



Minutes of Meeting
held 16th February, 2020

Meeting opened at 3.20pm

Present; 3.20pm – 4.00pm Josh Douglas
3.20pm – Close of Meeting – Brett Schweitzer, Trina Jensen, Steve Strong, Kylie Strong,
Jan Horspool
4.00pm – Close of meeting – Julie Grenfield, Gary Trudgett

Apologies; Bob Sinclair, Noelene Sinclair, Jillian Noad, Hana Singleton.

Previous minutes accepted as true record;

Moved Jan Horspool, Seconded Brett Schweitzer.

Business Arising from previous meetings – held over to next meeting;

- Fridge for First aid room put on hold until next meeting to determine need.
- Team Shirts for Country – Fred to advise for next meeting.
- Club Calendar – to be followed up for next meeting.
- Damaged Board still on list to be repaired.

Presidents Report

- Recognition of members who attended call out to be discussed at Branch Meeting on Monday 17th February.
- Australia Day celebrations were disappointing as we had no formal ceremony. Brett felt that we need more time planning for next year – inviting a guest speaker. It was agreed by the meeting that more delegation was needed for next year – helpers and activities. We need to look more at the whole club being involved – distributing the responsibility throughout all club members.

Vice President Report - Nil

Club Captain Report – Nil

Treasurer Report – As distributed prior to the meeting - was Passed by Trina and Seconded by Brett.

Other items raised in Treasurer Report requiring response from members;

- Water tanks have been ordered and will be supplied within the next couple of weeks.

- ATV has been sold. Registration paperwork for new ATV to be provided so that vehicle can be added to our insurance policy.
- Meeting approved invoices for Disbursement for Jet Ski be provided to Branch.
- Josh provided the Compliance number provided by Supagas.
- Josh will provide receipt for fuel. Jan asked that if fuel is being purchased for the Jet Ski it be noted on the receipt.
- Steve will raise the outstanding SRC fees with member.
- Josh will raise the outstanding Bar tab with hall hirer.
- Email from De La Roe Consulting relating to NSW Govt Fuel contract was determined as spam.
- Associate members are confirmed as not being entitled to discount Hall hire until they have been members for at least 18 months.
- Jan provided Josh with a list of outstanding hall hire for attention.
- Need budgeted expenses to be actioned.
- Josh has a quote for the CCTV - \$1,690 – which should be installed in the next few weeks.

Vice Club Captain

- Steve advised he has updated Surfguard. He has put in a request that some entries be deleted as they have been duplicated. Once actioned he will be able to update Surfguard with accurate information.
- Steve estimates we will have 59 potential members who qualify for 100% attendance. Steve distributed a list for discussion. Trina and Jan identified patrols on 26th Oct and 27th Oct where substitute patrols were undertaken but had not been recorded as the Patrol Log was not available for these patrols. Josh and Steve will discuss data to ensure accuracy.
- A blue bottle sting last weekend raised the issue of children being assisted by Patrol members. Working with Children Checks and Member Protection declarations were discussed. Josh advised the meeting that he and Fred identified which members required WWCC prior to the start of the season and then ensured they had completed the WWCC prior to undertaking Water Safety/Age Manager etc responsibilities.

IRB Report

- Nathan Foster is working on Standard Operating Procedures (SOP) for both IRB Set Up and IRB pack up procedures. The final format will be presented at the next meeting for ratification prior to being laminated and displayed to ensure everyone was aware of procedures.
- Triathlon on Friday 28th February has been covered and Josh and Nathan will co-ordinate.

Nippers

- Branch Carnival will now be held Saturday 22nd Feb – changed from today.
- Nippers will still go ahead on Sunday 23rd which will include Club Championships. Trina volunteered to be Carnival referee.
- Sunday 8th March will be the last Nippers for the year.
- Sunday 15th March will be AGM and a Fun Day for Nippers.
- Gary advised that some of the Jnr Committee will not be standing for re-election. Parents will be advised that positions will be vacant and they are hopeful that positions will be filled by parents with younger Nippers providing continuity for future years.
- Information in relation to Team shirts provided by AVCON to be provided by Fred.

Sponsorship

- Julie will follow up with Rod and Josh re brochure which is being developed.

General Business

Policy updates;

- Policies – it was agreed by the meeting that a policy committee should be formed – elected at AGM – to ensure Policies are appropriate, easy to understand and regularly updated. Moved Kylie Seconded Jan.
- Policy changes are therefore on hold until the Policy committee is formed.

Sunday Sippers;

- Jan questioned need for Sunday Sippers as they were not profitable.
- Trina suggested that other events be co-ordinate to incorporate Sippers.
- It was agreed that Sippers needs better advertising/promotion.
- Brett to find out what has been booked for the remainder of the year and let the committee know.
- Trina suggested that Sippers only be held during School Holidays due to the large number of visitors to the area.
- Steve suggested that upcoming dates ie. “What is happening next month” become part of meeting Agenda items for each meeting.

Council taking over Surf Club?;

- Kylie asked if there was any more information about the rumour of Council taking over the three surf clubs (Kiama, Gerringong and Kiama Downs). Brett advised that after discussions with Mark Way that no more information had been forthcoming.

Council Non-compliance re Building;

- Josh to provide update at next meeting.

Meeting closed 4.55pm

Treasurers Report – February 2020

1. Bank Accounts;
 - a. The current balance of the Plant & Equipment Account is \$40,793.42
 - b. The Building Savings Account currently has a balance of \$78,876.55
 - c. Our cheque account has a balance of \$19,082.97 as at 14th February, 2020.
 - d. The combined balance of the three Westpac accounts is \$138,752.94
2. \$50 Associate membership has been received at the same time we have received a hall hire request for October this year. **Club needs to ensure that the discounted rate for members only applies after they have been a member for 18 months.**
3. There is still a large amount of **Hall hire** which has been **outstanding** since November 2019. This needs to be followed up.
4. **Bar Tab of \$2,000** is still **outstanding**. This needs to be followed up.
5. **SRC fees** are still **outstanding** for one member. This needs to be followed up.
6. As at the 23rd January 2020 we held \$11,332 worth of Bar stock (sale price not cost price).
7. We currently hold \$20,769 worth of uniforms in stock (sale price not cost price).
8. A request for information in relation to Disbursement of operational support funding re Jet Ski costs for the 2018/2019 season has been received from Branch. They have requested invoices be provided as proof of purchases.

Invoices for our Jet Ski included; Spark Plugs @ \$24.09 and Trailer registration @ \$66. I am not able to identify specific petrol costs as this information is not provided at the time of purchase (receipts only indicate the volume of fuel purchased).

Insurance for the Jet Ski is paid via JLT. Our total marine Hull premium was \$1,900.27 which includes 6 IRB and motors and the Jet Ski. The premium for the Motor Vehicle cover is \$1,529.96 which includes all our trailers and two ATV. I have requested a breakdown of costs, if possible, specifically for the Jet Ski. We also had an insurance claim last year where we paid \$1,250 in excess insurance.

Once information has been received back from JLT re specific Jet Ski insurance costs I will inform branch of our costs (\$24.09 + \$66 + \$1,250 plus insurance).

Can I please have approval from the committee to advise Branch of the costs associated with the expenses identified.

9. New ATV – can I please be provided with the **Registration details** for the new vehicle so that I can add it to our insurance policy.
10. ATV Rego No. 1245C has been sold - \$1,000 direct credited to our bank account.
11. TMS Fabrications have made a Donation of \$1,000 to the club.
12. Expenses identified in our budget not yet actioned ;
 - a. Kitchen upgrade – still awaiting invoice from Douglas Builders.
 - b. Repairs to IRB - \$2,000
 - c. Nippers, Beach activities gear, swim cans and competition gear (\$2,400)
13. Upcoming expenses;
 - a. PO Box rental - \$201 due 30/3/2020
 - b. CCTV camera installation.
 - c. Bar Fridge for radio room.
 - d. Water tanks and associated costs with the Bore.
14. Mail In:
 - Email from De La Rue Consulting in relation to NSW Government Fuel Contract Offer – **is anyone aware of this offer?**
 - Email from Supagas – requesting information re Certificate of Inspection Numbers for our gas bottles. **Josh, can you please advise if this has been completed, and if so, provide the information so that I can pass it to Supagas.**
 - Bank Statements for three bank accounts – Westpac.
 - Statement from Caltex Kiama – 4/1/2020 \$296.46 – **can someone please provide the receipt for this purchase.**
 - Promotional material from Australian Fundraising.
 - Email from Branch re Disbursement of operational support funding from previous season sent 12th February forwarded via Brett on the 13th February – see above point 8.
 - Invoices associated with expenses paid (via email and post)

Accounts paid 18th January – 14th February, 2020

Date	Ref No	Payee	Account	Amount
22/01/2020	1039416	Entertainment	Music for Cocktail Party	605.00
23/01/2020	1979678	Hourigan	Dan Murphys - Cocktail party reimbursement	656.15
23/01/2020	1961742	BNS Party Stuff	Cocktail party Slushie Machine Hire	250.00
24/01/2020	1826184	Hourigan	Coles - Cocktail party reimbursement	100.43
24/01/2020	1951970	Wollongong Jumping Castle	Jumping Castle Australia Day	300.00
28/01/2020	1569344	Josh Douglas	Bar Stock - Dan Murphys	1,351.89
28/01/2020	6860160	Telstra	Telephone & internet	83.00
28/01/2020	1596309	Leisure Coast Fruit & Deli	Australia Day Food - Catering Members	657.85
28/01/2020	1540499	Horspool	Patrol lunches - \$140. quickbooks online	180.00
31/01/2020	1829636	OfficeMax	Toilet paper, etc	150.22
31/01/2020	1849068	OfficeMax	Cleaner	23.72
04/02/2020	1980940	IGA Kiama Downs	January Account	1,058.29
04/02/2020	1576830	Surf Life Saving	Manly Nipper Nats	140.00
06/02/2020	5564133	Kiama Council	January Garbage Services	42.30
06/02/2020	8578959	Kiama Council	January Recycling Services	31.80
06/02/2020	1462660	Surf Life Saving	Country Championships Feb 2020	301.00
06/02/2020	1462660	Unifab Pty Ltd	Signage for UV Metre	385.00
06/02/2020	1595076	Caltex Kiama	January Account	297.46
13/02/2020	1211624	Hatsonline	50 Trucker caps	513.15
14/02/2020	1202873	Horspool	Patrol lunches - \$140.	140.00
				\$7,286.28

Kiama Downs Surf Life Saving Club Inc

Profit and Loss

1 July, 2019 - 14 February, 2020

		Total
Income		
Bar Income		24,382.85
Bar Expenses		-14,346.56
Sippers		-917.05
Total Bar Expenses	-A\$	15,263.61
Total Bar Income	A\$	9,119.24
Donations & Fundraising		
Australia Day		1,048.12
Donations		9,559.83
Santa Photos		3,929.00
Bake Sale		897.64
Raffle		780.00
Total Santa Photos	A\$	5,606.64
Triathlon		9,750.00
Total Donations & Fundraising	A\$	25,964.59
Grants		0.00
Hall Hire		11,113.03
Hall Expenses		-2,733.52
Total Hall Hire	A\$	8,379.51
Membership Fees		12,610.00
Training		2,960.00
Training expenses		-781.81
Total Training	A\$	2,178.19
Uniform Sales		5,441.84
Uniform Expenses		-7,271.05
Total Uniform Sales	-A\$	1,829.21
Total Income	A\$	56,422.32
Gross Profit	A\$	56,422.32
Other Income(Loss)		
Fuel Tax Credit Income		189.00
Interest income		374.48
Loss on Sale of Rhino		-5,179.36
Total Other Income(Loss)	-A\$	4,615.88
Expenses		
Accounting Fees		1,000.00
Online Accounting Software		269.06
Total Accounting Fees	A\$	1,269.06
Affiliation Fees		704.06

App & Website		495.00
Bank charges and fees		221.80
Square Expenses		108.65
Total Bank charges and fees	A\$	330.45
Building Improvements		
Building Compliance		4,000.00
Grants - CBP		20,752.73
Hall Sound Insulation		125.00
Kitchen Upgrade		403.10
Member Bathrooms Upgrade		3,500.00
PA System		6,485.45
Total Building Improvements	A\$	35,266.28
Equipment		
First Aid		1,445.29
IRB		1,614.95
Patrol		732.38
Patrol Lunches		829.31
Total Patrol	A\$	1,561.69
Total Equipment	A\$	4,621.93
Freight		141.17
Insurance		12,388.24
Member Benefits		
100% Attendance		1,190.00
Cadets		180.98
Catering for Members activities		343.85
Christmas Party		2,152.83
Cocktail Party		629.12
Competition Entry Fees		3,395.91
Competition Packs		900.00
Halloween		147.73
Presentation Night		5,137.92
Start of Season		780.25
Total Member Benefits	A\$	14,858.59
New Equipment		
ATV		16,471.82
BSEF		-5,000.00
Total ATV	A\$	11,471.82
Trailer Refit		7,325.00
Total New Equipment	A\$	18,796.82
Nippers		379.60
Petrol		912.53

Printing, Postage & Stationery		37.27
Repairs and maintenance		1,197.10
Telephone & internet expenses		518.32
Vehicle Registration		510.41
Total Expenses	A\$	92,426.83
Other Expenses		
BAS Roundoff Gain or Loss		-0.16
Total Other Expenses	-A\$	0.16
Net Earnings	-A\$	40,620.23

KDSLSC Meeting – 16 February 2020 4.00 pm

Secretary Report:

Correspondence:

Incoming – Australia Post:

1. 24/1/20 – Telstra – telephone bill due 29/1 \$83.00 (given to Jan)
2. 24/1/20 – RMS – confirmation of registration of ATV & QBE tax invoice (given to Jan)
3. 24/1/20 – Hart Sport – Buyers Guide 2020 (will delete from mailing list)

Incoming - by hand: Nil

Incoming – emails:

1. 24/1/20 – SLSNSW – Club Mail
2. 30/1/20 – Melissa T re rash vest and cap
3. 31/1/20 – SLSNSW – Beyond the Flags – January 2020

Outgoing – emails:

1. 19/1/20 - Committee – re Policy changes
2. 19/1/20 – Members asking to return rash vests and life jackets for stocktake
3. 20/1/20 – Members re Deloitte survey – asking for members to participate to try win some money
4. 20/1/20 – Members re DHL competition – no replies received.
5. 21/1/20 – Fiona Phillips MP – thanks for flags and asking for info on any grants for flag poles
6. 25/1/20 – Committee re Notice of Motion for Policy changes
7. 28/1/20 – Members re January minutes and February meeting

Outgoing – Australia Post: Nil

Outgoing - by hand:

1. 20/1 IGA – Asking for “dummy” cheque presentation at Australia Day event (no reply for Aussie Day but received a call on 30/1 – Amanda happy to do on a Sunday)

Radio Officer:

- Liam W was trained and assessed for Radio Operator Certificate and will be joining a patrol.

Gear Steward:

- Nil

Noelene Sinclair Secretary/Radio Officer & Bob Sinclair Gear Steward