



Minutes 19 February 2023

Meeting opened: 4:08 pm

ATTENDANCE: Skip Guy, Josh Douglas, Gary Trudgett, Tegan Ross, Noelene Sinclair, Jan Horspool, Bob Sinclair, Julie Greenfeld, Wil Orellana, Katelin McNerney (via Zoom), Thane Irvine, Ben McAlister, Jess Nolan

APOLOGIES: Trina Jensen, Brett Schweitzer, Lily Gazzard

PREVIOUS MINUTES: January minutes accepted:
Moved: Gary Trudgett Seconded: Noelene Sinclair Carried

BUSINESS ARISING FROM MINUTES:

- Jan questioned re the December meeting and the banking of \$4,600; where is the money reference that this happened. Why was the process of banking monies changed? Any monies from fundraising, bar etc are to be receipted; why was the receipt process changed? Why weren't emails answered. At this point in the meeting Noelene indicated that she was unable to hear/comprehend to keep taking the notes about the issue raised and Jan gestured that she had it written down. Jan directed the questions to the two Executive in attendance asking for answers. Josh spoke to explain the monies were in the safe at the club house and then attempted to be banked at Westpac on a Friday afternoon and the line was too long so he kept the monies in his safe over the weekend. Noelene stated that Josh did try to tell the whole story at the December meeting but was shut down and not allowed to continue. Noelene said when Jan stepped away from the role; the position was attempted to be filled and people took time to decide and decline and it was said that Julie was away for 3 months of this time and just volunteer time didn't allow for it to happen. Bob Sinclair spoke in response to a comment about the number of club members who could have helped. Mention made of discrepancies between cash and Square figures. Jan said we have policies and they are not followed. Jan said she will leave the matter to SLSNSW to investigate. Tegan asked what allegations as stated in the minutes were made. Josh felt it may have been more emails in the background rather than the minutes. Noelene said it may well have been the way she worded the minutes. Skip asked a question about the Square payment process and Jan explained it to him.

COMMITTEE MEMBER REPORTS:

PRESIDENT: (Brett)

- Report read (see pages 5 & 6)
- Treasurer position. Written nomination: Moved: Brett Schweitzer Seconded: Trina Jensen that Gary Trudgett be Treasurer. Vote taken and unanimous. Carried Gary was congratulated. Jan said if he needs any help just ask.
- Congratulations to Isabelle Hourigan – Branch Junior Surf Life Saver of the Year!
- \$150,000 grant received for replacement roof. Announcement embargoed till Government announces.
- Our Club is on community lands not Crown Lands

SECRETARY: (Noelene)

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

CLUB CAPTAIN: (Josh)

- Triathlons – Big Husky, Batemans Bay and Penrith. These are good money raising events for the Club doing what our Club is for – water safety. Have a core group of helpers but more volunteers needed!
- Kendalls Beach to East Beach Swim on 11 February went well. Next year organisers to consider swim from Jones Beach to Boneyard return etc.
- Gear – Club members need to look after it. With driving the ATV – it is 2wd & 4wd. Stop to change between and select the correct one. The Patrol Captain needs to train drivers; they need to be instructed how to drive it not just be allowed to drive it because they have a licence.

TREASURER & ASSISTANT TREASURER : (Gary/Julie)

- Report emailed (see pages 9, 10, 11).
- Skip to provide Julie with the final list of those trained that need to pay
- ATV - \$3,000 yet to be received. Josh advised that the person purchasing the vehicle is in hospital and he will sign and transfer funds.
- New ATV not registered yet – work in progress.
- Bar exceeded budget with 5 months to go but expenses over budget but that's to be expected. Hall hire budget going well too. 40th Anniversary budget has \$6,000 left.
- Quickbooks – the primary admin needs to be changed. Gary to look into.
- ATV – question by Jan asking how did a private member know about the sale; she said she tried to raise this before; why wasn't the sale advertised to all members; there are policies to follow. Josh spoke on this and that members had been alerted to its sale via the minutes. No other offers came forward. Jan then tabled an A4 piece of paper printed with information from the Square uniform ordering section stating that it is illegal to be selling alcohol on site; it's against the liquor licence and she left the room. Discussion took place about how this could have occurred; we haven't sold UDLs for years and the other items appear to be recently added on the Square; there must be a tick that needs to be removed to add these items onto this list on the website/booking system. Julie looked at it right there and then to fix it.
- Noelene mentioned that the \$200 Woolworths gift voucher was in her possession and that she had advised Julie of this and that last year it was used on Australia Day items and then other items for events throughout the year and asked what should be done with this voucher as it wasn't used for Australia Day as received too late. Noelene & Trina did the shopping 2 days prior and the voucher was received the day before Australia Day. It was agreed to put the voucher towards bar stock such as Coke, Coke Zero and Ginger Beer. Noelene to purchase when on special as she has done always when purchasing Ginger Beer for the Club. Noelene also wanted to put on record that she still has the Caltex vouchers that the IRB won last season.
- Julie mentioned a few items she was awaiting approval to pay, materials for paver project; band was paid in cash; invoice for \$202 from Burnetts (Josh confirmed this was sand).
- Gary to be added to Quickbooks and Westpac. Josh and Gary to go to the bank to sort this.
- Julie mentioned the need for a joint email account with Gary.

- Planning for next season. Will need to speak to different areas to see what their thoughts are.
- It was moved Gary Trudgett; seconded Julie Greenfeld that the Club move from Quickbooks to Xero for the next financial year. Carried

VICE CLUB CAPTAIN: (Ben)

- Triathlons – more volunteers needed.
- Pathway – recent heavy rains has caused some pavers to move. Will take a look and repair.

TRAINING OFFICER:(Skip)

- Assistance needed with training. Early March will be the next Bronze – have 15 interested and haven't advertised yet.
- Some IRB Crew assessments to be finished off.
- Another 1st Aid course needed
- Thane asked about the Silver Medallion RWC. Skip said he can't train or assess this. Josh spoke to Thane about this.
- Julie asked if any fees for the 1st Aid or ARTC courses needs to be recouped. No monies as all members.

FIRST AID OFFICER: (Max/Thane)

- Thanks to Trina for attending to things.

JUNIOR ACTIVITIES CHAIRPERSON: (Tegan)

- Saddleback Mountain Cup held today and was a great day. Kiama won the event.
- Banner sponsorships - Candice Cross is happy to follow up sponsorships again for next season. Was sponsorship for how many years? Josh asked for a potential list of those to be approached. Need to check what the sponsorship details were.
- Announcement made that Isabelle Hourigan was Branch Junior Life Saver of the Year.

JUNIOR CLUB CAPTAIN: (Lily)

- Lily asked that it be reported that Isabelle won Branch JLOY and it is the 3rd consecutive year for KD to win this award!

HALL HIRE:(Gary)

- Report tabled. (see page 12)
- It was moved Gary Trudgett, seconded: Josh Douglas that the Club purchase the Nilfisk vacuum cleaner from Rapid Clean. Carried

UNIFORM OFFICER: (Katelin)

- It was mentioned by Tegan that consideration is to be given to new uniforms for next season.

BAR MANAGER:(Josh)

- More volunteers needed. Still looking at running an RSA course.

WEBSITE OFFICER: (Wil)

- Website still not working. Josh and Wil to communicate with the aim to get the main page up and running with the Hall Hire and Uniform pages and work on it from there. Julie queried re email program if it is working and asked for her mailbox size to be increased. Hall Hire bookings being managed via a link to Square sent by Gary in Messenger. Uniforms also via a link to Square.

GENERAL BUSINESS:

- Australia Day – it was a great event – the best we have held bringing together our cultural heritage. Thanks to all the volunteers. Video of the indigenous performers was taken and is on the Club's google drive and will be emailed to Emily Vaughan at Council at her request. The feedback from the community has been great. It was another successfully run day although Skip's absence was noticed. More volunteers were needed to run the events. Gary suggested maybe consider holding the thong throwing on the beach next year. Council requirements to have the road closure was made more difficult for the need to have 2 trucks blocking the road which caused a little issue when emergency services needed to attend to an incident.
- Noelene said the carpet cleaner was delivered by Orlando from Rapid Clean. Tegan said she'd be happy to help use it. Just a matter of coordinating times between hall hires and volunteer availability.
- Tegan said a Cocktail Party being organised by the junior committee. Skip asked about being BYO. Tegan said she'd need to clarify. It is a 20s dress up.
- Age Manager gifts as per Bridget's email. Seek approval to spend approx. \$1000. Dan Murphys can be used. List of who to be gifted to be provided. Club card to pay to be used.
- New ATV name – Mighty Thor (1st one was Thor; 2nd one was Jane).
- 40th Anniversary celebrations – end of season event – Sunday 23 April – celebrating IRB, patrols, water safety. Keyrings to be handed out. Date to be handed over to the 40th Anniversary Committee for them to decide on the details for the event. Gary booked the date in the hall hire calendar.
- Life Member shirt for Rob Burke – need to search office again; if can't find, order one.

Meeting closed: 6:15 pm

Next Club meeting is scheduled for 19 March 2023 4.00 pm

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

President's Report:

Firstly Sorry I can't be there today, last night one of my work colleagues had a medical event and now I have to undertake Media Training this afternoon from 2:30 with Channel nine. I do hope I get Ally or Karl for the training, but I doubt it.

Treasurer's position - As per my email on the 23/1 - I am pleased to advise that Gary Trudgett has put his hand up to be Treasurer of Kiama Downs, his nomination was seconded by Trina Jensen. Gary has been working with Julie Orellana. Just need to vote.

Surf Club Facility Program 2022/23 – Roof replacement – We were successful in obtaining a grant – Whilst the news is still embargoed until the Minister announces, we had a photo shoot on Friday with Gareth Ward. My thanks to Noelene and Leah Hill for the preparation of the submission. I have briefed the Mayor and CEO of Kiama Council. In addition I have asked Ben McAlister to project manage once the announcement has been made.

Junior Surf life saver of the year – Our congratulations to Isabelle Hourigan, Isabelle now moves onto the next stage at State. This is the third year in a row that KD has won this title and is testament to our Nippers program.

Concept for surf clubs in Kiama and partnership with State Govt and Crown Lands- Jane Stoud CEO Kiama Council approached me to represent the club as part of a working group, which I have accepted. I will keep the club updated on the progress, no meeting has been set as yet.

Her email as per below

Hello there Brett

I have asked Cathie to try and make a time for us to chat. I would like to speak with you about an idea that I had to work with the State govt and crown lands to facilitate a different operating model / regulatory environment for the surf clubs in Kiama. For some time I have been a bit perplexed with our lease restrictions, the legislation from crown lands that limits commercial and to an extent club viability and activities. I would like to see the clubs be able to operate and freely and also to raise their own income, that can be used to invest in club activities but also focus on the replacement / renewal of assets. Doing all this requires Crown lands to change the legislation and regs and for us to be more practice, change of our lease and develop a different relationship with the surf clubs. Having worked in QLD for a long time I have experience very different models for managing leases and operations of surf clubs.

I ended up meeting with Gerringong and Kiama clubs to chat through this idea, and I am sorry I didn't get a chance to talk with you directly.

I had late last year meeting the Minister, Chief of Staff and Head of policy for Crown Lands to float this idea, and they agreed to meet in the New Year. So earlier this week I met with the Deputy Secretary of Crown Lands to discuss this idea and garner her support / interest in working through it. I am pleased to say that Crown Lands and State Govt are open to the concept and are interested in exploring this in more detail, as well as using Kiama as a research, pilot / study into this issue. I'd like to involve all of our 3 clubs in this if possible and wanted to see if you're interested. I didn't want to leave you out!

One of the elements that they want to progress with right away is the research work into a formal paper that would be required to submit to the Minister and various legislative / regulatory drafters. The people who write the rules, which in turn create the framework for crown lands operations (aka

your operating conditions), our compliance activities and then council's own leasing policy. It's a really interesting body of work and will be needed to evidence the need for change. I have agreed to fund this work, and the State will also provide some funding. A consultant firm called Sparrowly will do the work.

I would love to involve you in the project control group (PCG), so that you can give your own direct feedback into this process – rather than have council convey your point of view. I would need one rep from each of the 3 Surf Clubs to sit on the PCG with myself as rep for KMC, Dept Regional NSW, Crown lands, Illawarra Shoalhaven Joint Organisation of Councils (ISJO) and Surf Lifesaving NSW.

We would look to have an inception meeting and discuss the scope and timing etc in the next few weeks and will settle on a meeting schedule. Quite likely meeting will be teams or in person when possible.

Can you pls let me know if you would be keen to hold a seat on the PCG and participate?

Many thanks

Jane



Jane Stroud
Chief Executive Officer
Kiama Municipal Council
P: 02 4232 0401
M: 0429 893 174
PO Box 75, Kiama NSW 2533
www.kiama.nsw.gov.au



KDSLSC - Secretary Report – February 2023

Incoming mail:

- Westpac statements x 3
- Telstra tax invoice \$89.99 due 1/3/23
- Australia Post tax invoice \$224.00 due 31/3/23 for PO Box services
- Transport NSW notice of expired registration for 5768M
- Ampol January Statement - \$40.32 due (request to update email address)
- Refresco – Acct Statement \$624.57
- Kiama Council Statement - \$117 – November recycle services x 9

Emails:

South Coast Branch

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

SLSNSW

- ClubMail
- Lifesavers with Pride information; banners etc
- Passing of Vince Hardman, stalwart of Kiama Surf Club
- Australian Govt Stronger Communities Program (closes 10 March) – projects up to \$20,000

KDSLSC:

- Emails re Australia Day arrangements; invites to Mayor, Councillors, Federal & State MPs and Club life members; some acceptances and apologies. Council organised \$200 gift voucher from Woolworths; Holly Case helped with a nice flyer that was emailed and put on FB.
- Emails re 40th Anniversary Pathway; Country Championships merchandise; Sunday Arvos @ The Surfie; Band called The Sunday Drivers organised for Sunday @; Rapid Clean re delayed delivery of carpet cleaner; Casual Hall Hire Agreement; donation boxes collection/bank deposit
- Treasurer/Asst Treasurer Report; Hall Hire Manager Report; President's Report
- Email from Ralph Steel expressing congratulations for the paver project/40th Anniversary events and his offer to donate his oil painting of Jones Beach and Cathedral Rocks to the Club.
- Email sent to Council re glass on southern end of beach. No reply to date.
- Email from Jan forwarding correspondence from Council re planting of front gardens and requesting minutes of last meeting.
- Email from Emily Vaughan, Council asking for the video of the cultural dances that performed on Australia Day. Noelene via Josh has managed this.
- Email from Brett re concept for surf clubs in Kiama and partnership with State Govt and Crown Lands
- Email from Leah Hill re Stronger Communities Program – grant opportunity

Kitchen:

- 26 new plates 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.
- All cupboards need cleaning.

Trophy display cabinet:

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

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. Work completed by volunteers. Heavy rains has caused some slippage of pavers which will be fixed.

Certificates/Awards:

- Some Shirts/jackets/awards and certificates still to be collected
- Life Member shirt for Rob Burke (he never received); no idea where it is – can we order him another please.

40th Anniversary:

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

Zoom link to be made available for all meetings

Assistant Treasurers Report – February 2023

Items from January Meeting:

1. Quickbooks and New Accountant
I met with Steve from Norris Accounting in his office on 30th Jan to discuss the BAS lodgement from Sept 2022 quarter, he said he will arrange. Im yet to see that the BAS is lodged and also I haven't received his engagement letter with his services and pricing.
2. Square –new account needed –still working with Josh to set this up and decide on a cutover date
3. SRC/Bronze training fees –still outstanding will continue to work with Skip to reconcile payments.
4. Cash Deposits – still working with Josh on the reconciling of cash payments within Quickbooks and bank deposits process.

Events:

Australia Day

Budget: \$1,000

Income \$2,100 in Sales, Other Income \$200 Wollies voucher and Council contribution \$1000

Expenses: Food \$1,408 Other supplies \$300

Profit: \$1,592

Triathlon Water Safety

Invoices from Water Safety from Elite Energy have been received \$3,600 received and \$2,250 outstanding

Bank Accounts;

1. The current balance of the Savings Account is \$129,631.85, \$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 \$20,962.70.
3. Our cheque account has a balance of \$33,257.66 as at 17th February 2023.
4. Profit & Loss needs to be monitored as we reach the end of February 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)

Accounts paid 17th December, 2022 – 9th February 2023 total of \$13,830.

And last month was \$17,192.

Date	Payee	Notes	Amount
20/12/22	Leisure Coast Fruit Market	Christmas Party Supplies	\$212.30
22/12/22	Telstra		\$89.99
3/1/23	SLS NSW	Credit Card Fees	\$7.83
4/1/23	DAN MURPHYS	Bar Stock	\$124.99
4/1/23	Dan Murphys online	Bar Stock	\$1,521.13
9/1/23	Dan Murphys online	Bar Stock	\$1,219.92
12/1/23	Carlton United Breweries	Bar Stock	\$949.00
16/1/23	Dan Murphys online	Bar Stock	\$806.26
23/1/23	Intuit Quickbooks	Accounting Software	\$50.00

23/1/23	N Sinclair	Reimbursement Tip Fees	\$107.64
23/1/23	T Jensen	Reimbursement Hall Storage Containers	\$148.20
23/1/23	N Sinclair	Reimbursement Australia Day Supplies	\$44.00
23/1/23	Known Designs	Nippers Clothing	\$685.00
23/1/23	Service NSW	Rego for 5757M ATV 2014	\$173.00
23/1/23	Telstra		\$89.99
23/1/23	True Blu Beverages	Soft Drink for Bar	\$624.57
23/1/23	Burnetts	?	\$202.50
30/1/23	Dan Murphys online	Bar Stock	\$813.79
1/2/23	SLS NSW	First Aid, Bronze, Surf Rescue Certificates	\$1,349.10
1/2/23	WINC	Hall Supplies, Cleaning, Cups etc	\$663.04
1/2/23	Rapid Clean Illawarra	Carpet Cleaner	\$60.00
1/2/23	N Sinclair	Reimbursement Australia Day Supplies	\$174.42
1/2/23	Caltex Kiama	Fuel for Jetski and Patrol	\$341.88
2/2/23	Gainsborough Take Away	Patrol Lunches	\$522.00
2/2/23	SLS NSW	Credit Card Fees	\$2.24
2/2/23	Leisure Coast Fruit and Deli	Australia Day BBQ Supplies	\$1,408.45
6/2/23	Richmond Wheel & Castor	3 x Red and 3 x Yellow Wheelie Bins	\$928.95
9/2/23	Carlton United Breweries	Bar Stock	\$510.00

Please find below the Treasurer report, to the extent that I can at this stage:

- Monthly transaction and budget report by Julie
- Donation box money collected by Noelene and banked by Gary (\$261.95)
 - Donation box audit
 - 8 or 12 boxes in KD office
 - 3 of 4 known location
 - 1 unknown location, possibly Kiama Golf Club
- Julie/Josh/Gary met this week to work through R&R relating to Treasurer positions. I think we have a good start on alignment and understanding
- Treasurer and Executive position to be ratified, meeting 19 Feb 23
- Treasurer access required
 - Quickbooks account (using treasurer email)
 - Westpac account access and signatory
 - Westpac card (shared card to be discussed)
 - Weekly banking of cash
 - Amount threshold
 - Who/when
 - Other Money in safe
 - Annual audit – accountant vs external auditor?
 - Planning for next season budget
 - GT to review & familiarise with previous budget template
 - Bar stock inventory process (monthly vs annual)
 - Recurring expenses
 - Monthly – I.e. utilities
 - Annual – I.e insurances, liquor license
 - Replacement of Quickbooks with Xero – per Julie review / proposal

Cheers,
Gaz.

Hall Hire report for Sunday's committee meeting:

- Hall hire events past month – 8
- Hall hire revenue past month – WIP
- Hall hire events next month (to 31/03) – 5
- Hall hire revenue expected next month – WIP
- Hall hire payment reconciliation (Jul22-present) – WIP but generally I think it's looking ok
- Vacuum cleaner replacement options
 - [Nilfisk VP300](#) (same brand as current)
 - \$438 (Rapid Clean Illawarra, Orlando recommended)
 - \$16 dust bags (5 pack)

 - [Numatic Henry Commercial Vacuum Cleaner](#)
 - \$499 (Godfreys recommended)

 - [Pullman PC 4 Commercial Vacuum Cleaner](#)
 - \$249 (Godfreys)
 - \$30 dust bags (2x 5 pk)

 - [Karcher Wet/Dry VC](#)
 - \$429 (Bunnings)

- BBQ replacement – I have considered further and propose to tidy up existing BBQ (clean, replace knobs) and stick with it for now 😊

Cheers,
Gaz