



Minutes 15 January 2023

Meeting opened: 4:07 pm

ATTENDANCE: Brett Schweitzer, Skip Guy, Trina Jensen, Josh Douglas (via phone), Bridget Seymour, (via Zoom), Lily Gazzard, Gary Trudgett, Tegan Ross (via Zoom), Noelene Sinclair, Thane Irvine

APOLOGIES: Julie Greenfeld, Wil Orellana, Jan Horspool, Bob Sinclair, Kath Boniface, Katelin McInerney

PREVIOUS MINUTES: December minutes accepted:
Moved: Brett Schweitzer Seconded: Gary Trudgett Carried

BUSINESS ARISING FROM MINUTES:

- Old ATV – sold to the new owner for \$3,000 (monies yet to be received); tow ball and tray rusted.
- Observation Tower – the leaking issue is still to be rectified. Lock repaired.
- Volunteering letter – will be sent once email account restored.
- Vermin – traps set and rats dead; no further droppings around the Club; will monitor and put out more baits when required.

COMMITTEE MEMBER REPORTS:

PRESIDENT: (Brett)

- Email to Club from Jan re appropriate management of club funds. Due to the Treasurer role vacancy, other Committee members picking up the duties. Procedures being followed with 2 people counting the money; process is being followed; some accusations made otherwise. No concerns evident. Between Brett, Josh & Trina monies being counted and banked and will continue to be done so until Treasurer appointed.

SECRETARY: (Noelene)

- Report emailed to Committee and tabled (includes Incoming & Outgoing Correspondence – see pages 5 & 6). A few items read out. Registration for 5757 not to go ahead – ATV sold.
- Highlight made of the success of Club member Nathan Haythorpe - George Bass Surf Marathon: 1-7 January 2023 190 kms from Batemans Bay to Eden. Winner of Male Spec Ski! Congratulations Nathan!

CLUB CAPTAIN: (Josh)

- Jetski – current trailer in need of repair due to rusty framework. Will ask Mick Holz, Unifab, to have a look to repair. New jetski is needed. The current one is the last one owned by a Club in NSW as now all jetskis need to be owned by the Branch. We have had the current one since 2016. Looking at how Mollymook Club handles the use of the jetski. Need for water

safety/triathlon. Shellharbour, Kiama and Gerringong will have jetskis. Action: Josh to draft an email to Branch re the acquisition of a jetski. The draft to be sent to the Committee for approval and then to Brett or Noelene for placing on letterhead and emailed to Branch.

- RWC training planned during February. There is a need for more jetski operators; if interested either contact Skip or Josh. Prerequisites are Silver Medallion, First Aid, Advanced Resuscitation – Patrol Captain skill set. Aim is to train those interested in the aforementioned certificates.
- Patrol procedures/IRB procedures being highlighted to members.
- Kendalls Beach to East Beach Swim on 11 February. Water safety required from 8.00 am to 10.30 am 4km swim (KB to EB return); 2km swim (EB to KB) and 500m swim along Kendalls Beach. Next year organisers to consider swim from Jones Beach to Boneyard return etc. Need water safety - 5 IRBs, 8 board paddlers and jetski.
- Huskisson Triathlon – Friday 24/2; Saturday 25/2 & Sunday 26/2. IRB team to assist (Foz sorting volunteers); circular will be sent out.
- Quad bike – Council phoned requesting to borrow the red quad bike (Jane) as Gerroa's one broken down. Temporary loan for 2 days done.
- New Quad bike will be getting paint work and signage done by Mick Holz/Unifab and will soon have both quad bikes on the beach. Name needed for new one.

ASSISTANT TREASURER : (Julie)

- Report emailed (see page 7 and end of report).
- Payment issues due to website/email system not working. Brett reported on this issue. Club website/email account was shut down - the Company folded without notification to the Club. A new host has been enlisted and hoping soon to have the system up and running. When searching for the Club now it states website is coming. New host: InMotion Hosting.

TRAINING OFFICER:(Skip)

- 17 people training for IRB driver and crew certificates. Some already assessed.
- Bronze squad to commence mid-February – similar format as the last.
- Thane asked re Silver Medallion – it will be tied in with the RWC training.

IRB CAPTAIN:(Nathan)

- Skip mentioned Strongy and patrol members and Foz and patrol members working on motors and IRBS. Skip to talk to Strongy re the need for a repair to one of the IRBs.

VICE IRB CAPTAIN:(Strongy)

- Emailed following up action re concern re the condition of IRBs and motors. Members to be educated.

RADIO OFFICER: (Trina)

- Nothing new to report.

FIRST AID OFFICER: (Max/Thane)

- Thane reported that he is trying to keep non 1st aid items out of the 1st Aid room.
- Combined OxiViva – Thane to research and bring a fact sheet/information to a meeting. Currently have sufficient OxiVivas.
- Thanks to Trina for cleaning up the 1st Aid room.

JUNIOR ACTIVITIES CHAIRPERSON: (Tegan & Bridget)

- 22 children going to Cape Hawke for Country Championships. Request approval for up to \$1500 for Club logo to be printed on shirts/jackets that have been donated. 22 shirts; 22 jackets. Shirts sponsored by Avcon; therefore advertising on the shirts. Discussed and decided that 2nd quote needed. JD to email TeamZ (where Club shirts are sourced) and cc JACs into the email. Agreed that in principle the logo needs doing; it is just necessary to seek cheaper option. \$34 per item seems excessive considering TeamZ can embroider for \$8-\$12.
- Presentation of the Touring Team shirts? Skip said the team is training every day next week. May be best that the shirts be handed out at Cape Hawke (Skip happy to present).
- Nippers start back Sunday 5 February.

JUNIOR CLUB CAPTAIN: (Lily)

- Nothing new to report.

HALL HIRE:(Gary)

- Requested more training on the booking/payment system to assist with tracking payments and more visibility of deposits/final payments. Will discuss with Josh, Julie and new Treasurer.
- Asked what reporting is required. Agreed reporting the number of bookings; regular bookings for noting in the minutes. Gary will follow up with Julie re the payments/revenue received.
- Prototype of hall hire form prepared. Will need endorsement from the Committee. All automated through Google docs. Not yet linked to calendar. Provides the opportunity to integrate with new forms and Square.
- Square/web/email issues? JD confirmed this is being worked on. Waiting on website and email to come back online hopefully very soon.
- Oven trays – Moved Gary Seconded Trina that 4 oven trays be purchased. Carried
- Shot glasses – Moved Gary Seconded Noelene to check the supply of shot glasses in the bar area and if not adequate approval given to purchase some. Carried
- Vacuum cleaner needed as current machine is failing; it's 4 years old. JD said the bags need to be checked they are empty. Moved Gary Seconded Trina to purchase a new machine up to \$500 (research bag or bag-less). Carried
- BBQ for hall hires. Dispose of old one on verandah. Agreed for Gary to research prices and report back for Committee approval.

UNIFORM OFFICER: (Katelin)

- Apologies unable to attend; hopes to get along next month.

BAR MANAGER:(Josh)

- Bar is being used a lot. Thanks to those people who have been helping out.
- RSA course – will be looking at booking an evening or day to have an Accredited RSA training course held. Club can pay for it in exchange for people to undertake voluntary hours. Hoping this will encourage more to join to assist running the bar. Costings to be sort.

WEBSITE OFFICER: (Wil)

- Report emailed (see page 7). Matter being worked on.

SAFETY: (Skip)

- Nothing new to report.

GENERAL BUSINESS:

- Thane – accepted his offer to donate his paddle board to the Club.
- Vacant Committee position – Treasurer. Skip reported that he had considered doing so but is unable to take it on at this time due to time restraints and focusing on Training. Gary asked what the requirements were. Julie has been asked and unable to fulfil the Executive role. She is doing the payments/reconciliations and the Auditor has been appointed. Gary will give it consideration.
- Australia Day Breakfast is in preparation. Josh and Brett have been in contact with Kiama Council. 9.00 am will be the Welcome to Country and didgeridoo performance and flag raising. Guest speaker? Skip suggesting asking the person doing the Welcome to Country. Brett to email Council confirming details and will ask about this. Skip said to be mindful that he and other junior parents are away. Noelene commented that Skip normally assists with the running of the novelty events therefore need a replacement. Trina reported that new eco friendly spoons/bowls/cups/stirrers needed as all plastic items in office area thrown out in the clean up due to them being contaminated. Josh reported Council to provide \$1000 toward holding the event and possibly a Woolworth's voucher. Voucher to be followed up. Gary asked about expected numbers as Kiama has a lot on. Brett to check with Council what else is on. Josh confirmed order for bread, eggs, sausages etc has been sorted. Need for people to help on the day! Noelene to send invites to MPS, Councillors, Life Members, supporters as in previous years.
- Paver Project – is moving forward. Emails will be sent requesting helpers – planning work on the weekend of 21/22 January and finished for Australia Day.
- Thane raised concern about broken glass on the southern end of the beach. Skip commented that it is a teenager hangout. Noelene to send a letter to Council advising of the concern for broken glass. They can possibly do a sweep.

Meeting closed: 5:14pm

Next Club meeting is scheduled for 19 February 2023 4.00 pm

Zoom can be made available (please advise if you need it)

KDSLSC - Secretary Report – January 2023

Incoming mail:

- Westpac re changes to account
- Ampol tax invoice \$538.82
- Tru Blu Beverages tax invoice \$624.57
- Transport NSW Conditional Registration ATV due 19 Feb 2023
- South Coast Branch – receipt for \$200 for trailer levy

Emails:

South Coast Branch

- South Coast Branch Championships – 12/2/23 Shellharbour Beach

SLSNSW

- ClubMail
- Club Management Update

KDSLSC:

- Emails re carpet cleaner. Karcher machine not able to be delivered from Melbourne prior to the Christmas break. A loan machine dropped to the Club by Orlando. Purchased machine to be provided mid January.
- Strongy re IRB maintenance and care.
- Jan re banking of cash procedures
- Rapid Clean Illawarra re tax invoice \$60 (for carpet cleaning product)
- Australia Day – emails between Brett/Josh and Emily, Kiama Council
- 40th Anniversary Pathway – emails between Exec and Scotchy

George Bass Surf Marathon: 1-7 January 2023 190 kms from Batemans Bay to Eden

Winner of Male Spec Ski: Club Member Nathan Haythorpe – Congratulations Nathan!

Kitchen:

- 26 new plates purchased; still on the “to do” list to be washed and put into service.
- Cutlery stocktake undertaken: 83 knives; 90 forks; 84 dessert spoons (a mixture of styles). Last meeting agreed to purchase; just haven't found single purchases yet. Still researching. There are enough dessert spoons – spare box in cupboard.

Trophy display cabinet:

- Work in progress...some trophies stored in radio room cupboard.

Maintenance:

- IRBs – email from Strongy – Kylie & Strongy, Foz and team attended to IRB motor repairs etc.
- Blair Joynson did a more thorough clean of the downstairs patrol/IRB area and outside walls with his gurney.
- Thanks to the patrol members who have been attending to cleaning up and maintenance.

- Gardening, general cleaning, carpet cleaning (with loaned commercial cleaner) and other minor jobs attended to. More volunteers needed.
- Painting (need to remember to take photos when painting done to provide to Dulux who donated 100 litres of paint – external & internal paint).
- Paver Project – Ben McAlister/Scotchby coordinating this. Concrete laid week prior to Christmas; paver laying being sorted.

Certificates/Awards:

- Shirts/jackets/awards and certificates not collected on Presentation Night have been sorted. Noelene & Doug attended to this. Patrols collected shirts/jackets and Doug delivered some. Certificates yet to be sorted and distributed.

40th Anniversary:

- 250 keyrings – list of club members 18+ is available via Surfguard – to be handed out in the New Year. How and when?
- Next celebration? IRB, water safety, patrol members – possibly last patrol day?

Zoom link to be available for all meetings. Need members to request the link.

Assistant Treasurers Report – January 2023

Items from December Meeting:

1. Quickbooks and New Accountant
Josh and I met with Steve from Norris Accounting via phone on 20th Dec, and its confirmed that he will be the new accountant and auditor going forward. Meeting arranged for 24th Jan to discuss submission of BAS. Steve will arrange for late lodgement of BAS with ATO.
2. Westpac accounts user access
Josh has a form for Jan to fill in and will organise changes this week. Josh has submitted to Westpac.
3. Square –new account needed –still working with Josh to set this up.
4. SRC/Bronze training fees –still outstanding will continue to work with Skip to reconcile payments.
5. A deposit of \$103.20 from SLSNSW – reconciled.
6. Cash Deposits – still working with Josh on the reconciling of cash payments within Quickbooks and bank deposits process.

Please note that since access to the email system has been restricted since 22/12/22, no payments have been made, no income/expenses data entered, no bank reconciliations are entered into Quickbooks therefore the financial reports remain unchanged since the December meeting.

Bank Accounts;

1. The current balance of the Savings Account is \$129,501.28, \$10,000 was moved to Cheque acct per motion approved at September meeting to cover bills Sept/Oct.
2. The Capital Expenditure Account currently has a balance of \$20,941.60.
3. Our cheque account has a balance of \$26,277.238 as at 13th January 2023.
4. Profit & Loss needs to be monitored as we reach the end of January to ensure that we are on track with our budget and expenditure for the next 6 months..
5. Annual budget is **included with the attached Actuals vs Budget**
6. Profit and Loss Account –year to date –is attached to this report.
7. Mail In:

Invoices associated with expenses paid (via email)

No Accounts have been paid since 15th December 2022.

Website Officer Report – January 2023

Once the site gets back up I will need to check what access we have and what changes we can make.

If possible I would like details about the new site. Could I get the following:

- who is hosting: name / contact details
- what will they be supporting and how do we raise an issue - what number do we call, are there any service level agreements
- will they be providing mail / web hosting / storage / anything else?
- if I had a contact person I can call them and I could then get details to answer my question above.