

SOLDIERS BEACH SURF LIFE SAVING CLUB COMMITTEE MEETING MINUTES

Date: 15/5/16

Meeting opened at 1.15pm

Attendees: Coral Raymond, Ellen Van Wessel (minutes), Richard Field, John Edwards
Gail Rixom, Jim Buckton, Renea Donaldson

Apologies: Jodie Freeman, Darcy Waller, Jacqui Godier, Craig Ray, Max Reeves, Sara Clark,

Moved: Gail Rixom, Seconded: Renea Donaldson **Carried/Endorsed**

Minutes from previous meeting 24/06/2016 sent out via email.

Move that they be received as a true and accurate Moved: Jim Buckton 2. Ellen Van Wessel
All in favour – Carried

Business Arising from previous meeting

1. Renea raised her concern that she is not comfortable with the \$50 monthly allowance assigned to the Caretaker, she also mentioned that she had a invoice from Jacqui for cleaning and she wanted to know why we are paying caretaker for cleaning.

Motion to put through a rescind motion to remove the \$50/monthly allowance. Further alternatives to be sourced Moved: Renea Donaldson Seconded: John Edwards

3 votes for / 3 votes against

The president was left with a deciding vote and voted in favour for the caretaker keep her phone allowance

2. John Edwards raised the fact of the name of the “new member” – response was that person came, was given paperwork but never followed through, therefore name is unknown.
3. Due to the fact there was no written resignation from Darcy Waller resignation not accepted.
4. Renea then mentioned that she had an invoice from Jacqui for cleaning and she wanted to know why we are paying caretaker for cleaning.

Richard then advised the meeting that due to troubles with cleaners (not cleaning correctly, not turning up, unable to contact etc that he had advised Jacqui to get her own ABN to assist for any cleaning to be done on commercial side of the club

- Resulting from the above, discussions around if cleaning is to be done then ALL cleaning is to be done (including packaways) – Coral then informed meeting that due to discussions with Jacqui she did not think that she would not be doing the cleaning for Weddings only the smaller cleans such as Friday & Sunday nights after drinks etc or some mid week events, and that she would be cheaper than getting others in.
- There is the general cleaning that she does as caretaker and other cleans resulting from the commercial side of the club.
- She has entered one invoice at this stage to be paid.

- Motion moved by Jim Buckton that an overall job description is to be written outlining the duties of the cleaner. Coral advised Jim that there is already a list of cleaning required by both sides of the club. Motion still to stand to go to the house committee to follow up
Moved: Jim Buckton Seconded: John Edwards **Carried/Endorsed**

Action: House committee to progress and report back to the management committee

5. Still missing 3 x trophies for presentation night
6. Metro Cinemas have a monthly fund raising (at no cost to the club) – the Club keeps all coin donations
7. Coral looking for approval to attend closer to September when we can have brochures ready
8. Still waiting on approval confirmation of Lewis's approval as Manager has been accepted

Action: Public officer to call Liquor licencing board and follow up

Treasurers report – Renea Donaldson_ Attachment A

1. Cat Fish have approached us and have offered a 5% discount.
Discussions around no new stock until we run current stock down.
2. Boaties ball
A request has been put forward that there be one official surf club table.
3. Presentation night
Numbers have increased to 82
Gifts have been sourced
Total cost estimated to be around \$7K
4. Query on water account
Query on if we are paying for public toilets and showers

Action: council to be contacted and these costs are to be deducted from our bill

5. Have trailer rego due

Action: Rego paperwork to be put downstairs to enable Richard to take the trailer for the heavy duty checking

6. Would like to change date of AGM due to problems with getting all info together

Notice of Motion raised that the date for the AGM be amended to 17th July to facilitate audit and accounting practice

Moved by Jim Buckton and seconded by John Edwards All in Favour **Carried /Endorsed**

7. Not all stocktake sheets are in; still awaiting Education and Surf Sports
8. Quotes for membership cards and car decals (only one quote both so far)
9. A big drop in finances in main account after all payments this month (David always advised to let him know if bank account dropped lower than \$40K and closing balance this month will be \$35K) We need to remember though this season has seen big expenditure with the painting of the club house, major expenses with repairs with the beer taps etc We

need to remember that the club house will need to be painted every 3yrs which is around \$38K this year alone

Moved that report be accepted Gail Rixom Seconded Jim Buckton – Carried /Endorsed
Moved that all accounts be endorsed to pay Gail Rixom Seconded Jim Buckton
Carried/Endorsed

Thank you from Gail

Gail Rixom thanked the club for her nomination for the rotary and has presented the club with a cheque for \$500 and would like to meet with the house committee to decide where the money is to be spent

REPORTS

Education Report – Jim Buckton

- Foster trip has occurred – all went well

Action: Jim to email photos to Coral and Jacqui

- Training – mentor has been organised to organise an IRB driver and crew course
- SLNSW has approved proficiencies for all of our crew up to December 2016.
- Mel Ogle is current and can undertake training and assessments.
- To be noted that not ALL awards will be ready and available by the senior presentation night

Action: Advised no further payments to be paid by Renea until confirmation has been received from Jim

Action: Jim to forward a copy of certificate lists to Coral and Richard

Sponsorship and Marketing – Phil Wall

1. Race Day Wrap

- Auction & Raffle prizes finally emailed out to successful bidders on 13/05/16

2. NSW Board Riding Champs – 19 – 21 August 16

a. Meeting attended by PW with NSW SLS Branch in Sydney – Mon 9th May

Main Items discussed Items

- MOU – check
- Discussed logistical requirements e.g. gear + equipment, parking, presentation, competition site – check
- Remind the local board riders club of event to ensure there is no double up
- The back up location The Lakes would need to be confirmed with both council and club
- As the entry circular will be going out next week or two please send any promotional material on preferred accommodation etc. and can we upload to the event section on web site.
- Possibility for a social setting on the Friday arvo after Masters and on the Saturday night with the youth
- Last year event had 150 competitors over the 3 days, represented by 45 clubs

b. Club Working Committee to be established @ Planning Day for further discussion on the 19, 20 & 21 of August 2016 (Friday, Saturday and Sunday), commence 7.00am – 3.00pm

- Friday night will be the Masters – suggest we open the bar and sunset room
- Saturday night (wedding at SLSC) suggest we move to the Services Club
- At this point 10 officials (we need to provide breakfast/lunch and morning tea)
- Need volunteers to assist
- Sunday afternoon – presentation on the lawn?

3. **Submission of LS Equip. Grant Awarded & Accepted**

- a. Notified by SLSCC on 29/4/16 that the grant was a \$4\$ IRB Motor
- b. Full cost for an IRB motor is \$4,920 but after the grant allocations within SLSCC branch, the cost to the club will be only \$2,020
- c. Coral confirmed on the 2/5/16 that Soldiers Beach will pay the \$2,020

Rookie Co-ordinator – Lachie Buckton

Apologies – no report

Youth Development - Jodie Freeman

Apologies – no report

Bar Manager – Lewis Taula

Apologies – no report

IRB – Max Reeves

Apologies – no report

Surf Sports - Craig Ray

Apologies – no report

Caretaker – Jacqui Godier as presented

1. Refrigeration Plus - CO2 monitor was alarming, instructed over phone how to reset the monitor as it needs recalibration (6 monthly), which they have now done.
2. Beer not pouring, one of the gas levers had been turned off?
3. Purchased 12 tablecloths for use at club functions.
4. Advised cleaners of dates for May
5. Traglen - kitchen exhausts have been cleaned - club kitchen and also kiosk
6. Lots of Watts - have installed HDMI cable for projector as per quote.
7. Damaso Plumbing - organised to fix the pressure on the fire hydrants as per their report.
8. Cleaned big fan and high louvres in Lighthouse room
9. Installed new toilet roll holders in upstairs bathrooms (free of charge)
10. Updated notice board
11. Worked on Annual Report
12. Collected mail, scanned and emailed to Coral
13. General cleaning of club and windows as required

General business

- Raised if we can move the Planning Date away from the day after the Senior presentation night – decision agreed that the date will remain and will start at 1.00pm
- Discussions around what is to be discussed at the planning day eg
 - Calendar – events / activities
 - A maintenance schedule

- Needs to be clear on what is being decided on and discussed
- Awards of excellence (21st June 2016) – the Club has 10/12 tickets @ \$55 /head compulsory that we take 10 – we have 10 nominees

Motion: Jim put forward the motion the club subsidises non nominated club members who wish to attend the SLS awards of excellence to the value of \$30.00 2nd Richard Field
All in Favour - Carried / Endorsed

Query from John with regards to the Reeds lease – can he please provide a copy to Richard.
Action: John to provide Richard with a copy of the lease.

Query from John with regards to the Liquor Licensing Board – what is the status of the enquiry Response – as per discussions and earlier action item - no response has been received with regards to Bar Manager application – public officers to ring the Liquor gaming board to follow up.

Meeting closed at 2.45pm

Next meeting 19th June 2016 1pm Sunset Room

Outstanding action items from April meeting

- Action:** Coral to print out a copy of the asset register to provide to Renea by mid May.
- Action:** Renea to send stocktake template to all of those who will be undertaking the stocktake
- Action:** Two club representatives to speak with Club Toukley to discuss joint sponsorship
- Action:** Invite members of Club Toukley to attend the senior presentation
- Action:** Coral to review the insurance to ascertain if we are covered for these issues
- Action:** Darcy to progress discussions with Wyong Leagues Club to maybe gain a donation
- Action:** Max to draw up an agreement based on similar to board hire.
- Action:** Jim will purchase and then seek reimbursement
- Action:** The Executive to create an update and report back to the Club.
- Action:** Order fund raising buckets in particular with lids

Outstanding action items from March meeting

- Action:** Phil to speak with Luke Stigter – sports events coordinator to confirm if we can hold board riding event.
- Action:** Review Wi Fi system and security system
- Action:** Coral to forward copies of reports to trainer - the trainer and the house committee to work together to formulate how to move forward with staff training.
Code of conduct needs to be advised to all attendees and that they are required to adhere to it.
- Action:** We go to Aubrey Brown to write a letter of demand to receive the outstanding monies owed re: Reeds outstanding debt
- Action:** Gain advice from Aubrey Brown regarding outstanding invoice for Boaties Café and Council.
- Action:** Renea to send Coral a breakdown of room hire and the associated costs

Attachment A

Report submitted by: Renea Donaldson – Finance Director

Summary of items requiring approval/money/action

General Business Summary (Notes here pertaining to issues the club should be aware of but does not necessarily need to be discussed at committee meeting):

- Catfish – have offered 5% early season discount. Gail will advise if we need any further garments.
- Boaties Ball – Looks to be another fantastic night again. Shags has advised be good if the club had 1 table?
- Presentation Night – Looks to be a fantastic night with all members coming. Thanks to Katrina for organising gifts for our members. Need to discuss who is a life member and what is the requirement for a life member? And how a person becomes a lift member.
- Kiosk is invoiced and is up to date, seems to be good. No problems that I know off.
- Cleaning – Crystal Waters/Jacqui now has an ABN for Cleaning and has supplied the club with the first bill of \$390. She has advised that she can do the cleaning but doesn't want to do the pack away for functions. Therefore we will still need a cleaner. Open for discussion is caretaker doing the cleaning and getting paid for it, is the question everyone is asking me?
- AGM - I have been advised to change our AGM date until 17th July 2016. We will also be aligned with all other clubs. I still need to finalise numbers with chasing up some paperwork with people so I think this will be a good idea.
- Memberships cards have been quoted from Imaage for 500 its \$285 or 1000 for \$352.00, think we only need 500.
- Increase in Security Worx from 1st July will be \$48.00 per hours plus GST.