



Kiama Downs SLSC

September Meeting Minutes

15 September 2019

Meeting opened: 4:07 pm

ATTENDANCE: Trina Jensen, Jan Horspool, Steve Strong, Julie Greenfeld, Rod Parker, Jillian Noad, Gary Trudgett, Noelene Sinclair

APOLOGIES: Fred Siasat, Josh Douglas, Brett Schweitzer, Steve Guy, Bob Sinclair, Hana Singleton, Kath Boniface

PREVIOUS MINUTES:

Unable to accept as a true copy as only one person was present at this meeting that was present at the August meeting. Minutes noted by all and no business arising.

COMMITTEE REPORTS:

PRESIDENT:

- No report

VICE PRESIDENT:

- Patrol service agreement signed for 1 year only.
- Branch Patrol Inspection members said that we were well prepared for gear inspection and other clubs could learn from us.

SECRETARY:

- Report tabled (as attached).

TREASURER:

- Report tabled (as attached).
- Bradley Falzon – agreed that \$55 paid by him go towards competition fees.
- Directors Indemnity - Jan spoke about this and is looking into it; may need to change our Constitution. Need to follow up as a matter of urgency. Spoke of the importance of people not making decisions outside of the Committee.
- YELP awards - Gary to follow up with James Wright re these awards.
- Trailer refit? Gary said some work has been done but unsure if completed. If complete will need a briefing on it. Gary said a \$6,000 grant was given – unsure of costs to date.
- Building compliance - need to know where it is at and whether Council approved.
- Nippers' expenses – can add caps as well.

CLUB CAPTAIN:

- Report tabled (as attached)

VICE CLUB CAPTAIN:

- No report

REGISTRAR:

- Jan tabled Kath's report (as attached)

TRAINING OFFICER:

- Strongy spoke - Skip away for 6 weeks. IRB training proposed for mid-October. Proposed bronze by end of October; Trina had a few expressions of interest for bronze to pass on to Skip.
- Jan said Fred had spoken to Skip – see calendar. Strongy may start the IRB training earlier than what calendar said. Jan asked if there were dates for Silver and First Aid courses. Dates to be taken off the website calendar at this stage. Josh's report says he is working on the training calendar. Jan will take the current dates off the website and wait to hear from Josh. Strongy to confirm re IRB driver/crew training.

IRB CAPTAIN:

- Strongy reported that there is work to be done on the boats; motors repaired and should be back soon and right to be run in. He questioned the expansion of helmet laws? Trina said it hasn't come through yet; on hold at this stage; awaiting circular.

IRB VICE CAPTAIN:

- No report

RADIO OFFICER:

- Report tabled (as attached). The microwave oven in the kitchen will be moved to the radio room once a new one is purchased for the kitchen. The coffee machine has been placed in the radio room. Jan said that a power point needs to be installed for it to be operable and she will supply coffee. Jan mentioned there is also a sandwich maker in the radio room.

FIRST AID OFFICER:

- No report

JUNIOR ACTIVITIES CHAIRPERSON (JAC):

- Gary on behalf of Fred reported. Registrations are up and running; Fred has been doing some videos; he has been putting emails through the Club email members@ and he is not sure if the information is getting out; unsure if this email working properly; those at meeting also said they had not received the meeting notice. Checking "Junk" emails was suggested.
- Registrations going well so far.
- Working With Children Checks (WWCC) – info has been put out to all parents. Gary said we need to look at compliance; how is this to be managed. wwcc@kiamadownsurf.com email address. How to follow up those not done? Strongy said we should follow up on this. Gary would be happy to put the information into Surfguard and would like access to the email. It was felt that this would come under Member Protection - Gary to follow up with Josh and the suggestion by Josh that all members have WWCC.

- JAC would like to create a disputes policy. Gary asked if the Club has a policy (the Constitution refers to it). If there is a policy, can we have access to it or if don't have one can we create one? Gary said he has emailed Josh. He also said he is happy to write one (part of Member Services position).

JUNIOR CLUB CAPTAINS:

- No report

PUBLICITY OFFICER:

- No report

GEAR STEWARD:

- Report read out: All gear passed. Thanks to Doug Luckman for his help. All boards, tubes, fins, flags, kebab van cleaned and repairs done.

HALL HIRE:

- No report
- Jan mentioned the Club was booked out well in advance. Question to Josh is how many new bookings have been made with the new booking rates?

UNIFORM OFFICER:

- No report.
- Jan said she does know that rash vests have been ordered.

SAFETY OFFICER:

- No report

WELFARE OFFICER:

- No report

MEMBER SERVICES:

- Gary requested for any emails received concerning Member Services be emailed to him. Noelene to email him the 28/8 email from Mathew Burazin re start of season Member Services.

MEMBER PROTECTION:

- No report

BAR MANAGER:

- No report

WEBSITE OFFICER:

- When training dates etc are known please let Jan know so that the Upcoming Events section on the website can be updated.

FUNDRAISING:

- Rod put forward his ideas for fundraising and will email the Committee his ideas. He asked for a breakdown of costs of uniforms, caps, rash vests, rescue boards, hoodies, bags etc so that he can put together a package for sponsors. The cost of an IRB \$15,000 and a motor \$5,000 was put forward by Strongy. Suggestion to look at using last year's costs for items. Suggested things like exclusive sponsorship advertising on hoodies, caps, water bottles, t-shirts, towels or wetsuits for IRB team; that the sponsorship board include the new sponsors; advertising on the kebab van; website; doesn't necessarily have to be on clothing. Just putting ideas forward. Could provide sponsors with photo of kids wearing the sponsored shirts/rash vests or frame a shirt. Jan to provide costs for Rod's list.
- Rod said that at the AGM it was mentioned about needing someone to organise bands for the Sunday Sippers – he is unsure of this name – Sunday @ The Surfie? He feels that providing 80s/90s music playing in the background instead of a band is more suitable. Also, would like to see that text messages reminding people of the events go out to people the Monday prior, then the Friday and Sunday of the event; not just on the day of the event. Spoke of the focus being on the members in the Club. To provide meals, events for kids; music. Could be hot dogs and pizzas making; karaoke; talent quests.
- Julie said she would be happy to organise a band/food – to get assistance from an event planner.
- It was agreed by those present that a small sub-committee was needed to meet before the next monthly meeting to sort out what could be done over the months of November, December, January, February & March. October is busy already with calendar events. (Rod, Strongy, Julie ?)

PUBLIC OFFICER:

- No Report

GENERAL BUSINESS:

- Jan - 2 years ago – during the 2016/2017 season \$3,000 was spent on a UV meter and she'd like to know where it is and she would be happy to put it up.
- Jan said she has contacted Council and they will be trimming the trees for better sight of the beach.
- Jan - Compliance work – we need to ensure Council has signed off on it.
- Jan – Does anyone have access to a red security shredding bin? Strongy to ask Kylie.
- Trina – received from Branch an Ipad & cover for Skip for training. Also Trina has an Ipad & cover for Josh for his role as Director of Education.
- Branch meeting report – Noelene mentioned that the Branch Constitution wasn't being followed. Jan provided a brief report on this matter and how a Constitutional crisis meeting was held and after 3 hours it was agreed that the Branch Committee would work under the current Constitution.
- Branch Annual Report has KD IRB team on the front.
- Noelene asked if the Club could purchase a new fridge for the First Aid room if there was any money in the budget. Jan said that \$3,000 was in the budget for a start of the season function which has been cancelled so that money could be considered to be expended towards a fridge. It was suggested that prices be obtained and report back to the next meeting. It was moved Noelene; seconded Strongy that a new fridge with tray ice maker be purchased for the First Aid room and that the old fridge be disposed of. Carried

- It was then noted that the Radio Room fridge has an ice maker and the suggestion was put that a smaller fridge be purchased for the radio room (microwave oven could then sit on top of it) and the radio room fridge be moved to the first aid room. Ideas were thrown around as to whose responsibility it would be to ensure that ice was available and it was felt this could be the responsibility of the Patrol Captain or Radio Officer.
- Noelene suggested that weather seals are needed on the First Aid room doors to deter lizards and also help stop the dirt. It was moved Jan; seconded Trina that weather seals be installed and that Bob Sinclair be asked to do this. Carried

Meeting closed: 6.00 pm

Next meeting: Sunday 20 October 2019

Signed:

Trina Jensen

Noelene Sinclair

Trina Jensen
Vice President

and

Noelene Sinclair
Secretary

Committee reports on following pages:

Club Captain Report – 15/9/19

The Patrol Roster is almost complete. A few people to add in. A draft version is out. It will be finalised this week.

Patrols start 28th. Start of season function on the Sunday from 3pm

If anyone has any ideas or suggestions for the season then please let me know.

Patrol service agreement is signed for this season only. Increased hours during school holiday periods. Not for the summer school holidays thou.

Will be holding a patrol captains meeting in next couple of weeks to discuss changes for the season. This includes patrol app, patrol captains course, proficiency, SSV inductions and other things

New SSV is ordered and expecting delivery in coming weeks

Gear inspection went very well. Thank you to everyone that helped.

Proficiencies dates and ideas are currently being worked on. Looking at a few week night and weekend mornings to refresh people on first aid and other theory for awards.

Also looking at awards that's people can train and up skill for. A training calendar for the awards will be worked on and broadcast to members for training options. Any feedback here would be appreciated.

Triathlon water safety will be required again this year. This is a great money raiser for the club and it is doing our core role of water safety. More details and dates to come.

Kind Regards

Josh Douglas
Club Captain
Kiama Downs Surf Club
0438 376 233
www.kiamadownssurf.com

Treasurers Report – September 2019

1. Savings Accounts;
 - a. A further \$20,000 has been transferred from the Plant and Equipment Savings account to the cheque account to cover costs.
 - b. \$10,000 has been transferred from the Plant & Equipment Savings Account to the Building Savings Account. By keeping the larger amount of funds within an account that has no withdrawals our overall interest received on the accounts will be greater. The balance of this account is now \$78,709.21.
 - c. This leaves \$40,727.27 in the Plant & Equipment Savings Account. A further \$20,000 will be needed for the purchase of the new ATV.
2. ATV rego – 1245C – is due for renewal – declaration is required to be completed.
3. APRA AMCOs dispute has been resolved with a refund of \$61 being paid to KDSLSC.
4. Kitchen Unit has been returned to Stainless Flat Pack but as yet no refund has been received. This is being followed up on a daily basis.
5. CBP grant has been fully expended. Final paperwork is being sent through as part of the acquittal process.
6. Active Kids vouchers have been used by four families to date. Credits for uniforms totalling \$209.09 (ex gst) have been issued.
7. Bradley Falzon from Catherine Hill has paid \$100 in membership fees and contribution towards competition fees.
8. Surf Life Saving insurer JLT has been contacted requesting a copy of Directors Indemnity policy. This matter was raised at the Branch meeting on Monday night. We do not have an indemnity clause within our Constitution hence the request for a copy of the policy wording to ensure sufficient coverage.
9. Upcoming expenses for September/October;
 - a. Marine Hull and Motor Vehicle insurance will be due for payment next month.
 - b. Balance of 100% Patrol attendance awards (vouchers – Water Proof Jackets)
 - c. YELP awards outstanding from Presentation Night (vouchers – James Wright was organising)
 - d. Trailer Refit
 - e. Building compliance / Kitchen upgrade / Members bathrooms upgrade – Douglas Builders
 - f. Uniforms – rash vests have been ordered and will need payment prior to start of season.
 - g. Nippers – Age Manager shirts, beach equipment, fibreglass board repair.

Secretary Report:

Correspondence:

Incoming:

1. 26/8 – Working with Children Check requirements from SLSNSW
2. 27/8 - Draft Lifesaving Service Agreement 2019-2022
3. 27/8 – Email from Josh advising of the passing of Peter Dobson, Life Member, South Coast Branch & Kiama SLSC and memorial service to be held 14 September 11.00 am to 2.00 pm at KSLSC.
4. 28/8 – Email from Mathew Burazin, Director of Member Services, SLS South Coast re Start of Season Member Services
5. 29/8 – Email from Steve Jones, SC Branch re Branch Constitution update and information in response to concerns raised by JD at Branch AGM
6. 30/8 – Email from Steve Jones attaching Branch AGM Minutes and advice re Branch Constitution that required legal advice from SLSA General Counsel (see point 4)
7. 2/9 – Email from Steve Jones attaching letter from Steven Pearce NSW SLS requesting signed State/Branch Cooperative Agreement
8. 3/9 – Email from Steve Jones attaching draft Constitutional changes
9. 3/9 – Email from Steve Jones confirming that Kiama Jet Boat has been included in the enhanced funding branch agreement (that it has been added to the deed agreement)
10. 3/9 – Email from Steve Jones advising of Special General Meeting in lieu of the monthly meeting on 16/9 to discuss the constitutional situation. Meeting to be held on Monday 9/9 at 7.00 pm at Shoalhaven Heads Bowling Club.
11. 3/9 – Snail mail – 2019 Trade Catalogue (Area Safe Products)

Outgoing:

1. Thank you letter and receipt for donation to Kiama Lions Club for \$500 (posted)
2. Thank you letter and receipt for donation to Jamberoo Touch Association for \$500 (emailed)

Radio Officer:

To prepare for gear inspection, all radios were cleaned; two radios were added to the list (numbers 5 & 7) for the jet ski helmets. Total 8 radios; 4 in the cupboard for patrols; 2 on helmets; 2 in vehicles.

Radio room has had a facelift with some cupboards installed – thank you!

There are plans to have the room painted by volunteers.

Coffee machine placed in the radio room. Not sure how it works?

Request a microwave oven please.

Please could all members keep the room clean – especially after patrol is finished please sweep the floor and remove the garbage from the bin.

Thank you!

Noelene Sinclair

Secretary/Radio Officer

Registrar Report – September 2019

- Steady renewal of Nipper and Active members
- Approx 1/3 of 100% Patrol members have renewed - email sent to all persons this applies to
- Active Kids vouchers in place

