



# DRAFT

## Soldiers Beach Surf Club Minutes Committee Meeting 21/9/21

Attendees: Phil Walls, Matt Kean, Shana Doughney, Ellen Van Wessel (minutes), Karen Harvey, Brent Farnworth, Jodie Freeman, Lara McIntyre, Gail Rixom

Apologies: Craig Andrews, Darcy Waller

Date: 21 September 2021

---

Meeting opened at: 6.55pm

Confirmation to accept the August minutes  
Moved: Matt Keys, Seconded: Shana Doughney

### Business Arising from previous minutes

---

- Covid Business Relief Grants - Ongoing - Attempted to update ASIC/ABR records, seeking assistance from Fortunity. Services approx \$250.00.
- Dish – pursuing rent relief, Brent advised he has paid middle July and August, looking at relief for September, looking at opening on Oct 21. Brent advised he will pay for October.
  - Move the motion to defer September rent and add to the end of the lease and or catch up when financially viable.
  - Moved: Shana Doughney Seconded: Karen Harvey

ACTION: Craig Andrews to chase up receipt books

ACTION: Craig Andrews to follow up Telstra costs

- Still a number of people using club facilities under Covid-19 restrictions against PHO rules. A number of messages have been sent to members via surfguard. Patrol Captains need to keep an eye on this during patrols and re-iterate this ruling to all members they see.

ACTION: Pass codes need to be changed - these should be done on an annual basis following AGM voting.

- Emergency Call out list to be updated on Surfguard, nominees need to hold the Silver Medallion and to be financial for the current season
  - Update: Ellen Van Wessel advised this has been done, Phill Walls currently listed.
- Matt Keys put his hand up to be on call as an IRB crew, Shana put her hand up to be IRB driver.
- Dennis Ricketts & Karen Harvey have nominated themselves as Joint Director of Surf Sports - recommend endorsement by Committee.
  - Moved: Shana Doughney, Seconded: Jodie Freeman



- Google drive training - Phil suggested 15-30min training session for committee members to streamline document management

ACTION: To be organised by Phil when everyone has some time

## **Director Reports**

---

### **Financials report**

- Phil presented the financial statements
  - Balance Sheet
  - Profit and Loss
  - Aged payables
  - Aged Receivables
  - Cash at bank
  - Authorisation of payment of accounts

Motion to accept financial statements

Moved: Gail Rixom, Seconded: Matt Keys

- Authorise payment of accounts - none listed in September financials

### **President Report: Phill Walls (as per written report )**

Summary of items requiring approval:

- 9 x radios reprogrammed & service \$870.10 paid.
- Cans ready for pick up, invoice needs to be received & paid from Harry Moore Trust
- Rentokil seems to be invoices for services suspended during lockdown - to investigate.
- No rent received from Dunes for September 2021
- The Kraken utilities - 1 bill still outstanding, rent is up to date
- Active kids vouchers - reconciles, just need the last one reimbursed from service NSW
- MYOB - the subscription is getting expensive. Might be worth a discussion to ask for a review or consider changing to XERO, especially without needing payroll function
- Energy Australia - paid the balance of the invoice. There is a new cheaper plan to look at.
- Still owe Shawn Ford approx \$2k for vehicle repairs.
- Q4 BAS refund has been received
- A big thank you to Coral & Ellen for sending through all of the rego and AKV information, it is all entered in MYOB and reconciles with the bank

### **Admin Director: Ellen Van Wessel**

ACTION: Phil to ensure July minutes are reflected as FINAL on the website

Per Admin Director report – summary items for inclusion in minutes:

#### **August minutes**

- to be posted as FINAL on website once accepted

#### **Registrations as at 21.9.21**

- 63 renewals – paid and accepted



- 12 pending – awaiting payment

#### **Club Captain:**

- Patrols – most rosters have now been finalised
- Roving patrols there is now a What's app group – most are long service members/Life members
- If we are short – the PC's will put the call out
- Potential around the club putting forwarding moving towards an all day patrol – Shana will draft up a proposal on what it will mean/and what it could look like
- Shana testing how to use the portal SLNSW portal to arrange a sub

#### **Surf Sports**

- Karen queried what the role actually encompasses
- Hours have been reduced from 25 to 15 to enable people to compete

ACTION: Ellen to advise Branch of new members in the role

#### **Juniors: Jodie Freeman**

- A days training has been undertaken – message is out there to prepare and wait
- Jodie will provide some wording regarding using their Active Kids Vouchers

ACTION: Jodie will provide the wording – all to be uploaded on FaceBook/Website/messaged from Surfguard

**For noting:** Issue with regards to the later that Nippers starts – the more pressure there will be on providing the education by the end of December. Branch/SLNSW have advised that they could consider an extension.

#### **Education Director: Lara McIntyre – as per report**

- First Aid – queries on those who are expired – how can people update their First Aid
- State organise proficiencies on line – all are sent out via State to financial members.
- All are strongly encouraged to undertake the on-line proficiencies.

#### **IRB: Shawn Ford**

No report – not in attendance

#### **Sponsorships and marketing**

- Wiseberry have agreed to \$1,500 per year
- Ray White have agreed – amount tbc
- All previous sponsors have been contacted
- Wideline – no
- Gosford Air – no
- Greater Bank – highlighted a page of where all members can click and vote for Soldiers, we will be advised which month is ours, and then we vote
- Marquees – for sponsors – 3 x smaller ones, still need to be ordered, need to confirm with Jim regarding artwork – \$3k should be in account, 2xLJ Hooker, 1x Bull Removals



ACTION: Gail to forward sponsorship names through to Matt

**Caretaker Report: Kellie Maxwell**

No report – not in attendance

---

Phil Walls Moved that reports be accepted  
Moved: Coral Raymond, Seconded: Craig Andrews  
All in favour, carried

**General Business**

- General reminder to Patrol Captains to ensure they are entering the data correctly into Patrol Operations - feedback from branch regarding hours were entered incorrectly
- Suggestion to reach out to our older members/long service members – those who have been involved with the club in the past, who now have kids that have nippers, could we put out a call to those, even to just get them down to the beach.
- Brent followed up on the lighting grant – what is the status?

ACTION: Follow up who is responsible and get it happening

- Brent wants Kellie to have access to more to enable him to progress issues. Conformation requested as to what these actually are?

ACTION: Soldiers Beach WiFi password needs to be changed – needs to be done this weekend

Meeting closed at 8.50 pm

Phil Walls  
President

Ellen Van Wessel  
Director of Admin