



Soldiers Beach Surf Club  
Minutes  
Committee Meeting

Attendees: Tony Axford, Simon Falconer, Brad Halicek, Kate Halicek, Glen Coppen, Torri Coppen, Jennifer Falconer, Matt White, Kelly Maxwell, Matt Keys

Apologies: Darcy Waller, Gail Rixom, Coral Raymond, Jacqui Godier, Brent Farnworth, Shana Doughney, Lachlan Coppen, Karen Harvey, Dennis Rickets

Date: 20/11/2022

Welcome: By Simon Falconer

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Meeting opened at: 11.35am

**Item 1: Declaration of any Conflict of interest:-**

Does anyone have a conflict of Interest that is not registered below?

Name: Matt Keys	Interest: Wife owns Kraken
Name: Brent Farnworth	Interest: Owns Dunes
Name: Matt White	Interest: Sister owns Kraken
Name: Shawn Ford	Interest: Contractor Light of Installation
Name: Kelly Maxwell	Interest: Employed by Kraken

**Item 2:** Confirmation to accept the Previous Minutes  
Moved by: Brad Halicek, Seconded by: Glen Coppen  
Carried



## Item 6. Business arising from previous minutes /outstanding action items

1. Liam Potter Auditor from Bishop Collins, tabled a proposal to the Club to review.
  - Tony to send out to the Executive the proposal and a recommend motion.

### 2. Lights

- a. Update
- b. Ongoing

3. **IRB Motors** – need assistance with running the new motor in

- a. Follow up with Shawn/Shana/Mick

### 4. Board Policy

- a. Ongoing – new committee to progress with Mick Crowe and Karen

### 5. CCC Commercial Lease:-

- Council undertook market rental valuations on Surf Clubs across the region in June 2021. Due to the valuation received for Soldiers Beach SLSC, Council wishes to negotiate another amount with you for the commencement of the option.
- Council proposes:
- Fixed 3% increase on current rent for the first year – 1 July 2022
- Then, annual CPI increases - 1 July 2023 - 1 July 2026
- Market rent review – 1 July 2027
- Annual CPI increases – 1 July 2028 – 1 July 2031.

#### Clubs reply:-

- Fixed 3% increase on current rent for the first year – 1 July 2022 *We would be agreeable to this.*
- Then, annual CPI increases - 1 July 2023 - 1 July 2026 *The Issue is that CPI is expected to peak 2024/25 at 7.8%, or higher??*
- *The Club would like to propose 4% as an average to be fair to both parties, if it drops below it would be at the advantage of the Council.*
- Market rent review – 1 July 2027 No issue
- Annual CPI increases – 1 July 2028 – 1 July 2031. No issue

**After consultation with Branch and Council it was agreed with the council's recommendation. Completed.**

### 6. Council Building Inspection:-

- a. Kitchen Tyles:  
Ongoing
- b. Fan:  
Ongoing waiting on response from Council
- c. Roller Doors/Grant:  
Supply issue of materials delay in starting
- d. Solar/Grant:  
Commencement November
- e. Maintaince Schedule:  
Completed will be reviewed end of June each year.
- f. Lift Repair/Replace:  
Quote and inspections have been carried out.



Council to follow up. Ongoing

**7. Draft Constitution**

- a. Ongoing
  - b. EOI by members for a committee for early next year.
8. Competitive transfer Simon to follow up.
9. Website/IT
- a. Ongoing Update from Brent/Matt Keys
  - b. Web site subcommittee has been formed with Matt Keys as the project manager.
10. Ski Storage:
- a. Simon to contact Neville Bunn
  - b. ongoing
11. Surf Sports
- a. Budgets need to be developed
  - b. Racing Mals sale
12. Patrol captains need to be named as “approved delegates” in the minutes as per previous years.

**13. Dates and Budget for Nippers Presentation to be set.**

- Budget set at \$3,000 date last day of Nippers??

**14. Christmas Party**

- 18<sup>th</sup> of December, notice to be sent out to membership.

**15. Dates and Budget for Seniors Presentation to be set.**

- Budget set as the same as last year. Dates to be checked against carnivals in May 2023.

**16. AGM date to be set. 18<sup>th</sup> of June 2023, this may change subject to Auditors report.**

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**Director Reports**

**Item 7 Director of Finance**

1) SBSLC rent arrears with Council.

Executive e-Motion 11/11/22

Our grant of \$6,500 from Council has hit our account.

Motion

Pay this grant back to Council in full.

Moved by Tony Axford

Second by Matt Keys

Carried



This is to reduce our rent arrears.

2) Telstra phone and Club phone number.

I have done an Audit on our phone line and EFTPOS.

- Phone number on our Facebook page and Website; 43 967502
- The Club pays \$960.00 per year. This is Paid by Direct Debit each month \$80.
- We have a phone port in the office assigned to this number, with no phone!
- The line goes to the Bar and Dunes answer machine, it is answered by Dunes.

We had another phone number which is **Currently** on the White pages, Central Tourism, Surf NSW, Surf Aus, Central Coast Surf: 43 964376

- This Number **was disconnected in 2019.**
- I spoke with Brent who would take over the main line as Dunes if the Club decides to go with the below motion.

Our EFTPOS was on the phone line but now works on the Wi-Fi has not a constant connection.

Westpac eftpos charges a fee when we don't use it. Then a transaction is 2%.

The Club has to reconcile the transactions, receipts, bank and MYOB. Extra costs in bookkeeping.

**Proposal is:**

1. buy Nokia Android Phone for \$128 from office works
2. buy a 12 month sim card with 165gb \$200

For \$328 up front and every 12 months pay \$200 the club will have its own phone line.

1. The number will be the Club's main line; it can be diverted to another phone for the season, (this may be diverted to the Caretaker, JAC, Pres, or Admin, personal phones).
2. The voice message can be left on it regarding Club information eg; Carnivals, is the Nippers on!

**EFTPOS**

I have looked into the "Square" bluetooth product, (KRACHEN uses this system) . It's small in size, and links to app on your mobile phone or tablet.

1. Cost upfront \$50 the app is free, they charge 1.5% on the Daily takings.
2. No use, no charge.
3. All you need is the smart phone next to it for it to upload to the App.
4. The app can be set for different items eg. Hats at \$\$, Nipper Shirts at \$\$\$, Shirts at \$\$, BBQs and drinks.
5. This also can have the stock quantities loaded in as well.
6. So stock takes and sales would balance.
7. It also can be exported to MYOB at the end of each day.
8. It does allow cash sales.
9. Consider a purchase of a Tablet for \$480 longer term

I have spoken with Emma today, who informs me that Avoca Beach is in the middle of setting this system up. Emma is willing to help do the programming of the App if needed. I played with it today very straight forward.



I believe this will make registrations/ stocktake and sales a lot easier.

Motion 1

Move to purchase Mobile phone and Sim. This number will become the Clubs main advertised number. It will also connect to the Square for Credit Card Transactions.

Moved By Tony Axford

Second by Matt Keys

Carried

Motion 2

Move to cancel Westpac EFTPOS and purchase Square. The Square will become the main Point of Sale.

Moved By Tony Axford

Second By Glen Coppen

Carried

3) Issue with our Council rent Statement was raised (\$2,100?), this matter had been raised with the previous Committee on October 2021. Our book keeper had done what I would call a forensic audit. This matter goes back to 2015/16.

The book keeper and I are meeting with Council on the 24<sup>th</sup> of November, to have the matter resolved.

4) The truck has been disposed for \$0 to Ultra Tune Parramatta, they have made a donation to the Club of \$9,000. These funds have been placed into the term deposit.

5) Profit and Loss Cash (attached)

6) Age Payables (attached)

7) Age Receivables (attached)

8) Bank Ledger (attached)

**Current Financial Position**

Gross Profit to date	\$	189,537.79	
<b>LESS EXPENSES</b>			<b>\$ 90,461.93</b>
Operating profit	\$	99,075.86	
Less Grants			<b>\$ 74,925.45</b>
Working Capital	\$	24,150.41	
Age Receivables	\$	5,525.01	
Age Payables			<b>\$ 15,458.12</b>
Less Term Deposit (New Truck)			<b>\$ 12,041.00</b>
<b>Total</b>		<b>\$ 2,176.30</b>	

Our Aged Receivables are down by; \$7,134.57

Our Aged payables are down by; \$11,298.85

The target is by the end of February 2023, both of these will be only in the 30days due.

Moreover, the income revenue has increased from the rental returns.

Motion

Move that the above Bank Register Payments be approved as a legitimate expenses to the Club.



Moved by Tony Axford  
Second by Glen Coppen  
Carried

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**Item 8: President Report: Simon Falconer**

- 1) Quotes for painting have been received.
- 2) Contacted Branch in regards to procedures with shark buoy alerts.
- 3) Attended online Governance training
- 4) Victoria Coppen competitive transfer exemption unsuccessful.
- 5) Launch Rotary IRB, Scatter Life Member Ashes
- 6) Interaction with Burns patient, Mumbi 6yrs old.
- 7) Requested council consult us on ramp development
- 8) Contacted Council to maintain vegetation to access walkway and driveway
- 9) Working with children checks for patrol members

Issues:

- 1) Need to find the right grant to be able to get painting done, Matt Keys is looking into that
- 2) Waiting on response from Branch, was told to ask what lifeguards do.  
\*They do not have a proper policy in place as such. When they receive an alert from the sharksmart or dorsal fin app the beach is closed for 1 hour and they monitor. If no further alerts the beach is open.
- 3) Interesting with lots of legal talk, from what I understand we already have a lot of these policies in place. A copy of the meeting will be sent out, I will try and add to google drive for people to get a better understanding.
- 4) Email was sent to Jess Mensforth Senior Competition Coordinator @ SLSNSW. She followed up with SLSA and we were unsuccessful in gaining an exemption due to not falling into certain categories. I will attach a copy of outcome.
- 5) The IRB launch was a success, we had several sponsors attend and a morning tea was provided. A new sweep oar was donated by the family and friends of John 'Seagull' Edwards and the ashes of life members Cliff Spong and John Fallon were scattered beyond the break @ Soldiers beach. Garry Spong, son of Cliff, joined us in the IRB for an emotional send off. Massive Thanks to the promotional team from Wiseberry (club sponsor) for gifting us their photographer for the day, some great photos and video of the event were taken. Matt Keys has them and will be able to use to promote the club online.
- 6). Future interactions with the burns unit from Westmead Children's Hospital have been requested after an impromptu encounter on Saturday 12/11/22. The careers were happy with the lengths we went to make the boys day better. Talk of doing some surf safety with the family's next trip up to Toukley (usually November yearly).
- 7) Received confirmation that Council will keep us informed and consult us on plans as we are the main stakeholders.
- 8) Council has confirmed they will be out to maintain vegetation on the walkway and driveway 10/11/22. In the meantime Simon Falconer cut the overgrown grass as it was snake hazard coming into hotter months.
- 9) WWCC are not compulsory for patrol members or captains to have. Training officers (for u18s) and water safety are required. SLSA have a matrix available for those required. In saying this we can ask members to provide details if they are willing to do so.



### **Item 9. Admin Director – Darcy Waller**

- Incoming and Outgoing Correspondence as per Register
- Membership for October register (see attached)

#### **Transfers Nov 2022**

#### **Transferring In**

	To	From
Kelly Clancy 3677277	Soldiers Beach Non-competition rights	The Lakes
Clint Edworthy 3676568	Soldiers Beach Full Transfer	The Lakes
Charlotte Marien 5758889	Soldiers Beach Full Transfer	The Lakes
Lucy Marien 5758893	Soldiers Beach Full Transfer	The Lakes
Ashton Meredith 5924445	Soldiers Beach Full Transfer	The Lakes
Elijah Meredith 5758780	Soldiers Beach Full Transfer	The Lakes
Mahala Webster 4452547	Soldiers Beach Full Transfer	Surf Life Saving NSW

#### **Transferring Out**

	To	From
Cohen Brakell 5424353	The Lakes Full Transfer	Soldiers Beach
Jayden Fletcher 5564616	The Lakes Full Transfer	Soldiers Beach
Jack MacMahon 5412767	The Lakes Full Transfer	Soldiers Beach
Mia Macmahon 5583634	The Lakes Full Transfer	Soldiers Beach
Cadence Pass 5433795	The Lakes Full Transfer	Soldiers Beach
Taylah Moorman 5810102	Catherine Hill Bay Full Transfer	Soldiers Beach

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#### Motion

Move approve the transfers and the membership register.

Moved By Tony Axford

Second By Brad Halicek

Carried

IRB Launch a very successful and emotional day honouring Cliff Spong, John Fallon and John Edwards, LIFE SAVERS ALL

Rotary Golf Successful for all involved, Thanks to the Soldiers Golfers.

Well done to the President and all committee members for their efforts in the past three months onwards and upwards

### **Item 10 . Director Surf life Saving – Shana Doughney**

1) Patrols going well with 454 preventative actions performed and 14 rescues to date.

2) Proficiencies/requals are being performed by patrol captains with a number of our members having completed already this year.

Issues:

1) Beach patronage is also ramping up so attendance at patrols is critical and I would encourage members to pop down for an hour or 2 to assist if free between their own rostered patrols. This will help reduce fatigue and ensure we are “rescue ready”!

2) 6 weeks until proficiencies must be completed. Patrol captains to remind members to do their online component.

Reminder communication for online theory component will be sent out to all members this week by Shana Doughney.

### **Item 11. Surf Sports Report – Dennis Ricketts**





Background:

Used boards for sale. Have sold 2 so far at \$100 each. Money has been given to Gail Rixom for banking.

Will re-advertise the other 3 on Facebook this weekend? I want to get some better pictures of the boards. Quite a few people have been interested but no takers yet.

B; the nipper's boards, 5 have been sold off at \$50.00 each. They will be on sale at the start of Nippers each Sunday.

C: thanks Tony for organising the ski rack. So far it seems to be going ok. I haven't heard any complaints about where it is being stored.

D: board policy is still pending. Sorry I have put that on the back burner at the moment. Will try to get into that one for next meeting and have something in place for next season.

That's all Thank you.

#### **Item 12. Junior Activities Report - Matthew White**

- 1) Nipper program running well, everyone getting on board.
- 2) Water safety is going well a lot of members attending to help out. Anthony doing a good job
- 3) Club champs will be on 4 December.
- 4) Will be starting Sunday bbq again to raise money for nippers or if rookies want to cook and man BBQ it can go towards there program.
- 5) Obstacle course was a hit.
- 6) I have a national 2klm beach sprint champion to conduct training with nippers 9- 4s this Sunday 20th all club members who want to attend with u14s to get some tips are welcome.

Issues:

Antony Plant is head of water safety all water safety issues go to him first.

All water safety report to Antony and any amendments need to be run by him prior to changes.

#### **Item 13. Education Report- Doug Fyfe**

- 1) No Branch meetings
  - 2) Terrigal about to run an ART HLT AID 015
  - 3) Ocean Beach running above from 14 November
  - 4) Anyone re-endorsing IRB TAF must do skills refresher
- Recommendation: Nippers and Rookies Activity
1. Participate in Bunnings Community evening 8 December 6pm-8pm
  2. Participate in Bunnings sausage sizzle 18 FEB 2023

Darcy Waller and Doug Fyfe will discuss with relevant entities soon

#### **Item 14. Sponsorship and Marketing – Matt Keys**

- 1) Have received donation \$2,000.00 from Cararou Foundation through Northlakes Toukley Rotary and have purchased new 100kg racing mal from Bennett Surfboards. Currently having sponsor logo put on bottom of board. New board to be used for carnivals and training in the lead up to carnivals for surf sport competitors.
- 2) Have replaced Perspex sponsor logos in Dunes entry and sponsor board is now current
- 3) Bennett Surfboards have made us aware that Balmoral Surf Club will be disposing of a large quantity of foam nipper boards still in very good condition. Have reached out for contact details and have requested SBSLSC be able to have 30-40 of these boards when available.
- 4) Northlakes Toukley Rotary Club held a fundraising golf day on Monday 7th





November at Toukley Golf Course to raise money for SBSLSC. Soldiers had a team entered along with Dunes and Darcy Waller assisted with manning the hole in one competition on the 6th hole. Very successful day which raised approx. \$12k raised with Soldiers Beach the major beneficiary

4.1 We are looking to place an order with Thundercat Inflatables for another new IRB considering there will be 12-18 month wait

5) SBSLSC are participating in a Greater Bank community grant competition from 31st October to 23rd November vying for a share of \$3,000, which will be split between us and two other organisations, the winner being determined by a public vote. The organisation with the most votes at the end of the month will receive \$2,000 and the two runners up will receive \$500 each.

5.1 This initiative has been extremely well supported by ALL members along with club sponsors

6) We have appointed Aussie Wide Solar as preferred contractor for solar panel installation as per email sent 1st September with revised proposal.

6.1 Installation has been delayed now expected mid-late November

7) Tony Axford and Doug Fyfe have met with Ann Marie who is the Community Promotions Manager for Bunnings Lakehaven.

7.1 They discussed being involved in the Bunnings Lakehaven Community Family Day on 8 December 6pm-8pm where Soldiers could have a table to provide awareness and run a raffle

7.2 A spot has been booked for February 18, 2023 to run a sausage sizzle with all proceeds going to the Nipper fundraising. We have been given the formula and a lot of assistance from Bunnings to make this happen. The last group reportedly took away \$2700 for their efforts

8) We have established a new marketing and communications subcommittee to assist with development of website and Facebook page. Committee consists of Annie Vandertouw, Racheal Stewart and Kate Keys. Initial meeting was held Tuesday 8 h November and was also attended by Brent Farnsworth, Matt Keys and Tony Axford. The subcommittee will report back to exec committee through Matt Keys

9) Soldiers Beach were unsuccessful in Active Kids grant application advised via email 9<sup>th</sup> November

10) Have lodged an application for funding to Glencore for \$11,850.00 to purchase 6 x new fiberglass nipper boards and two new racing

11) A application under the Volunteer Grant was made for Gym Equipment.

#### **Item 15. Rookie Report:-**

**None**

#### **Item 16. Boat Captain- Report Glen Coppen**

- 1) We have 3 crews in training with the 23 girls finding it hard to get time to train.
- 2) The first carnival was held on the weekend with some great results, with the 9Volters masters men claiming 2 on points over 4 rounds and the Soldiers Senioritas claiming 4<sup>th</sup> outright and second in the final don't ask me to explain it unless you have a couple of hours.
- 3) Paul's Boot Camp is getting a good turnout always room for more
- 4) 2<sup>nd</sup> Carnival is at Scotts Head on the 3-4/12

#### **Item 17. IRB Report – Shawn Ford**

**None**



### **Item 18. Caretaker Report – Kellie Maxwell**

- ARA Fire Service came out and did their quarterly Fire service check, smoke alarms, fire extinguishers, fire blankets, etc. Everything went well.
- Nippers has started with a bang, love the smiles, especially after training Wed afternoons and on Sunday mornings.
- Craft Room is looking good with the clean-up and everything on its place.
- Thanks to Simon for taking it on, and to Tony for purchasing the racks for the double-skis.
- Dunes has cleaned the room near the entrance in foyer, will be utilizing the room for storing surf club items, especially to clear out the office.
- Fri, 18/11, The Solar Panels/Installation will be commencing.
- Thur 10/11, and 1940, there was a hoax call to Police about a shark attack around at Pelos, Glen from SLSC Central Coast was here, with a number of Police Officers and Ambulance, with Pol-Air doing laps from Magenta around to Lighthouse, informed Simon, The ATV was ready to be used.. Around 2020, Police confirmed it was a hoax call...
- NHSF Board riders and Women in Waves have finished their respective competitions for the year, more carpark space will be available (hopefully) on the weekends for everyone. Will always rope off area in front of Craft room for members.
- The sand ramp seems to be holding up pretty good, beach maintenance come out every week to assess it.
- The Australian Flag is flying high on the flagpole, thanks to Darcy for supplying the Flag, I will be contacting David Harris MP in coming days to inquire about Surf club for getting an Indigenous Flag to fly high next to the Australian Flag.

### **Motion**

**To receive and adopt all reports.**

**Moved by Tony Axford**

**Second by Matt White**

**Carried**

### **General Business**

Motion

Move to add Doug Fyfe to the communication subcommittee and to the position of Assistant Education Officer.

Moved by Matt Keys

Second Tony Axford

Carried

Motion

Move to form a Life Member Committee, this will include the following Life Members;

1. Mick Crowe
2. Gail Rixom
3. Jenny Downing

Moved by Tony Axford

Second by Glen Coppen

Carried

Motion



Move the above Committee also ACTS as the selection committee for Club Awards.

Moved By Tony Axford

Second By Glen Coppen

Carried

1. Brad Halicek raised an issue regarding Uniforms and whistles for patrolling members. The Club will be issues replacement uniforms over the next few weeks.
2. Matt Keys raised an issue that patrol captains need to put out sponsors flags every Saturday and Sunday as it is part of the financial agreement the Club has with the sponsors.
3. It was raised that Roving Patrol Captains have an obligation when they agree to do a patrol.
4. Tori Coppen reported the U18s Camp on the 5<sup>th</sup> to the 7<sup>th</sup> of May 2023 is still been worked on and that the budget will need to allow for 2 x 12 seater bus.  
The 17<sup>th</sup> of December is going to be the movie night Matt White and Tori Coppen are organising it.
5. Tori raised an issue that respectful language is needed from the current Committee members towards past Committee members. In the future if an issues arise that the outgoing committee were responsible for, the current Committee will be open and transparent on those issues and if the person responsible needs to be reported, this will be done in a respectful manner.
6. The Committee noted this request.
7. The Executive thanked Tori for raising this and agreed that Tori showed a very balanced and mature question.

Meeting closed time 12.59pm

Simon Falconer  
President

Darcy Waller  
Director of Admin