

**SOLDIERS BEACH SURF LIFE SAVING CLUB INC
EXECUTIVE MEETING
20 May 2017**

Meeting Opened: 10:35am

Attendance: Richard Field, Jim Buckton, Coral Raymond, Jacqui Godier, Phil Walls, Jodie Freeman, Ellen Van Wessel (minutes)

Apologies: Lara McIntyre, Shawn Ford, Alex Coppen, Dave Waddell

Apologies moved Jim Buckton, seconded Phil Walls, moved

A quorum wasn't met for a Management Committee Meeting it was decided to have an Executive Meeting so that decisions could be made.

1. 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

2. Confirmation of minutes from the Executive Committee meeting.

Moved Jim Buckton seconded Coral Raymond all in favour carried

Issues arising from previous minutes:

Reeds

Another letter has been forwarded to them – Jacqui Godier advised that all correspondence should be copied to the Director of Administration for records purposes.

Update 23/4 – Admin to chase Shane Walker for copies of correspondence

Update 21/5/17 – ongoing

Flag Pole Project

Flag pole is ready – acquittal form can be sent to DVA

ACTION: Jacqui to send form plus photos

Update 21/5/17 – completed, garden complete, photos will be done this week

3. **Presidents Report** - Richard Field

Update 23/4 – Constitution - No suggestions as yet - Suggest that we review during off season

Update 21/5/17 – ongoing – to discuss at next meeting – any changes will need to be put to the members, once finalised will then have to be at a special general meeting

Update 23/4 – add Member Protection information officer to our list of positions at next AGM – course running in August at Branch, we need to send two nominations to attend

Update 21/5/17 – Due to the AGM being re-scheduled to August – Jim will make representations to two possible candidates one male and one female.

4x4 new 4WD has arrived – all who are required to drive it need to be inducted – no induction no driving

Action: Jacqui to investigate water proof seat covers and to purchase from Super Cheap

IRB Motor was given away and we have not received any monies – updated provided and further correspondence will occur.

Jim moved a motion that we will send a letter of demand to Dean Horsfell to recuperate the monies from the sale of the motor.

Moved Jim Seconded Jacqui, All in favour

4. **Finance Report** – No report from Treasurer

Coral requested of Renea if she could run a finance report, response received the preference would be not to run a report.

Concerns raised that this is the third month that we have not received a report – we are responsible to our members and are accountable for the finances.

ACTION : Jim to call Renea to discuss items that need to be completed by end of the financial year and also to raise the issue with regards to reports required

Update 21/5 – Finance won't be complete by due date, Fortunity and Branch have been advised – ongoing, as a result of this the AGM will need to be moved out to 27th August 2017.

Action: Jim will speak with the Treasurer to follow up.

5. **Portfolio Reports**

a) **Lifesaving** – Shane Walker – no report tabled

b) **Education** – Jim Buckton – report tabled

- we have secured Education Field Day to be held on 26th August (for trainers and assessors in which they renew their qualifications)
- Foster trip went well – very successful – can we please send a letter of thanks to Central Coast Car Rentals

c) **Administration** – Jacqui Godier – report tabled

- Operations Manager – Jacqui has his uniform –
- Other items as per report

d) **Surf Sports** – Alex Coppen – apologies – no report tabled

ACTION: Jim will follow up on Pool usage after June with Council (taking over management from YMCA)

Update 21/5/17 – unable to progress on pool usage until Council take over management

e) **Youth Development** – Jodie Freeman – report tabled

- Tie dye shirts – advised we can get shirts next year for the same price – seeking endorsement to go ahead and order
- Request for Boaties to run the BBQ for week 1 and week 2 next season

f) **Caretaker** – Jacqui Godier – report tabled

- Items per report

g) **WH&S** – Richard Fields – no report

h) **Sponsorship & Marketing** – Phil Wall – report tabled

- Items per report
- Bus – per report – re hiring bus for the weekend
- Golf day – Toukley Golf Club only have Monday 20th November free – all agreed this date is suitable

Update 21/5/17 – WiFi scheduled to be complete 29/5/17 – once done administration to set up monthly direct sweep for WiFi and NBN

i) **Bar** – Craig Wilson - no report

j) **IRB** – Shawn Ford - report tabled

- Items per report

Action: Jim to bring a work group together from the different areas to come up with a club solution in relation to the floor plan

k) **House Committee** – no report tabled

General Business

1. Awards of Excellence

Update 21/5/17 – Richard moved that partners of the nominees for the awards of excellence be included in the invite and that the club pay for their attendance

Action: Jacqui to send out an email calling for vote on whether the management committee agree

Jim moved that Richard be nominated towards being a life member – 50 years service – all agreed

Action: Richard to complete the form in the upcoming week

Ellen raised the issue of introducing service awards – to recognise contribution of all members (junior and senior) – all agreed good idea

Action: Coral advised that she has been compiling list and is still ongoing - time consuming project.

Jim raised concerns with regards to the Bar Manager being across his brief and provided the committee with evidence to back up his alarm.

Action: Jim to compose correspondence outlining the shortcomings and forward to Bar Manager

Jacqui advised that Health Inspection this coming Wednesday, didn't think Craig would be doing it. Discussions held and Kevin to clean and put in a timesheet.

We need to organise a day with Central Coast Council, Wyong Rugby League Club, Central Coast Express and 2GO to promote our new 4WD handover

Action: Phil will follow up Central Coast Council and Wyong Leagues Club

Jacqui raised the issue of new furniture for restaurant - Donna and Jacqui have been looking at a few options – eg tables, entrée foyer trestle table – Discussions held regarding budget, once we have a clear idea of clubs finances then decision can be made. Jacqui suggested a figure of up to \$10,000.

Action: Donna to provide quote.

2. Planning Day

Update 21/5 – due to delay in Financials and auditing, AGM will need to be re-scheduled to 27 August 2017

Update 21/5 - Due to above will need to re-schedule the date for the planning day – suggest 10 September 2017

Action: Website to be updated with new dates and message to be sent to club members

Action: Next committee meeting scheduled for 18/6 – nominations need to be sent 56 days prior to the AGM – ensure clause is contained within the message

Update 21/5/17 – ECC contract cannot be amended, however, some items can be changed but only upon negotiation with both parties

Update 21/5/17 – Jim moved a motion that we are responsible for the function clothing and that we are responsible for laundering when required and that we outsource the laundering to a washing and ironing company

Moved: Phil Walls Seconded Jacqui Godier – all in favour

Update 21/5/17: Jim moved another motion that we speak with Fortunity and Aubrey Brown to document the changes and to send to the committee for review

Moved: Jim Seconded Jacqui, all in favour carried

- EOI to come from Donna to open for breakfast – all to review and agree

Update: 21/5/17 - discussions held and all agreed ok to start breakfast - Donna to organise

6. Election of Positions Vacant: (see below)

Positions Vacant

- Vice Director of Youth Development
- Assistant Boat Captain
- Assistant Board & Ski Captain
- Gear Steward
- Social Secretary

Note: Can we have written reports emailed to Jacqui for Portfolio areas.
admin@soldiersbeachsurfclub.com.au

Next meeting set down for Sunday 18 June to commence at 10.00am

Meeting closed @ 2.15pm

Richard Field
President – Soldiers Beach SLSC

Jacqui Godier
Director of Administration