



# DRAFT

## Soldiers Beach Surf Club Minutes Committee Meeting 19/4/22

Attendees: Phil Walls, Craig Andrews, Jacqui Godier, Shana Doughney, Ellen Van Wessel (minutes), Matt Keys, Jodie Freeman, Jenny Downing

Apologies: Alex Coppen, Tori Coppen, Lara McIntyre, Kellie Maxwell, Karen Harvey, Dennis Rickets, Coral Raymond

Date: 19 April 2022

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Meeting opened at 7.12pm

Confirmation to accept the March minutes  
Moved: Coral Raymond Seconded: Jacqui Godier

### **Business Arising from previous minutes /Outstanding action items**

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- Receipt book – still in progress  
UPDATE : Follow up with Gail
- Telstra Costs – still in progress  
ACTION: Craig to review and advise  
UPDATE: On-going  
UPDATE #2: On-going – bills are what they are – internet and phones lines into lift
- Pass codes – Kellie has contacted Craig Ray and is in progress/Matt Keys will follow up with Craig Ray  
UPDATE: On-going  
UPDATE #2: On-going – follow up with Kellie
- Lights – Shane Walker has the information; Shawn Ford has advised he can assist if required  
UPDATE: Shawn has been advised to go ahead and replace bulbs  
UPDATE #2: Shawn has been in club – needs confirmation as to which lights need to be replaced/ eg fixtures vs bulbs plus upstairs needs to be clarified – Shawn to discuss with Jim
- IRB Motors – Spare motors need to be sold  
UPDATE: Still need to confirm when new IRB is due for delivery



UPDATE #2: Will be sorted over winter

- Trailer

NEW ACTION: To clarify what the unregistered trailer is doing in there, need to confirm whose boards are being stored, if they are personal, they need to be taken home to enable us to remove the extra trailer

UPDATE #2: Both trailers are registered – need to clarify personal storage of boards (For noting: personal storage is not covered by insurance if something were to happen)

- Racing Mals

NEW ACTION: Need to ascertain what is to be done with the racing mals

NEW ACTION: Mick Crowe to advise on status on racing mals / scrutineering itinerary of what boards we have / what are there / age / need to check with the constitution with regards to board policy / bi-law

- Skis

NEW ACTION: Need to ascertain what is to be done with the skis (per Jodie Freeman - 2 are club skis)

- IRB Motors

NEW ACTION: Need assistance with running the new IRB motor in

ACTION #1: Shana will discuss with Shawn and potentially put together a schedule

- Liquor licence – Phil needs to get his licence as a representative of the committee of the Surf Club

UPDATE: Brent to confirm with Service NSW as to who should hold the licence

UPDATE #2: Confirmed that SBSLC holds the licence therefore we pay the fees (special surf club licence)– we need to confirm which representative of the Club's name is on the licence?

ACTION: The Club needs to put forward a representative to put their name on the liquor licence – Shana advised she will review the status of her RSA – is Jim on there and does he need to be replaced?

ACTION #2: Check Service NSW

- Council – we have received information regarding weather shield suppliers, and we have been advised that the suppliers need to have \$20million public liability to be able to progress. Approved suppliers has been sent to Brent by Phil

UPDATE: Current supplier has been bought out by another company. Still in progress. Phil to action.

UPDATE #2 : Still in progress – Phil to action

UPDATE #3: Still in progress – Phil to action

- Board Policy – Mick Crowe has carriage of this and will be undertaking repairs. Jodie would like some money set aside for locks for competition and Education boards and repairs to the value of \$250 + \$250 and Lara would like boards locked up for SRC training

UPDATE: On-going

UPDATE #2: On-going



- Kraken Kiosk – outstanding payments

ACTION: Need to have further discussions with Kate regarding the waste invoices for the period (as per previous minutes), JJ waste invoices were suspended – from 19 July – 9 September 2021 in relation to Kraken Kiosk outstanding payments

UPDATE #2: On-going – Craig will discuss with Kate

UPDATE: Coral to check with Emma check JJ invoices to confirm when we were charged and the dates.

UPDATE #3: Still in discrepancy over the waste invoice and charges over the shutdown

ACTION: Craig will call Kellie to confirm if request to not pick waste up is in writing

- Balance Sheet

ACTION: Phil to discuss with Emma regarding amount sitting on Balance sheet for doubtful debts – how long does this sit on our financial documents? Needs to be removed

UPDATE #1: On-going

UPDATE #2: Per Craig will be done on the next Audit.

- Items thrown out during Working Bee

ACTION: Items thrown out during working bee – need to check Surfguard to remove from the asset register

ACTION: Ellen to run a report of the asset register – Shana can review items and match up with Surfguard

UPDATE #1: on-going

UPDATE #2: Report has been run and provided to Shana/committee

UPDATE: Most signatories have now been to the Greater bank to sign the relevant documents.

QUERY FROM CRAIG: Why are we with the Greater??

UPDATE #2: Phil to still go to bank and sign the documents

- Patrol Operations Guide

UPDATE: All agreed to move forward, however, no offer from an individual to take carriage

UPDATE #1: Shana will contact the relevant Club to see what needs to be done to move forward

- Discussions around moving to a new accounting package titled “Zero

ACTION: Phil to discuss with Jon Harkness to ensure we are able to move across to the new package

ACTION #1: Phil will follow up /Craig will discuss with Emma

Moved: Jacqui Godier Seconded: Craig Andrews

## **Director Reports**

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### **Financials report – no report tabled due to Easter break**

- Financial statements - unable to discuss as no reports tabled due to Easter
  - Profit and Loss
  - Balance Sheet
  - Electronic Payments Register



- Aged receivables
- Aged payables
- Authorisation of payment of accounts

### **President Report: Phill Walls**

- No report
- Phil discussed ramp damage – this will be fixed under Council funds
- Liquor licence feed needs to be paid
- AGM – need to advertise 21 days notice needs to be provided prior to AGM – nominations needs to be called **for 56 days prior to the AGM date** – but don't need to be received not less than 7 days before
  
- Potential date for AGM – Sunday 31 July or 7 August  
ACTION: To get notices out by end of May  
ACTION: Confirm with Brent to see if room available (Ellen)
  
- Pillar walls - scheduled to be done, needs to be inspected (will occur over the new few weeks), awaiting on a definite date
- Kitchen tiles – Council to come and inspect and potentially replace with a stainless-steel sheet
- Fan - \$7K – per Jon Harkness if we are successful with the solar grant we could potentially put in three split air conditioning units – Council need to confirm at whose cost (is it a fitting or a structure?)

### **Admin Director - Ellen Van Wessel**

- Exec to meet with Emma (Bookkeeper) to discuss current budget and increases in various costs  
ACTION: Ellen to arrange a date – needs to be the Exec and face to face  
ACTION: #2 – On-going needs to be elevated  
ACTION: #3 – On-going – highlighted again the importance of this meeting
  
- SLSC Awards of Excellence – email sent to exec on 13/3/22– need to nominate  
ACTION: Jodie to send through nominations and will send through nominations via the Whats App group
  
- BSEF – orders have been placed for various items – need to have invoices in and paid for before 31.3.22
  
- Lift repairs – expenses are on-going – whose responsibility is the lift? Council or us? (email sent to exec 13/3/22)  
ACTION: Phil to follow up / wo is to use / is it a goods lift or a people lift  
ACTION #1: Need to review Brents contract
  
- Fire sale held during last day of Nippers – Jodie advised we made nearly \$200.00 plus \$49 on the BBQ
- Shana advised there are issues with the hand brake in the truck – Phil advised that Kellie will discuss with Shawn to get to the mechanic



- A huge box of COVID related items was received on 22 March – including masks, face shields, gowns, safety glasses, Covid tests, sanitiser and spray.
  - Senior Presentation night has been locked on for Saturday 25 June - Committee advised we now need to start thinking about award recipients, dinner \$\$ amount, prizes etc.
    - Lara suggested 2 courses plus cakes picked up from Sara Lee
    - Also to keep awards simple and potentially focus on gifts that can be of use and to hopefully to advertise the club – potentially Sharkskin products?
    - Directors need to start pulling their reports together for the Annual Report
      - President
      - Vice President
      - Finance
      - Education
      - Club Captain
      - Junior Activities
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  - Advise also provided that Lara spoke to our local MP who agreed to pay for four x “beach closed” flags as information signs
  - Sun Safety Equipment Grant F/U email sent 8.4.22 – decision required on items
  - Norah Head Residents email of 30.3.22 – committee has been canvassed and response has been provided
  - Fund raising email – Australian Sports – 1<sup>st</sup> email sent 22.3.22, follow up send 7.4.22 – has anyone addressed?
  - Life Saving Development Camp Cost \$250.00 per person, attendees need to be put forward an expression of interest and then it is to be approved by the committee
  - Transfers – discussion around official process
- ACTION: Coral to confirm process and how approvals are put forward
- Matt Keys forwarded through an email on 12.4.22 regarding Goulburn Youth Theatre Performance requesting approval
  - Fees – need out of session approval as new fees should be set in April meeting
  - AGM set for 31 July – see President update for notice period - eg
    - Nominations need to be called 56 days prior to AGM this would be no later than Monday 6 June – but don’t need to be received not less than 7 days
    - And then 21 days notice needs to be given which would be no later than Saturday 9 July

#### **Director Surf life Saving – Shana Doughney**

- Want to look at next season and looking at rookie list for the following season
- Limited assistance provided by roving members for this season 21/22
- Potential to add to 22/23 season - do roving patrols need to apply in writing and be endorsed by the Club prior to being re-qual and able to partake – can something be added to the Constitution
- Awaiting new life saving agreement coming in June – then Shana will pitch the potential to run all day patrols – also to look at doing an all day one only one day of the weekend (eg Saturday or Sunday) – is this something that needs to be run by Jon Harkness/Branch to see if this is possible.

#### **Surf Sports Report – Karen Harvey/Dennis Ricketts – no report / not in attendance**



### **Junior Activities Report – Jodie Freeman**

- Nippers season has finished
- Swim training is continuing – approx. 16 still attending (including parents)
- New Contract is to be put into place for next term (eg school terms) going into winter
- Board training – nothing up on the SBSLC Facebook at the moment –
- Jenny Downing advised that North Entrance would like to propose to have an inter club competition
- Junior presentation 1<sup>st</sup> May Gifts + trophies – all on track (spend of \$1600.00 approved by a number of members of the Exec) - only one major award winner this year - only those that have attended in the past receive a gift – will follow same format as last year eg age groups at their own tables with their age manager, parents up the back, Age managers can hand out hard copy certificate plus attendance certificates

### **Education report – Lara McIntyre – no report/not in attendance**

### **Sponsorship and Marketing – Matt Kean**

- Query on who will run the winter swim squad – Jodie advised that she and Rachel will undertake this over winter
  - Comedy night ticket sales have slowed down – currently at 72 (need 120) – has been promoted on FaceBook
  - WRLFC club and applications – in progress
- UPDATE: On-going

### **Caretaker report – Kellie Maxwell**

- 16/3 -Tim from ARA came out to replace fire blanket and extinguisher in upstairs in Dunes.
- 30/3 -New roller shutters were installed downstairs at the Kraken Kiosk, before and after pics were sent to Ellen. Council lifeguard roller shutter broke down that day as well, council lifeguards contacted their contractor to come and look at it, all their rescue boards, jetski and other things were stored in craft room as the roller shutter had to be replaced. It was replaced on 1/4.
- 7/4 - Glen Copen dropped in the boat trailer number plate, it is in the office cupboard, locked away, sent pic of number plate to Ellen.
- 13/4 - Plumber came out to fix tap upstairs in Dunes ladies restroom, he had to take out the tap from craft room ladies as a new one is on order, should be here in the coming week, to replace it, will be looking at toilet seat as well..
- 12/4 - ARA fire service came out to install smoke alarms up in mezzanine level and also above where the nipper boards are stored.
- 13/4 - Shawn Ford took the patrol ute to mechanic as the clutch/handbrake wasn't working as it should be, came back on Thursday arvo, all good to go..
- Beach maintenance have been down to assess erosion many times, since boat ramp has collapsed/both stairs access to beach, over the 1st weekend of this month, no date has been



set/confirmed when they will start with the big job ahead, not confirmed as yet, but will have to start with taking away the sand from old access at the other end of carpark.

- Also the Easter Sunday dawn church service went well, a beautiful morning, Pastor Mike was very happy with the attendance, many parishioners came, lots of happy smiles too.

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Move to accept director reports

Moved: Shana Doughney Seconded: Jacquie Godier

### General Business

- Membership cards – where are they?

UPDATE: Did we locate?

- Beach closed aluminium signs – need to find someone who can put on a pole
- Bunnings Card – where is it?

ACTION: Coral/Gail to cancel the current card

UPDATE: Jacqui rang Bunnings and only active card was Richards card – all others are expired – if we want to cancel the account we need to send an email to cancel

- Service Awards – Gail trying to find a list as she needs to report back to Branch

ACTION: Gail to work with Jacqui and Coral

UPDATE: Has this progressed?

- Per Shana - Constitution – when is new template going to be released? Phil has advised he has it and is starting to go through it.

ACTION: Phil will review and distribute to all members for comment

- Per Shana – Digitisation of photos – how to proceed / cost / decisions to be made on which photos to digitise.
- Can we put up a digital album on our website – advised by Phil we could put something up on Google drive or create a public link
- Per Shana – do we have RIP current signs?

ACTION: Create and add to wishlist

Meeting closed at 9.52pm

Phil Walls  
President

Ellen Van Wessel  
Director of Admin