



# 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

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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**

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- 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**

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### **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 Community Grant - \$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 29<sup>th</sup> 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 27<sup>th</sup> and Tuesday 28<sup>th</sup>



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