



## Kiama Downs SLSC

### December Meeting Minutes

15 December 2019

**Meeting opened:** 4:04 pm

**ATTENDANCE:** Brett Schweitzer, Josh Douglas, Trina Jensen, Fred Siasat, Jan Horspool, Steve Guy, Gary Trudgett, Jillian Noad, Kylie Strong, Steve Strong, Noelene Sinclair

**APOLOGIES:** Bob Sinclair, Julie Greenfeld, Ella Cleal-Cook

#### **PREVIOUS MINUTES:**

Accepted as a true record.

Moved: Trina Jensen Seconded: Noelene Sinclair

#### **COMMITTEE REPORTS:**

##### **PRESIDENT:**

- Reported that Josh ran a Members Protection Officer course which was a good course.
- Branch meeting tomorrow night.

##### **VICE PRESIDENT:**

- No report

##### **SECRETARY:**

- Report tabled (as attached).
- Issues that require answering dealt with.
- Reply to McInnes Wilson Lawyers letter seeking advice is to state that KDSLSC has no record of the person having any participation within the Club.

##### **TREASURER:**

- Report tabled (as attached) and accepted.
- Rec'd payment from CFM – it was confirmed that this is Coastal Fitness Movement who held their party in the hall the previous night.
- Gary T mentioned that the bench used for the Christmas photos was borrowed and had been damaged and requested \$150 be used from the takings to replace the bench.
- Discussion took place about sponsors on the website. There are no signed agreements. El Corazon has provided vouchers totalling \$1,000; Golf Club?; Kiama Council \$1,000; SLSNSW \$6,000; Lions Kiama and Lions Minnamurra are supporters as is Jamberoo Touch (they provide a donation for the volunteers running the bar); IGA donate too. Raine & Horne (new trailer) – no record of financial contribution. It was said they bought 4 or 5 cadet boards

and 2 or 3 others. Fred asked if we could formalise “supporter”. It was agreed that Josh list the following on the website – El Corazon, Lions Minnamurra, Lions Kiama, Jamberoo Touch, IGA, SLSNSW, Kiama Council, State Government.

- At the AGM Fundraising ideas were raised. The meeting asked if an update could be received from Julie G & Rod P – to advise what is happening.

#### **CLUB CAPTAIN:**

- Fire exits – spoken to Council and been inspected and complies with old standards; will be looked at again in the New Year.
- Patrols – changes made and list to be updated.
- New beach vehicle has arrived – it is a Yamaha Viking; Josh to get it registered and Jan okay to pay for it.
- Proficiencies are going well.

#### **REGISTRAR:**

- No report

#### **TRAINING OFFICER:**

- 38 people in SRC squad with a few drop offs; only 3 SRC and 2 bronze to finish. A number of these are happy to go on a patrol. Mention made of Strongy’s patrol being popular and that it also needs extra support.
- Working with those who couldn’t attend assessment.
- It’s the biggest squad we have had.

#### **IRB CAPTAIN:**

- New motor all but set up. Needs a guard (Josh reported that this has been done and it is ready to go)

#### **RADIO OFFICER:**

- Report tabled (as attached).

#### **FIRST AID OFFICER:**

- No report. Josh mentioned that the ice maker is up and running and is to be left on; bags can be made up; it works quickly to make ice (and not to be used for drinks!); Radio room freezer has some bags of ice. As the ice maker is working, the old fridge can go as it is not being used.

#### **JUNIOR ACTIVITIES CHAIRPERSON (JAC):**

- Carnivals – formalised structure for team events.
- Club Championships – requested for Trina J to be a match referee to which Trina agreed and just asked to be reminded of the date in February.
- Santa photos went well but it was disappointing to get some FB comments that were disparaging; the individuals were contacted; communication was an issue.
- Junior Lifesaver of the Year candidates nominated – Toby Trudgett & Tory Parker. They both attended a workshop at Shoalhaven Heads.
- Calendar dates on website to be fixed – Fred to sort.
- New trailer – Josh & Fred to organise to ask Gareth W to visit to promote it.
- Discussion has occurred between Fred, Hana & Strongy re Cub polos.
- Ryan Burke wants to donate to the Club for shirts/jackets for juniors (has just done so for Warilla). His business is Avcon Projects (Industrial Response Insurance).
- Lengthy discussion took place with comments such as: the need for the Executive to approve the change of uniform; questions raised about whether can order one shirt or need

to order bulk (need to be able to order one not ten); shirt should be available to all members; need for more design options; not convinced the stripes are the right choice; would this shirt be a touring shirt only; IRB would like new 2020 team shirts (out of the designs submitted – Design 3 was preferred by them).

- It was moved Strongly; seconded: Fred S that a touring shirt fully sponsored and paid for by Avcon for the juniors for 2020 Country & State championships be organised. (Fred to communicate this to Hana). Motion carried
- President Brett suggested that discussion about a new Club shirt be considered at a future meeting.

#### **JUNIOR CLUB CAPTAIN:**

- Josh reported via a Snap chat he received from Ella.
- Flyer sent out to Cadets and new SRC – seeking those interested in IRB and a movie night on 23/12 @ 6.30 with dinner provided
- Josh reported that the plastics survey organised by Ella went well – Ozmap research – impressed that only 4 or 5 pieces of plastic identified which is a very good result. This research will be carried out again in March 2020.

#### **PUBLICITY OFFICER:**

- No report

#### **GEAR STEWARD:**

- Boards repaired

#### **HALL HIRE:**

- Plenty of bookings
- There was a problem with the vacuum cleaner bag but that's been sorted and all cleaned.

#### **UNIFORM OFFICER:**

- No report

#### **SAFETY OFFICER:**

- No report

#### **WELFARE OFFICER:**

- No report

#### **MEMBER SERVICES:**

- No report

#### **MEMBER PROTECTION:**

- No report

#### **BAR MANAGER:**

- Stocktake undertaken and emailed to Executive.

#### **WEBSITE OFFICER:**

- No report

#### **FUNDRAISING:**

- No report

**PUBLIC OFFICER:**

- No Report

**GENERAL BUSINESS:**

- Jan – UV meter – Josh reported it is up and running
- Jan – Water Safety for nippers – do they need to be Members of a club? Do we check? There are a couple of names that haven't paid membership yet – Josh said they must be proficient and memberships to be checked.
- Josh – Development Carnival in January at our Club 4/1. Josh to send a letter to Council; advertise amongst Clubs to get interest; it is on the Branch Meeting agenda; suggests a small meeting prior to the event. Branch don't help as it is a Development Carnival but it will be bought up at their meeting and will ask for assistance from people like Dene H and Dick P and hopefully they can be involved. Also scrutineering of boards to be done that day.
- Josh – He has scheduled to meet on Tuesday with a contractor to investigate the installation of a water bore. Warilla Beach has just had an irrigation system installed. Will get the water tested. At this stage we have no exemption to wash boards, IRB motors etc; only can use town water for health & safety reasons. Discussed possibility of turning off hot water in showers; having a water monitor for showers whilst nippers showering; Josh to look at whether hot water can be isolated – do need it for upstairs.
- Josh – boat trailer – Mollymook SLSC happy to take it; Josh to deliver it to them at the Branch meeting the next evening.
- Josh – security cameras – recorded, not monitored. Still getting quotes - \$2,500-\$3,500. Agreed they are to be installed; price to be confirmed.
- Doors for bar – full track system bifolds \$3,000-\$4,000; Glass doors \$900-\$1,200; solid doors \$700. In the short term it was decided to paint the doors grey to get through the Christmas period. Need to consider the doors to be secured.
- Kylie – Attended the Strategic Leadership Program weekend in Pambula which she said was really good and thanked the Club for supporting her attendance.

Meeting closed: 5.40 pm

Next meeting: Sunday 19 January 2020

Signed:

*Brett Schweitzer*

*Noelene Sinclair*

Brett Schweitzer  
President

and

Noelene Sinclair  
Secretary

Committee reports on following pages:

## Treasurers Report – December 2019

1. Bank Accounts;
  - a. The current balance of the Plant & Equipment Account is \$40,761.76
  - b. The Building Savings Account currently has a balance of \$78,815.33
  - c. Our cheque account has a balance of \$27,787.66 as at 13<sup>th</sup> December.
  - d. The combined balance of the three Westpac accounts is \$147,364.75
  
2. “Santa Selfies” raised \$5,600.
  
3. \$6,100 has been donated by Surf Life NSW.
  
4. Trailer refit has been finalised and grant acquittal statement sent. \$6,600 paid for the Trailer Refit to UniFab Pty Ltd.
  
5. Online software for the Quickbook accounting program I use will increase to \$50 per month from February 2020.
  
6. Expenses still outstanding ;
  - a. New ATV
  - b. Kitchen upgrade –invoice from Douglas Builders.
  
7. Upcoming expenses for December/January;
  - a. Entry fees for Country Championships

### Accounts paid 16<sup>th</sup> November – 13<sup>th</sup> December, 2019

Date	Ref No	Payee	Account	Amount
21/11/2019	1843093	Partington	Refund for overpayment of fees	\$35.00
24/11/2019	5603459	Kiama Council	Property Insurance	\$2,361.88
24/11/2019	1808818	Unifab Pty Ltd	Nippers Trailer upgrade, Kitchen upgrade and various patrol equipment	\$2,708.20
24/11/2019	1288150	Telstra	Telephone & internet	\$85.10
27/11/2019	1811808	Engine Swimwear	Jammers - 50% Deposit	\$1,013.00
06/12/2019	1381323	Outdoor Cinema	Entertainment for Christmas Party	\$350.00
06/12/2019	1316932	Picnic By The Sea	Balance for Catering Christmas Party	\$300.00
06/12/2019	1346632	Unifab Pty Ltd	Gear Trailer upgrade	\$6,600.00
06/12/2019	1394687	Leisure Coast Fruit & Deli	Catering for Nippers Xmas Party	\$583.05
06/12/2019	1327746	James Vann	Sunday arvo - 24th November 2019	\$300.00
11/12/2019	1620097	Penny Hartgerink	Entertainment - 8th December	\$300.00
11/12/2019	0132353	Kiama Council	Nov Recycling collection	\$42.40
11/12/2019	1512159	IGA Kiama Downs	Nov Account	\$69.35
11/12/2019	1531633	Sinclair	Soft drink	\$100.00
11/12/2019	07010695	Kiama Council	Nov Garbage collection	\$98.70
11/12/2019	1687227	OfficeMax	Toilet paper, plastic bags and envelopes	\$125.06
11/12/2019	1589776	Josh Douglas	Bar Stock, Soft drink and food for sippers	\$1,780.40
11/12/2019	1521200	Calcraft	Santa photo expenses	\$53.90
13/12/2019	1832998	Horspool	Patrol lunches. Quickbooks online	\$200.00
				<b>\$17,106.04</b>

**Report tabled by Treasurer for acceptance.**

Report acceptance by; Josh Douglas.....

And seconded by; .....Noelene Sinclair.....

Date            15 / 12 /19

## KDSLSC Meeting – 15 December 2019 4.00 pm

### Secretary Report:

Vale Ruth Boxsell, long-time Minnamurra resident passed away 9/12/19 aged 93 years. Ruth worked for charities and through the Amaranth Kiama (which she established) she raised money and our Club has been the recipient of her fundraising efforts. I thought it fit to acknowledge this at today's meeting. Thank you Ruth – you will be sadly missed by the Kiama community, friends and family!

### Correspondence:

#### Incoming – Australia Post:

1. 20/11/19 – Telstra phone bill - \$85.10 due 2/12 (invoice given to Jan)
2. 20/11/19 – Kiama Council – tax invoice for Property Insurance - \$2,361.88 due 28/11 (invoice given to Jan)
3. 6/12/19 – Kiama Council – tax invoice for recycling - \$42.40 due 17/12 (invoice given to Jan)
4. 6/12/19 – Westpac – 3 bank account statements
5. 6/12/19 – McInnes Wilson Lawyers – seeking information of involvement of a person within our Club **(Action needed)**
6. 10/12/19 – Kiama Council – tax invoice for garbage services due 17/12 (invoice given to Jan)

#### Incoming – delivered to the Surf Club:

1. Kiama Council (Mayor Mark Honey) addressed to Josh – 2019 Kiama Electorate Community Recognition Awards – letter of congratulations for Outstanding Local Community Organisation award

#### Incoming – emails:

1. 18/11/19 – South Coast Branch Agenda (via Josh)
2. 19/11/19 – SLSNSW re Disaster Assistance
3. 20/11/19 – Keryn C to Executive seeking approval to hold a raffle
4. 21/11/19 – Development Team SLSNSW - Welcome to Club Management Team attaching an Induction Pack (address to Noelene)
5. 22/11/19 – SLSNSW Club Mail
6. 25/11/19 – Emily Vaughan, Kiama Council re Australia Day Awards (applications close 1/12)
7. 26/11/19 – Emily Vaughan, Kiama Council re Australia Day brochure
8. 27/11/19 – Josh re website not working – influx of usage caused the crash
9. 27/11/19 – Jan re website not working – advice received that Smartlink crashed
10. 28/11/19 – SLSNSW re “Stuff your Chopper” challenge to support Foodbank NSW
11. 28/11/19 – Josh to Executive – New Viking arriving soon (invoice attached)
12. 29/11/19 – SLSNSW re Disaster Assistance
13. 29/11/19 – SLSNSW Club Mail
14. 29/11/19 – SLSNSW Beyond the Flags
15. 2/12/19 – Josh to Executive – Old boat trailer – suggest donating to Mollymook SLSC
16. 3/12/19 – Sean Hendry, Development Officer, SLSNSW re following up of Induction Package and offering assistance if needed
17. 4/12/19 – SLSNSW re Annual Compliance Requirements – advising Club met compliance and \$6,100 will be deposited to the Club account within 2 weeks
18. 4/12/19 – Brett to Santa Selfies organisers thanking them
19. 4/12/19 – Fred re Nippers to be held at Gerringong Beach
20. 4/12/19 – SLSNSW – On Patrol – December
21. 6/12/19 – RSVP for Christmas Party (Jackman family x 4)

22. 6/12/19 – South Coast Branch (via Josh) – Annual ACNC (Australia Charities and Not-for-profits Commission) AIS (Annual Information Statement) completed
23. 6/12/19 – Fred re proposal to change club polo shirts
24. 11/12/19 - Emily Vaughan, Kiama Council re Australia Day brochure asking for Ambassador visit to be confirmed and added to the brochure (11.00 am & person unknown at this stage)
25. 11/12/19 – Emily Vaughan, KC re Australia Day Waste quote – Fiona from Council awaiting a reply **(Action needed)**
26. 12/12/19 – Karen Amos asking for email address of troyk@ etc to be deleted from Club list **(Action needed)**
27. 12/12/19 – Fred re thanks to Santa Selfies volunteers; last nippers for the year 15/12 & key dates
28. 12/12/19 – Sarah & Ella Cleal-Cook – thank you for emailing all Members re plastic pollution survey
29. 13/12/19 – SLSNSW Club Mail
30. 14/12/19 – RSVP for Christmas Party (Uphill)

### **Outgoing – emails**

1. 26/11/19 – All Members re First Aid & ARTC course 1/12
2. 26/11/19 – All Members re Council's Australia Day Awards applications
3. 27/11/19 – Josh re website not working
4. 28/11/19 – Emily Vaughan, Kiama Council re Australia Day activities brochure
5. 11/12/19 – All Members on behalf of Ella & Sarah Cleal-Cook re Jones Beach plastic pollution survey – invite to attend 14/12 @ 4.00 pm to participate
6. 12/12/19 – Ministerial Services, Justice NSW (from Jan) re Board Trailer Certificate of Expenditure
7. 12/12/19 – Karen Amos advising that her request for email deletion will be attended to
8. 12/12/19 – All Members – thank you to volunteers of the Santa Selfies; Club meeting notice and Christmas Party reminder

### **Outgoing – Australia Post:**

1. 9/12/19 – Trent Conkey, El Corazon – thank you letter for \$1,000 worth of vouchers for nippers

### **Radio Officer:**

Two people undertaking training for Radio Operator's Certificate. They need to be assessed and placed on a patrol. One more person on radar to be trained.

*Noelene Sinclair*

Noelene Sinclair  
Secretary/Radio Officer

### **Gear Steward:**

Repairs to boards done as needed.