeting will be held on 15th December.
- 3) New roller doors have been installed. Due to some damage done during installation they will not be paid until fixed.
- 4) Solar panels in the process of being installed. Weather hasn't been on our side.
- 5) Attic ladder now installed in IRB room, to safely access to mezzanine level. Thanks to Ian and Bryce Glanville for your help
- 6) Community night at Bunnings was a success, close to 20 members in attendance.
- 7) Ongoing meetings with council regarding works to be done to club: fan, doors and kitchen.
- 8) Thanks to Matt Griffiths for volunteering his handyman skills around the club.
- 9) I would like to congratulate Victoria Coppen for being accepted into the National Leadership Camp. She is 1 of 24 nationwide to be selected to participate in the week long development camp. I wish her luck and look forward to the ideas she will bring back to Soldiers Beach.

Item 9. Admin Director – Darcy Waller

- Incoming and Outgoing Correspondence as per Register
 - Membership for October register (see attached)
1. Congratulations on all who helped on the Bunnings night and Raffle
 2. There has been a lot of work carried out behind the scenes.
 3. Thanks to those who helped it keeps things ticking over.

Issues:

1. If you are in the office and open any cupboards please look them when you leave or let Kelly know, also Gail and Jenny Falconer have cleaned the place up could you please assist by making sure things are put away or cleaned up.
2. The Bunnings BBQ is on the 18/02/23 this should raise some revenue and we will need plenty of hands on deck.



Assistant Admin report Coral Raymond

- The Clubs new phone number 0438 021 446 has been updated onto Surf Guard and SLSCC, SLSNSW and SLSA all have been notified.

Transfers Nov/Dec 2022

Transferring In

	To		From
Victoria Coppen	Soldiers Beach	(Competition)	Caves Beach

Transferring Out

	To		From
Sean Davis	Collaroy Beach	(Full Transfer)	Soldiers Beach
Philippa Lowe	North Steyne Beach	(Competition)	Soldiers Beach
Ben Weber	Toowoan Bay	(Full Transfer)	Soldiers Beach

Motion

Move approve the transfers and the membership register.
Moved By Matt Keys Second By Shana Doughney
Carried

Item 10 . Director Surf life Saving – Shana Doughney

- 1) Proficiencies/requals are being entered into surf guard by Lara.
- 2) Christmas Day and Boxing Day patrol roster being done

Issues:

- 1) Some members who still haven't been signed off. Members must still do their own online skills maintenance.
- 2) Availability still coming through from members, no issues thus far.

Item 11. Surf Sports Report – Dennis Ricketts

Carnivals

1. Looking for entries for state and branch.
2. Do we have a patrol policy considering competitors?
3. I am also stepping down as surf sports director next season.

Item 12. Junior Activities Report - Matthew White

1. Club championships has finished
2. New inclusive beaches equipment was donated.
3. finished up nipper program for the year 18 December recommence 22 January
4. pool program has finished up and will recommence 15 January



Item 13. Education Report- Doug Fyfe

No report

Item 14. Sponsorship and Marketing – Matt Keys

1) Have received six new fibreglass nipper boards from Rotary - 2 x 45kg / 2 x 50kg / 2 x 55kg Boards have Northlakes Toukley Rotary logo and Soldiers BSLSC logo.

1.1. If these new boards are damaged Bucko will repair at no cost as an in-kind sponsorship arrangement

2) Have received \$500.00 from Greater Bank Community Grant. Although SBSLSC received the most votes there was anomalies in voting and first prize was given to 3 For The Sea.

3) Bennett Surfboards have made us aware that Balmoral Surf Club will be disposing of a large quantity of foam nipper boards still in very good condition. Have reached out for contact details and have requested SBSLSC be able to have 30-40 of these boards when available. Boards have been donated to SLS North Coast

4) SBSLSC were successful in Community Building Partnership Grant for \$20,000.00 towards new patrol vehicle.

4.1 David Harris will be at nippers Sunday 18th December to present faux cheque

5) We are looking to place an order with Thundercat Inflatables for another new IRB considering there will be 12-18 month wait. Rotary will pay deposit from funds raised from recent golf day and balance when due.

6) Volunteer Grant 2022/23 submitted \$2,000.00 for new laptop & printer

7) Inclusive Beaches Grant was successful for items below. **Special thanks to Matt White**

Item	Quantity
Rainbow Inflatable	1
Pool Noodles*	20
Dive Sticks (pack 4)	5 packs
Neoprene Ball	5
Spiky Balls (each)	5
Tennis Balls (pack 15)	1
Bounce Balls (each)	5
Agility Ladder	3
Assorted beach & sand toys (Inc. spades, buckets)**	4

*\$40 gift voucher to buy local



6) Local Sports Grant Program submitted 21st November for new gym equipment to the value \$9,000.00 - Assault Fitness Assault Bike Classic × 2, Horizon Air Rowing Machine × 2, Force USA Circuit Training Package × 1

7) We have appointed Aussie Wide Solar as preferred contractor for solar panel installation as per email sent 1st September with revised proposal.

1. Installation will now be completed mid-December

8) SBSLSC attended Bunnings Lakehaven Community Family Day on 8 December 6pm-8pm which was well attended by our Rookies and Club Members. SBSLSC raised \$230.00 plus additional raffle tickets to be sold until 18th December

8.1 Special mention to Doug Fyfe and Darcy Waller for making all arrangements. Big thank you to Jennifer Falconer and Gail Rixon

8.2 A spot has been booked for February 18, 2023 to run a sausage sizzle with all proceeds going to the Nipper fundraising. We have been given the formula and a lot of assistance from Bunnings to make this happen. The last group reportedly took away \$2700 for their efforts

8) Patrol hours to reflect current agreement have been updated on SBSLSC website

10) Have lodged an application for funding to Glencore for \$11,850.00 to purchase 6 x new fiberglass nipper boards and two new racing mals. No feedback as yet

9) New roller doors have now been installed noting there are some damaged panels that will need to be replaced. Barry Smith Roller Doors have looked at damages and has agreed to replace them in January 2023.

9.1 Work did not include drums & brackets, hand winders, drive chains, drive sprockets, haul chains.

Quote #16624 - Cost for additional work \$10,403.25 + GST

9.2 Suggest we approach Council to complete this additional work

Issues:

Need to seek quotes for replacement ATV – **Action MK / SF**

Budget \$30k to include racks, lights etc

Funded through two grants including Wyong Leagues Grant \$10k and Community Building Partnerships Grant \$20k

Item 15. Rookie Report:-

No Report



Item 16. Boat Captain- Report Glen Coppen

Nothing to report

Item 17. IRB Report – Shawn Ford

No Report as per Actions outstanding

Item 18. Caretaker Report – Kellie Maxwell

Very busy over Christmas/New Year break.

Parking has been so busy, especially early in mornings, carpark full.

Solar Update:

Waiting for Solar Guys to come back from break, and resume work to attach Solar Panels.

Lift in Surf club:

Battery light has been on for a couple of weeks before Christmas, Council were informed, Christmas Eve, lift did not work, Council were again informed, numerous emails between our Contact Cassie, kept Simon up to date with availability of maintenance team, will be out, hopefully this week 9/1/23, to rectify the problem. Simon was able to reset the lift, Out of Order sign still on door.

All raffle prizes have been picked up by the winners from the Bunnings night.

Boat Ramp:

Council still coming out $\frac{3}{4}$ times a week, early in morning to stabilise the ramp, with the big tides, it is still holding up, hopefully for a lot longer.

JJ Waste:

With the busy period, have been getting Council to empty 1 of the general waste bins every sun morn, and last wed. Will need to book another pick up (wed/sat), if possible. Contacted JJ waste today, our contact on leave till next week.

Motion

To receive and adopt all reports.

Moved by Matt Keys

Second by Dennis Ricketts



General Business

1. Sell large gear trailer

MOTION: Sell the Big Ski and Board Trailer.

MOVED: Tony Axford 2nd: Shana Doughney

2. Fundraiser 11th March:

- 2 Guest speakers donating time, Graeme Joy, Lawrie McKenna.
- Funds raised for surfboats in lieu of boaties ball. They need to help sell tickets for 2 tables. Glen Coppen to look after,

3. Fuel Locker:

- A lot of old containers have turned up, Shawn Ford to throw out unused containers.

4. IRB trailer spare wheel is broken, swap with large trailer wheel.

- Shawn Ford to look into this.

5. Shower Partitions: Matt Griffiths to investigate 1200mm high partitions in male toilet to limit any incidents.

- Simon Falconer to follow up.

6. Membership drive:

- Need to focus on pamphlet drop, schools, and new estates.

- A plan needs to be submitted to Branch for the 23/24 season.

7. Club is looking at hiring specified trainers (ocean swim, board, beach, etc) for new season.

- Any help in following this up would be appreciated. Ongoing

Meeting closed time 12:53

A handwritten signature in black ink, appearing to be "S Falconer".

Simon Falconer

President

A handwritten signature in black ink, appearing to be "D Waller".

Darcy Waller

Director of Admin