



## Kiama Downs SLSC

### November Meeting Minutes

17 November 2019

**Meeting opened:** 4:05 pm

**ATTENDANCE:** Josh Douglas, Ella Cleal-Cook, Jim Cleal-Cook, Lee Singleton, Trina Jensen, Jan Horspool, Steve Guy, Hana Singleton, Gary Trudgett, Noelene Sinclair

**APOLOGIES:** Fred Siasat, Brett Schweitzer, Bob Sinclair, Kath Boniface, Jillian Noad

#### **PREVIOUS MINUTES:**

Accepted as a true record with amendments as follows:

Pg 1 Under Secretary add – Report tabled.

Pg 3 Under General Business: delete first point; correct spelling of sponsors

Query made re discussion of new trailers; item to be deleted

Moved: Josh Douglas. Seconded: Jan Horspool

Business Arising:

- New trailers/rebuild – Grant of \$6,000 for the new trailer - Jan said we need the invoice from Unifab.
- Josh reported that Holzy is working on the new front sign designs.

#### **COMMITTEE REPORTS:**

##### **PRESIDENT:**

- Email received from Council re the carpark. Noelene read out the contents of the email:  
“In this year’s budget we have 3 large carparks to construct at Kiama Downs, Kendalls Beach and Bland Street (near High school). We are finalising the designs for each and for economy of scale are seeking to put all 3 to tender as a single project. At this stage it is we will probably see construction starting in February / March 2020.”

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

- Nil

##### **SECRETARY:**

- Report tabled (as attached).
- Incoming email item 1 re Branch request for Strategic Issues. Jan said she submitted a few comments and not sure where this went.
- Discussion on correspondence from Council re Australia Day activities deferred to GB.

**TREASURER:**

- Report tabled (as attached) and accepted.

**CLUB CAPTAIN:**

- A few more people have joined patrols. Still have 9 patrols. List to be updated.
- Another small Bronze squad nearly done; 3 passed recently and 3 to go and all will join a patrol.
- First Aid & ARTC courses to be run on 1/12 from 9.00 am
- MPIO course run at the Club – thanks to Brett for his attendance
- Appeals policy – Brett to revise.
- MPIO person is the first person to go to – they are not the fixer but the person to clarify the issue and direct to the correct Club person.
- Still looking at new beach vehicle to replace red one and then sell red one.
- Jan asked about building compliance and it was said that Greg Herbert is back and a follow up meeting to be sorted.
- Jan asked about the side door access; issues experienced by Gary Hooper accessing the building. Josh said that access to downstairs is being looked at re fire/emergency exits etc; issue with width of door; an 820 door needed. Josh to meet with Greg from Council. Josh explained that emergency doors open outwards; possibility of a nook inside to allow this; looking at an emergency compliant door at the side entrance. Brief discussion took place about the emergency side door and its current use.

**REGISTRAR:**

- No report. Jan did mention that memberships have smashed the budget for registrations and that Kath is doing a great job. Jan explained Active Kids voucher distribution.

**TRAINING OFFICER:**

- 14 Bronze & 24 SRC squad currently training. Exam date 8/12. All on track with only 2 to pay course fee. Thank you to Sarah & Tim Cleal-Cook, Paul Boniface & Rod Parker for water safety.
- Skip mentioned an IRB course and the need to get Strongy assigned. ? (sorry Minute Secretary not sure what was said here). A list requested of Members awards – what they have and what they are eligible for so that the Club can seek interest from Members to do courses. Discussed the course costs. Costs \$80 to do Bronze; even for a member with the SRC; Jan said the cost to the Club is \$20.10. It was mentioned that patrolling members course fees should be covered and that in the future this be the case; there may only be a few. We need to encourage people to do Bronze training. Mention of Radio Operator course and nil cost except for Membership fee. Noelene mentioned that as a Radio Operator & 100% patrol member she did pay for Bronze course (Skip confirmed) and happy to do so as a donation to the Club. If Patrol Captains are provided with the list then they can talk to patrol members about courses they are eligible to do.

**IRB CAPTAIN:**

- No report

**RADIO OFFICER:**

- Report tabled (as attached).

**FIRST AID OFFICER:**

- No report. Further to the discussion about the fridge in the First Aid room. Josh explained that there is an ice maker downstairs and it can be turned on to make the ice needed for the First Aid Room and then we can get rid of the old fridge.

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

- Gary on behalf of Fred reported. Nippers are going well. A lot of the beach and water has been favourable; there's been a lot of kids participating in the water. Fred is arranging compliance of skull caps; Water Coordinator has a specific uniform and so does the JAC so they stand out. WWC's – only 20-30% compliant. Age Managers and Water Safety need it – only about 30% complied. Gary to do a check list. Jan suggested emailing those a generic email reminding members of the need to have the WCC. Gary to check list and send an email.
- El Corazon's \$1,000 worth of vouchers welcomed. Suggest providing them with a framed photo; publicise their generosity on FB (this falls in Rod's area – what does \$1,000 get?) Jan said she sent an email to Trent to say thanks but asked for a formal letter from the Club to be sent. There's a need to verbalise the contribution; its good business for them but also good they are supporting SLS. It was requested that Fred put this on FB and consideration to be given to putting on the website. Josh mentioned the supporters list?? Logo etc. Josh to look to include supporters and sponsors; need to look at this more. Gary mentioned Kiama Golf Club has given vouchers before – should we ask for vouchers? 1 age group per week? Skip mentioned the need for vouchers for Australia Day – Golfie & KD Takeaway mentioned. Jan said we still have some Toyworld vouchers.

### **JUNIOR CLUB CAPTAIN:**

- Hoping to get Bronze/SRC trained members into IRB training to give them an idea what is involved – 14-15 December and 21-22 December.
- AusMap – Cadets to be involved. Training to be done for it on 14/12. Gary said he will ask Fred to put this information on the FB page. Ella explained the AusMap system – 50 x 5 metre area of ½ metre squares; 2 cms of sand taken off top; sand sieved; plastic floats. Micro plastics added to AusMap. Any member can be involved; info on the Cadet Instagram page.
- Planning movie nights during the holidays.
- Gary asked about the Take 3 for the Sea that the Cadets did last year and commented how great it was. Jan suggested this should start with Nippers; Gary to put to the nippers. Jan said it was just a thought but maybe mini red & yellow bins could be on the kebab van ?

### **PUBLICITY OFFICER:**

- No report

### **GEAR STEWARD:**

- Josh said there is a couple of boards to be looked at please Bob. Josh reported that the patrol shelter leg has been fixed. Trina asked about the repair needed for the stand for the flippers. Josh said a new stand provided.

### **HALL HIRE:**

- Bookings are good.
- Working bee needed for the blue chairs to be cleaned; there's sticky tape etc on the chairs
- Skip suggested that a "to do" list be put up in the radio room for patrol members to attend to when the beach closed or quiet.

**UNIFORM OFFICER:**

- Kits & caps for kids distributed.
- There are other uniform items for purchase – suggested as stocking fillers.
- Discussed re numbers of kits and suggested that 8 be put aside for Country/State
- Low on jammers – only have 9 left – they are popular with all juniors; mention of minimum order but that approval given at last meeting to purchase. 30 jammers to be ordered; they sell for \$67 each. Noelene needed confirmation of what jammers were ☺ - they are like bike shorts and used by both male and female members for swimming/nippers activities.
- Looking at brochures for polo tops – looking at updating; suggestions to be brought to next meeting

**SAFETY OFFICER:**

- No report

**WELFARE OFFICER:**

- No report

**MEMBER SERVICES:**

- See correspondence emails. Gary said emails from Josh to be distributed to Members.

**MEMBER PROTECTION:**

- No report

**BAR MANAGER:**

- Inventory control. There will be regular stocktakes undertaken.
- Bar doors need replacement – quotes being sought for a more secure system; can't do sliding into the cavity; will provide feedback once quotes received.
- Cameras downstairs. Quote for cameras in bar, main hall and downstairs in line with finger print process. This is needed – there has already been other clubs broken into.
- Today's stocktake has been done - \$3,965 in stock; \$10,600 potential sale.
- Tighter control will be undertaken – different levels of sales from last year; keeping an eye on functions especially due to deficit this year.
- Noelene mentioned email sent seeking members to undertake the RSA course on line and to help share the workload around as Josh tends to do a majority of the events. More RSA trained members will help greatly. Gary, Jan, Ken, Noelene expressed happy to be on the roster list.
- Jan commented about the differing prices of alcohol items stating there is to be no difference in price; we can't distinguish at events who is a member or non-member; the Club subsidises memberships; competition fees; competition packs; patrol jackets worth \$70 given to 100% patrol members; 100% pay no membership fees; disputes that members don't get anything for their services. Spoke of a voucher system being too hard. Josh commented that patrol members should be allowed a drink after patrol to de-brief; not all patrol does so; discussion ensued re access to the bar and the Chair suggested that further discussion be left to the Executive.

**WEBSITE OFFICER:**

- No report

**FUNDRAISING:**

- No report

**PUBLIC OFFICER:**

- No Report

**GENERAL BUSINESS:**

- Hana – Santa Selfies to go ahead. \$10 for a 5 min timeslot. The FB booking system filled up within 6 hours. The easy part done and now need the roster of helpers to be filled. 4 dates for Santa Selfies – 24/11; 1/12; 7/12 & 8/12. The information went on Surf Club FB page and spread quickly to the public. Hana said there is a new spreadsheet to go out. Also, timeslots for Selfies for Members only (as reports that some Members missed out); the timeslots (3 dates 24/11; 1/12/ & 8/12 – from 1.00-2.00 pm) will be released on Wednesday 20/11 at 6.00 pm and all Members to be sent an email and SMS. Jan mentioned she is not available 24/11 but happy to help out but was hoping some more timeslots were filled by Members; Noelene said the same. Hana & Amanda will be there the whole time; Hana happy to take cakes or anything that comes in for sale the day before. Need more helpers for 2 hour timeslots. Jan asked what the involvement was – physical etc ? Hana explained all welcome to assist and it was needed to spread the word for help. Hana explained the advertising process on FB and how it goes to the KD community; no other advertising was done and the timeslots sold out in 6 hours.

Thanks to Keryn, Hana & Amanda for getting this up and running!

- Lee - mentioned that the juniors at the Sydney Water events are really having a go with challenging conditions; there's 1 round to go; Monday & Thursday training has been a hit.
- Jan - asked about the Club's Annual Report – Josh working on. In regards to the IGA account can we make sure that when any purchases made on the Club card that the receipt is obtained and put with the return of the card to the bar; there has been 2 invoices received but no receipts to reconcile the purchase. Shredding of documents – if Josh has any to add to hers she has organised with a friend to do it. Is UV machine working? Josh said it is being worked on and should be up within the month.
- Josh – on 2 different patrols there has been sightings of kids and adults on the back of the beach vehicle – this is not allowed. It is a licenced vehicle and members need to treat it that way. Triathlons have been attended by volunteers and to date has raised \$7,925; there are 2 more triathlons in December and February. Gary asked about the extent of volunteers and Josh said there is a shortfall and he does get other Club members to help – mainly Kiama and cadets.
- Noelene – emails to Members/Executive sometimes go to the Junk mail (Jan said she has the same issue) – suggested to look at filters. Q: Should I be checking the SLSNSW Circulars and forwarding them to Members? Yes; Josh currently doing but something I can read and forward on. Does everyone get Club Mail? They should. Updated Patrol Roster requested to be put on the website. Josh said some members don't like their personal details on the web. It was decided to put the Patrol Roster on with a Members password to access it like it used to be. Santa Selfies – Noelene offered to put the latest dates/times etc up on the website and welcomed the Members Only timeslots.

Meeting closed: 5.37 pm

Next meeting: Sunday 15 December 2019

Signed:

*Trina Jensen*

*Noelene Sinclair*

Trina Jensen  
Vice President

and

Noelene Sinclair  
Secretary

Committee reports on following pages:

## Treasurers Report – November 2019

1. Bank Accounts;
  - a. The current balance of the Plant & Equipment Account is \$40,747.20
  - b. The Building Savings Account currently has a balance of \$78,787.17.
  - c. Our cheque account has a balance of \$11,367.57 as at 15<sup>th</sup> November.
  - d. The combined balance of the three Westpac accounts is \$130,901.94
  
2. \$1,000 has been credited to our bank account. Can information in relation to this amount be provided? I have assumed it is Kiama Council contribution to Australia Day Celebrations.
  
3. El Corazon have provided 40 x \$25 vouchers to be awarded to “Nipper of the week” (Male and Female). Total sponsorship of \$1,000
  
4. A few course participants have overpaid their course fee. Paying both the non-member rate as well as a membership fee. These members have been contacted and bank details requested so a refund can be organised.
  
5. Expenses still outstanding ;
  - a. Trailer Refit
  - b. New ATV
  - c. Kitchen upgrade –invoice from Douglas Builders.
  
6. Upcoming expenses for November/December;
  - a. Kiama Council building insurance.

## Accounts paid 18<sup>th</sup> October – 15<sup>th</sup> November, 2019

Date	Ref No	Payee	Account	Amount
25/10/2019	1517457	Josh Douglas	Bar Stock, Trailer repair and Awards for presentation night	\$2,134.30
25/10/2019	12378612	Vanessa Brooks	Refund overpayment membership fees.	\$45.00
25/10/2019	1596059	Cleal-Cook	Cadet Movie Night - Pizza, snacks and drinks	\$81.40
25/10/2019	1504711	Boniface	Boniface - Officials course fee	\$60.00
29/10/2019	1653145	Picnic By The Sea	Deposit for Catering Christmas Party - Picnic By The Sea	\$200.00
30/10/2019	1180483	Singleton	Tubs for Uniforms display	\$48.00
30/10/2019	1145901	Horspool	Quickbooks, Patrol lunches and Post Office Box keys	\$200.00
30/10/2019	1077957	Surf Life Saving Australia	Water safety caps and rash vests	\$266.20
31/10/2019	1707073	Horspool	Bar stock	\$1,417.44
31/10/2019	1696723	Surf Life Saving	Sydney Water Series	\$1,430.00
31/10/2019	1640496	Lifts for Life	Lift Repair	\$228.25
05/11/2019	1217918	Global Aps Pty Ltd	Global Aps subscription - 1217918	\$544.50
05/11/2019	1240225	South Coast Branch	South Coast InterBranch Team contribution	\$500.00
05/11/2019	1292384	South Coast Branch	South Coast Branch Trailer contribution	\$200.00
05/11/2019	1248049	Cooks Confectionery	Lolly bags for Halloween	\$162.50
06/11/2019	1624473	IGA Kiama Downs	OctAccount	\$516.40
06/11/2019	3915400	Kiama Council	October Recycling collection	\$42.40
06/11/2019	04575615	Kiama Council	October Garbage collection	\$70.50
06/11/2019	1633911	Sprinkle and Bake	Catering for Christmas Party	\$221.50
13/11/2019	1907366	Horspool	Patrol lunches - \$140. Petrol - \$208.62	\$348.62
13/11/2019	1254782	Aceit Sportswear P/L	Age Manager Shirts	\$417.56
13/11/2019	1630699	OneMusic	OneMusic Licence	\$265.97
				<b>\$9,400.54</b>

### Mail out

To	Content
Hall Hirer	Invoice for monthly hire

### Mail In

From	Content
Westpac	Bank Statements

**Report tabled by Treasurer for acceptance.**

Report acceptance by; .....

And seconded by; ..... Date /

## KDSLSC Meeting – Sunday 17 November 2019 4.00 pm

### Secretary Report:

### Correspondence:

### Incoming emails:

1. 30/10 – via Brett Schweitzer – from Steve Jones, South Coast Branch asking the Club if we have any Strategic Issues (The attached strategic issues template is for you to submit at least one issue that you believe is of strategic importance to your club. Please return this to me at this email by Thursday evening. I will speak to this at the State Council meeting on Saturday 2 Nov.)
2. 31/10 – Surf Life Saving NSW Beyond the Flags
3. 31/10 – South Coast Branch October Minutes
4. 8/11 – Surf Life Saving NSW – Club Mail
5. 2/11 – Fred Siasat re Nippers transferred to the River due to dangerous sea conditions
6. 3/11 – Fred Siasat re River Rampage etc and thanks to Holy Case for Halloween organisation
7. 5/11 – Brett Schweitzer – his response to the email sent to the Executive re Santa Photos
8. 5/11 – Fred Siasat – his response to the Executive re Santa photos organisation
9. 5/11 – Josh Douglas – his response in support to Fred re Santa photos
10. 5/11 – Jan Horspool – her response in support to Fred re Santa photos
11. 5/11 – Brett Schweitzer – email from Council providing an update on the car park (In this year's budget we have 3 large carparks to construct at Kiama Downs, Kendalls Beach and Bland Street (near High school). We are finalising the designs for each and for economy of scale are seeking to put all 3 to tender as a single project. At this stage it is we will probably see construction starting in February / March 2020.)
12. 5/11 - Surf Life Saving Australia – Surfline November
13. 7/11 – Dene Herbert, Branch Director of Surf Sports – Expressions of Interest for South Coast InterBranch Chaperones (various emails between Brett & Fred and confirming Kath Boniface has nominated)
14. 7/11 – Steve Jones, Branch President attaching a copy of a letter from Shelley Hancock MP acknowledging the efforts of patrolling members
15. 8/11 – Surf Life Saving NSW – Club Mail
16. 11/11 – James Wright – expressing interest in RSA course
17. 11/11 – Paul Pettit – wishing us luck with getting expressions of interest for RSA course
18. 11/11 – Josh Douglas forwarding Surf Life Saving NSW Circular re 2019/2020 Youth Opportunity Makers Workshop (held on 14-16 April 2020 – nominations close 3 February 2020)
19. 11/11 – Josh Douglas forwarding Surf Life Saving NSW re Grant Opportunity - Australian Sports Commission Local Sporting Champions Program (closing 31 December 2019)



- 20.11/11 – Josh Douglas forwarding Surf Life Saving NSW re 2020 NSW Youth Pathway Cup Athlete Nominations (closing 17 November 2019)
- 21.11/11 – Josh Douglas forwarding Surf Life Saving NSW re 2019/2020 Junior Lifesaver of the Year Program and Award (closing 3 February 2020)
- 22.11/11 – Fred Siasat re Save the Date – Club Christmas Party 5.00 pm Saturday 21 December \$10 per family for members and guests
- 23.11/11 – Josh Douglas – seeking interested persons for MPIO Course held at the club on 13/11
- 24.11/11 – Jan Horspool – forwarding Keryn Calcraft's email requesting I be cc'd into emails re Santa Selfies dates go on the website (sorry didn't read this till too late and noted that the timeslots had filled up on FB link page anyway)
- 25.11/11 – Emails between Jan Horspool & Amanda Trudgett re El Corazon's offer of vouchers for nippers
- 26.11/11 – Jan Horspool – confirming her RSA expires December 2020 and will check Ken's.
- 27.12/11 – Fred Siasat – requesting help from everyone for the Santa Selfies on the Beach – attached a Spreadsheet to be completed
- 28.12/11 – Josh Douglas - Surf Life Saving NSW – Significant Fire Event – list of procedures to be put in place and request from Josh checking who is around that day to assist
- 29.14/11 - **Emily Vaughan, Kiama Council re Australia Day Advertising – requests confirmation of details of events planned**
- 30.14/11 - Community Building Partnerships - Project CBP18 - 1247 has been reviewed, signed off and closed by the Community Building Partnership Program.
- 31.15/11 – Ken Horspool – confirming his RSA expires December 2020 and he is happy to go on a roster preferably with Jan.
- 32.15/11 – Surf Life Saving NSW - Club Mail

**Incoming – Australia Post:**

- 1. 22/10 – As Urban catalogue
- 2. 4/11 – South Coast Branch – tax invoice \$500.00 for Club contribution to 2019 InterBranch team (scanned & emailed to Jan)
- 3. 4/11 – South Coast Branch – tax invoice \$200 for Maintenance of competition equipment and gear trailer for 2019/2020 season (scanned & emailed to Jan)
- 4. 4/11 - Brochure from Australian Defibrillators – Indoor & Outdoor Monitored AED Cabinets
- 5. 7/11 Banks statements for all three bank accounts – Chq, Savings (building) and Savings (Plant & Equip)
- 6. 7/11 – Kiama Council – 2 invoices for garbage and recycling collection
- 7. 13/11 - Brochure from Area Safe Products
- 8. 15/11 – Kiama Municipal Council – Creditors Remittance Advice - \$1,000 donation

Outgoing:

1. 5/11 – Email from me to Fred in support re the Santa photos concept
2. 10/11 - Email to all Members asking for Expressions of Interest to undertake the RSA Certificate and join the volunteers list
3. 11/11 - Email to all Members re November meeting
4. 12/11 – Email to Keryn Calcraft in response to hers re any questions (at this time I didn't see her request for dates to be put on website); also gave her feedback from Club members who missed out on Santa dates; any possibility for a Club members only date?

**Radio Officer:**

Those interested in training for the Radio Operator's Certificate are meeting with me on 30/11 then arrangements to be made for Trainer/Assessor to sign off

*Noelene Sinclair*

Noelene Sinclair  
Secretary/Radio Officer