



January 2024
Soldiers Beach Surf Club
Committee Meeting

Attendees: Darcy Waller, Kell Maxwell, Tony Axford, Doug Fyfe, Matt Keys, Jennifer Falconer, Jacqui Godier, Gail Rixom, Rachel Sloane, Simon Falconer, Annie Vandertouw, Paula Trent.

Apologies: Shana Doughney, Matt Griffiths, Emma Griffiths, Coral Raymond, Simon Blakely, Matt White.

Date: 21 January 2024

Meeting opened at: 11:05am

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: Simon Falconer
Second by: Matt Keys
CARRIED: Y

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

1. Lights – Ongoing - just a few left to do.
2. Draft Constitution: Ongoing – working on sections one by one.
3. Website/IT: Danielle Scott offered to help with website.
4. RACHEL – Fashion Fish: Rachel to review design and visit store soon. If ready can be used at presentation day. Yet to be defined.



Item 4. Presidents Report – Simon Falconer

Background:

1. Would like to congratulate Shana and the patrolling members for a terrific job done over the festive break, there have been some stand-out members doing some extraordinary hours to keep us running over the busy period.
2. Resinc BBQs have been a success, we still have 2 more.
3. Recycling cages seem to be a success. So far we have recycled over 4000 cans and bottles since mid-October.
4. Painting has been finalized upstairs, good reports so far.
5. Lift broke down on weekend of 13/14th Jan. Council sending out technician.
6. Branch Lifesaving Competition is happening on 17/18th February. Need to organize work-party, catering for officials etc.

Recommendation:

*Committee to decide what needs to be placed on the walls and where. I am getting a quote to place Committee board in stair well.

Item 5. 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 11/01/24

	\$252,800.77	
LESS EXPENSES		\$178,984.10
Operating profit	\$73,345.46	
Less Grants		\$28,831.40
Working Capital	\$44,514.06	
Age Receivables	\$ 13,007.33	
LESS Age Payables		\$ 6,206.80
Term Deposit		\$ 50,570.47

Total unbudgeted Working cash \$744.12

As of the 11/01/24 Cash in Bank

Main account	\$9,117.18	budgeted expenses
100 Account	\$5,762.74	budgeted expenses
Investment Account	\$50,570.47	
Grant Account	\$28,831.40	budgeted expenses
Total	\$ 94,281.79	

MOTION:

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

Moved By: Tony Axford

Second by: Doug Fyfe

CARRIED.

Other issues

1. No Debt current, as all bills are paid when they fall due.
2. Budget is on track no over spends.
3. Membership income 11/01/24 \$28,410
4. There is an issue that has arisen regarding the ongoing Kids Vouchers, as of the 1st of February 2024 they are means tested, "low income on Centrelink".
5. A comment from the Book Keeper and I'm totally agreement" Tony this is an absolute nightmare."
6. After investigations it will cost the Club in processing the payment \$10.00.
7. Extract from an email from State:-

As part of the new registration process, applications are being declined if the person making the application does not match the person(s) that is "attached" to the ABN

Register with the Australian Taxation Office. For many clubs, the person applying to be an Active Kids Voucher provider on behalf of their organisation, may not be the person that is registered to the ABN Register with the ATO, especially if the ABN was set up some years ago!

We also understand that unless the club can determine the person that is currently registered to the ABN Register and have them provide a Letter of Authority, or have them change the "attached" person to the current responsible person, then they must contact the ATO and they will post them forms that need to be completed to make the change. We understand the process to do this may take several weeks.

Considering that the new Active Kids Voucher will be available from 1 February 2024, it is important that clubs who are considering accepting new memberships with Active Kids Vouchers begin the registration process. If your club encounters an issue with the ABN as referenced above, please be aware that that Sport NSW is working to find a solution with the Office of Sport and Services NSW, and we will communicate this to SLSNSW as soon as possible. Clubs should, however, commence the process with the ATO to change the person on the ABN Register ASAP if they need to.

From 1st February 2024, members will be unable to redeem Active Kids vouchers through our online registration process in the members portal. We are waiting on release of the new platform from Service NSW to understand how we can link it to our online registration process. We will update clubs as soon as we have more information and prior to the new season's registrations.

MOTION:

That the Club does not accept the proposed new Kids Vouchers as they stand. If the Government changes the format back then the Club will review its position.

Moved By: Tony Axford

Second by: Rachel Sloane

CARRIED.



Proposed Fee Structure for Club Finance Year 2024/2025

The following is a discussion document only which Tony handed out at the meeting:

Membership	
Due 1st of May 2024	
Soldiers Beach SLSC Membership Fees 1st May 2024-30th April 2025	
Membership categories can be found on our website: www.soldiersbeachslsc.com.au	
<u>This Price list is valid up until 1st February 2025</u>	
<u>It is a requirement that 1 Parent join as an Associate with a Nipper</u>	
Nipper Membership u5yrs to u14yrs	
1 Nippers + 1 parent/adult caregiver (Associate member)	\$140.00
Any Extra Child	\$55.00
Any Extra parent/adult caregiver (Associate member)	\$85.00
NOTE: As of the 1st of February 2024	
The Club is No Longer eligible to accept NSW KIDS VOUCHERS	
*A discount to current BM holders that are not doing roving patrols and active reserve patrolling members as they are excluded from this discount.	
This is discount is for doing 100 percent or more of allocated patrols from the previous year.	
Senior Membership Fees	
Juniors u15yr to u18yr (Vouchers maybe used +balance)	\$85.00
Active Seniors 18+ (Bronze Medallion) Current	\$85.00 45.00
*Special discounted BM current as per the above criteria	\$55.00
Award members	\$85.00
Active Reserve	\$85.00
Associates	\$85.00
Life Member	No Fee Due
Extras	
Competition Cap	\$20.00
Pink Rashie - (requirement from SLSA for all water events)	\$10.00
<i>This Price list is valid up until 1st February 2025. Prices may increase after this date.</i>	

Active Reserve

a. Active Reserve Membership –

- i. Active Reserve Membership may be granted to Active Members who have satisfactorily completed (after the gaining of the Bronze Medallion) at least eight years of patrol and Club obligations as provided by the Surf Lifesaving Australia and Club Rules and By-Laws and Regulations, provided the granting of Active Reserve Membership shall not be automatic, but shall be granted by a resolution of members at the Annual General Meeting.
- ii. Applications for active reserve membership will be received by the Secretary until two days before the annual general meeting at which they will be considered. Such applications shall be in writing and state the member's lifesaving experience. The meeting may defer decision on an application for admission to the active reserve members' list.
- iii. Under exceptional circumstances an application for active reserve membership may be submitted, in writing, stating the exceptional circumstances but will only be accepted if the following years of service as an active member has been completed:

Age at attaining bronze medallion	Years of service
15-17	8
18	7
19	6
20	5
20+	4

- iv. Applicants for active reserve membership shall hold the Advanced Resuscitation Certificate of the Surf Lifesaving Australia Limited.
- v. Active reserve members must:
 - a. pass the proficiency test at the beginning of each season as required by the Surf Lifesaving Australia Limited;
 - b. requalify for the Advanced Resuscitation Certificate as required by the Surf Lifesaving Australia Limited;
 - c. Such members shall perform a minimum number of patrols as required by the Association and any further patrol duties as may be required at the discretion of the Club.
- vi. A member who is transferred to the active reserve members list shall be entitled to all the privileges of active membership, except the eligibility to hold the positions of Club Captain or Vice Club Captain.

Roving Patrol

Roving Patrol can be applied for, through the Club Captain and is for persons who are on the roster with reduced hours because of shift and or weekend work. (Please Note that this is not granted automatically)

Item 6. Director of Administration – Annie Vandertouw

Background:

1. Incoming and outgoing Correspondence as per Register (copy supplied upon request).
2. Monitor inbox and distribute emails as required.
3. Website updates - ongoing.
4. Calendar entries - ongoing. Please remember to advise me of any meetings you attend or events we are participating in so I can add to our main calendar (this is compliance requirement).
5. Social Media Policy – still working on one for the Club.

Action:

– Urgently need someone to take over monitoring of the new Facebook page. Matt to talk to JD as a possible person.

Item 7. Vice-President/Sponsorship & Marketing – Matt Keys

1) Solar panel installation has now been completed 25th January 2023. Milestone 3 claim \$3,656.40

has now been lodged has now been lodged 27/9. As we have paid in full for the solar panels these funds will go directly into club operations

Action: MK to advise as below

Upon review of your documentation, we have identified an issue with the amounts provided in your report. Could you please advise the actual total expenditure as the report indicates actual expenditure as \$34,121.00 ex. GST and the financial statement displaying \$32,460.00 ex. GST. Please note that as per your Funding Agreement, the total project value is \$36,649.00 ex GST.

If there is an underspend on this project the final milestone amount will be reduced to reflect the percentage funded by the Office of Sport against the co-contributions from the club. Thus, requiring you to provide an updated invoice to reflect the change in amounts for the final milestone. We will be able to confirm these details upon clarification of your reporting amounts in the Final Acquittal and Financial Statement report.

Updated expenditure has been submitted \$32,460.00

Note: There may be some funding required to be paid back as there is a negative balance between what has been paid and what the auditor has stated we spent.

Budget Total Cost \$36,649.00

Expected Co Contribution \$3,409.00 (Not Required)

Funding Received \$33,240.00 (\$780.00)

Possible repayment to be negotiated \$4,189.00

Action: MK to request close out and negotiate final liability

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

In principle agreement reached for Mounties to contribute \$50k over 3 years

Action: MK to finalise and submit funding application.



Funding application submitted Monday 13th November

Action: MK to follow up progress and/or approval

3) I have submitted an invoice to Surf Life Saving Australia for \$10,000.00 for BCEF 2023/24 grant.
Submitted 24-Sept
Funds distributed to clubs – October 2023

Tax receipts for purchases must be submitted via the Beach Safety Equipment Fund Acquittal Form 2023/24 by 31 May 2024

Funds have been received

4) 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

Payment received 26-Oct

Action: MK to order feather banner

Banner has been ordered from Bannerama at cost \$165.00

New Banner has arrived

No further action

5) New sponsor New Leaf Projects - Jake and Summer Sontar

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 Rampaige – approx. cost \$250.00

A-frame signage has arrived and to be displayed at nippers each week

Water Safety rashies have been printed and need to be distributed to Water Safety

Action: Simon to have larger sizes printed and distributed inc 5 x L & 5 x 2XL

6) 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

Indicators have been fitted

UHF Radio with antenna/GPS has been fitted?

7) 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

Funding Deed signed and submitted Friday 10th November

Funds were received and subsequently the painting was completed as planned



8) 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

SBSLSC has now received the final \$17k to build the patrol trailer. Funds received 25-Oct

White Welding has been notified and is expecting to complete project early December.

Project was completed late December and is operating well. Feedback from members has been very positive and has made setting up and packing up a lot easier and less time consuming. Members are utilising the seating and shade it provides and is also making a secure place for members to leave equipment and bags.

White Welding has been paid in full. Project completed on time & budget

9) Annie is currently working on new FB site so we can take control of administration and ability to post content. Annie has created the new FB page and is working well with the ability of nominated people to post content directly to Soldiers FB page. Huge Improvement for club posts and engagement
Big thank you to Annie Vandetouw

People are starting to follow the new page currently 529 followers. 33.9% increase from November 2023

Action: MK to invite Jaydee Lourens to be a moderator

10) New banners have arrived for Link, Legal & Conveyancing, LJ Hooker and Bulls Pick Up & Removals. Please ensure these are used for nipper days and high-profile events to ensure sponsors

Item 8. Director of Youth Development – Matt White

Matt away and will return next week for Nippers.

Item 9. Director of Surf Sports – Rachel Sloane

1. Terrigal traditional carnival was held last weekend. We had 8 nippers attend. We are still struggling to get volunteers for water safety and officials. Thanks to Gail for being our official and Simon Falconer for sorting the other spot. Going forward we will need to encourage more parents to do their officials course and SRC/Bronze for water safety to help with ratios.
2. Email sent to all members updating upcoming events and entry dates/costs. We have Branch Nipper, Open, Masters and Champion Lifesaving events in the coming months shortly followed by State champs.
3. Swimwear- I have not heard anymore regarding updated design choices from fashion fish, I will be following up this month. It would be great to have a design in place for the start of the next season.

Item 10. Director of Education – Emma Griffiths

Courses coming up and first aid course, Emma will advise upon her return.

Item 11. Board & Ski Captain – Simon Blakley

NIL to report this month.



Item 11. Director of Lifesaving – Shana Doughney

1. Have had some great efforts by our members over the holidays, especially pitching in to help Christmas Day, Boxing Day, New Year's Day and also soon to be Australia Day.
2. The patrol trailer has been a great asset so far, making set up and pack up of patrol much easier and providing some additional shelter. Many Thanks to Shannon White.
3. I have received many comments re the state of the first aid room (especially the bathroom) lately – it is embarrassing having members of the public in there when it is not clean. Many thanks to Brad Halicek who cleaned it on Sunday.
4. - I'm not sure if this is lifeguards? (But there are some towels hanging in there)

Conversation to be held with lifesavers to keep the first aid room tidier. Matt keys to talk to the laundry company and organise schedule.

MOTION:

The Club to organize \$100 flowers for Shana as a thank you for her outstanding contribution.

Moved by: Tony Axford

Second by: Annie Vandertouw

CARRIED.

Recommendation:

Recognition for those members who helped on the public holiday combined patrol days.

Item 12. Caretaker – Kell Maxwell

1. Envirobank recycling cages has been very successful over the summer break, this month had to be emptied twice, so more money raised for the Nippers.
2. The ATV has been fitted out with a new CB radio, also a new aerial has been installed on the top of the cab, please be careful when taking rescue board off.
3. Resinc BBQ events have been successful, especially with the gorgeous weather, all the money raised will be going to the Nippers.
4. Dunes has been busy, especially over this Christmas/New Year holiday break, so many tourists have visited our gorgeous beach and Surfclub.
5. A big thanks to Simon Falconer for his support and help around the Surfclub, there is so much that you do when you are not on Patrol, your advice, a sounding board and just a good bloke.

Concerns of kid without parents in the first aid room, males to always aim to be accompanied by a female adult.

MOTION:

To receive and adopt all reports.

Moved by: Tony Axford

Second by: Annie Vandertouw

CARRIED.



Item 14. General Business

1. Rachel: Patrol donations QR code for donations.
2. Eski requested for patrol trailer. Matt Keys to talk to RTM to ask if they can donate.
3. Life Vests missing, Matt Keys placing order, arriving following week.
4. Branch carnival Soldiers Beachn 17-18 Feb: work Party, catering, etc
 - 2 day carnival, agreement sent to executives, team required to be determined.
 - Green area to be cordoned for event.
 - 6-10 officials need catering to be provided by club. \$15 budget per official
5. Matt Keys to review rotary raffle and email to be sent out and shared on socials.
6. Annual report to be designed in coordination with Annie and Jacqui.
7. Gail away during 14th February -19th March.
8. Darcy and Doug to coordinate proposed Bunnings BBQ - 16th March.
9. Executive sign with all historical members, Simon to obtain quote.
10. Simon contacted by Wallarah Point Care Community - \$250 donation annual perpetual trophy to junior members (nippers).
11. Presentations: Junior and Senior:
 - Matt White has juniors under control.
 - Proposal of Rampaige Voucher to be given as gift at presentation. People go in and order the size they need.
 - Tony requested detailed budget for event.
 - Simon proposing for Seniors a different event, similar to the comedy night, with a live band - Tony to look into it costs.
12. Rent relief: losing \$25,000 due to no income during major building works in July.
 - Club is going to be closed due to works in kitchen, bar areas, verandah ceilings, lift and external painting.
 - Conversations with council with ETA of completion of works.
 - Lift technician to perform maintenance but is not up to compliance.
 - there is budget for this year maintenance.
13. Burns support Day 2024 8-10 November or they can do later in November. Simon to confirm this date. All in favour.
14. Darcy & Douglas proposed participation in the IRB anniversary competition to be discussed with Matt keys. Accommodation and petrol expenses, crew, safety etc. 15th August approx date.

MOTION:

Darcy to take the lead on the IRB anniversary campaign.

Moved by: Darcy Waller

Second by: Simon Falconer

CARRIED.

15. New fee structure proposed by Tony for 2024 due to changes in Active kids voucher structure. Administrative expenses if club continues to go ahead with vouchers is \$10 per voucher. Bronze medallion discount applied from previous year patrol allocated hours discount of \$45 as a way to recognise patrolling members.

At end of season members that have completed hours from previous year can be provided with discuss process.



MOTION:

To adopt new price list and discount for next year.

Moved by: Tony Axford

Second by: Darcy Waller

CARRIED.

16. Investments due 2nd February, proposal to increase investment to \$60,000 (minimum 12 month) over 2 year period. Quarterly return of interest of around \$3,000. Other option 3 month investment of \$5,000.

MOTION:

To adopt the above investment plan.

Moved by: Darcy Waller

Second by: Doug Fyfe

CARRIED.

Meeting closed: 12.15pm

Simon Falconer
President

Annie Vandertouw
Director of Administration