



Soldiers Beach Surf Club
Minutes
Committee Meeting
17/5/22

Attendees: Phil Walls, Craig Andrews, Shana Doughney, Coral Raymond/Jacqui Godier (minutes), Matt Keys, Karen Harvey, Kelly Maxwell, Lara McIntyre, Gail Rixom, Darcy Waller

Apologies: Dennis Ricketts, Ellen Van Wessel

Date: 17 May 2022

Meeting opened at 7.23pm

Confirmation to accept the April minutes

Noted that Gail Rixom's name was omitted from April Apologies

MOVED: Matt Keys SECONDED: Craig Andrews - with the adjustment of Gail's missing name

Business Arising from previous minutes /Outstanding action items

- Receipt book – still in progress
UPDATE : Follow up with Gail
UPDATE #2: Gail hasn't seen them. Craig thinks they are in the office, will find out and report back
- Telstra Costs – still in progress
ACTION: Craig to review and advise
UPDATE: On-going
UPDATE #2: On-going – bills are what they are – internet and phones lines into lift
UPDATE #3: Craig advised that we need the phone line connected in the lift. Suggested to maybe change over to satellite system called Star Link. Craig stated that he uses it at his home in Wyee and has improved his reception greatly with no problems at all.
ACTION: Craig to investigate
- Pass codes – Kellie has contacted Craig Ray and is in progress/Matt Keys will follow up with Craig Ray
UPDATE: On-going



UPDATE #2: On-going – follow up with Kellie

UPDATE #3: Kelly is meeting with Craig Ray this weekend. Jacqui advised that she left a plastic container with all spare keys in it and a small pamphlet that has the instructions on how to change the codes with Jim buckton.

Lights – Shane Walker has the information; Shawn Ford has advised he can assist if required

UPDATE: Shawn has been advised to go ahead and replace bulbs

UPDATE #2: Shawn has been in club – needs confirmation as to which lights need to be replaced/ eg fixtures vs bulbs plus upstairs needs to be clarified – Shawn to discuss with Jim

UPDATE #3: Shawn Ford has completed job and has sent invoice for payment to the club.

- IRB Motors – Spare motors need to be sold
UPDATE: Still need to confirm when new IRB is due for delivery
UPDATE #2: Will be sorted over winter
UPDATE #3: still need to confirm when IRB will be delivered - on-going
- Trailer
NEW ACTION: To clarify what the unregistered trailer is doing in there, need to confirm whose boards are being stored, if they are personal, they need to be taken home to enable us to remove the extra trailer
UPDATE #2: Both trailers are registered – need to clarify personal storage of boards (For noting: personal storage is not covered by insurance if something were to happen)
UPDATE #3: Shana is meeting with Dennis Rickets on weekend to finalise
- Racing Mals
NEW ACTION: Need to ascertain what is to be done with the racing mals
NEW ACTION: Mick Crowe to advise on status on racing mals / scrutineering itinerary of what boards we have / what are there / age / need to check with the constitution with regards to board policy / by-law
UPDATE #2: Mick has met with Shana - on-going
- Skis
NEW ACTION: Need to ascertain what is to be done with the skis (per Jodie Freeman - 2 are club skis)
ACTION #2: still on-going
- IRB Motors
NEW ACTION: Need assistance with running the new IRB motor in



ACTION #1: Shana will discuss with Shawn and potentially put together a schedule

ACTION #2: Shana has asked Shawn for a schedule but still on-going

- Liquor licence – Phil needs to get his licence as a representative of the committee of the Surf Club
UPDATE: Brent to confirm with Service NSW as to who should hold the licence
UPDATE #2: Confirmed that SBSLC holds the licence therefore we pay the fees (special surf club licence)– we need to confirm which representative of the Club's name is on the licence?
ACTION: The Club needs to put forward a representative to put their name on the liquor licence – Shana advised she will review the status of her RSA – is Jim on there and does he need to be replaced?
ACTION #2: Check Service NSW
ACTION #3: still on-going - Phi advised that he is unable to be the Manager for the club Licence. It was suggested that Kelly Maxwell to do her RSA. Kelly will look into it.
- 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. Approved suppliers has been sent to Brent by Phil
UPDATE: Current supplier has been bought out by another company. Still in progress. Phil to action.
UPDATE #2 : Still in progress – Phil to action
UPDATE #3: Still in progress – Phil to action
UPDATE #4: Still in progress - Phil and Brent on-going
- Board Policy – Mick Crowe has carriage of this and will be undertaking repairs. Jodie would like some money set aside for locks for competition and Education boards and repairs to the value of \$250 + \$250 and Lara would like boards locked up for SRC training
UPDATE: On-going
UPDATE #2: On-going
UPDATE #3: Shana advised that Mick Crowe was putting a policy I writing to submit to the committee
- Kraken Kiosk – outstanding payments
ACTION: Need to have further discussions with Kate 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
UPDATE #2: On-going – Craig will discuss with Kate



UPDATE: Coral to check with Emma check JJ invoices to confirm when we were charged and the dates.

UPDATE #3: Still in discrepancy over the waste invoice and charges over the shutdown

ACTION: Craig will call Kellie to confirm if request to not pick waste up is in writing

UPDATE #4: Craig to discuss with Kate. Craig also advised that he is discussing with Guy Matthews, who is a Sales Manager with JJ Richards, and hopes to have further info for next meeting.

- Balance Sheet

ACTION: Phil to discuss with Emma regarding amount sitting on Balance sheet for doubtful debts –

how long does this sit on our financial documents? Needs to be removed UPDATE #1: On-going

UPDATE #2: Per Craig will be done on the next Audit.

UPDATE #3: Craig has been in discussions with Emma

- Items thrown out during Working Bee

ACTION: Items thrown out during working bee – need to check Surfguard to remove from the asset register

ACTION: Ellen to run a report of the asset register – Shana can review items and match up with Surfguard

UPDATE #1: on-going

UPDATE #2: Report has been run and provided to Shana/committee

UPDATE: Most signatories have now been to the Greater bank to sign the relevant documents. QUERY FROM CRAIG: Why are we with the Greater??

UPDATE #2: Phil to still go to bank and sign the documents

UPDATE #3: on-going

- Patrol Operations Guide

UPDATE: All agreed to move forward, however, no offer from an individual to take carriage

UPDATE #1: Shana will contact the relevant Club to see what needs to be done to move forward

- Discussions around moving to a new accounting package titled "Xero

ACTION: Phil to discuss with Jon Harkness to ensure we are able to move across to the new package

ACTION #1: Phil will follow up /Craig will discuss with Emma

Moved: Jacqui Godier Seconded: Craig Andrews



UPDATE #2: The club will be changing from MYOB to XERO this month for its' accounting package. Half the price of MYOB. Emma suggested having 2 committee members to be listed as contacts as well as herself. Emails need to be personal ones. It was agreed that Coral and Gail will take this on.
Moved: Phil Walls Seconded: Karen Harvey

Director Reports

Financials report – no report tabled due to Easter break

- Profit & Loss
- Balance Sheet
- Electronic Payments Register
- Aged Receivables

Moved that we accept all and endorse payments
Authorisation of Payments of Accounts

Also need authorisation to refund Emma who paid for registration for club using her own Credit Card.

Moved that way Craig Andrews, Coral Raymond

Need to start stock date audit to start process. Phil should have forms to be signed
Still waiting on a refund from Senpos for 3mths of payments Emma has spoken to Brendan in regard to this.

UPDATE: on-going

Moved that we accept all and endorse payments

Moved: Phil Walls Seconded: Karen Harvey

President Report: Phill Walls

- Phil advised that he will not be standing next year as President and advised that Simon Falconer was keen to step up and assist the committee.
- Lara stated she was going to put herself forward to take on President position and would love Simon to come on to assist.
- Constitution should be ready to put forward to submit to membership.
- Had an enquiry from Coke Cola to put machines throughout the club but I think it would not help with Dunes would take away from their sales.
- Liquor licence fees needs to be paid
- AGM – need to advertise 21 days notice needs to be provided prior to AGM – nominations need to be called for 56 days prior to the AGM date – but don't need to be received not less than 7 days before
- Potential date for AGM – Sunday 31 July or 7 August

ACTION: To get notices out by end of May

ACTION: Confirm with Brent to see if room available (Ellen)



UPDATE #2: AGM date confirmed for 31 July 2022 (per Ellen as confirmed with Brent)

- Pillar walls - scheduled to be done, needs to be inspected (will occur over the new few weeks), awaiting on a definite date

UPDATE: on-going

- Kitchen tiles – Council to come and inspect and potentially replace with a stainless-steel sheet

UPDATE: on-going

- 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

- Dunes Lease is up for renewal - need to get together and work out costs of utilities and present to Brent - Emma (Bookkeeper) needs to be at meeting with Brent.

Admin Director - Ellen Van Wessel

- Exec to meet with Emma (Bookkeeper) to discuss current budget and increases in various costs

ACTION: Ellen to arrange a date – needs to be the Exec and face to face

ACTION: #2 – On-going needs to be elevated

ACTION: #3 – On-going – highlighted again the importance of this meeting

ACTION #4 - on-going

- SLSC Awards of Excellence – email sent to exec on 13/3/22– need to nominate

ACTION: Jodie to send through nominations and will send through nominations via the Whats App group

UPDATE: Age Managers have been nominated, Lara to talk to Jodie to see if they would like to attend

ACTION: Lara to speak to Jodie

Phil will not be attending, Lara and Shana would like to attend

- AGM 31/7/22 - Ellen will not be attending so need someone to take minutes
- BSEF – orders have been placed for various items – need to have invoices in and paid for before 31.3.22
- 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

- Shana advised there are issues with the hand brake in the truck – Phil advised that Kellie will discuss with Shawn to get to the mechanic .



- Senior Presentation night has been locked on for Saturday 25 June - Committee advised we now need to start thinking about award recipients, dinner \$\$ amount, prizes etc. - on-going
- Directors need to start pulling their reports together for the Annual Report – also need photos
 - President
 - Vice President
 - Finance
 - Education
 - Club Captain
 - Junior Activities
- Sun Safety Equipment Grant F/U email sent 8.4.22 –order has been placed.
- Fund raising email – Australian Sports – 1st email sent 22.3.22, follow up send 7.4.22 – has anyone addressed? - on-going
- Life Saving Development Camp Cost \$250.00 per person, attendees need to be put forward an expression of interest and then it is to be approved by the committee - ongoing
- Transfers – discussion around official process
ACTION: Coral to confirm process and how approvals are put forward - on-going
- Matt Keys forwarded through an email on 12.4.22 regarding Goulburn Youth Theatre Performance requesting approval - ongoing
- Fees – need out of session approval as new fees should be set in April meeting - approved.
ACTION: Jacqui to update Payment Gateway and send Price List to Phil to update our website with prices also Gail has requested a copy be sent to her.
- AGM set for 31 July – see President update for notice period - e.g. Nominations need to be called 56 days prior to AGM this would be no later than Monday 6 June – but don't need to be received not less than 7 days And then 21 days' notice needs to be given which would be no later than Saturday 9 July. For noting I will not be in attendance as I have a weekend away booked.
- SLSCC awards of excellence nominations - did this get done, is it filed in the Google drive?
 - Per email sent today - need people to book their tickets for the Awards of Excellence night
 - Senior presentation date confirmed - Saturday 25th June
 - Matt Keys Rotary email - we already have an IRB on order – and have paid a \$6K deposit using WRLFC grant from 2020.



- CBP21 grant - need to locate the application (is it on Smarty Grants?) as far as I'm aware we still have not received the \$29,718 as Council need to provide us with paperwork (Phil has carriage of this)

Director Surf life Saving – Shana Doughney

- Have just about finished the Audit of the Asset register of all Lifesaving gear I have printed a list from SurfGuard I have recorded all info but need someone to assist with the job of updating surfguard
ACTION: Coral to assist Shana
- Meeting with Mick Crowe on weekend to finalise document, need to check for codes for the boards locked up.
- Received a phone call regarding damage to an IRB ? Not sure what damage at Shelly done due to a couple of our members apparently completed in a training course. Not sure whether we are responsible of cost of damage. Lara stated none of the executive knew that they were attending, so not sure we are liable at this stage.
- Has sent out survey regarding patrols for next season has a few replies but some members have apparently not received item.
ACTION: To resend out as an issue with SurfGuard
 - Need to make sure that Roving Patrol members assist more with patrols.
 - Agreed to help Lara with Presentation
- Rosters no definites for not returning
- Darcy - re patrols - has Branch addressed retention of members. Phil thinks it will be bought up at State Conference
- Discussions re membership drive in schools, football clubs etc.

Surf Sports Report – Karen Harvey/Dennis Ricketts

- Nothing to report but will help Lara with Presentation

Junior Activities Report – Jodie Freeman no report

Education report – Lara McIntyre –

- New Bronze Medallion members have been added to patrols
- David Harris will cover costs of new 'Beach Closed' signs
- IRBC SM course being run by SLSCC
- SM Beach Management by SLSCC
- Held a First Aid Certificate course for the Community
- Issue with changes to the ARC courses not many members have updated their awards
- Need to do First Aid course for club but the club doesn't have a Facilitator?
Gary to do course



- First Aid stock out of date
- Instead of receiving an IRB motor from Branch this year, maybe we can ask for a Defib

Sponsorship and Marketing – Matt Kean

- Comedy Night sold out - 25 sponsors
- Matt to meet with Gina Coughlan re WRLFC Club Grants
- Rotary email re lottery raffle - Rotary are willing to pay the whole cost of new IRB, then Thundercat could refund the \$6000.00 deposit that we have already paid first. Rotary's name could then go onto the IRB. Also will sponsor for 3 new nipper words.
- Members encouraged to sell tickets, tickets sold online using a QR code - Raffle draw date 31/8/22
- LJ HOOKER & Bulls - perspex sign has gone up in foyer - no cost to club for signs
- BBQ Galore - if we buy a new bbq they will sell it to us at cost price.
- Surfline - Nick Gregory has sent email regarding installing surf cameras on the club house, as a donation? It was noted that we have previously had cameras on clubhouse and the locals destroyed them, discussions held Matt to investigate further

Caretaker report – Kellie Maxwell as submitted

Passcode access to craft room:

Craig Ray will be coming out this weekend to change the access code. Will be updating Brent (Dunes) and staff with new access code as well, they need access to coolroom inside craft room.

28/4

Plumber came out to replace tap in Dunes ladies restroom, also the one in craftroom ladies as well. The toilet seat had to be replaced in craftroom ladies changeroom as well, could not be fixed.

Shawn Ford has been coming out to replace/update lights in Dunes kitchen, outside balcony and also upstairs in foyer to lighthouse room..

10/5

ARA fire services came out to replace/update fire exit sign and smoke detector at the bottom of stairs in foyer, also the fire exit sign just inside lighthouse room.

12/5

Non-slip tile floor cleaner ordered, arrived on the 16/7, invoice sent to admin.



Central Coast Council has a new security contractor: ECS International with locking the gates at night. Last contractor, AllPoint changed the lock a couple of months ago, lock had to be changed due to vandalism, did not receive a new key, Phil has been in contact with Briony (property officer) to give Surfclub keys to access the new padlock.

Move to accept director reports

Moved: Darcy Waller Seconded: Lara McIntyre

General Business

- Presentation night - Lara, Matt, Gail to organise
- Shana - IRB rolled during assessment @ Terrigal, discussions held whether our club was responsible for cost. Terrigal held the event so they should be covering costs. Asset register to be finalised
- Gail - Toukley Neighbourhood Centre have requested to use the Members Lounge 1st Monday of the month for their meetings. To be confirmed with Brent.
- SLSNSW have a conference set down for July 23th & 24th Lara thinks we should send a young member. Matt stated he would like to attend. Darcy said it is always good for networking.
- Names to be put forward for presentation night - Lara, Shana & Karen & Matt to meet for selection of nominations. Meeting to be done soon.
- Need to discuss the issue of membership retention.
- Membership cards – where are they?
UPDATE: Did we locate? - ongoing
 - Beach closed aluminium signs – need to find someone who can put on a pole - ongoing
- Bunnings Card – where is it?
ACTION: Coral/Gail to cancel the current card
UPDATE: Jacqui rang Bunnings and only active card was Richard's card – all others are expired – if we want to cancel the account we need to send an email to cancel
- Service Awards – Gail trying to find a list as she needs to report back to Branch
ACTION: Gail to work with Jacqui and Coral
UPDATE: Has this progressed? On-going
- Per Shana - Constitution – when is new template going to be released? Phil has advised he has it and is starting to go through it.
- ACTION: Phil will review and distribute to all members for comment
- UPDATE: will be sent out soon.
- Per Shana – Digitisation of photos – how to proceed / cost / decisions to be made on which photos to digitise.



- Can we put up a digital album on our website – advised by Phil we could put something up on Google drive or create a public link
UPDATE: on-going
- Per Shana – do we have RIP current signs?
ACTION: Create and add to wishlist

Meeting closed at 9.20pm

Phil Walls
President

Ellen Van Wessel
Director of Admin