



February Minutes
Soldiers Beach Surf Club
Committee Meeting

Attendees: Darcy Waller, Matt White, Rachel Sloane, Jennifer Falconer, Matt Griffiths, Emma Griffiths, Simon Falconer, Matt Keys, Annie Vandertouw, Kell Maxwell.

Apologies: Shawn Ford, Jacqui Goddier, Glen Coppen, Tony Axford, Coral Raymond, Gail Rixom.

Date: 25 February 2024

Meeting opened at: 11.25am

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: Darcy Waller
Second by: Matt White
CARRIED.

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

1. Lights – Ongoing - just a few left to do. **COMPLETED.** (take off next time)
2. Draft Constitution: Ongoing – working on sections one by one.
3. RACHEL – Fashion Fish: Rachel to review design and visit store soon. If ready can be used at presentation day.

Item 4. Presidents Report – Simon Falconer

1. Council:
 - i. a meeting was held to discuss works to take place in July, attendees Simon, Tony, Kell (caretaker), Kate (Kraken), Brent and Lucas (Dunes), Cassie (council) and Jono (project manager)
 - ii. a list of works to be completed was sought and placed in priority
 - a) all internal work to be completed as no.1 priority Kitchen and bar floor replacement, lift to be replaced.
 - b) external work: ceiling on verandah needs to be repainted/restored can be done in sections, an idea was put forward to apply colorbond sheets easier to maintain long term.
 - c) external painting of building.
 - iii. Council is replacing the Flu covers on the club roof as a matter of emergency, can cause fire risk. This may include extraction fans as well.
2. Branch Council meeting
 - i. Tony attended for me: Branch is gifting each club \$8k to spend on lifesaving equipment, some objections were raised as clubs have other expenses, we can now apply to Branch on what we would like to spend our money on.
 - ii. a new LSA is about to start, Presidents and DOLS will negotiate with Branch, a list needs to be provided to Branch of our concerns: some suggestions I am looking at are Security cameras, updated external lighting, possibly new extraction fan for kitchen flu.
 - iii. Branch has requested a meeting with the club executive.
3. Robbery: our recycling was stolen, has highlighted a few issues we have around the club: security being the main one.
Special thanks to the Businesses that have donated to help us out: LJ Hooker Budgewoi, Corbys Minibus, A to Zen Toukley.
4. Security: I had our security company come out and look at installing cameras around the club. 5 cameras will be placed around the club to monitor the external areas.
5. Lifesaving Championship
What great weekend of sport we had, club has gained massive recognition and competitors won medals.
I would love to thank all involved in the organising and running of this event.

Recommendation:

With the success of the Lifesaving Carnival, I recommend that we apply to host this event next season if it becomes available. To see the amount of green and white competing was fantastic and great for the event.



Item 5. Director of Finance – Tony Axford

EMAIL RECEIVED by Annie from Tony:

Hi all

I give my apologies and had my proxy vote if required to Annie.

I have briefed Simon on the Financial Report.

Kind regards

Tony

Director of Finance

Soldiers Beach Surf Club

REPORT:

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

Current Financial Position

Gross Profit to date 19/02/24

\$274,485.72

LESS EXPENSES		\$194,474.85
Operating profit	\$80,010.87	
Less Grants		\$28,831.40
Working Capital	\$51,179.47	
Age Receivables	\$ 11,785.01	
LESS Age Payables		\$ 11,760.46
Term Deposit		\$ 65,016.60

Total unbudgeted Working cash \$1,168.07

As of the 19/02/24 Cash in Bank

Main account	\$1,168.07	
100 Account	\$11,778.96	budgeted expenses
Investment Account	\$65,016.60	Note: 12 months term at 5% = \$3,250.83 interest.
Grant Account	\$28,831.40	budgeted expenses
Total	\$ 106,795.03	

Motion 1:

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

Moved By: Tony Axford

Second By: Darcy Waller

CARRIED.

Other issues

1. No Debt current, as all bills are paid when they fall due.
2. Budget is on track no overspends.
3. Auditor and Bookkeeper meeting.
 - This meeting will be at the Auditors office on the 5th of March.
 - Pre-Audit meeting to review check lists and review costing of transitional from MYOB to Zero.
 - There is an issue with this transfer, historical data will be lost from MYOB.
 - Having said this, we are looking at backing up systems in read only data.
 - I will report back to the Executive with the outcomes of this meeting
 - Patrolling BM Membership Discount Process



The Criteria of patrolling BM membership discount.

1. The member has completed 100% of their individual allocated roster patrol hours, for the whole of the previous year.

It does not include any of the following.

1. It does not include any volunteer patrols.
2. It does not include Long Service members.
3. It does not include getting substitutions either way.
4. It does not include roving patrols.
5. It does not include active reserves.

The above was approved at the previous meeting.

Payment Processing Procedures

Fee is \$45 including GST

1. The member that meets the Criteria at the end of each Club financial year, will be identified by the Director of Life Saving.
2. The Director of Life Saving will email the list to the Director of Finance.
3. The Director of Finance will email the member with a congratulations, with a once off code.
4. The member will pay their discounted membership into the clubs Bank Account, and in the reference their Surname and the code. (No code, no discount.)
5. The Director of finance will check the Bank Account, cross check the payment, issue a receipt.
6. When issuing a receipt, the Director of Finance will cc the Director of Administration, who will enter into surf guard the Member as a paid up member.
7. Discounts are valid only for the year they were issued in.
8. The discount are only for the Member who receives the code. It cannot be assigned to an other member.

Motion 2.

Move to adopt this procedure.

Moved by

Second by

Carried

***DISMISSED** - Carried over to next meeting for further discussion and ideas.

Motion 3:

A second Term Investment will be set up, this will be a 3 Monthly term. As an easy access for Special Budgeted PROJECTS ONLY.

Moved By: Tony Axford

Second By: Matt White

Carried.

Motion 4:

Move to approve Rent Relief for Dunes and Kraken for the Month of July, to be reviewed at the end of July. (This relief does not include any outgoings; they will still be liable for those.)

Moved By: Tony Axford

Second By: Jennifer Falconer

Carried.

(Kel, Matt & Matt left room for this vote)

Motion 5.

Move to Renegotiate the Lease/Service Agreement with Kraken.

Move By: Tony Axford

Second By: Annie Vandertouw

Carried.

(Kel, Matt & Matt left room for this vote)

Item 6. Director of Administration – Annie Vandertouw

1. Resignation of Paula Trent, Admin Assistant on Friday 16 February via text message.
2. Incoming and outgoing Correspondence as per Register (copy supplied upon request).
3. Monitor inbox and distribute emails.
4. Website updates - ongoing.
5. Past AGM reports – looking to compile past Annual Reports, digitize them and put onto website. Tony to assist with scanning past reports.
6. Past minutes on website – updated back to January 2023 now. 2024 page now ready to go.
7. Calendar entries - ongoing. (Please remember to advise me via email of any meetings you attend or events we are participating in so I can add to our main calendar – this is a compliance requirement.
8. Social Media Policy – it was decided to use the SLS social media policy and word as such on the website.
9. Executive meeting held 28.1.24 to discuss current matters.
10. Grievance Committee met with Branch 22.1.24.
11. Trailer Registration – Transferred to Blackhead SLSC.
12. Club Transfers – latest transfers and pending for Soldiers Beach SLSC:|

Transfer Out										
ID	Member ID	Name	Winning Club	Losing Club	Transfer Type	Create Date	Most Recent Action Date	Age	Status	Action
157129	4414056	Dan Barron-Hyland	Caves Beach	Soldiers Beach	Non-competition rights	18/02/2024	18/02/2024	4 days	New	Endorse Not Endorse Update Delete
157125	5432231	Lucus McIntyre-Guy	Caves Beach	Soldiers Beach	Competition rights	18/02/2024	18/02/2024	4 days	New	Endorse Not Endorse Update Delete
157124	4232974	Larissa McIntyre	Caves Beach	Soldiers Beach	Non-competition rights	18/02/2024	18/02/2024	4 days	New	Endorse Not Endorse Update Delete
157113	5926689	Charli Anderson	Toowoan Bay	Soldiers Beach	Full Transfer	18/02/2024	18/02/2024	4 days	New	Endorse Not Endorse
157112	5943220	Nick Anderson	Toowoan Bay	Soldiers Beach	Full Transfer	18/02/2024	18/02/2024	4 days	New	Endorse Not Endorse
157062	3664297	Ian McGaw	Northcliffe	Soldiers Beach	Full Transfer	14/02/2024	16/02/2024	8 days	Approved	
157061	4543083	Belinda McGaw	Northcliffe	Soldiers Beach	Full Transfer	14/02/2024	16/02/2024	8 days	Approved	
157060	6002735	Kamryn McGaw	Northcliffe	Soldiers Beach	Full Transfer	14/02/2024	16/02/2024	8 days	Approved	
157010	3680814	Philippa Lowe	Manly	Soldiers Beach	Competition rights	10/02/2024	19/02/2024	--	Completed	Archive



PENDING:

<input type="checkbox"/>	Request ID ↕	Request Date ↕	Member ID ↕	Member Name ↕	Sub-Membership Category ↕	Season ↕	Request Type ↕	Request Status ↕	Links
<input type="checkbox"/>	1452148	22/09/2023 19:52:30	6098446	Springett, Paul	Probationary	2023/2024	New Club Membership	Pending	?
<input type="checkbox"/>	1534483	19/02/2024 13:34:02	6002735	McGaw, Kamryn	Junior Activity Member (5-13 years)	2023/2024	Update Personal Details	Pending	?
<input type="checkbox"/>	1534484	19/02/2024 13:36:11	3664297	McGaw, Belinda McGaw	Long Service	2023/2024	Update Personal Details	Pending	?
<input type="checkbox"/>	1534485	19/02/2024 13:42:31	4543083	McGaw, Belinda McGaw	Active (18yrs and over)	2023/2024	Update Personal Details	Pending	?
<input type="checkbox"/>	1534486	19/02/2024 13:44:30	3664297	McGaw, Ian	Long Service	2023/2024	Update Personal Details	Pending	?
<input type="checkbox"/>	1534487	19/02/2024 13:44:30	6002735	McGaw, Kamryn	Junior Activity Member (5-13 years)	2023/2024	Update Personal Details	Pending	?

13. Letter of Support for Club President – Please advise any changes you think will make it read better.

MOTION 1:

Move that the Vote of Confidence letter be sent to Branch and State Presidents.

Moved By: Annie Vandertouw

Second By:

CARRIED: Y/N

***MOTION FAILED AS IT IS UNNECESSARY at this stage.**

MOTION 2:

That the pending and transfer lists as above be approved - with restrictions as discussed.

Moved By: Annie Vandertouw

Second By: Matt Griffiths

CARRIED.

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

NIL to report.

Coolangatta sponsor in the pipeline.



Item 8. Director of Youth Development – Matt White

1. Nippers season has been extended presentation will now be on the 17th March.
2. All trophies and medals have been ordered and paid for
3. Youth camp is being organised. We are looking at white water canoeing a company will help with the risk assessment and insurance.
4. Both nipper boards that were damaged have now been fixed cost \$180.

Item 9. Director of Surf Sports – Rachel Sloane

1. Fashion Fish Swimwear- Apologies I have not had a chance to go and follow up on designs. I hope to get there in the next week or two.
2. Branch Nipper Carnival and Branch Opens Carnival had a great response with 22 nippers and 8 U15s attend these carnivals. It would be great to see this continue next year with all carnivals.
3. Branch Champion lifesaver/First Aid comp was a huge success with 15 entering champion lifesaver and 3 teams (6 participants) entering and a last-minute fill in from U14s to help another club remain in the comp.
4. We have 1 U15 entered in the opens State championships, 1 U15 entered for Champion lifesaver at State and 2 teams entered in First Aid comp at state. This is an excellent representation for Soldiers at state this year. Good luck to all those competing.
5. We have boat entries in Round 7 and 8 and we have 1 boat team entered in State champs.
6. In the coming months I would like to look at beginning to see who is interested in the pool rescue challenge later in the year and potentially work out when we could start training for this. This is when I would like to see about getting the funds together for the swim caps. Not urgent but time is moving quickly.

DISCUSSION: Rachel to come back with a quote for swim caps and we will look at doing it. Look at charging people half price for it maybe. Yes for pool rescue comp.

Item 10. Director of Education – Emma Griffiths

- Education has put out expression of interest Jotforms for SRC/BM course, IRB course (crew and driver), ART and First Aid.
- Currently have 9 members attending ART training at Lakes Beach on 24th Feb 2024
- Currently have 5 candidates for the SRC/BM course to be run through March. There is interest from both The Lakes and North Entrance trainers to assist in the development of this course and consideration of involving members of other clubs to ensure the course will be successful and compliant.



- Education has been approached to support IRB training courses to develop skill for the IRB racing team proposed by IRB captain. IRB captain and Mick Crowe have advised they would like to start a training group for this and are keen to assist in the training of the IRB Driver course
- Training Defib to be ordered
- CTO purchased 3 oximeters for the first aid room as there is currently only 1 working oximeter in the club
- CTO supported the training of and engagement of the youth members in the First Aid and Champion Lifesaver competition for branch carnival.
- CTO has now successfully been mentored through the assessor process and is endorsed. Ongoing support provided by other clubs to ensure transparency in assessing courses at Soldiers Beach. CTO will engage in next facilitator training offered by SLSNSW
- SRC and BM courses at Soldiers Beach will be supported for transparency by Shelley Beach, Nth Entrance and The Lakes trainers and assessors. This ensures candidates are supported through their program with differing skill levels and abilities and the training impacts on trainers is not extensive. Assessors from other clubs ensures transparency in assessment and also ensures the process and training is adequate and current.
- Education and JAC looking to develop an education camp to involve the Youth in an end of year activity. This will be put forward by JAC.

Recommendation:

2024 Required Equipment:

Committee role	Description of Equipment/Products Required For the 23/24 Year	Cost/Estimate or Quote attached	Supplier details	Month required or Date
Education	Training Defi Rookie Uniform Shirts (xs, s, m, l) x 8 each size	\$447	SLSNSW member store SLSNSW member store / current stock to be used	April 2024

Item 11. Director of Lifesaving – Matt Griffiths

1. Matthew Griffiths has taken on the role of Club Captain, following previous Club Captain stepping down from the role. He will be supported in this role by Brad Halicek who will stand in as vice club captain.
2. 2 x motors need running in, and prop guards installed.
3. There is no service schedule or program for the two patrol motors being used.
4. Patrols are managing the beach effectively; however, some patrols are lower in numbers due to non-attendance.
5. First aid room is a shambles. Voluminous items expired as old as 2012. First aid kits not being restocked.
6. I have not closed out any patrols on Surfguard as of yet due to developing an understanding of the program. This will be done in conjunction with the vice club captain as soon as possible.
7. I have received zero training for point 6.

Recommendation:

- A) Fridges are to be moved to the North wall to allow operational access to NSW Ambulance gurney when transferring patients from the first aid room to the Ambulance.

Suggestions on how to best proceed to restock the first aid room and kits.

1. Take inventory from another clubs first aid room that is functioning and restock ourselves.
2. Get a quote from ALSCO to restock, possible sponsorship? Matt Griffiths to arrange quote.
3. Provide the IRB Captain a written instruction that he has 14 days to finalise the commissioning of the two motors.
4. Provide the IRB Captain a written instruction that he has 14 days to install a white board and provide a maintenance schedule for the two motors being used on patrol.

I will start to attempt closing out patrols in Surfguard. I will contact Brad Halicek to assist me as he has done this 2 seasons ago.

Jobs required:

1. Move fridges to the more suitable position. OHS issue so YES. (Simon to send email to Lara to inform her as we have been asked by NSW Ambulance to do this. Committee meeting have agreed to the decision). Extinguishers will also need to be moved.
2. Restocking of first aid room, 2 options. Matt Griffiths to arrange quote for ALSCO.
3. Notifications to IRB Captain. Matt Griffiths to write to IRB Captain to ask his plans to get them up and running - suggesting in 30 days.

Item 12. IRB Captain – Shawn Ford



1. Started to go through props and have given 1 to Tony.
2. A couple of weeks ago put out an email with a start date of Sunday 25/2 to start some IRB race training, and to chat and see what interest there is within the club.
3. Hoping to get approval to look at and if available for racing to order a new propeller.
4. Can the committee look at a date to christen the Achilles IRB so we can put it in the water.
5. General Business
6. I am putting a motion forward that allows Kel to put her bike inside the rear roller door overnight.
7. IRB trip from Sydney to Gold Coast planning underway.

Item 13. Board & Ski Captain – Simon Blakley

1. Board trailer causing some damage to foam boards – slots too narrow, look into replacing foam with thinner in sections.
2. 2 fibreglass repairs completed. Thanks Matt W for organising. \$180
3. Board training going well, all ages skills and fitness improving.
4. Green club ski in good working order.
5. What funds are available to purchase a ski paddle as have some members and youth keen to try.

Recommendation:

Recommend disposing of blue ski as numerous repairs required and overall condition poor.

DISCUSSION: Look at this later.

Item 14. Boat Captain – Glen Coppin

6. No crews competed at branch
7. 4 crews entered for Swansea
8. New oar and sweep shaft ordered.
9. Boat cupboard in gear shed has been broken into. This was discovered when the helmets were collected for the Umina carnival. Lock has been cut with an angle grinder and left on top of cupboards.
10. Contents of the cupboard were ten new helmets and 2 new bilge pumps. 1 bilge pump is missing at this stage.
11. Philippa Lowe has put in a competition transfer to Manly LSC to allow her to row at state and nationals as soldiers is not entering these carnivals and there will be no impact on soldiers. Please process this ASAP as entries have a closing date.

NOTE: THIS WAS ALREADY DONE 1 WEEK AGO.

Recommendations



Replacement of pump out of club funds and not out of the boat budget as was under lock and key.

***DISCUSSION:** MEETING SAID NO, AS NO BACKUP KEY WAS PROVIDED TO THE CARETAKER.

Item 15. Rookie Coordinator – Jackson Blackshaw

NIL to report.

DISCUSSION: Shana listed as IRB driver after surgery. She needs to provide a copy of “Return to Work” to Matt and Admin before she can drive.

Item 16. OHS/Special Projects – Darcy Waller

12. OHS – nothing to report.

13. Special Projects – Bunnings BBQ 16/03 /24. We have a successful partnership with Bunnings not only with the BBQ’s also with donations of equipment used around the club so as always, we need help on the day.

14. The Re-enactment of the IRB trip from Sydney to Coolangatta planning is under way. It is 50 Years THIS YEAR since John Fallon Cliff Spong (IRB crew) along with 3 road crews and a lot of luck and courage set out to prove the durability of the IRB to SLSA. Our club logo is Soldiers Beach IRB Pioneers – we will prove that again – more news to follow.

Recommendation:

Let’s get behind these projects and show everyone THE SPIRIT OF SOLDIERS which, by the way, was the name we gave the Surf Boat that we took to Gallipoli in 2015.

Item 17. Childsafe – Jennifer Falconer

Nothing to report.

Item 18. Caretaker – Kell Maxwell

*Report to come

DISCUSSION/ACTION: Craft Room - Matt G to put in walkways in craft room. Club reimburse costs.

MOTION:



MOTION:

To receive and adopt all reports.

Moved by: Annie Vandertouw

Second by: Darcy Waller

CARRIED.

Item 14. General Business

1. SIMON: Clontarf Foundation request for equipment – asked to borrow 6 x rescue boards and 6 x rescue tubes on 4-5th March 2024.
DISCUSSION: Simon to arrange 6 boards & tubes put aside on Sunday 3rd. Condition report done on Sunday. Meeting agreed to this.
2. TONY: The Club invites Branch President to meet with the Executive to discuss wellbeing. - ONGOING
3. Nipper Training – Oct–Dec cost of \$840 for nipper pool swimming for 2 lanes. Matt W to see how we can charge for this going forward or another way to fund it.
MATT WHITE TO ORGANISE. Squad swimming finishes 17 March.
4. ANNIE: Email received from Ocean Beach asking if anyone has seen a pair of fiberglass fins possibly in a black bag with yellow piping. Email from Carly Ludbrook.
CAN'T FIND THEM AT THIS STAGE. Annie to respond.
5. GLEN: New oars were purchased – have they been delivered? Follow up with Glen.
6. MATT G: asks Simon to follow up with Lara, send email requesting where is \$300 of supplies - where is it. Email also on current first aid room was not up to expectations. Has been fixed by Emma and Matt. Her role is to maintain.
7. Log of equipment borrowed. Matt K to come up with policy.
8. \$8K from branch on Building maintenance/cameras. Simon to follow up.
9. Youth Camp: Club to look at funding 50/50? Canoeing/surfing Grafton.

Meeting closed: 12.58pm

Simon Falconer
President

Annie Vandertouw
Director of Administration