



October 2023 Minutes

Soldiers Beach Surf Club
Committee Meeting

Attendees: Glen Coppen, Matt White, Victoria Coppen, Jennifer Falconer, Matt Keys, Shawn Ford, Jackson Blackshaw, Tony Axford, Rachel Sloane, Simon Falconer, Kell Maxwell, Emma Griffiths, Matt Griffiths, Annie Vandertouw.

Apologies: Shana Doughney, Darcy Waller, Simon Blakely, Jacqui Godier, Gail Rixom, Coral Raymond.

Date: 15/10/23

Meeting opened at: 11.55am

Item 1: Declaration of any Conflict of interest:

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

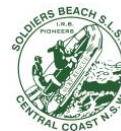
Name: Matt Keys	Interest: Wife owns Kraken
Name: Brent Farnworth	Interest: Owns Dunes
Name: Matt White	Interest: Sister owns Kraken
Name: Shawn Ford	Interest: Contractor Light of Installation
Name: Kelly Maxwell	Interest: Employed by Kraken

Item 2. Motion to Adopt Previous Minutes

Moved By: Matt Keys
Second by: Glen Coppen
CARRIED.

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

1. Lights – Ongoing (6 to go in. 2 have just gone out)
2. Draft Constitution: Ongoing – working on sections one by one.
3. Website/IT: Ongoing.
4. New Facebook page set up ready to go. Jaydee and Paula potential persons to help monitor. Meeting agreed to go forward with this.



5. Ramp – ongoing. New information will be provided as and when available.
6. Harassment Policies/Child Safe Policies: Will be covered in requals. Add childsafe item as a regular to the Agenda. Policies are already in place.
Matt, Emma and Jennifer met with Age Managers 8.10.23 to discuss the do's and don'ts of childsafe protection policies and what they need to do to facilitate this. Everyone agreed, Emma will bring documentation for all committee to sign agreeing to childsafe policy.
7. *Host Carnival*: SLSCC Lifesaving & First Aid Championships: 17-18 February 2024. Ongoing – more information to come. Bookings have been made for space to run theory.
8. Youth Events
 - Weekend away – TBC. After season finishes. Tony asked for rough budget.
 - Movie/Ice breaker night – 3/11/23 U15-U19 – Tori to arrange and formulate agenda. \$15 ea. Run downstairs and have pizza. Book table for parents upstairs.
9. Youth Advisory Committee started with 2 reps from each age group. Include 2 reps from U14 to have pathway connections. JLOTY applicants.
10. Disability access chair – Council agreed what we have is fine to use.
11. SMS messages – Shana
12. 2 x club signs made up: “Club members only. Please wash feet”. – should be ready by next weekend.
13. Lighthouse Room ceiling fans – not going ahead.

Item 2. Presidents Report – Simon Falconer

Background:

1. Council:
 - i. hot water system blew up – council replacing
 - ii. Meeting regarding ramp and northern stairs attended. Construction to start May 2024 should be finished by start of season. Some slight changes in plans after community consultation.
 - iii. Council fixing up broken doors.
 - iv. concrete path installed southern side of grassed area, 3 new tables installed, council has said the tables meet standards and no holes can be cut for umbrellas.
2. Insurance issues with SSV have been sorted. Blinkers need to be installed
3. Promo Video seems to be a hit: great response from Branch and public, still waiting on final edits for remaining videos
4. Attended flag raising ceremony, thanks to those who organized our rookies
5. Recycling cage has now been installed, current position is near the gas bottles northern side of club, position may change depending on use.
6. Open day was a success, a lot of enquiries and registrations on the day
7. Privacy Policy has been updated and sent out to all members via surfguard email.



8. Membership numbers seem stable at the moment. Nippers is up, active is similar to last season, active is slightly down on last season.

Item 3. Director of Finance – Tony Axford

Background:

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

Current Financial Position

Gross Profit to date	\$157,39862	
LESS EXPENSES		\$104,316.10
Operating profit	\$53,082.52	
Less Grants		\$30,442.18
Working Capital	\$22,640.34	
Age Receivables	\$20,918.41	
LESS Age Payables		\$ 25,965.92
Term Deposit		\$ 25,346.86
Total Working cash	\$17,592.83	

As of the 12/10/23 Cash in Bank

Main account	\$10,393.88	
100 Account	\$30,707.76	<u>note \$10,402,65 Power bill being paid 13/10</u>
Investment Account	\$25,345.86	
Grant Account	\$18,596.40	
Total	\$ 85,048.90	<u>Balance as of 13/10 \$75,048.90</u>

MOTION:

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

Moved By: Tony Axford

Second By: Tori Coppen

CARRIED.

MOTION:

To have a Club Financial Investment Management Committee.

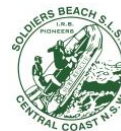
This Committee to have 3 Life Members and Director of Finance.

With advice from their Auditors if required.

The Committee will build three ties of investment.

1. 2 year rolling investment to be built to \$180,000 as minimum retained.
2. 1 year rolling investment to be built to \$50,000 as minimum retained
3. 3 monthly rolling to be built to \$25,000 as minimum retained.

The Exc will submit every May its budget request. Part of the submission is a detailed budget in the request.



There will be no draw down's until invests meet their minimums.

Move by: Tony Axford
Second by: Annie Vandertouw
CARRIED.

Budget

Currently on target for income and expenditure in the budgets.

We currently have completed the first six months of the Fiscal Year.

Membership figures are down \$6,200 in forecast at the end of September, however, the Club should pick up by \$2,200 in October.

The Club has increased renew membership, however, retention in Active Membership is dropping.

The Club for the next financial year will be in the position to support Patrolling membership who obtain 100 percent participation.

Personal Note

Due to personal reasons, I regret to announce my resignation as Complaints Manager immediately, and my resignation as Director of Finance, as at the 30th of November 2023.

I would like to thank the Executive and the Committee for their continued support and cooperation during the difficult times.

Personally acknowledge the tremendous support Gail, Sanne and Coral have given me.

To our Auditors Liam Potter and Bookkeeper Emma Dennis a huge thank you for the excellent work.

Thanks Matt Keys for his great support with working through the Grants. It has been a pleasure working with you and you are very professional and I have utmost respect for you.

To the Club Members thank you for entrusting me with the finances.

I leave with the Knowledge that the Club future is solid.

***DISCUSSION:**

Simon asked if you would please reconsider your decision and come back to us in about a week with an answer to see if you would consider staying on.

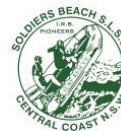
Simon thanked Tony on behalf of the committee for all the work he has done to date.

Assistant Director of Finance Report – Gail Rixom

Nothing to report this month.

Item 4. Director of Administration – Annie Vandertouw

Background:



1. Incoming and outgoing Correspondence as per Register (copy supplied upon request). Daily monitoring of inbox and distribute emails as required.
2. Membership for September/October register – see attached.
3. Website updates including new sponsors, contacts and the return of “Minutes of Meetings” section along with compliance, member protection & constitution plus other tweaks.
4. New Facebook page is set up and ready to go. Have username and passwords ready to hand over to whoever will be running it on a regular basis. Have made the following people Admins of the page: Simon Falconer, Matt Keys, Annie Vandertouw.
We can then set ‘moderators’ and other positions with less control to monitor, post and reply to enquiries.
5. Compiling previous minutes to load onto website – quite a few months are done, but still missing a few (Tony Axford has been a great help with this).
6. Nipper weekly sheets & pool proficiencies – ongoing. Have identified another suitable parent to invite to come on board to take over this in the future. Will be asking her on Sunday.

Registrar Report – Coral Raymond

Transfers September 2023 – October 2023: Please see attached Transfer list.

MOTION:

Move to approve the transfers, pending and the membership register as attached to the Agenda.

Moved by: Annie Vandertouw

Second by: Tony Axford

CARRIED.

Item 5. Vice-President/Sponsorship & Marketing – Matt Keys

Background:

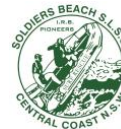
1. Solar panel installation has now been completed 25th January 2023. Milestone 3 claim \$3,656.40 has now been lodged 27/9. As we have paid in full for the solar panels these funds will go directly into club operations
No funds received to date – MK to follow up
2. Lodged and application with Mounties 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 other areas Mounties may assist
Funding for new IRB approved and in SBSLSC bank account.
New Achilles IRB has been ordered and due for delivery Dec/Jan

Matt K and Simon meeting with Jason Woods and David English Wednesday 11th October re Mounties ongoing support

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
New nipper caps look great – thanks Matt W
4. I have submitted an invoice to Surf Life Saving Australia for \$10,000.00 for BCEF grant. BCEF funding has been spent as below.
Action: MK to acquit BSEF grant

Item	Supplier	Qty	Cost ex GST	Total ex GST
Full Surf Kit	Arizona Outboards	2	\$ 1,418.18	\$ 2,836.36
3/4 length soft recue board	Infront	2	\$ 1,045.45	\$ 2,090.90
Superior PFD	Ultra PFD	7	\$ 102.50	\$ 717.50
Defibrillator ZOL AED - Plus	AUSTRALIAN DEFIBRILLATORS	1	\$ 2,955.00	\$ 2,955.00
First Aid Kits	SLS Australia	2	\$ 563.63	\$ 1,127.26
Da Fin Swim Fins	SLS Australia	4	\$ 63.64	\$ 254.56
				\$ 9,981.58

5. New sponsor Link Legal & Conveyancing
 - Confirming Link Legal and Conveyancing have agreed to a new sponsorship package as “Age Group Manager” \$900.00
 - Matt K has emailed draft agreement for final approval
 - SBSLSC will spend \$150.00 on a feather banner to onboard Link legal as a new sponsor
6. New sponsor New Leaf Projects - Jake and Summer Sonter
 - Confirming New Leaf projects have agreed to a three-year sponsorship as “Water Safety Sponsor” value \$5,000.00 money is already in Soldiers account
 - SBSLSC will have New Leaf Project logo added to new water safety vests in line with sponsorship agreement – Approx cost \$350.00
 - SBSLSC will have an A-frame sign made by Rampage – approx. cost \$250.00
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. Speed limiting keys have been purchased.
 Still need to fit board racks
 - Requirement to fit indicators, can be done onsite
 - Action: SF to arrange quote for indicators and have fitted
8. Have lodged grant application to Ausgrid for \$5,000.00 with the assistance from Mark Lamphée – **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
 - Awaiting payment of funds to commence internal painting
10. WRLFC Club Grant – Application for \$19,000.00 was submitted for new patrol trailer. I attended Avoca Bowling Club Friday 8th September
 - SBSLSC was awarded \$2000.00 offer for funding 2023 – Patrol Equipment Trailer with remaining funds for the project to be paid in next round of funding.
 - Action: MK to follow up with Gina Coughlin re additional funding



11. Sunday 10th September Alan Howie came to Soldiers to film some promotional videos to assist us in attracting new nippers and members. The day was well supported by wide range of members from under 6's to masters/patrolling members with a BBQ afterwards for those that participated. The club would like to sincerely thank Alan for his generosity in proving his services at no cost
 - The first video was fantastic and well received by club members
 - New videos to be released soon
 - Action: MK to follow up
12. Sponsorship renewal invoices have been sent to Wiseberry, Mortgage Choice Charmhaven and HS Express as below.

Wiseberry - 3rd Installment \$1,500.00 + GST payable 31st October 2023
Mortgage Choice - 2nd Installment \$2,000.00 + GST payable 31st October 2023
HS Express - 2nd Installment \$1,000.00 + GST payable 31st October 2023

 - Both Wiseberry and Mortgage Choice have paid these invoices
 - Awaiting confirmation of HS Express due 31st Oct
13. Annie is currently working on new FB site so we can take control of administration and ability to post content.

Item 6. Director of Youth Development – Matt White

Background:

1. Nipper started and was a big success
2. Require more nipper caps for u7 and age managers
3. Require more pink resh vests Gail will order.
4. Board training to start hopefully next Wednesday
5. Ocean proficiency on Sunday the 15th

Item 7. Director of Surf Sports – Rachel Sloane

Background:

- Forster Weekend of Surf
We had a great team head to Forster to represent Soldiers. Thanks Emma for creating the video highlighting the weekend. Hopefully this can grow as an event for Soldiers families in the future.
- Surf Carnival Calendar has been forwarded to all Nipper age groups on Whatsapp (Thanks Matt White). The calendar has also been posted in the Youth Chat and on the Soldiers communication Facebook page
- I have received Boaties entries for round 1 already Thanks Glen
- First Surf carnival is coming up on 21/10/23 for U12 to opens
- First nipper carnival the following weekend 29/10/23
- We held our first pointscore last weekend, unfortunately the conditions were not ideal to run the water events however it was good to iron out a few ideas. There will

be two score tallies going - an under 25s and 25+. Hoping this will encourage more to join in the 25+ knowing they are not running against the likes of the U15s and U17s

- Liveheats training is meant to be held this Thursday night. I am just waiting on confirmation if they had enough interest to run the course.
- Had a discussion with Fashion fish last week while I was there wondering if they could make a Legsuit for the girls with some of the Soldiers print. They said they could but would need approval. Fashion fish have also introduced new styles with wider straps that I am currently trying out for my own benefit- They seem very comfortable and supportive. Should we look at restyling/redesigning with them if people are unhappy with the current swimwear? Do we know what they didn't like? The upside is they are able to be tried on for fit whereas other suppliers are interstate and its potluck on sizing and fit? Happy to investigate this further.

Item 8. Director of Education – Emma Griffiths

Background:

1. Soldiers Education Calendar is in place and advertised on the training board. Dates to be added for in house ART and First Aid courses and IRBC and IRBD courses to follow BM/SRC courses.
2. Education and Lifesaving have successfully run 1 requal day with a number of attendees. Requals are underway.
3. **SRC / BM course** scheduled to begin 15th October 2023. Currently there are 10 SRC and 4 BM at this stage so the course will be combined.
4. IRB crew course to be run late early Nov and Dec. Communication to take place with IRB captain as to which motors to use so as to not impact patrol requirements.
5. Planning for an **SRC / BM weekend course** to qual those returning members or members who meet criteria. Currently have 3 potential candidates – they can jump in to the SRC/BM assessment if needed.
6. **Radio course** has been successfully run as part of the requal day. Further courses will be offered as the season progresses.
7. Education to support Nippers and run an **Officials Training Day** to support parents to obtain their officials qual prior to season carnivals. TBA
8. **First Aid course** is to be run through branch 4/11/2023 and 18/11/2023. To be advertised.
9. Planning has begun for the **Beach Education Day for Burns Patients**. The day will consist of demonstrations, water work, family time and walks along the beach. There are potentially 50 individuals attending mostly adults. 11 November.

Item 9. Director of Lifesaving – Shana Doughney

Background:

1. Have submitted an order for additional equipment as below:
 - ordered additional signs

- craft training area signs (for IRB)
 - training in progress
 - patrol LEFT directional (so we can use 2 in same direction if patrol at far end of beach)
 - patrol RIGHT directional
- IRB log
 - 2 x IRB cases (SHOULDER/Cross strap)
 - 5 x powercraft training manuals for participants to use for IRB courses.
2. Patrols commenced successfully.
 3. Patrol substitutes WhatsApp has been set up by Matt Griffiths and is being used.
 4. First Aid order in progress – list yet to be finalized.
 - will then liaise with First Aid with regards to replenishment as needed.

Item 10. First Aid – Lara MacIntyre

As per my discussion with Simon on the weekend the following items are recommended for the First Aid Room:

1. 3 x 1m x 1m pin boards (not cork) – but carpet: better quality & will not deteriorate due to the salt air;
2. 1 x 900 x 600 White Board;
3. 2 x sets hooks to hang the Yellow Spinal Board – suggest that as the Blue Spinal is no longer on our register that we move it: check with Life Guards to ensure it is not theirs;
4. 1 x bar fridge: drinks etc
5. 1 x bar freezer: ice packs
6. Multiple First Aid stock items to replenish current stock – ordered via SLS NSW & Signet
7. 6 x Pulse Oximeters: First Aid Kits & Oxy Kits

The fridges also create a bench to rest the equipment on making it safer to access & check.

Tony will ask Lara to get quotes.

Item 11. IRB Captain – Shawn Ford

1. As of this weekend we should have X3 motors and gear to be used when needed.
2. I'm currently drafting up emails, and hoping to get signs as well as the whiteboard in the IRB room done with start, finish and rollover procedures as well as what gear to use.
3. I've asked Mick Crowe to look after gear and fuel between 25/10/23 till 13/11/23 as I will be away.
4. Parts for the next 2 motors are in.
5. I'm going to put out an expressions of interest around IRB racing, I will do this before I go and allow a month for anyone to respond.



6. No sure about the budget I put in at the start of the season (I haven't heard anything) but we would be looking at buying X2 props around \$600 each if we will be racing and we would need these early to allow testing etc

DISCUSSION:

To offset the cost can we try to sell some to aid in purchase of the new ones we need. Try selling 7 to start with? Tony suggested \$150 for each. Sell on local marine parts page.

MOTION:

Sell excess props for \$150 each. Tony to sell on marketplace.

Moved by: Tony Axford

Second by: Matt White

CARRIED.

Item 12. Board Captain – Simon Blakley

Background:

1. All new boards have fins installed.
2. Rampage should have stickers done and come over to finish racing mals
3. New rescue board storage racks installed needing rubber laid to finish

Issues:

1. Even after donating and disposing as many old boards as we did there is still some storage issues in the shed.
2. Personal boards getting mixed in with club boards.

Recommendation:

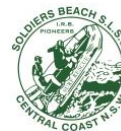
Suggest additional board stands be installed in the free space in front of fuel storage locker - double sided access should provide additional storage for up to 20 boards.

Then that area can be allocated to personal racing mals and the north wall is club owned racing mals only (or vice versa)

Item 13. Boat Captain – Glen Coppen

Background:

1. 4 crews up and training
2. Bow seat sent to Perry Surf Boats for ordering. Cost \$270inc + freight
3. Both surf boat trailers have been serviced



Item 14. Junior Club Captain – Tori Coppen

Background:

1. U15's Circular for the Branch Programs closed on the 11/10/2023. 5 Soldiers participants applied that I know of, awaiting on Branch's response.
2. U17's/U19's Circular for Branch Program closed on the 01/10/2023. 4 Soldiers participants applied that I know of, awaiting on Branch's response.
3. The Branch Youth Day flyer was sent to all U15's to U19's This is open to all U13's to U19's and it taking place on the 25th of November 2023 at Central Coast Leagues Club. More details to come, that will be circulated when received.
4. Currently working on a short document that outlines the purpose and structure of the Youth Advisory Committee
5. Working on finalising U15's to U19's Pizza/catch-up night
6. Youth U18 Weekend Away in the works
7. 'Screen on the Green' looking at dates to run next year

Item 15. Rookie Coordinator – Jackson Blackshaw

Background:

1. Rising of the flags at Terrigal last month. Was a great morning with quite a few rookies in attendance.
2. Rookie Disco (27th Oct) and Camp (4th/5th Nov) are upcoming.
3. Info Session was held with nippers last Sunday to introduce the Rookie Program and Passports to U14.

Item 16. OHS – Darcy Waller

Nothing to report this month.

Item 17. Caretaker – Kell Maxwell

- Hot water service blew up 7/10, Council has been informed, Plumber came out Mon, will be installing new replacement asap when it comes in.
- First Aid ceiling has water damage from Dunes Sink upstairs, Surfclub will be replacing part of ceiling and fixing silicone around water waste pipe in Dunes Bar Area.
- Backdoor lock into Craft room has been playing up, Council have adjusted lock, will be back to finish work, new door arm and closure have been ordered.
Also will be chatting about new keypad security code to change.
First aid Room door arm and closure will be fitted as well.
- New Alarms pads for all entry areas into Surfclub have been replaced by Security Company, working well.
- Front area lawns are looking so good, Council have been coming every 3rd to 4th day with water truck, I have been watering in between those days.
- Community Service guys have been so busy with taking out weeds around public walkways, esp on the really hot days, big thanks to those guys.



- Also can Patrol Captains please make sure ATV is cleaned and sand washed off vehicle, its only 2nd wk into season, new vehicle, it has too be done, with all equipment, rescue boards, flippers, IRBS. Teamwork!

MOTION:

To receive and adopt all reports.

Moved by: Annie Vandertouw

Second by: Matt Keys

CARRIED.

Item 14. General Business

1. **Annie:** Asked meeting to send in items for any meetings or functions etc to be added to calendar that she needs to keep a record of.
Sarah Maughan has agreed to come on board to help do the Nipper weekly sheets and also proficiencies and certificates. Thank you to Sarah for agreeing to this.
Fantastic to have the extra help.
2. **Shawn:** Questioned the roles in portfolios and sought clarification on procedures and communication channels.
3. **Matt White:** few more parents on board for age managers and more doing water safety. Working well so far. On to normal program next week.
4. **Emma:** Samuel has been selected from NSW along with 1 other as a member of the National Youth Working Group – 2 year appointment.
5. **Rachel:** Swimwear – styling – do we want to look at changing the design. Get some samples to bring to next meeting. See Paige at Raimpages.

Meeting closed: 1.10pm

Simon Falconer
President

Annie Vandertouw
Director of Administration