

Minutes



Management Committee Meeting of Soldiers Beach Surf Life Saving Club Inc Held at Canton Beach Sports Club on 18th December 2017

MEETING OPENED: 6:40 pm

MEETING CLOSED:

- Disclosure of Pecuniary Interest:
The chairman requests that the members disclose any items of personal interest in matters that are going to be considered at this meeting.
- As per section 43.2 of the Soldiers Beach SLSC Constitution and in conjunction with the meetings process policy outlined in the Soldiers Beach SLSC Organisational Policy document, the Management Committee of Soldiers Beach SLSC hereby gives notice that items 5.4 & 5.5 of this November 2017 meeting agenda will be discussed 'In Committee' to maintain confidentiality as required. All members who are not elected members of the committee will be asked to leave the meeting so as to maintain the confidentiality required.

1. ATTENDANCE:

Phil Walls, Jacqui Godier, Lara McIntyre, Shane Walker, Dave Waddell, Shawn Ford, Richard Field

Apologies: Gail Rixom, Jim Buckton, Jodie Freeman, Coral Raymond, Alex Copen

Executive Meeting - because of attendance & apologies a quorum for a Committee Meeting was not reached. As per Item 23.1 & 31.4 in the Soldiers Beach SLSC Constitution the meeting will be conducted as an Executive Meeting, as a quorum has been reached to fulfil that requirement.

2. CONFIRMATION OF PREVIOUS MINUTES

The minutes from previous meeting held on 20th November 2017

The Management Committee confirmed that the minutes were a true and accurate record of the meeting.

Moved: Shane Walker

Seconded: Shawn Ford

CARRIED

3. BUSINESS ARISING FROM PREVIOUS MINUTES

- Quality Clubs templates - to be made available on website - to be signed by Jim & Jacqui

Moved: Shane Walker

Seconded: Richard Field

CARRIED

4. REPORTS

FINANCE REPORT: CORAL RAYMOND

Endorsement of Financial Statements

Motion to pay all accounts due:

Moved: Richard Field

Seconded: Michael Larkin

CARRIED

Motion to accept financial reports:

Moved: Phil Walls

Seconded: Dave Waddell

CARRIED

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5. AGENDA ITEMS

5.1 Out of session decisions - due to the need for timely responses to issues out of session, decisions are required at times and noted in minutes - Jacqui to organise

5.2 Commercial Ops and new catering contract - discussed 'In Committee' - see constitution contract being prepared by solicitors

5.3 Items for quotation for infrastructure grant for Feb 2018 -

- Phil working on it - Shane to approach Bad Ives to see what maintenance needs doing. Jacqui to search for original report from council.

motion to accept items on list (???) not supplied

- seek quotes for Feb infrastructure grants

5.4. Heroes & Villains fundraiser - next year

5.5 Jan/Feb carnivals need to be addressed and work parties called for -

- 18/3/18 - boat carnival
- 20/1/18 - Newcastle Permanent
- 13/1/18 - masters carnival at Soldiers
- 18/2/18 - champion life saver @ soldiers - discussions held re water safety and numbers for work party Action: Shawn - to send out request for IRB water safety
- Boat Carnival - barricades for car park so boats can come in
- Shags to notify WOW and Surfing Fraternity about dates for carnivals at Soldiers.
- email for masters carnival asking for volunteers for work party - early January call meeting

5.6 Patrols

- patrol ops app, surfboard entries, min patrol hrs for competition, equals- Lara tabled report regarding numbers outstanding for different competencies attached - discussions held
- Memo to be sent patrol captains, IRB drivers and crews regarding equals before December - Dave & Shane to contact

6. REPORTS

6.1. PRESIDENT - JIM BUCKTON - tabled

- approval for extra hours for operation manager - committees approval to pay Motion approval to pay 43 to for extra work performed

Moved: Richard Field

Seconded: Phil Walls

CARRIED

- query for staff pay day - Thursday is pay day- Coral processes the pays on Wednesday and then Emma does the bank transfers that night so depending on which bank you are with weather it is in your account on the Thursday or Friday. - Jacqui to check with Coral & Emma
- tents: on hold as no price list attached

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REPORTS (cont)

- 6.2 Director of Finance Report - tabled
- 6.3 Director of Administration Report - no report
- 6.4 Director of Life Saving Report - Shane to email to Jacqui
- 6.5 Director of Education Report - tabled
- 6.6 Director of Surf Sports Report - no report
- 6.7 Director of Junior Activities - no report
- 6.8 IRB Captain tabled
 - floor has arrived, waiting on the 2 motors
- 6.9 WH&S - 3 pink buoys for training, 3 nippers and 3 for senior point score
- 6.10 Caretaker no report
- 6.11 Gym Manager no report
- 6.12 First Aid Officer - some invoices need paying
- 6.13 Junior Club Captain - no report
- 6.14 Boat Captain - no report
- 6.15. Gear Steward - can old gear be thrown away. - discussions held - Consult with Jodie Freeman, old equipment be given to Vietnam

Moved that all reports be accepted:

Moved: Shane Walker

Seconded: Dave Waddell

CARRIED

7. GENERAL BUSINESS

- EEC emails - response required:

Action: solicitors to reply

POSITIONS VACANT

- Director of Sponsorship & Marketing
- Assistant Director of Administration
- Assistant Director of Youth Development
- Board & Ski Captain
- Building Officer
- Rookie Coordinator (13's & 14's)
- Publicity Officer
- Radio Communication Officer
- Gear Steward
- Social Secretary

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Meeting closed: 8 :35 pm

Note: All Portfolio Reports to be emailed to Jacqui at: admin@soldiersbeachsurfclub.com.au

**JIM BUCKTON
PRESIDENT**

**JACQUI GODIER
DIRECTOR OF ADMINISTRATION**