



## Minutes 19 December 2022

**Meeting opened:** 4:00 pm  
ZOOM was provided.

**ATTENDANCE:** Brett Schweitzer, Trina Jensen, Josh Douglas, Bridget Seymour, Julie Greenfeld (via Zoom), Jan Horspool, Lily Gazzard, Gary Trudgett, Ken Horspool, Scotchy McAlister, Tegan Ross, Noelene Sinclair

**APOLOGIES:** Bob Sinclair, Kath Boniface, Skip Guy

**PREVIOUS MINUTES:** October minutes accepted:  
Moved: Trina Jensen                      Seconded: Bridget Seymour      Carried

### **BUSINESS ARISING FROM MINUTES:**

- Old ATV – was to be handed over to the new owner but it wouldn't go into reverse; the repair at no cost will be done.
- Volunteers' letter – Brett will organise for this to be done in January. It is a reminder to Members that we need volunteers to assist with all Club activities.
- Observation tower – the leaking issue is still on the list to be done.

Gary pointed out he is still not getting emails. This is to be checked. Noelene said she sent out the minutes and meeting notices 3 times; that she is having issues with bounced emails and trying to fix. Not sure why some people get emails and others don't; and often some land in Junk Mail.

Bridget asked who looks after the emails and Josh said it is part of the website.

### **COMMITTEE MEMBER REPORTS:**

#### **PRESIDENT:** (Brett)

- Branch Meeting: Monday 21 November - nothing to report from the meeting.
- Junior Lifesaver of the Year interviews went well and Luke Thompson and Isabelle Hourigan were successful and nominated to South Coast Branch. Branch interviews took place over the weekend; not sure how they went. Matt Burazin had called to ask for endorsement by the Club.
- Bridget asked if we have a Club within the Branch that has programs for children with disabilities. Jan stating that Warilla has one.

#### **VICE PRESIDENT:** (Trina)

- Nothing new to report at this time.

#### **SECRETARY:** (Noelene)

- Report emailed to Committee and tabled (includes Incoming & Outgoing Correspondence – see pages 7 & 8)

## **CLUB CAPTAIN: (Josh)**

- Christmas Day Patrol – a few people approached and will text/email patrol members asking for volunteers.
- Triathlons – Callala was on 17/12. 3 triathlons done. Final invoices will come through soon. Next triathlon is Husky 24/2-26/2/23. Also looking at Batemans Bay and maybe the ocean swim from Kendalls Beach to Easts Beach.
- Julie asked can we put our prices up; haven't raised prices and being doing the water safety for years. Josh commented that they earned the money at Callala having about 30 rescues due to the very choppy and shore dump conditions. It is a good time to ask for more; Josh to talk to Emo re a price rise given the fuel prices etc.
- New Bronze/SRC members have accepted to go on patrols.

## **ASSISTANT TREASURER : (Julie)**

- Report emailed (see pages 9 & 10 and end of report).
- Jan's email requesting change of details by end of December.
  1. Quickbooks – needs a primary admin person – either Treasurer or Accountant. Accountant needs to be on the account. Steve Norris is happy to take over the Club's auditing – BAS quarterly and yearly. Steve has emailed Josh; Josh to forward to Julie. Nothing has been signed. Costings estimated at \$550 for audit and \$120 a quarter for BAS depending on time. Julie said that is cheap and wondered if it is a sponsored price. Josh said he does support other not for profit organisations. Brett said a meeting with Steve is needed asap. Julie said the BAS needs to be done as ATO has already sent a late notice; need to sort this week.
  2. Westpac accounts – Josh has a form for Jan to fill in and will organise changes this week.
  3. Square – new account needed – some items can be easily transferred over and some can't and may lose some things; need to manually transfer; database needs to be saved. Julie said she may not be able to do next week and needs to chat more about this offline.
  4. ATO representative – needs to be the Treasurer or check with Steve. Josh said he asked Steve and it can be any representative of the Club just like the Public Officer can be.
  5. ACNC – trying to get that updated as well.
- Question as to who purchased the Christmas tree. Bridget said Jen did for \$180 and a reimbursement form has been given to Jen to complete.
- ATV – conditional registration form. Confirmed this is for "Jane"; process of registration explained by Jan; can be paid online and keep a copy of the completed form on record.
- SRC/Bronze training fees – working with Skip to reconcile payments.
- Sydney Water payment received.
- A deposit of \$103.20 from SLSNSW – not aware of what for; nobody did. Will follow up.
- Name withheld re hall hire booking refund. Processed refund after speaking to Noelene and Josh via email; person provided proof of 3 payments equal to \$165. Club only had record of \$115 paid and possibly \$50 payment was pending but not accepted and went back to the account. It was decided to pay \$165. There was a lot of people involved in the process; need to tidy that up. There was a Square payment and an online payment. Bridget asked why. Josh explained that he and Julie were talking about this and that the SLSA gateway won't change. Invoicing system needs to be Square or Quickbooks. Bridget raised concern about double booking. Gary explained it was an overlap of bookings and not enough time between so the booking cancelled. Question put why can't we refund via the Square. Can only refund what is paid into the square. The \$65 from SLSA has to come from the Treasurer.

**VICE CLUB CAPTAIN: (Scotchy)** - Nil to report

**TRAINING OFFICER:(Skip)**

We finished up the recent SRC / Bronze Squads with 18 Bronze + 9 Bronze (Transition from SRC) + 15 SRC successful candidates. A few candidates have opted to defer till the next squad (likely February 2023).

Of this we have 23 people wishing to do Patrols and 28 wishing to assist with Water Safety.

We have already enlisted (and added to the group chat) those helping with water safety.

**ACTION – Need to progress adding people to Patrol Roster (Josh).**

A massive thankyou to Trina for turning up to every training session and assessment. Lots of help from others too (needed it with a squad so large) Rod Parker / Scott Case / Julie & Will Orellana / Sampson Hollywood / Paul Boniface.

Have commenced IRB Driver / Crew Training. At this stage I have 16 Crew and 3 Drivers commenced. Aim for assessment in January.

Course	First	Last	Patrol	Water Safety
Bronze	Murray	Campbell		
Bronze	Richard	Clark		Y
Bronze	Jade	Coghlan		Y
Bronze	Nathalie	Fleming-Gale	Y	Y
Bronze	Michael	Johnson		
Bronze	Joel	Mion		
Bronze	Cameron	Mitchell	Y	
Bronze	Hanli	Harding		Y
Bronze	Ben	Osmond		Y
Bronze	Jack	Mckillop		Y
Bronze	Christopher	Russell		Y
Bronze	Mark	Seymour		Y
Bronze	Nadia	Thompson		Y
Bronze	Darrell	Wallace	Y	Y
Bronze	Belinda	Wallace	Y	Y
Bronze	Sally	Watt	Y	Y
Bronze	Jack	Wilson	Y	
Bronze	Amelia	Witheridge		
Bronze (Transition)	Clay	Allchin		
Bronze (Transition)	Charlotte	Booth	Y	Y
Bronze (Transition)	Liam	Campbell	Y	Y
Bronze (Transition)	Gabi	Deen		Y

Bronze (Transition)	Lily	Gazzard	Y	Y
Bronze (Transition)	Macey	Guy	Y	Y
Bronze (Transition)	Lauren	Moss	Y	Y
Bronze (Transition)	Liam	Ovenden	Y	Y
Bronze (Transition)	Sienna	Singleton	Y	Y
SRC	Max	Boniface	Y	Y
SRC	Hamish	Campbell	Y	Y
SRC	Ruby	Cook	Y	
SRC	Flynn	Douglas		Y
SRC	Madeleine	Heald	Y	
SRC	Maddison	Howe		Y
SRC	Ted	Johnson		
SRC	Archibald	Lambert		
SRC	Lilah	Mathers	Y	
SRC	Harry	Mckensey		
SRC	Talina	Mion	Y	Y
SRC	Hamish	Ovenden	Y	
SRC	Cooper	Shanahan	Y	Y
SRC	Luke	Thompson	Y	Y
SRC	Leithan	Wallace	Y	Y

23

28

<b>Course</b>	<b>First</b>	<b>Last</b>
IRB Crew	Charlotte	Booth
IRB Crew	Liam	Campbell
IRB Crew	Gabi	Deen
IRB Crew	Lily	Gazzard
IRB Crew	Macey	Guy
IRB Crew	Joel	Mion
IRB Crew	Cameron	Mitchell
IRB Crew	Lauren	Moss
IRB Crew	Liam	Ovenden
IRB Crew	Steve	Ross
IRB Crew	Christopher	Russell
IRB Crew	Blake	Shanahan
IRB Crew	Nadia	Thompson
IRB Crew	Darrell	Wallace
IRB Crew	Jack	Wilson
IRB Crew	Ben	Wilson
IRB Driver	Ella	Cleal-Cook
IRB Driver	Thane	Irvine
IRB Driver	Ben	Steel

**IRB CAPTAIN:(Nathan)**

- Nothing new to report.

**VICE IRB CAPTAIN:(Strongy)**

- Emailed concern re the condition of IRBs and motors. Detailed the issues (see page 11) Patrol captains/patrol members to be made aware of the issues and ways to prevent damage.

**RADIO OFFICER: (Trina)**

- Concerned that radios are not being put on charge. Reminder to Patrol Captains and patrolling members to ensure they are returned on charge and that the Base radio is turned off.
- Jan mentioned the radio book log is full. Josh to provide a new one.

**FIRST AID OFFICER: (Max/Thane)**

- Nothing new to report.

**JUNIOR ACTIVITIES CHAIRPERSON: (Tegan & Bridget)**

- Junior Lifesaver of the Year interviews conducted. Brett thanked Lily for her help with the interviews. Unsure if Isabelle was able to be interviewed by Branch; Brett to check with Matt.
- Last nippers for the year held.
- Cocktail Party flyer organised. Gary mentioned this weekend is a very big one for the area having 3 major events; may need to consider the date and change to March?
- Water safety working well with parents' involvement.

**JUNIOR CLUB CAPTAIN: (Lily)**

- JLOY interviews. Candidates only given 24 hour's notice for interview from Branch. Brett to ask Matt if Isabelle was able to interview before leaving on holidays.

**HALL HIRE:(Gary)**

- IGA account disabled? Julie said we haven't received a bill for a while. Josh said the account has been used and he will go over and check.
- Concern re rat/mouse droppings. Do we get professionals in? Josh said he has put out baits.
- Men's urinal – back panel is off. Josh said it is more likely the solenoid that needs replacing.
- How can we get information re payments – Josh said via email. Josh/Gary to chat after the meeting.
- Tegan raised concern re broken glass outside – found before nippers start. Gary said he will add to the hall hire form the need to check the perimeter of the building for breakages/rubbish. Consider the \$50 being kept if not cleaned. Need to highlight on the form if excessive rubbish to be cleaned up; that bond kept for cleaning fees. It was confirmed that the hirer has responsible for cleaning up and that some do get in cleaners.

**UNIFORM OFFICER:**

- Moved: Bridget Seconded: Tegan that Katelin McInerney be Uniform Officer. Carried

**BAR MANAGER:(Josh)**

- Bar is going well and getting lots of usage.
- Trying to spread the load with bar assistance. Thanks to those helping out. More volunteer staff needed for shifts at functions.

- Responsible Service of Alcohol (RSA) Certificate is required. Reminder that if you complete the RSA course, you will be reimbursed for the Course costs once 3 shifts are completed.

#### **WEBSITE OFFICER:** (Wil)

- Nil

#### **SAFETY:**

- Josh reported that fire safety inspection carried out during the week; fire extinguisher replaced.
- Lily raised concern about the power tripping out at the Christmas Party with the jumping castles. Josh explained that it would have been an overload on the patrol room circuit. Need to separate power outlet usage when have numerous things.
- Bridget asked can the fridge/freezer in the little room be moved. Josh said it is used as an overflow for refrigeration/freezing.

#### **GENERAL BUSINESS:**

- Agenda items all addressed in above reports eg IRB issues; Hall hire booking system; Grant request via Fiona Phillips unsuccessful; carpet cleaner ordered.
- Report from Jan to Bob Sinclair that south door on Observation Tower not unlocking from inside. Bob to attend.
- Trina said she felt that the Christmas Party needed more helpers and that a working party would be helpful in the future. She mentioned Doug & Pam Luckman just popped in for a social chat and ended up spending the time in the kitchen with Spencer washing up. Hoping that in future can be better organised so that the same people are not doing all jobs. Josh said the same spreadsheet system for other events such as carnivals could be used to roster people from set up to clean up. Thanks to Craig Gazzard and team for the BBQ cooking!
- Trina mentioned the assessment for Bronze/SRC – and wished to give recognition to Skip for all the work done; coordinating the candidates with their online training, safety precautions and training.
- Bridget and Tegan asked about the paver project – concerned about the pavers stored outside of the nippers' area getting damaged and damaging people (toe stubs). Noelene said that the weather and time has not allowed for this project to start and is on the list to be done.
- Jan directed a question to the Executive – asked where the cash sales monies are for things such as bar; carnivals, Santa photos. Josh said he has the money in his safe. Jan requested that the monies be deposited no later than next Wednesday and that she be copied into the deposit and asked that this be documented. Noelene said the minutes are being taken.
- Jan raised concern about the shortage of patrolling members on Patrol 3 recently when she was substituted on that patrol. Jan felt the public had been put at risk. Matter was discussed. Protocols discussed. Josh will address the concerns with Patrol Captains.
- Bridget asked about refresher training for patrol members and water safety and this was explained as being part of a yearly reassessment. Concern re losing a child – a flow chart needed. Feels a refresher course needed for age managers.
- Brett wished everyone a Merry Christmas.

Meeting closed: 5:14pm

Next Club meeting is scheduled for 15 January 2023 4.00 pm Zoom will be available

## KDSLSC - Secretary Report – December 2022

### Incoming mail:

- Ampol Kiama - \$? – incorrect payment details on the tax invoice (Julie sorting)
- SLNSW – First Aid Course
- Kiama Council – Recycling - \$15.03
- Telstra - \$104.99

### Emails:

#### **South Coast Branch**

- Branch Meeting notice for 19/12.

### **SLSNSW**

- ClubMail
- Australian Sports Commission Local Sporting Champions Program Rd 3 2022/23 is now open, **closing 31 December 2022**. The program is designed to provide financial assistance for young people aged 12-18 years participating in **state, national or international level sporting championships**, as either an athlete, coach, umpire or referee.
- Office of Sport Grants Update
- Single Use Plastics
- Child Safe Awareness Course – reminder to members to complete by 31/12/22. Club member listing those yet to complete the online course: Kevin Bogie; Emma Fox, Candice Cross, Kate Woods, Ben Woods, Keryn Calcraft, Blake Hornsby, Jake Cleal Cook, Michael Holz, Joshua Ehlbeck, Blair Joynson, Naida Guy, Ellen Mulholland, Brett Schweitzer, Kylie Strong, Lenell Hollywood, Noelene Sinclair (now done); Robert Sinclair (now done). The members are notified direct by SLSNSW.
- Constitution and Regulation changes
- Flood Response
- RWC Operator nominations for Country & State Championships

### **KDSLSC:**

- Emails re carpet cleaner; Santa photos; reimbursement forms; patrol lunches; new body boards; club logo (Mick, Unifab provided hi def logo); Junior Lifesaver of the Year award process; Club Christmas Party; training courses at KD & South Coast Branch; minutes from Nov meeting (thanks Julie!); outstanding reimbursement for cancelled hall hire.
- Email from Ben Woods asking for consideration to be given to more sustainable for cups and straws for slushie machine use.
- JB Distributors – lollies for Christmas Party – 300 packets requested; only could get 250 packets and purchase additional Kmart lollies to make up to 300 to give away.
- Thank you email with tax invoice to Raine & Horne – 2 straw hats on the IOU list and soon as can source them to be given to Scott Douglas.
- Marsh insurances
- From Jan Horspool asking by 31/12 to be removed from:
  1. Quickbooks – I will be closing my account at the end of this month (November).
  2. Administrator Westpac (will require a form to be signed by current signatories).
  3. Square – you will need to start a new account.
  4. ATO representative
  5. ACNC contact – I think this may have already been done.

- Sydney Water Carnival – invoice \$1375 to be paid to the Club.
- \$50 cash donation from John Reeves.
- Email from Jan self-nominating for the position of Uniform Officer if not already filled. Reply given that Katelin McInerney had already nominated (to be voted on at Dec meeting).

#### **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 Crew:**

- Gardening, general cleaning, carpet cleaning 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).
- Thanks to Doug Luckman for cleaning the glass doors upstairs.
- Paver Project – weather and time as caused delays with this.

#### **Certificates/Awards:**

- Awards and certificates not collected on Presentation Night are to be sorted and members will be emailed asking to collect. Noelene & Doug working on.

#### **40<sup>th</sup> Anniversary:**

- 250 keyrings – list of club members 18+ is available via Surfguard – to be handed out in the New Year.

Zoom link to be made available for all meetings



## Assistant Treasurers Report – December 2022

1. Bank Accounts;
  - a. The current balance of the Savings Account is \$129,384.67, \$10,000 was moved to Cheque acct per motion approved at September meeting to cover bills Sept/Oct.
  - b. The Capital Expenditure Account currently has a balance of \$20,922.75.
  - c. Our cheque account has a balance of \$16,307.213 as at 15<sup>th</sup> December, 2022.
2. Profit & Loss needs to be monitored as we reach the end of December to ensure that we are on track with our budget and expenditure for the next 6 months.  
Membership is still coming in only \$4,935 so far received.
3. Annual budget is **included with the attached Actuals vs Budget**
4. Profit and Loss Account –year to date –is attached to this report.
5. Christmas Party : Budget \$1000

<u>Income</u>		<u>Expenses</u>	
Ticket Sales	<b>\$150.00</b>	Food	\$310.00
		Jumping Castles	\$350.00
Bar Sales	\$320.00		
Total Bar Sales	<b>\$470.00</b>	Total	<b>\$660.00</b>

6. Mail In:  
Invoices associated with expenses paid (via email)  
**Accounts paid 17th November, 2022 – 15<sup>th</sup> December 2022 total of \$17,192.**  
**And last month was \$17,335.**

Date	Payee	Description	Amount
21/11/22	Dan Murphys	Bar Stock	\$437.40
21/11/22	Intuit Quickbooks	Accounting Software	\$50.00
23/11/22	Dan Murphys	Bar Stock	\$1,587.55
24/11/22	Carlton United Breweries	Bar Stock	\$508.00
24/11/22	Marsh Insurance	Marine Hull (IRB, Jetski)	\$1,705.00
24/11/22	Marsh Insurance	Motor Vehicles & Trailers	\$1,197.40
24/11/22	Marsh Insurance	Industrial Special Risks (Stock & Material Damage)	\$4,162.27
24/11/22	SLS NSW	First Aid	\$17.20
24/11/22	Telstra	November	\$104.99
24/11/22	Kiama Council	October Garbage Collection	\$15.03
30/11/22	JB Metropolitan Distributors	Lollies for Christmas Party	\$180.90
30/11/22	Carlton United Breweries	Bar Stock	\$2,003.00
30/11/22	Tru Blue Beverages	Bar Stock	\$479.86
1/12/22	Infront Surfcraft	Nippers Boards	\$725.00
1/12/22	Gainsborough Take Away	Patrol Lunches	\$320.00

1/12/22	SLS NSW	Credit Card Fees	\$12.02
5/12/22	DAN MURPHYS	Bar Stock	\$440.10
8/12/22	Wgong Jumping Castles	Christmas Party Castles	\$350.00
12/12/22	Caltex Kiama	November Statement	\$76.00
12/12/22	Cool Blue AC	October Service	\$110.00
12/12/22	Rapid Clean Illawarra	Carpet Cleaning Machine	\$1,829.91
12/12/22	Gainsborough Take Away	Patrol Lunches	\$40.00
13/12/22	Lauren Ryan	Refund Hall Hire	\$165.00
15/12/22	Noelene Sinclair	Reimbursement - Christmas Party & Santa Photo Gifts	\$392.97
15/12/22	One Music	One Music Annual Licence	\$282.78

Email from Steve Strong:

We spent the majority of the day yesterday in the shed working on motors which for the most part had issues arising from incorrect or lack of wash up and pack up procedures. (all included in driver training)

We replaced 1 pull starter that was salted up and not functioning correctly, some wd40 and a wash out got it working correctly and it's back hanging up above the bench with other spares ready for use.

Other issues included

Motor pans full of sand in and around engines

2 seized choke butterfly's

A seized and cracked spark plug lead

No lubrication on moving components on engine, carburetor and timing linkages, gear selector etc.

We also have 3 motors with broken steering brackets at present, parts have come in to repair these and we will get done in next few weeks, will need to order parts to repair the 3rd.

I'm unaware as to circumstances of how 2 of these were broken, 1 was result of accident returning from flood response and cant be prevented. I do believe the probable cause of the other 2 is operator error with excessive force being pushed down on throttle handle when negotiating waves and can be prevented simply by putting right leg under the tiller arm when driving.

Parts for these repairs cost around 400 to 500 per Motor and take about 3 or 4 hours labour to replace each.

1 Fuel bag connection full of crap and seized , soaked in petrol and freed up, have left end soaking in a container of fuel in locker and should be ok to use, I will check when I'm back next week .

160 litres of fuel and 4lt of 2 stroke oil purchased on account at addos , half in jet ski locker half in irb locker ( mixed)

Receipt in radio room

After triathlon yesterday irb trailer was dropped in shed and 2 rigids 2 motors and 2 rescue boards were not washed and put away. Jake Cleal Cook was washing up jet ski and made a phone call to irb person, they said they are coming back to wash up and clean down engines. At 6 pm when patrol finished this still hadn't occurred.

Is it possible for club to communicate that gear needs to be washed up with fresh water at the end of days use and sprayed with wd40 ?

Possibly this could be done with email to patrol captains, irb drivers and possibly training officer and JAC ?

I think if we can get on top of this situation we will have improved reliability in our gear and will save significant funds on unnecessary Maintenance.

Also it would be great if we knew who broke the steering bracket on Motor 2.1 so we can have a chat to them about techniques and ways to prevent this sort of damage occurring in the future.

Lastly out of service tags were on 3 engines we worked on yesterday but nothing was written on 2 of them, this makes it difficult to diagnose and repair. issues. Often even if person putting out of service is not sure of issue but have their name on it we can contact them to ask what was the issue for them.

