

March 2024 Minutes
Soldiers Beach Surf Club
Committee Meeting

Attendees: Simon Falconer, Tony Axford, Annie Vandertouw, Gail Rixom, Rachel Sloane, Jennifer Falconer, Matt Keys, Kell Maxwell, Simon Blakely, Shawn Ford, Emma Griffiths.

Apologies: Darcy Waller, Jacqui Goddier, Matt Griffiths, Matt White, Coral Raymond.

Date: 24 March 2024

Meeting opened at: 9.15am

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: Tony Axford
Second by: Matt Keys
CARRIED.

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

1. Draft Constitution: Ongoing – working on sections one by one.
2. RACHEL – Fashion Fish: Rachel to review design and visit store soon. If ready can be used at presentation day.
3. Motion 2, Finance Report February. Carried over to next meeting for further discussion and ideas. Discussed at this meeting.



MOTION: To rescind the previous minutes showing “doesn’t include” criteria for Patrolling BM membership discount.

Moved by: Tony Axford
Second by: Emma Griffiths
CARRIED.

MOTION: To adopt payment processing procedures from February Finance Report.

Moved by: Tony Axford
Second by: Rachel Sloane
CARRIED.

Item 4. Presidents Report – Simon Falconer

CAN EVERYONE PLEASE TAKE NOTE OF THIS EMAIL FROM BRANCH. WE NEED TO START WORKING ON IDEAS ASAP....

SLSCC Office

Wed, 20 Mar, 15:00 (19 hours ago)

6 WEEKS TILL NOMINATIONS DUE

ATTN: SLSCC Directors, Club Presidents, Club Administration, Club Member Services, Club Director of Lifesaving, Club Director of Education, Club Director of Surf Sports

2023-2024 SLSCC Awards of Excellence Evening will be held on Saturday 15th June 2024. The event will be held at Mingara Recreation Club, Tumbi Umbi 2261.

Circular Link: Nominations Closing Sunday 28th April 2024

[Circular 1610 2023-2024 SLSCC AOE Nomination-Circular](#)

The circular outlines the information and process for clubs to nominate and recognise the incredible people in our organisation and the impact they have on their clubs, its members and local communities.

Webpage link:

[Awards of Excellence - Surf Life Saving Central Coast \(slscc.com.au\)](http://slscc.com.au)

Examples of previously submitted nomination are available to assist clubs complete the nominations.

Club Wish List – To be submitted by Sunday 28th April 2024

[Club Wish List Form](#). Clubs are to email list to – office@slscc.com.au by Sunday 28th April, 2024.

Below are the Awards open to nominations.

SLSCC Awards of Excellence Awards

Surf Lifesaver of the Year	Athlete of the Year	Assessor of the Year	Official of the Year
Youth Lifesaver of the Year	Youth Athlete of the Year	Trainer of the Year	Rookie of the Year
Volunteer of the Year	Master Athlete of the Year	Administrator of the Year	Innovation Award
Youth Volunteer of the Year	Coach of the Year	Facilitator of the Year	Community Education Program of the Year
Patrol Captain of the Year	Surf Sports Team of the Year	Service Team of the Year	Club of the Year

Nominations Close - Sunday 28th April 2024

All nominations for the awards must be submitted via the **online nomination form by Sunday 28th April 2024.**

Regards

Natalie Tucker

Member Development Officer | Surf Life Saving Central Coast



1. Council:
 - i. Have looked at extraction fans and cover and will be replacing asap due to fire risk
 - ii. Works to widen and maintain emergency access in front of Kraken Kiosk will start before April, this is for when construction works take place from May till Sept.
 - iii. Tenders being sort for internal renovations, work in progress, all items have being pre-approved to get done.
 - iv. The club front door lock was damaged and needed fixing. Past committee approved replacing entire lock with new non-council lock without council approval. Council was unaware of this and will now re-install generic council lock. We will have to cover some of the cost.
2. Clontarf Foundation have thanked us for borrowing our equipment at the start of the month, talks between Emma, Jake, Joel and myself to establish a program to run with this foundation are ongoing, could be some more community spirit with the chance to increase membership and patrols
During shut down in July we will need to look at updating/freshen up the caretakers housing, due to construction site Kell will need to move out for the month so this will be the ideal time.
3. It has been brought to my attention that there has been misuse of the SSV, I have informed the Assistant Director of Lifesaving and he has spoken to those involved.
4. I will have a conversation with Dunes to discuss Members discount for hiring out The Sunset Room. All hiring conditions/prices will be subject to Dunes discretion.
5. Well done to the Nippers on a successful season, presentation was a success. New sponsor of Nipper and Nipperette award was very pleased, possible further club sponsorship to come from this, Matt keys will make contact.
6. Branch has given conditional approval to spend stimulus package on club maintenance, organizing quotes for final approval.
7. Senior presentation booked in for 29th June.
8. Branch Presentation is on 15th June, Need to work on our applications for awards.

Recommendation:

All Heads of portfolios need to start working on your YEARLY REPORT for the annual report, Annie and Jacqui are working on this.

Item 5. Director of Finance – Tony Axford

Soldiers Beach Surf Club Committee

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



<u>Current Financial Position</u>	\$290,952.19
Gross Profit to date 19/03/24	
LESS EXPENSES	\$213,204.22
Operating profit	\$77,747.97
Less Grants	\$28,831.40
Working Capital	\$48,916.57
Age Receivables	\$ 9,222.38
LESS Age Payables	\$ 14,777.56
Term Deposit	\$ 65,016.60
<hr/>	
Total unbudgeted Working cash	\$1,139.00

As of the 18/03/24 Cash in Bank

Main account	\$3,466.48	budgeted expense
100 Account	\$9,951.20	budgeted expenses
Investment Account	\$65,016.60	Note: 12 months term at 5% = \$3,250.83 interest.
Grant Account	\$28,831.40	budgeted expenses
<u>Total Cash</u>	<u>\$ 107,265.68</u>	

Motion 1:

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

Moved By: Tony Axford

Second By: Simon Blakely

CARRIED.

Other issues

1. No Debt current, as all bills are paid when they fall due.
2. Budget is on track no overspends.

Auditor and Bookkeeper meeting.

- Bookkeeper cost of translogs to Xero is \$1,600 +GST
- This Cost is very reasonable and will come out of next financial year's budget.
- Xero monthly fee is approx. \$30 per month MYOB cost \$350 per month.
- The Club will hold the Lic, but will be administered by the AUDITOR, this will keep transparency when the Club changes the Finance Director from time to time.
- The Bookkeeper will get a access code from the Auditor. A letter of Authorisation from the Executive to the Auditor will be required.



MYOB History Data from 2017 to 2024

- A new Xero file can be created with historical year end balances entered for a number of years to record the closing balances at the end of those financial years. This will give the Club year on year comparisons when reporting.
- All MYOB data will continue to be accessible as a read only file without a live subscription. It is important to note that there are no documents attached to the transactions this way. The club will need to pay for a subscription (monthly or as long as required) if you want to review any attachments in the MYOB file.
- The new Xero file can be set up using the chart of accounts as provided in your email. We can discuss the way we use portfolios in the new file to ensure all areas are reported as required.
- See attached “MYOB FILE ACCESS AFTER SUBSCRIPTION CANCELLED”.
- Based on this I believe the Club far better off to do this Transfer after the main Audit.

Motion 2.

Move to transition from MYOB to Xero, and that the Auditor Bishop Collins becomes the Clubs Administrator of the Club’s Xero accounts.

Moved by: Tony Axford

Second by: Annie Vandertouw

CARRIED.

- The Auditor has sent their letter of Engagement (see attached.)

Auditor’s Professional fees, these are budgeted for

□ Audit of Special Purpose Financial Statements for the year ended 30 April 2024	\$4,300
□ Preparation of Special Purpose Financial Statements for the year ended 30 April 2024	\$1,500
□ <u>Less: 2024/2025 Season Sponsorship</u>	<u>(\$2,000)</u>
□ Additional procedures relating the NSW Government grants and specific review of funding instruments, as required by management.	
□ Complimentary attendance at two commercial and/or strategic meetings <i>Gratis</i>	
SUB TOTAL	\$3,800
GST	\$380
<u>TOTAL</u>	<u>\$4,180</u>

Our fees will be invoiced on a stage of completion basis and are based on the time spent and level of expertise of those Bishop Collins personnel assigned to the engagement. Individual hourly rates vary according to the degree of responsibility involved and the experience and skill required.



Motion 3:

Move to Engage Bishop Collins for 2023/2024 Audit.

Moved by: Tony Axford

Second by: Emma Griffiths

CARRIED.

Note:

- Please see the Attached Auditors Check List. I will be requesting that all Club Committee members return to the Club anything they have at home before the end of March. I have requested this before.

- The new Licence agreement for Kraken has been approved by Ian Fulligar and on Wednesday 20th March will be executed, with the Clubs President's Signature under the Clubs Common Seal.

The Bunning BBQ financial break down:

Square income	=	\$1,265.74	after fees
Cash income	=	\$1,468.60	
Sub Total	=	\$2,734.34	
<u>Less</u>			
IGA Sausages		\$455.00	
ICE		\$40.00	
Onions		\$28.00	
Paper TOWEL		\$8.00	
Total Profit		\$2,203.34	

A huge thank you Woolworths who donated drinks and bread

Thank you Doug and Darcy for organising.

Item 6. Director of Administration – Annie Vandertouw

1. Incoming/outgoing Correspondence as per Register (copy supplied upon request).
2. Monitor inbox and distribute emails.
3. Website updates – ongoing.
4. Compile previous AGM reports – ongoing.
5. Minutes on website – ongoing.
6. 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.)
7. Organising people to volunteer on Bunnings BBQ.
8. New and pending memberships – see below.



New & Pending memberships:

Transfer Out										
ID	Member ID	Name	Winning Club	Losing Club	Transfer Type	Create Date	Most Recent Action Date	Age	Status	Action
157558	4111357	Glen Coppen	Caves Beach	Soldiers Beach	Competition rights	18/03/2024	18/03/2024	2 days	New	Endorse Not Endorse Update Delete
157557	4093997	Lachlan Coppen	Caves Beach	Soldiers Beach	Competition rights	18/03/2024	18/03/2024	2 days	New	Endorse Not Endorse Update Delete
157555	4131292	Alexandra Coppen	Caves Beach	Soldiers Beach	Competition rights	18/03/2024	18/03/2024	2 days	New	Endorse Not Endorse Update Delete

Motions that may be required:

Move that the above new and pending memberships be approved.

Moved By: Annie Vandertouw

Second By: Tony Axford

CARRIED.

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 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

Action: MK to request close out and negotiate final liability

This grant has now been acquitted. Final payment milestone 3 \$2,798.40

- 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 follow up progress and/or approval

Have contacted David English and is still awaiting 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

Have purchased 4 x size S life jackets

Action: Committee to agree on additional purchases to be made




- 4) 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.
Action: There is still approx. \$2,700.00 to spend. Looking to purchase a new rescue board
Action: MK to acquit grant
- 5) Currently applying for Central Coast Council Community Support Grant for new first aid equipment including new defibrillator, training defibrillator and Oxy Resus kit
Value \$4,958.00
- 6) 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.
Action: MK to acquit grant – In progress
- 7) I have started seeking sponsorship for Sydney to Coolangatta trip September 2024.
Budget approx. \$18,000.00
I have approached Budget Truck & Car Rental, GME, Niche Projects and Achilles Boats. Simon has reached out to SLA for support from Ingenia, Ampol and national SLS sponsors
GME have agreed to supply two EPIRB's and three VHF radios value \$1,500.00
Achilles Boats have said they will support the trip value TBC
Suggestion for all participants to contribute \$250.00 each excluding support crew (\$2,000.00).

Item 8. Director of Youth Development – Matt White

1. Nippers has finished for the year.
2. Presentation was held and was a success.
3. Nipper camp at one mile is on the 3rd to 5th May.
4. Youth camp to be held at Nymboida River. U15s and up:
 - We will be going white water canoeing.
 - Quote is attached. All participants will need a \$100 non-refundable deposit to attend.
 - We will be camping at the Nymboida camp centre departing the 31st May - 2nd June - final dates to be confirmed. Deposit paid for by 17th May.
 - Soldiers or participants will need to supply tents but we can use the center's camp kitchen and showers.



- Emma will supply a bus and Tony has granted the use of the fuel card.
- We will leave on a Friday and return late Sunday; we will be doing a full day paddle on Saturday.
- All food to be supplied by Soldiers Beach, all equipment will be supplied by Nymboida river camp (canoes, life jackets, helmets and guides.)
- I feel this will hopefully be a building block for teamwork and inclusion as we have had a lot of separation in our youth.
- Moving them out of their comfort zone from the surf and into a team environment in a canoe will hopefully bring the youth back closer together.

QUOTE		Date 19 Mar 2024	Nymboida Camping and Canoeing Incorporated	
Soldiers Beach SLSC		Expiry 18 Apr 2024	3520 Armidale Rd NYMBOIDA NSW 2460 AUSTRALIA	
		Quote Number QU-0002		
		ABN 62 266 920 327		
				
Description	Quantity	Unit Price	GST	Amount AUD
Accommodation - camping x 2 nights	18.00	18.18	10%	327.27
Canoes x 9	9.00	59.09	10%	531.82
Guides	1.00	1,254.55	10%	1,254.55
Shuttles	1.00	381.82	10%	381.82
Zoleo	1.00	27.27	10%	27.27
Admin + insurance	1.00	136.36	10%	136.36
Subtotal				2,659.09
TOTAL GST 10%				265.91
TOTAL AUD				2,925.00
Terms				
50% deposit is required by the 20th of May.				

Issues: nil

MOTION:

That Soldiers beach cover the rest of the cost for the youth.

Moved By: Matt White

Second By: Tony Axford

CARRIED.

Item 9. Director of Surf Sports – Rachel Sloane

1. State Carnival:

- We had Samuel Terry compete in Champion Lifesaver and placed 4th- Awesome effort.
- We had Samuel Terry and Emma Lamphée place 2nd in U15s First Aid comp and Aisha Crowe and Indianna Lourens place 3rd in U15s first aid comp. A great achievement and representation for Soldiers beach at State level. These kids are off to Aussies to represent Soldiers against clubs from all over Australia. How good is that.
- We had our Mens 9 voltors boast team place 4th in State championships in very trying conditions. Well done!!

2. **Swimwear:** I have been to Fashion fish and spoken to owner Sally. She is still working on our design which was put on hold whilst she held a stall at state champs. She did say we should have a design shortly after.

I have discussed the idea with Simon and Annie and Simon asked if we could do a mock up to help describe what Sally is working toward, Annie has kindly played with my images and we have a similar example of the design Sally is working on. This is not the final design just a concept. In the pic below imagine the IRBs without the green circle and the colours will be tweaked. We have only played with one type of swimmer but hope to narrow down the range with the committee one we agree on a design.



Updated image without the 'green'.



3. **Swim Caps:** I have requested quotes again for caps as the last quotes I received were last year and possibly out of date. An indication of prices was previously minimum order 50 caps @ \$16 each for coloured logo and \$10 each for colour logo - I

will confirm new prices once I receive them



UPDATED PRICES: Single colour \$11 each for 50 item order.

MOTION:

We purchase 50 green and white silicone caps.

Moved by: Tony Axford

Second by: Emma Griffiths

CARRIED.

Item 10. Director of Education – Emma Griffiths

1. BM and SRC course to start 21/03/2024 with trainers and candidates from across northern clubs joining soldiers members.
2. ART course now complete – course was run with Lakes and Toowoan members
3. CTO is being supported to be a mentor across Central Coast clubs.
4. First Aid supplies, audits and orders will be reported and monitored by CTO and Club Captain to ensure all requirements are met. New defib, oxygen kit and supplies will be ordered in coming weeks
5. New training defib to be ordered to support member use of the zoll defibs
6. Training supports are in place for the National representatives in the First Aid comp. This will continue until Aussies in early supplies.
7. IRB drivers course currently up and running with 4 participants.
8. Audit of First Aid room started.

Item 11. Director of Lifesaving – Matt Griffiths

1. Third motor has been run in and a fourth is currently being run in to support lifesaving, racing and training.
2. Lifesaving and CTO to audit the first aid room and ensure supplies are stocked up for end of season and start of next season.

Item 12. IRB Captain – Shawn Ford

1. Have given X4 props to Tony to sell.
2. Have ran in the third motor and is out the beach on the rack. This motor is only to be used if the patrol motors are not going, before this motor can be used the IRB captain needs to be contacted and given approval for its use.



3. I currently have the 4th motor at my house and will be starting to run this one in.
4. I have given Matt Keys the prices for surf kits for the remaining 2 motors.
5. We only have a small number of people that want to race, and with others still needing training and to gain awards before they can fill race positions, we do have an option but will address this soon after speaking with those involved.
6. IRB driver training is underway with 5 participants.
7. If are racing we may look at putting the Achilles boat into the water from the weekend of the 6th of April

MOTION:

Put John Edwards & Marsh name on the new IRB.

Moved by: Tony Axford

Second by: Matt Keys

CARRIED.

Item 13. Board & Ski Captain – Simon Blakley

Get quotes for quick release foot straps.

Item 14. OHS/Special Projects – Darcy Waller

1. OHS: no issues reported
2. Special Projects:
 - a) Bunnings - well done to all who were there even if it was a long day. the effort is worth the reward not only financially but in working with our younger members and of course the old ones.
 - b) Coolangatta IRB trip 50 years anniversary:
 - arrangements are moving along a lot of logistical work to do.
 - Trip is planned for September 24 - we may even visit the world lifesaving champs and show the world who the IRB pioneers are.

Recommendation:

A Bain Marie is required for use at Bunnings BBQ's and club functions.

Action:

One to be obtained - electric.

Matt Keys to investigate with HS Express the cost or possible donation of Bain Marie.

Item 15. Caretaker – Kell Maxwell

Blackout-power outage Tues 19/3, there was tripped circuit breaker upstairs in Clubhouse, Electricians had to be called, all fixed now.

Wormald came out last week, did the Annual Fire Safety Check, everything all good, esp with new key padlock on Craft Door, beach access side.

Envirobank cage, gas tank side all locked up now with chain and padlock, hopefully no more attempted stealing of cans/bottles.

Front door lock access to Surf Club was playing up Sun Night, rang Council, new lock was replaced on Tues, same key access for the moment. Bought up a couple of problems, with



the previous Committee, Dunes was able to change the locks, at Dunes expense, but with the Surf Club being a Council Asset, Council did not have access, it will be sorted within the next couple of weeks.

Plumber will be here next Mon, attaching stainless Steel sheets upstairs on 3 doors, safety, hygiene and general wear and tear from Dunes, also fixing a pipe in kitchen sink in Dunes and also The Kraken Kiosk.

On April 12th,(fri) The Maritime Union will be holding their annual Surf Contest here, a big day for everyone, it is a great event.

On Tues 5th March, the Surfclub was able to provide rescue tubes and rescue boards for the Clontarf Foundation, it is an Indigenous group of young men, about 25-30, from all over NSW, a great day held around at Cabbage, for all of them to achieve and gain their SRC Certification.

The smiles and laughter on their faces was priceless, as a 1/3 of the guys had never been to a beach before.

Next year, it will be held at Soldiers, depending on the weather and surf conditions.

MOTION:

To receive and adopt all reports.

Moved by: Tony Axford

Second by: Simon Blakely

CARRIED.

Item 14. General Business

1. Burns Foundation (see attached newsletter). Probably 50-60 people again this year.
2. Mail (Annie) - Catholic care poster asking for volunteers - Kel to put up on noticeboard.
3. Jennifer - taken care of all previous lost property. Need new lost Property box - get new one & label.
4. IRB Trailer lights - Shawn to sort out.
5. Matt - any portfolios with large purchases required (over \$1,000 approx) over next 1-3 years please give info to Matt K so he can source grants for this.
6. Planning meeting required in next few weeks. All portfolios do an audit of equipment and supply to Finance. Serial numbers included & values/rego numbers.
7. Tony: no accounts can be paid until 1 May now due to auditing.

Meeting closed: 10.35am

Simon Falconer
President

Annie Vandertouw
Director of Administration