



DRAFT

Soldiers Beach Surf Club Minutes Committee Meeting 21/12/21

Attendees: Phil Walls, Ellen Van Wessel (minutes), Coral Raymond, Jacqui Godier, Kellie Maxwell, Craig Andrews, Lara McIntyre, Shana Doughney, Matt Keys, Karen Harvey

Apologies: Gail Rixom,

Date: 21 December 2021

Meeting opened at: 6.40 pm

Confirmation to accept the October minutes and upload onto SBSLC website – copy forwarded via email to Karen, Gail and Jodie

Moved: Karen Harvey, Seconded: Craig Andrews

Confirmation to accept the November minutes – uploaded onto the SBSLC website

Moved: Coral Raymond, Seconded: Craig Andrews

Business Arising from previous minutes

- Receipt book – in progress
- Telstra Costs – in progress
- Pass codes – Kellie has contacted Craig Ray and is in progress
- Lights – Shane Walker has the information, Shawn Ford has advised he can assist if required
ACTION: Phil to confirm to if Shane has the lights
- WiFi – Café is happy – now have a new router with better speed
- IRB Motors – Spare motors need to be sold
ACTION: Need to follow up with Shawn
- Active Kids Vouchers – Coral will sort with Emma
- Liquor licence – Phil needs to get his licence as a representative of the committee of the Surf Club
- Working Bee – Jodie Freeman has undertaken a lot of clean up
 - Per Lara the Mezzanie level still needs a clean out – need shelves, and life members attendance,
 - First aid room needs a tidy up



- Bathroom needs to be cleaned on a more regular basis.
 - Kellie advised that the toilets are cleaned 4 times a week
- Query on working bee – should we get a skip bin in – do records need to be digitised – potential date for the working bee 16 January 2022
ACTION: Need to put a message out advising all members of the working bee and if they want to provide assistance then they can turn up to assist – need to be mindful of OHS issues.
- 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

Director Reports

Financials report

- Financial statements
 - Balance Sheet
 - Profit and Loss
 - Aged payables
 - Aged Receivables
 - Cash at bank
 - Authorisation of payment of accounts
- Balance Sheet – looking good
- Aged payables/Aged receivables looking good
- Paying down CCC –looking good and being paid down
- For the records (per previous minutes), JJ waste invoices were suspended – from 19 July – 9 September 2021 in relation to Kraken Kiosk outstanding payments

Move to accept the financials

Moved: Coral Raymond Seconded: Shana Doughney

Move to pay the financials

Moved: Coral Raymond Seconded: Phil Walls

President Report: Phill Walls (as per written report)

- Phil advised he has been in touch with CCC with regards to the lighting and has advised it is a safety issues and we need to use Council's supplier to update

Admin Director - Ellen Van Wessel

- \$540.00 for batteries for the boats – can the boaties undertake some fund raising
ACTION: Gail will call Bunnings and see if we can get on the list
ACTION: Tori will discuss potential fund raising activities with the boat crew



GRANTS

CLEG - \$5K

- Items
 - Disposable Resuscitator kits x 25,
 - IRB Fuel Cell x 1
 - First Aid Kit bum bags x 3
 - Trauma Kits x 2
 - Binoculars x 2
 - Radio Bags x 3
- Responsibility: Ellen Van Wessel
- Status: Complete

BSEF - \$15K

- Items - \$5K – invoiced and paid by 31.12.21
 - Buoys + anchors for Nippers
 - Radio Maintenance + Programming
 - Oxygen for Medical equipment
 - IRB repair expenses
- Responsibility: Ellen Van Wessel
- Status: In progress (all costs to be acquitted by 31.3.22)

- Items - \$10K – invoiced and paid by 31.3.22
 - Status: In Progress

Small Business Fees and Charges Rebate - \$2K

- Item and Status: In progress to claim portion of electricity costs – issues with conflicting information in document VS website, Ticket has been logged with Service NSW
- Responsibility: Ellen Van Wessel and Emma Dennis

Community Building Partnership Program - \$29,718.00 (all costs to be acquitted by 31.3.22)

- Item and Status: Painting, Repairs and Replacement Roller Doors, in progress
- Responsibility: Phil Walls / Matt Keys

Volunteer Grants Activity - \$5K

- Item and status: TV/Marquee for boaties (as we have enough marquees this will potentially change to other items)

ACTION: Admin Director to forward document with other potential items to committee

- Patrol Operations guide – email sent from Kilcare

 - Surfguard – Pending registrations
- ACTION: Coral to review and follow up



Proficiencies

ACTION: Phil to call Simon to confirm what the process is with regards to the entering of proficiencies. Per Lara, we enter, Branch review and confirm.

- RIP demonstration – Will occur at soldiers Beach on 29th January at 10.00am. Matt Neale will be the patrol captain on that day and has been included in confirmation email back to Branch.

Director Surf life Saving – Shana Doughney

- Requals are an issue
- Shirts – needs to be followed up – outstanding shirts in larger sizes, need to use old ones for now
 - Lara suggested we put out a message on WhatsApp to try to trade out
 - We do not have sufficient of new uniforms for all members – decision has been made that those that have missed out will wear their old uniform until we receive new uniforms for those who have larger sizes
- Patrol captains are delegates for IRB crew and driver proficiencies – need an assessor for IRB crew and drivers
- All patrol captains are delegates and can assess IRB crew and IRB drivers for requalification (as long as they have the relevant proficiencies)
- New drivers/crew need to undertake an assessment after doing theory and first part of assessment with assessor and trainer, need their hours can then move forward
- Phil raised that upcoming crew members could use more training – the half day course would be beneficial

Surf Sports Report

- Dennis & Karen are unaware of how to enter competitors into competitions
- Dennis queried how many boats we now own with regards to the room and how and where we store

Junior Activities Report – Jodie Freeman

- Each age group are undertaking their own set up
- 13/14's are assisting with the set-up, in particular managing signing in of all kids in addition to they are helping out with age groups after they have done their education
- Board policy only applies to the kids who are active in the club and are participating in carnival – Mick Crowe is looking at reducing the cost.

Education report – Lara McIntyre

- Requals – all blue cards have been written for the patrol captains – Education Officer puts all of these through



- We don't have many ARTC's in our club – 3 patrols are mainly done/we need to look at the other three
- We need to undertake tourniquet work – all patrols need to be familiar with how to put on
- First Aid training has been undertaken – we had 11 people in attendance (all surf club members) – took place at Canton Beach Surf Club, noting we are under an obligation to utilise some of these clubs once a year
- Four people have been put through the bronze assessment – and have gained their bronze, Education Officer to complete the details in Surfguard
- Craig Ray confirmed as a delegate as he runs point score so requals can be undertaken

Sponsorship and Marketing – Matt Kean

- Wiseberry feather banners have arrived, a post will need to be put up reminding the patrol captains of their obligations with regards to the banners
- Looking at getting quotes for the solar – Lara will provide Matt with a contact
- Storage for sponsorship items – would be good to have a dedicated area for sponsorship items – Matt will discuss with Jodie regarding shelving near the ladies toilets.

Caretaker report – Kellie Maxwell

- Light in the sunset room needs fixing – requires an electrician
- Rentokil came out on Monday – report for Dunes/Kiosk is all good
- Dunes operating hours - Wed/Thurs/Fri/Sat/Sun
- Rapid cleaning – order in this week – coming this week
- Kitchen behind the grill – tiles are cracked down middle of the wall, Matt Griffiths has had a look to see if he can repair (looking at mid January)
- Confirmed that “fixtures” are paid for by the Club

Move to accept director reports

Moved: Coral Raymond Seconded: Shana Doughney

General Business

- Terrigal Life Saving Club (Lizzy Ford) reached out – Gemma and Kate were called out as wonderful new members of the club
- ACTION: Shana will post on Soldiers Beach FaceBook
- Coral has advised she is working on history for the club – pulling together a booklet.
 - Phil queried on how patrols are going to work on Xmas and Boxing Day and also the Monday 27th and Tuesday 28th



Meeting closed at 8.45 pm

A handwritten signature in black ink that reads 'Phil Walls'.

Phil Walls
President

A handwritten signature in blue ink that reads 'Ellen Van Wessel'.

Ellen Van Wessel
Director of Admin