



## September Minutes

Soldiers Beach Surf Club  
Committee Meeting

Attendees: Jennifer Falconer, Victoria Coppen, Glen Coppen, Shawn Ford, Jackson Blackshaw, Tony Axford, Kell Maxwell, Emma Griffiths, Rachel Sloane, Darcy Waller, Simon Falconer, Annie Vandertouw, glen Coppen, Simon Blakely, Gail Rixom.

Apologies: Jacqui Godier, Coral Raymond, Matt Griffiths, Matt Keys.

Date: 19/09/23

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Meeting opened at: 7.02pm

### **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, Relation to trailer builder

### **Item 2. Motion to Adopt Previous Minutes**

Moved By: Annie Vandertouw  
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. Dimitri M. doesn't have required knowledge. We need to chase up a new person.
4. New Facebook page. Agreed to create new FB account using [fbadmin@soldiersbeachsurfclub.com.au](mailto:fbadmin@soldiersbeachsurfclub.com.au) then Annie to create new facebook page ready to hand over to whoever will take over FB task.  
**MOTION:** to create a new Facebook page – Soldiers Beach SLSC.  
**Moved by:** Darcy Waller  
**Second by:** Matt White  
CARRIED.



5. Ramp: Ongoing. Meeting on 3/10/23 3pm. Need 2 attendees.
6. Harrassment Policies/Child Safe Policies: Will be covered in requals. Essentially, be careful how members engage with people ad be aware of childsafe policies and gender identification. As a club we should aim for:
  - commitment to safety
  - positive experience
  - protect from abuse & harm.
7. *Host Carnival*: SLSCC Lifesaving & First Aid Championships: 17-18 February 2024. Ongoing – more information to come.

## **Item 2. Presidents Report – Simon Falconer**

1. Attended Mingara for sponsorship evening, the club received 2 fibreglass Infront nipper boards.
2. The club has agreed to host Branch Lifesaving, Patrol and First Aid comps on the 17<sup>th</sup>/18<sup>th</sup> Feb 2024, more information to provided later.
3. COUNCIL:
  - i. Had our yearly inspection with council, there is some major works which need to be completed.
  - ii. stairs in front of club have been completed.
  - iii. Concrete pad and footpath has been installed, consultation was held
  - iv. Council has rejected our offer for them to use our SSV
  - v. replacement of external doors (locking mechanism not working)
  - vi. lock has been replaced on gate near gas tanks. Kell has the key.
4. Registration Day at Toukley Markets was a success, approximately 15 new registrations came from the day
5. Promotional Video seems to be a success, thanks to all involved.
6. Thanks to Tim and Matt Griffiths for moving the fire extinguishers in Lighthouse room and top of Stairs.
7. Recycling cage has been arranged through EnviroBank and should be delivered soon. The club will receive 7 cents from every can and bottle recycled. Dunes is on board to help.

### **Recommendations:**

- 3.i.: it was recommended to council that all work to conducted at the same time to limit the disruption to our lessee, possible 4 week close down of club house. Some of the work which was discussed: Outside painting, lift replacement, replacement of floors in kitchen and bar areas, work to door and window frames upstairs. NOTE: NONE OF THIS WORK HAS BEEN AGREED TO ATM.
- 3.v.: I am trying to source another key to add to patrol keys. Spare key will need a deposit of \$600, trying to avoid this if possible.

## **Item 3. Director of Finance – Tony Axford**

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

**Current Financial Position**

Gross Profit to date	\$105,616.67	
LESS EXPENSES		\$62,529.53
Operating profit	\$43,087.14	
Less Grants		\$28,596.40
Working Capital	\$14,304.96	
Age Receivables	\$9,808.47	
LESS Age Payables		\$ 16,858.56
Term Deposit		\$ 25,346.86
Total Working cash	\$7,254.87	

As of the 12/09/23 Cash in Bank  
 Main account \$13,276.73  
 100 Account \$13,420.08  
 Investment Account \$25,345.86  
 Grant Account \$18,596.40  
Total \$70,639.07

**Motion:**

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

**Moved By:** Tony Axford

**Second By:** Glen Coppen

CARRIED

**Membership Insurance and Fees Report**

On request from the Club President, to clarify who is covered by insurance and who is not?

**Investigation**

The Clubs investigation has (via meetings, phone conversation and emails) sourced advice from:-

1. Liam Potter, Club Auditor
2. Marsh Insurance, Sports team
3. CCSLS Branch, Club support
4. Phil Ayres, Chief Operations Office, Surf Life Saving NSW
5. Ian Fullagar, Legal Counsel Surf NSW

As Director of Finance the question I posed to all:-

**“is a member insured if they participate in a Surf Club Activity before they have paid for membership, in the Club’s financial year?”**

The Auditor first raised the issue during discussion post Audit, the Auditor requested the SLSA application form along with the Constitution and the Clubs Operating Polices.



Marsh liaised with NSW Phil Ayres and Ian Fullagar, the issue did raise two grey areas, and after it was further investigated by State and Marsh, Outcomes listed below.

### **Outcome from Surf NSW investigations:**

- “The SLSNSW Constitution notes any member who is unfinancial at 31 October is archived and is **uninsured**.”
- “Membership with the club is then effective until 30 April the next year, and the member is unfinancial with the club after 30 April until they settle their subs for the next year. “
- “This looks to align with what the club is doing, i.e. you issue the renewal notice in April and effectively leave it open for existing members month after the AGM, and new registrations until October. “
- “From an accounting perspective, given you issue the notice on 1 May, I would assume you would recognise the revenue in the club’s new financial year.”
- It could potentially impact:- Surf sports that fall outside of iCare
- “From a SLS perspective, we will insure them and have them eligible for iCare coverage until 31 October, even if they haven’t re-joined the club in that time. This protects against a member falling through the cracks between SLSNSW and club membership years where they are different.”
- “The Club has the correct Operational Policies in place to cover its membership.”

### **Recommendations:**

The Club does not need to change its process as outlined above.

Note:- Salient emails are available on request.

### **Adjusted Budget:**

Attached is an adjusted Budget, I will be setting up another column to show actuals, this will be added to my monthly report, starting from October.

I will need to know from each portfolio dates of expected purchases, as they will have to be cash-flowed. Unless, sponsorship/Donations/ Fundraising/Grants come into play!

Priorities highest needs:-

Portfolio of

- 1) Life Saving, IRB, First Aid
- 2) Education
- 3) Rookies, Nippers
- 4) Surf Sports, Surf Boat

Please review the adjusted budgets and your portfolio’s and start planning.

This is a reminder to everyone that things are still tight. We need to have at least \$180,000 of investment reserves to be out of the wood's.

The reason is if the Club loses a tenant, the income will be short and the outgoings would still have to be serviced.

On a business and account perspective, you have to have a minimum of 18 months of cash reserves (Safety net). The Club has at least two years to recover.

We are sitting at \$25,000 cash reserves with working cash of \$7,000.

This time last year we owed \$45,000 with zero cash.



## Soldiers Beach Surf Club DRAFT BUDGET 2023/2024

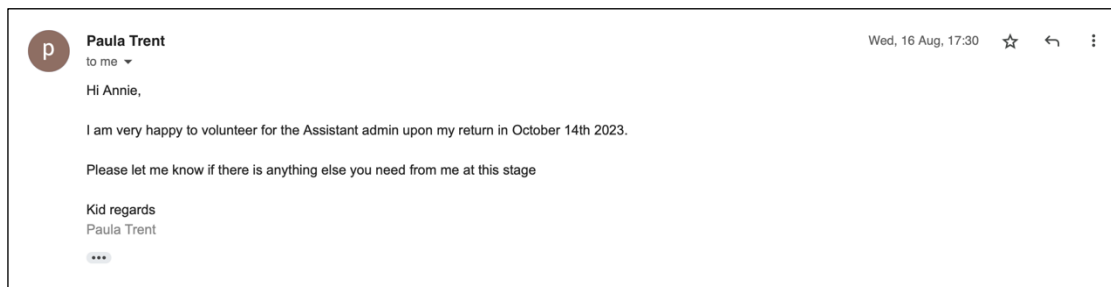
### OPERATIONAL BUDGET 1 May 2023 to 30 April 2024 ex GST

	Budget Estimates	Budgeted	Rental Income	Total Operating Budget	
<b>INCLUDES OTHER</b>					
<b>INCOME SUMMARY</b>	Grant Income	38,000.00		38,000.00	
	Membership / nsw kids	28,200.00		28,200.00	
	Kraken /plus outgoings	12,000.00	12,000.00	24,000.00	Includes 25%Gas/25%waste/100% greace trap
	Dunes/plus outgoings	40,728.00	69,000.00	109,728.00	Includes 100%power/75%Gas/75%waste/internet/pt
	Sponsorships	20,000.00		20,000.00	
	Specail Projects/BBQ etc	6,000.00		6,000.00	
	Surf Australia Compliance	6,100.00		6,100.00	
	Donations	3,000.00		3,000.00	
				-	
				-	
				-	
				-	
				-	
	<b>Total Income</b>	<b>154,028.00</b>	<b>81,000.00</b>	<b>235,028.00</b>	
<b>Contractor COSTS</b>					
	Book keeper	6,500.00		6,500.00	
	Auditor	3,800.00	-	3,800.00	
	<b>Total Staff costs</b>	<b>10,300.00</b>	<b>-</b>	<b>10,300.00</b>	
<b>OTHER Contractor COSTS</b>					
	Electrical Contractor	2,500.00	-	2,500.00	
	Extractor Cleaning	2,500.00	-	2,500.00	
	Plumbing	1,500.00	-	1,500.00	
	<b>Total Other Costs</b>	<b>6,500.00</b>	<b>-</b>	<b>6,500.00</b>	
<b>OPERATIONAL COSTS / OFFICE</b>					
	JAC	3,500.00		3,500.00	
	NSW Licqure Lic	538.00		538.00	
	Waste/Power/Gas/Water/internet/phone	50,328.00		50,328.00	This is payable by Dunes/Kracken
	Telephone Mobile	250.00		250.00	
	Council Rent	10,000.00		10,000.00	
	Insurances	15,000.00		15,000.00	
	Fuel	1,800.00		1,800.00	
	Repairs & Maint	22,000.00		22,000.00	
	Security	2,500.00		2,500.00	
	Bank fees/Square	250.00		250.00	
	Stationery & Postage	250.00		250.00	
	Computer licences / XERO	1,800.00		1,800.00	
	Capitation	7,500.00		7,500.00	
	Rookies	1,500.00		3,500.00	
	Boaties	4,000.00		5,000.00	
	Surf Sports	10,000.00		10,000.00	
	<b>Total Operational costs</b>	<b>131,216.00</b>	<b>-</b>	<b>131,216.00</b>	
<b>MARKETING</b>					
	Jr Presentation	4,500.00		4,500.00	
	Sponsorships	2,500.00		2,500.00	
	Senoir Presentation	4,500.00		4,500.00	
	<b>Total Marketing</b>	<b>11,500.00</b>	<b>-</b>	<b>11,500.00</b>	
<b>Life Saving Costs</b>					
	First Aid	2,500.00		2,500.00	
	IRB	3,000.00		3,000.00	
	other/Rescue Boards	10,000.00		10,000.00	
	<b>Total Life Saving</b>	<b>15,500.00</b>	<b>-</b>	<b>15,500.00</b>	
<b>SUMMARY OF EXPENDITURE</b>					
	<b>Contractors</b>	<b>10,300.00</b>	<b>-</b>	<b>10,300.00</b>	
	<b>Expenses</b>	<b>6,500.00</b>	<b>-</b>	<b>6,500.00</b>	
	<b>Operational</b>	<b>131,216.00</b>	<b>-</b>	<b>131,216.00</b>	
	<b>Marketing</b>	<b>11,500.00</b>	<b>-</b>	<b>11,500.00</b>	
	<b>Life Saving Services</b>	<b>15,500.00</b>	<b>-</b>	<b>15,500.00</b>	
	<b>TOTAL EXPENDITURE</b>	<b>175,016.00</b>	<b>-</b>	<b>175,016.00</b>	
	<b>Total funds receivable</b>	<b>154,028.00</b>		<b>235,028.00</b>	
	<b>Projected profit</b>			<b>60,012.00</b>	<b>Objective is \$70k savings</b>

**EXCLUDES GST**

#### **Item 4. Director of Administration – Annie Vandertouw**

1. Incoming and outgoing Correspondence as per Register
2. recent updates on website for dates/attachments/patrol hours etc.
3. setup new laptop and printer (in office) for use by club (please let me know if anyone needs it for any event etc. – it's always available)
4. Daily funneling of emails to people. Trying to keep it to a minimum – advise me if you're getting double-ups please so I can try to filter more.
5. Acceptance of position for Assistant Director of Administration from Paula Trent



6. Continuing to collate minutes to go onto website.

#### **MOTION:**

To accept Paula Trent in the position of Assistant Director of Administration commencing 14<sup>th</sup> October 2023.

**Moved By:** Annie Vandertouw

**Second By:** Tony Axford

CARRIED.

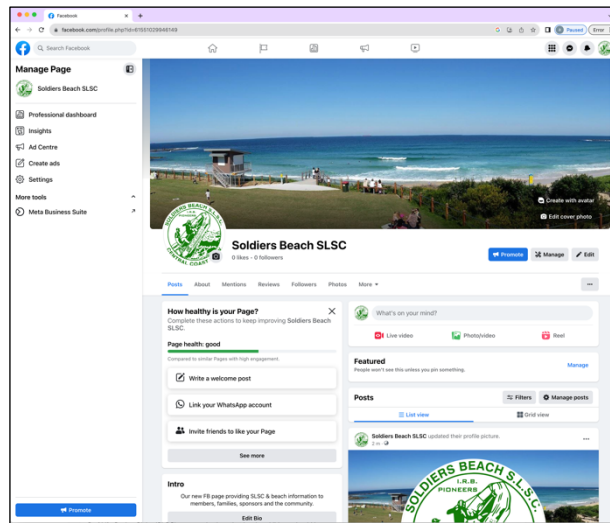
#### **New Facebook Page:**

Matt Keys and I have looked into the new FB Page and report as follows:

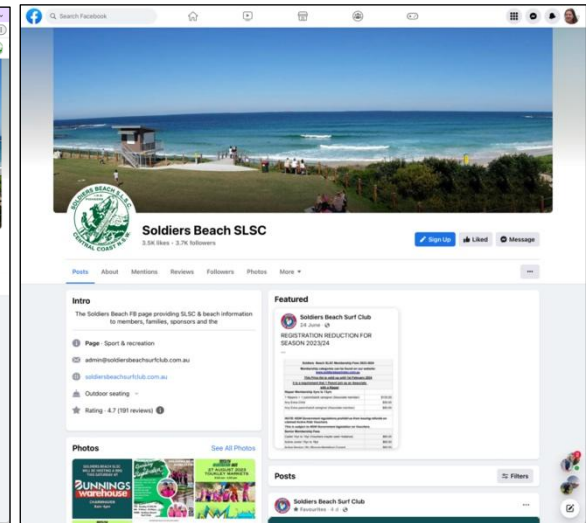
1. Need to do a new FB page as there is no possible way to gain control over the existing one even after letters to Facebook explaining our position. Doesn't look like we can turn the old on off either so we would leave a "we have moved" type of message there.
2. Suggest we start with a simple Business Page and have 2-3 admins, 1-2 moderators. Also can have "Editor", "Advertiser" and "Analyst" with limited access and also "Community Manager" who monitors live chat only.
3. Name it: *Soldiers Beach SLSC*. Use our Logo as the "profile" pic to differentiate between the old one and new one (old one has SLSC logo for profile pic).
4. We can create the page by first starting a new Facebook account with either "admin@soldiers..." email address or make a new email address FBadm@soldiers... And create the account with that (this way we can always access it through password re-set in our Gmail system). Suggest 'account name' be "Soldiers FB" which avoids confusion with people's personal accounts. We then create the Page. We then add other admins & moderators (they can use either personal FB accounts or create a new one using their ..@soldiers address).

It could look something like this...

'Business' side of the page looks a bit like this:



Person viewing page will see this kind of thing:



(SAMPLE ONLY - I created this one using admin@soldiers.. email address, took a screenshot then deactivated the page – it's pretty easy to get it started)

5. On old page we create a post directing people to the 'new' page and explain this one will no longer be used and that "we have moved".
6. It will take a little while for people to migrate, but it will happen eventually and at this stage keeping the old one we have no control over is pointless for the future.
7. Annie can set up the new FB page which should only take a couple of hours once all info is ready to go.

**About Page roles for classic Pages**

There are six different types of roles for people who manage classic Pages. When you create a Page, you automatically become the Page's admin, which means you can change how the Page looks and publish as the Page. Only an admin can [assign roles and change others' roles](#).

Learn more about [Page roles for connected Pages and Instagram accounts](#).

Bear in mind that multiple people can have roles on a Page, but each person needs their own personal Facebook account.

The table below outlines the six Page roles (across) and what they're able to do (down):

	Admin	Editor	Moderator	Advertiser	Analyst	Community manager
Manage Page roles and settings	✓					
Edit the Page and add apps	✓	✓				
Create and delete posts as the Page	✓	✓				
Send messages as the Page	✓	✓	✓			
Respond to and delete comments and posts to the Page	✓	✓	✓			
Remove and ban people from the Page	✓	✓	✓			
Create ads, promotions or boosted posts	✓	✓	✓	✓		
View earnings insights	✓	✓	✓	✓		
View other insights	✓	✓	✓	✓	✓	
View Page quality tab	✓	✓	✓	✓	✓	
See who published as the Page	✓	✓	✓	✓	✓	
Publish and manage jobs	✓	✓				
Turn on job features for a post	✓	✓				
Moderate live chat	✓	✓	✓			✓

Learn how to [give someone a role](#) on your Page.



## **Recommendations:**

1. Create new FB page titled "Soldiers Beach SLSC"
2. Decide if we create "Soldiers FB" account using admin@soldiersbeachsurfclub.com.au OR, FBadm@soldiersbeachsurfclub.com.au email address.
3. Decide on admins, moderators, Editor, Advertiser, Analyst and Community Manager if required.

## **Registrar Report: Coral Raymond**

Transfers and pending members reports are attached.

## **MOTION:**

Move to approve the transfers and the membership register (attached).

**Moved by:** Annie Vandertouw

**Second by:** Gail Rixom

CARRIED.

## **Item 5. Director of Youth Development – Matt White**

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 24, 3<sup>rd</sup> March 24 will be personation 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 arrived.
6. Fins have arrived and are in youth cupboard.
7. 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 Griffith.

### Issues:

1. Nil issues

## **Item 6. Director of Surf Sports**

Background:

Last meeting I was handed the ball to research potential suppliers for swim caps and apparel. It was suggested RAMPAIGES at Toukley could help with apparel. Matt White and I went to see Rampiages and had some samples made at our own expense. We had Jumpers made in Bottle green, Grey and White. Track pants made in bottle green and business shirts made. The designs have been well received however I am unsure of the final pricings they would make these items available to our members. Rampaiges



attempted to print on a silicone swim cap however the print did not stick so they are unable to help us with the swim caps.

I also approached another company Delfina Sport. They can do the whole package with the same artwork of our choice. They do swimwear, apparel, bags and swim caps. They did a computer mock up of some suggested designs, see below for images and price list. The swimwear they can do is ladies 1 piece, 2 piece and legsuit, mens briefs and jammers. The white on the swimmers would be lined in black to prevent any issue being see thru.

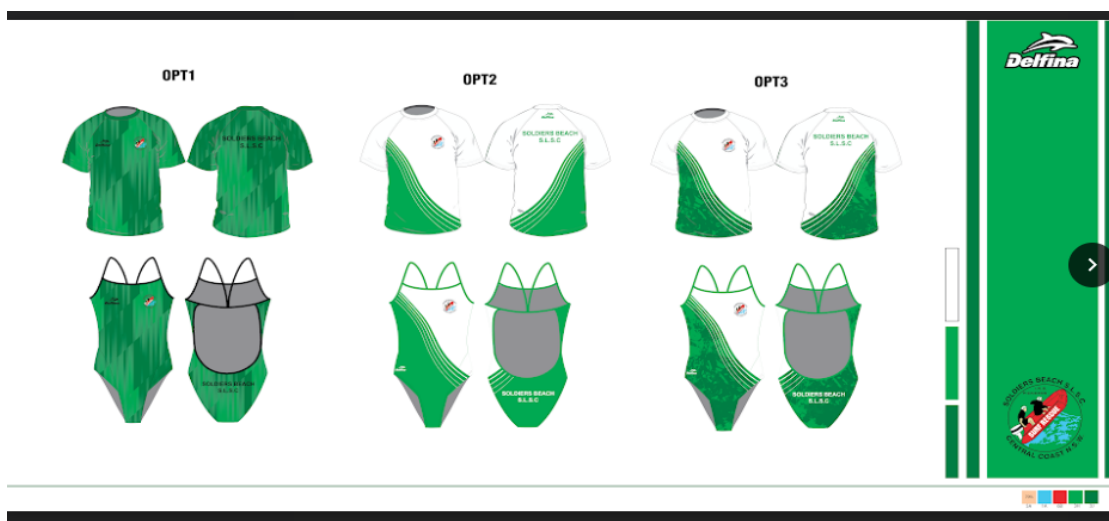
This was the info I received in regards to ordering - *"In terms of apparel and swimwear we can help. We offer a free club shop system where members can order directly through a club portal, and we put it into production after we close it. It saves a lot of admin time; the club is also able to put a rebate on products if they want.*

*For bulk quantities we can offer further discounts. Apparel and swimwear have no set up or design fees. We also offer a club shop option, where members can order directly through us on a club portal. The prices includes printing of any design!*

*For swim caps there is a \$100 colour set up fee for the first order and the swim caps are \$16 each excl GST. MOQ for swim caps is 25 units.*

I have advised Delfina that we need to put this to the committee before we chose to do anything further. We can also work with them if we have as preference of artwork and their design team will mock it up if we make any suggestions.

If anyone wants to look at their webpage... <https://www.delfinasport.com/>





### Indicative Pricing:

- Minimum order quantity 5 units per style, any sizes
- No set up or design fees

Prices as of April 2023

Item	Price (excluding GST)
Swim Caps	Price quoted once design
- Briefs	\$55.00
-Jammers	\$60.00
-Female One piece	\$75.00
-Knee skin	\$120.00
-Hooded Towel- Adult	\$90.00
-Hooded Towel - Kids	\$65.00
Towel	\$40.00
Cotton Singlet	\$35.00
- Cotton Tee / Cotton Polo Shirt	\$40.00
- Shorts	\$45.00
-Active T - shirt	\$40.00
-Active Singlet	\$35.00
- Hoodie / Fleece Jacket	\$70.00
- Large Backpack	\$95.00



Artwork is for illustration purpose only.

I have also been given a quote from MAXXD Custom swim caps



work is for illustration purpose only.



The pic on the right with the coloured logo will be approx. \$26 per cap and the white print on green will be approx. \$15 per cap. Again minimum orders will be 25. If larger quantity ordered eg 50+ multicoloured print will be \$16 and white print will be \$10.

All caps quoted from both suppliers are good quality silicone swim caps that are used by swim clubs and schools and are designed to last.

Branch are currently finalising locations for carnivals most have been allocated. I will update the committee and put a post on Facebook page listing dates and locations once they are finalised

Forster carnival entries are open and details listed on facebook page. Kracka challenge has also been listed on facebook page. Entrants enter themselves for this one. Neither carnival is taking registrations through SEMS

Issues:

To introduce club swimcaps we cannot avoid holding stock due to minimum order requirements. Most people who do squad or swim training know the cost in a quality cap and won't think these prices are unreasonable.

**MOTION:**

Move to have Singlet style for sale.

**Moved by:** Rachel Sloane

**Second by:** Annie Vandertouw

CARRIED.

**Item 7. Director of Education – Emma Griffiths**

1. Calendar has been developed to plan and implement training across the club. This will be added to the google drive once complete and placed on the noticeboard for members and public to see. Calendar will include patrol dates, committee meetings and other relevant club business.
2. Education meeting has been held with Education Team members. Planning for upcoming training was discussed with 2x SRC/BM courses, and 1-2 IRB courses planned for the season.
3. SMPC course run by branch was due to take place with 2 members from Soldiers Beach in attendance however this was cancelled. There is another SMPC to be held in coming months.
4. Requal date has been set for 24<sup>th</sup> Sept 2023 (2<sup>nd</sup> day of patrol). Members have been informed and a BBQ will be held to celebrate the beginning of the season / following a requal group.
5. Planning is still taking place around Radio and Officials training day – clarification is being sought re: payment for officials training
6. Education field day was attended by members of the education team – great day and useful information

7. Planning and implementation of the specialised parents and carers SRC /BM season training group is still in place – name to be identified to ensure appropriate movement and development within the club.
8. There is confusion around and among the club as to role requirements and responsibilities – it is important that members see the committee and committee members working together and this will mean that although we all have our role, we need to work together to implement certain programs.
9. Child Safe agreement and inclusion of harassment focus within the BM / SRC course requires attention.

### **Item 8. Vice-President/Sponsorship & Marketing – Matt Keys**

1) Solar panel installation has now been completed 25<sup>th</sup> January 2023. **Milestone 3 claim \$3,656.40 has now been lodged. 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  
**Funding for new IRB approved and in SBSLSC bank account. New Achilles IRB has been ordered and due for delivery Dec/Jan**

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  
**Funding has now been received and Matt W has ordered new nipper caps and arranged printing**

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.**

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
				<b>\$ 9,981.58</b>

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
- Shana has completed ordering for CLEG Grant 2023**

6) Potential new sponsor Link Legal & Conveyancing

**Have contacted again with email dated 8<sup>th</sup> August – pending  
Further meeting scheduled for Thursday 21<sup>st</sup> Sept**



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**

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) Volunteer Grant – EOI has been lodged through Emma McBride

11) WRLFC Club Grant – Application for \$19,000.00 was submitted for new patrol trailer. I attended Avoca Bowling Club Friday 8<sup>th</sup> 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.**

12) Club has purchased two new pull up banners from Bannarama for promoting nippers and club membership at events Cost \$360.00 + GST

13) Sunday 10<sup>th</sup> 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

14) 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

### **Item 9. Junior Club Captain – Victoria Coppen**

Background:

1. Personalised individual messages to U13/14 parents/carer about the return of their child
2. U15s circular for branch program sent to Soldiers Participants
3. U17/19s Circular for branch program sent to Soldiers participants
4. Working to support and guide Jackson in his new position Rookie Coordinator
5. Working with Director of Education towards integrating our youth members into their senior life and gaining qualifications
6. Working with Jackson to integrate U13's and U14's in becoming seniors
7. Working with Jackson to organise patrol buddies
8. Working with Jackson to implement a youth advisory committee
9. Met with Jackson and Youth Manager from Branch as part of planning our season
10. Attended Facilitator workshop

11. Completed Child Safe Course
12. Pizza Night being organised
13. Movie Night being organised
14. Youth U18 Weekend Away being organised

**Motions required:**

1. Undated youth budget
    - U13/14s Central Coast Branch Camp
      - o Est. \$450 (for 6 participants)
    - U15 Central Coast Branch Program
      - o Est. \$360 (for 3 participants)
    - U17/19s Central Coast Branch Program
      - o Est. \$420 (for 3 participants)
- Moved By:** Victoria Coppen  
**Second By:** Tony Axford  
**CARRIED.**

**Item 10. Director of Lifesaving – Shana Doughney**

**Background:**

1. CLEG order submitted

Product Name	Quantity
Motorist First Aid Kit, Bum Bag	10.0
Patrol Trucker Hat	70.0
IRB Tow Rope	1.0
Radio Bag - Paqua	4.0
Patrol Jacket (Medium)	3.0
Patrol Jacket (Large)	3.0
Patrol Jacket (Xlarge)	3.0
Patrol Jacket (2XLarge)	3.0

2. Patrol Season starts Saturday 23rd September, all equipment looks to be ready.
3. Silver medallions PC course scheduled for 9th and 10th September was cancelled due to multiple people withdrawing.

**Issues:**

1. Reminder to all those conducting training that a risk assessment must be done.
2. Surf Com must be notified by Radio any time the IRB is in operation (regardless of location).

### **Item 11. IRB Captain – Shawn Ford**

X2 motors have been ran in and will be ready for patrol on the 23 rd, thanks to everyone that helped.

When we get the surf kits I will be looking at starting the next 2 motors. As we are required to log in with surf guard when ever we are using an IRB we need to take a radio, please let Shana know if you taking a radio from the beach.

When we are running motors in, we don't have prop guards fitted to these motors, can we get some advice around insurance etc if we have radioed in with surfcom and they call us to attend to something. As these motors are classed as not operational when getting ran in.

I have noticed that one of the fuel bags has a leak and will need to be scrapped, this leaves us with X3 fuel bags at the moment, we may need to look at buying a new one in the not to distance future.

### **Item 12. Board & Ski Captain – Simon Blakely**

Background:

1. New board trailer complete – thanks Matt and Shannon White.
2. Mingara donated 2 new fibreglass nipper boards

### **Item 13. Boat Captain – Glen Coppen**

Background:

1. 4 crews currently in training:
  - Masters Males → 9 Volters, swept by Mick Crowe
  - Reserve Females → Senioritas, swept by Glen Coppen
  - U23 Females → Noisy Minors, swept by Mick Crowe
  - U19 Male → Red cheeks, swept by Glen Coppen
2. Future crews:
  - Masters Female → Norah Gems, swept by Glen Coppen
  - U19 Females → name unknown at this point in time, swept by Mick Coppen
3. The surf boat program has been released for the season
  - 8 rounds in total
  - Series is fortunate to be sponsored 'Stevens group'
4. Repairs need to be completed on the boats to ensure they are competition ready
  - Est. prices:
    - o Keel strip for yellow boat → \$40
    - o Rewiring pumps for both boats → \$240
    - o Replacement of bow seat → awaiting response for price
    - o Wheel bearing to be serviced on both trailers → cost unknown, will know when bearings have been stripped down

### **Motions required:**

1. Approval for cost of replacement of bow seat due to damage when sorted at surf club  
→ awaiting response for price
2. Approval for costs of getting the boats to race conditions
  - Keel Strip for yellow boat → \$40
  - Rewiring pumps for both boats → \$240
  - Wheel bearing services for both boats → cost unknown, will know when bearings have been stripped down

**Moved By:** Glen Coppen

**Second By:** Tony Axford

CARRIED.

### **Item 14. Rookie Coordinator – Jackson Blackshaw**

Background:

1. Organise a Rookie information session – Potentially on the first day of Nippers. Would share key dates and introduce rookies to the Rookie Passport and SLSCC Rookie Program
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. Ideally to be done as they join patrols during SRC Course.

Issues:

1. Nil issues to report

### **Item 15. Darcy Waller – Special Projects**

Background:

Great work at the Bunnings BBQ, thanks to all who attended and made the day a success, big thanks to Dish Restaurant for the onion peeling ,Bidvest for the Sauces, and Iga Kanwal for their support with the snags, Woolworths Wadalba.

1. Doug Fyfe spent a lot of time on this project making sure the little things worked as well as most of the heavy lifting because his assistant (me) couldn't THANKS Doug. Those who came a bit latter and took over the cooking duties will have noticed the Sausages had been separated and repacked by Doug those little things make the day.
2. Pretty much the button. We did better in COGS. I always want to ask questions the I remind myself we are not running a 600 room Resort.
3. Still feel we can get better on the delivery overall we should be happy.
4. I know we can get 2 a year out of Bunnings Lake haven but if we wanted to do another we could maybe approach Tuggerah Bunnings... maybe
5. It is a good earner and it is a vehicle to get the members together. “One for all and all for one”



## **Item 16. Caretaker**

Envirobank Recycling Unit is still on its way to be installed near gas cylinders, Simon has been in contact with Emily, should be here soon.

Front area of Surfclub has had a major upgrade, new concrete path has been installed from in front of the Kraken Kiosk, all along the fence perimeter to the top of stairs, wide enough for disabled access to enjoy the view, garbage bin has been relocated to other side of path. 3 new metal picnic tables have been installed as well. Hopefully another recycling bin will be installed.

Turf has been laid to encourage growth around southern end of grass area, it is roped at the moment, Council has been watering it with their water tanker, fertilizer will be put on in the next few days.

Back footpath/carpark has been concreted as well, no sand, dirt or grass where everyone gets back into their cars.

Front stairs have finished, in front of Patrol Tower, looks so much better, easier access down on to the beach, with stairs going in opposite direction, better flow for everyone.

Fire Hydrants have been relocated upstairs in Surfclub, thanks to our new Plumber Tim and Matt Griffiths.

Training has begun already for Surfboats, Nippers and other members, both in pool and ocean, all getting ready for the new season ahead 2023/2024.

Community Landcare Group has been very busy with taking out bitou bush from middle carpark and walkway access down to Surfclub, Simon started clearing the bitou bush as well.. Thanks Simon.

Wormald came out and did their 1st firecheck.

Security Alarms will be replaced in the coming week, just waiting for a date from installer.

Also, all Patrol Members, including Nippers, at this stage, please remember to wash off their feet before going into showers, especially with the front lawn area, covered with dirt and fertilizer.

## **MOTION:**

To receive and adopt all reports.

**Moved by:** Tony Axford

**Second by:** Glen Coppen

CARRIED.

## **Item 14. General Business**

- Checklist for childsafe policies practices Jennifer Falconer and Emma Griffiths to arrange.
- 'Junior Club Captain' changed to 'Youth Engagement Officer'. This needs to be amended in the Constitution.
- ATV Insurance: No under 25 yr olds for 12 months. After this, no P platers but under 25 OK. Name must be on policy. Tony Axford to arrange.



- Youth Events - Weekend away – TBC. Movie/Ice breaker night – 20/10/23 U13-U19 – Tori to arrange.
- Youth Advisory Committee to be looked at.

**MOTION:**

Move to have a youth advisory Committee. 2 people from each age group.

Moved by: Tori Coppen

Second by: Jackson Blackshaw

CARRIED.

- Patrol Roster - Need ATV drivers on to cover outside times.
- Day committee meetings held – change to different night?

**MOTION:**

Move that Committee meetings stay at 11am Sunday (season) and 10am Sunday (off-season).

Moved by: Tony Axford

Second by: Darcy Waller

CARRIED.

- IRB: new fuel required ASAP possible 3 in total needed - Shawn advised fuel cell has been ordered.
- IRB trailer: works approved to get up and running Shawn Ford. Also needs wheel alignment.
- Tow ball on SSV to be raised – Matt White to organize
- Gear storage on SSV – i.e. board rack. Simon Falconer to look at.
- Key access side gate – being removed temporarily. Put at key on ATV keys.
- Rachel Sloane to look at swim caps in more detail. Wait on possible sponsorship – Matt Keys.
- Lifesaving signs required – Shana Doughney to arrange.
- Disability access chair – Simon Falconer to arrange to get compliant one.
- SMS messages -

**MOTION:**

Move to agree to spend 2.5¢ per message for “Patrol Reminder”.

**Moved by:** Shana Doughney

**Second by:** Tony Axford

CARRIED.

- Donation of Small gear trailer to Blackhead SLSC discussed.

**MOTION:**

Move to donate small gear trailer to Blackhead SLSC.

**Moved by:** Matt White

**Second by:** Shana Doughney

CARRIED.

- North Steyne training – no one was left at the end of the day to organize pack up. Everyone needs to communicate properly on what is happening at events.
- 2 x club signs made up: “Club members only. Please wash feet”. – Simon Falconer to arrange.



- Education: Young patrol members need to exercise more discipline and not be on phones or mucking around on beach.
- Chocolate drive for fundraising – Gail.

**MOTION:**

Move that Gail organize a chocolate drive for fundraising.

**Moved by:** Gail Rixom

**Second by:** Tony Axford

CARRIED.

- Life Membership Committee – 4 life members needed on committee. Meeting to be arranged by Simon Falconer.
- Lighthouse Room ceiling fans – wait to decide on this once Batteries are installed. Tony chasing up quotes for solar batteries. Will need a grant - \$33k for 2 batteries.
- Resinc BBQ – 5 dates secured are: 10<sup>th</sup> and 30<sup>th</sup> December. 6<sup>th</sup> January. 17/18<sup>th</sup> February.
- Patrol 1 – require ATV drivers given Patrol Captain Jackson Blackshaw can't be insured to drive the vehicle due to minimum age restrictions.

**MOTION:**

Matt Keys be an endorsed delegate for ATV/SSV induction purposes for Patrol 1.

**Moved by:** Shana Doughney

**Second by:** Emma Griffiths

CARRIED.

Meeting closed: 9.05pm

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Simon Falconer  
President

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Annie Vandertouw  
Director of Administration