



# DRAFT

Soldiers Beach Surf Club  
Minutes  
Committee Meeting  
26/7/22

Attendees: Phil Walls, Coral Raymond, Ellen Van Wessel (minutes), Shana Doughney, Jodie Freeman, Kellie Maxwell, Jacqui Godier, Matt Keys, Lara McIntyre, Gail Rixom

Apologies: Karen Harvey,

Date: 26 July 2022

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Confirming meeting scheduled for 19 July 2022 was unable to be held due to not enough executive members in attendance.

Meeting opened at 7.10pm

Confirmation to accept the June Minutes

Moved to accept: Coral Raymond, Seconded: Lara McIntyre

## Business Arising from previous minutes /Outstanding action items

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- **Pass codes**
  - Update #4: from Kellie – Locksmiths are coming this week, they will update the codes (unable to get in contact with Craig Ray)
- **Lights**
  - Update #4 – MOST OF UPSTAIRS DONE – PERIMETER OF BUILDING NEEDS TO BE DONE.
- **IRB Motors** – Spare motors need to be sold
  - Update #4: ongoing- Shawn Ford for action
- **Trailers**
  - Update required
- **Racing Mals**
  - Those that required fixing have been done. Need to look at replacement plan.
- **Skis (2 are club skis)**
  - ACTION #4 – new committee to review
- **IRB Motors** – need assistance with running the new motor in
  - ACTION: Follow up with Shawn/Shana/Mick
- **Liquor licence**
  - **UPDATE** – Kellie Maxwell is half way through the online course.
- **Weather Shields**
  - In progress – nearly complete



- **Board Policy**
  - Ongoing – new committee to progress with Mick Crowe
- **Kraken Kiosk** – outstanding payments
  - ACTION: Need to have further discussions with Kate Keys 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 – not up to the Lessee to make a decision to not pay invoices, if issues needs to be put to the committee in writing.
  - Update#5 - ongoing

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### **Director Reports**

Financials report – no report tabled due to issues with MYOB

- **DRAFT Audit report**
  - Phil talked to figures contained in the DRAFT audit report
- **CCC Commercial Lease**
  - Phil discussed commercial leases – both leases are up for review, most commercial expenses have a rate per operational space – we need to have a calculation for both lessees regarding each operating expense and add as an appendix. Current leases need to be updated – this would be an action for the new committee to come to the table with both lessees to discuss.
    - ACTION: Incoming committee to progress

### **President Report: Phil Walls**

- **Council**
  - Back and forth with Council regarding their expenses v our expenses
  - Pillar walls - scheduled to be done, needs to be inspected (will occur over the new few weeks), awaiting a definite date
  - UPDATE: on-going
  - New property manager at Council
  - UPDATE: Phil will follow up with new Council representative as it is now a new financial year.
  - Discussion on process regarding a new maintenance schedule, we need to ensure that surf club representative is across the items that need to be recorded
- **New IRB** –
  - Update: Two in memoriums (additional name suggested by Coral) plus signage (eg Rotary signage plus their logo) – all of these additions could come at a cost of +\$600.00
  - Currently have the balance of \$4K from WRFLC then balance needs to be funded (this is coming from Rotary)
  - Need Rotary's logo before we contact Thundercat inflatables
- **Old IRB**



- Discussions around the old IRB – preference is not to discard and potentially the Maritime museum to display (noting the IRB upstairs is the second IRB in Australia)
- ACTION: Incoming committee to discuss
- **Kitchen tiles** – Council to come and inspect and potentially replace with a stainless-steel sheet
- UPDATE: on-going – for action by incoming committee
- **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?)
  - UPDATE: on-going – incoming committee to progress
- Discussions regarding **Surf Club responsibility v Council responsibility** – we are still not 100% across costs and who is responsible. Do we need to re-negotiate the lease?
  - ACTION: Incoming committee to follow up and review current lease
- **Dunes Lease**
  - Correction and revoke to previous minutes, information needs to be researched with regards to lease dates
- **Constitution**
  - Coral has raised that by-laws will need to be added to the end
  - ACTION: Incoming committee to review and add if applicable
- **Grant- Roller Doors**
  - Progress report in
- **Leases- Dunes/Kraken**
  - Current leases need to be reviewed
  - ACTION: Incoming committee to review leases

### Admin Director - Ellen Van Wessel

#### June carry forward

- **Budget** - Exec to meet with Emma (Bookkeeper) to discuss current budget and increases in various costs
  - ACTION #4 – Meeting held on 29 June
- **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 / who is to use / is it a goods lift or a people lift, Ongoing – useage will need to be clarified in the lease
- **Reports** – All Received and included in Annual Report.
- **Transfers** – discussion around official process
  - ACTION: Coral to confirm process and how approvals are put forward - on-going
  - ACTION: Need to update the email address of who these are sent to – should be admin@soldiersbeachsurfclub.com.au
- **Fees –2022/23**
  - **Update** – all done
- **Fortunity end of year audit**
  - ACTION: Phil to follow up with Fortunity for final documement
- **CLEG 2022/23** – We have received \$2,040.00



- Could we look at two new spinal boards at a cost of \$786.50 each –
- ACTION: Incoming committee to make decision
- **SLNSW State conference**
  - Took place 23 and 24 July – Lara and Shana attended
- **CBP21-Roller door grant –**
  - First progress report has been completed.
  - ACTION: Incoming committee to review Google drive for quotes associated with original application.

## July

- **President report due to Branch by 31/7/22**
  - ACTION: Phil to confirm if done
- **AGM scheduled for 31 July 2022**
  - Print out of financial members prior to AGM (Coral and Jacqui have agreed to run)
  - Messaging AGM – a number of messages have been sent from Surfguard to the membership base and also from FaceBook
- **OAM correspondence for life member Peter Woodhouse**
  - ACTION: Coral has actioned
- **CLEG 22-23 – amount received is \$2,040.00 (excludes delivery costs) only particular items can be bought from particular categories eg:**
  - Lifesaving equipment
  - Defibrillators
  - First Aid Kits
  - Resuscitation kits
  - Training Equipment
- **Pool Championships**
  - Mick Crowe/Karen Harvey had carriage
- **Uniform Credit – have received a credit to the value of \$3K**
  - Lara manages this
- **Admin meeting run by Branch**
  - Ellen Attended
  - need new prices set up in system ASAP
  - confirmed that all new members need to be joined up by no later than 31 October 2022
- **Incoming Executive Training**
  - Branch have distributed emails for incoming executive training
  - ACTION: Will hold off distributing till new committee are in
- **Distribution of documentation** from committee members to non committee members
  - UPDATE: Committee members **should not be distributing any documentation to members outside of the committee** as this is considered a breach.
  - In addition – **any commercial leases are commercial in confidence** – these should NOT be distributed by any exec member
- **A shark listening station** has been deployed by NSW DPI
- **BSEF**
  - we still have three Bennett soft rescue boards on order they are awaiting shipment, expecting in August



- **Keys** – carpark
- **Hosting of 22/23 events**
  - unable to undertake due to the condition of the ramp
- **Ramp**
  - David Harris has suggested we need to write to Council regarding the ramp
  - ACTION: Incoming committee to progress
  - **UPDATE:** This has been done through Branch and has been initiated by Shana in her role of Lifesaving
- **Officials**
  - email to be sent to club members (noting a message has already gone out on FaceBook, however, we need to advise regarding the \$60.00 and the potential for reimbursement after undertaking officiating duties at THREE competitions
- **New IRB**
  - agreement on signage, now need to await funds from Rotary to enable final payment
  - Rotary – Matt to provide update
  - UPDATE: They are happy to fund balance as left on IRB and then to fund Nipper boards
- **Future Equipment/Grants**
  - UPDATE: Do we have a wishlist for future equipment
  - UPDATE: Matt advised the committee regarding a combined grant we have put forward regarding combined WRFLC plus Community Building Partnership fund for a new vehicle
- **MYOB data transfer**
  - Emma (bookkeeper experiencing transfer issues)
- **CBP21 – Roller door project**
  - need to keep momentum going, do we need updated quotes?
- **Membership renewals**
  - are starting to trickle in, noting this is a busy time for us in particular Coral
- **SLSCC Information sessions**
  - Matt to provide update
- **BOSS meeting – 27 July**
  - Karen/Dennis/Shana are you able to attend?
- **Newcastle Permanent**
  - Sponsorship Community Referral
- **Audit**
  - noted that we have submitted we have 86 Competition Caps in stock, is this correct?
- **Insurance renewals**
  - email forwarded to all for discussion – cost of \$9,000
  - UPDATE: Needs review and discussion as to items contained in the insurance
  - ACTION: Phil to contact Aus Brokers to clarify



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

- **Patrol Survey**
  - UPDATE: Responses trickling in – reminder to be sent out
- **Lifesaving Agreement**
  - Awaiting lifesaving agreement (from State then to branch then to council) – made with each individual club
  - **UPDATE:** Potential to negotiate different hours through busy v non busy eg 10-4 v 9-6

### **Surf Sports Report – Karen Harvey/Dennis Ricketts – nothing to report – not in attendance**

### **Junior Activities Report - Jodie Freeman**

- Preparation in progress for handover to new position holder

### **Education report – Lara McIntyre**

- **Winter Courses** - Looking at running a winter IRB course, Bronze and SRC courses – will continue to run in blended form and continue to target parents.
  - **Update:** We have eight people interested / to be run by Shelley Beach / need to get Shana through IRB trainer course (need training officer qualifications before being able to become an assessor)
  - **QUERY:** We have received a query as to how many IRB's we could provide
- **Lockable pin board** (to display current notes) has arrived
  - **ACTION:** Needs to be installed - ongoing
- **Membership Drive** –
  - Recruitment meeting Wednesday 3 August – suggest as many members as possible attend

### **Sponsorship and Marketing – Matt Keys**

- **Solar panels** – original grant was passed on 36 KW system and 98 solar panels, successful with grant, have received draft funding deed – which needs to be submitted
  - Delta Electrical (who were preferred supplier do not want to undertake the role anymore)
  - Is it worth having another chat with Resinc. Suggestion to include a battery. First step to get an engineers report
- **Combined CBP/WRFLC – new truck**
  - already submitted – should be awarded in December.
  - need to be mindful that we still need to raise another \$10K

### **Caretaker report – Kellie Maxwell as submitted**

- **Passcode Keys**
  - Have looked in all office cupboards, cannot locate plastic container/pamphlet, regarding to change passcode. Will contact Craig Ray this week to set up a time to change.
- **Also the Craft Door is still sticking,**





- swelling with this weather, hinges are dropping a couple of mils, will get advice from Matt Griffiths, he knows a couple of carpenters, to see if we need to replace door.
- **RSA online**
  - In the process of attempting, doing my RSA Certificate, online course, another 3 weeks to go.
- **Tiled public areas**
  - Matt Griffiths wasn't able to reapply non-stick coating to tiled public areas over school holidays, work commitments, will be rescheduling in the next 2wks.
- **Central Coast Bodyboard Competition** that was scheduled for weekend of the 9/10 July, wasn't able to go ahead, quality of the water, debris in water, surf conditions, will be rescheduled in the next few weeks.

#### Sat 9/7

- **Front door entry to Surf club** was damaged by a patron upstairs, on the way out, glass was damaged. Toukley Glass was able to replace glass door, invoice was sent to Brent, paid invoice in full, will be passing invoice onto patron who did the damage.
- **Cafe Blinds upstairs** on balcony are nearly completed, ongoing process, especially with the weather, have been taking photos, will be forwarding to admin. They look very good.

#### 19/7

- **Toilet upstairs in Dunes** is not working properly, looks like the wax ring needs to be replaced, have contacted plumber, will be here, Thursday.

Move to accept Director reports

Moved: Shana Doughney Seconded: Lara McIntyre

#### General Business

- **Trailer** - Plate number for trailer – registration YM3931
- **Keys for the gates** – CC a cost of \$315.00 per key (includes bond) – total \$630.00 for two keys – (confirmed that gates are being locked) – no consultation as to why the change
  - ACTION: Phil to discuss with Jon Harkness with branch as to cost
  - UPDATE: Kelli advised that the gates are being locked
- **Shelly Beach IRB motor cost issue** –
  - Shelly Beach need to go through proper process with regards to claiming reimbursement – interesting to note that Shelly beach passed the two Soldiers beach club members in relation to their assessment
  - UPDATE: No communication received to date regarding reimbursement.
- **Senior presentation/season kick off**
  - Date confirmed as 17 September
  - Format confirmed- cocktail
- **Recruitment**
  - Looking at contacting past members to invite them back for the upcoming season
- **Online – who will administer the SBSLC website**
  - Could we look at engaging someone who can target youth engagement (potentially Instagram)
  - Do we need to review our web hosting management



- Do we put through Grants Unit at Surf Lifesaving – advising we are seeking a grant to update and modernise our website
- Discussions around the various additional communications pages – eg FaceBook, Instagram, Whats App etc.

### **Correspondence**

- Received from Simon Falconer regarding a building maintenance audit
- Received from Tony Axford querying Club Committee positions
  - document included on SBSLC website versus list detailed in the Constitution – they vary - question was asked why
  - This query needs to be directed to previous committee members
- Received from Tony Axford advising amongst a number of items
  - process for Constitution,
  - advised he is a stickler for policies and procedures
  - eligibility to hold a role etc.
- **Information**
  - For information – no member can undertake the roles of patrol without re-qualifying for the bronze
- **Surfguard**
  - For noting – that Surfguard is now sending out messages regarding expiry of drivers licence/WWCC etc.

Meeting closed at 9.23pm

Phil Walls  
President

Ellen Van Wessel  
Director of Admin