



Minutes 23 October 2022 Meeting

Meeting opened: 4.04 pm

ATTENDANCE: Brett Schweitzer, Tegan Ross, Bridget Seymour, Lily Gazzard, Steven Guy, Thane Irvine, Trina Jensen, Noelene Sinclair

APOLOGIES: Ben McAlister, Jess Nolan, Bob Sinclair, Kath Boniface, Julie Greenfeld, Josh Douglas, Gary Trudgett

PREVIOUS MINUTES: September minutes accepted:
Moved: Thane Seconded: Noelene Carried

BUSINESS ARISING: Nil/referred to GB

COMMITTEE REPORTS:

President:

- Very quiet from Branch level. President, Steve Jones, has been unwell and I will reach out to him on behalf of the Club.
- Apologies for late cancellation of meeting last week; family commitments arose.

Treasurer:

- Assistant Treasurer Julie emailed financial report. See pages 4 & 5 (and Profit & Loss merged at end of document)
- Motion: Report accepted. Moved: Brett Seconded: Trina Carried

Secretary: Noelene

- Report tabled – see pages 6 & 7
- Cutlery stocktake: Motion: To purchase cutlery to make up the shortfall. 100 setting to be provided of the same cutlery. NS to purchase.
Moved: Noelene Seconded: Bridget Carried

Training Officer: Skip

- Bronze/SRC training information session went great; 25 bronze; 15 SRC to Bronze and 15 SRC. Will start next weekend. Trina offered her help; will check with Scott Case and chase up Water Safety. Times will be 7.00 am and 9.00 am for 4-5 weeks on a Sunday and then 26/11 all day. Confirmation will be sent out.
- After Bronze/SRC training done, will look at IRB training

First Aid Officers: Thane

- Face masks in little keyring bags were found in the Nippers storage room and put in 1st aid room. It was agreed to put them in the bum bags containing 1st aid items. 3-4 bum bags to be put in the patrol van and checked on a regularly basis to replace items.
- Empty scissor packets found in the 1st aid room ??
- Room often untidy/dirty. Need to limit access and dumping of things in this room.

Junior Activity Chairs: Bridget & Tegan

- Minutes of Junior meeting tabled. See pages 8 & 9
- Pool proficiency – agreed for next year not to schedule pool proficiencies and do them at the river.
- CPR education for U10 – agreed that Thane to run an education session; Skip mentioned in the past having a Paramedic visit. Agreed this is a good education process.
- Body boards – agreed to get quotes from Infront for the purchase of 6 body boards to replace those that have gone missing. To get the Club logo printed on the board to help assist return of them to the club! To allow for quick purchase; quote to go to Executive.
- Reward bell – yes we have one downstairs – Skip advised where to look.
- 30 Water safety rashies are needed.
- Uniform sales – square reader is needed. Kate happy to do the sales for nippers. Kate/Josh did stocktake. Size 6 rashies too small; don't order those. New uniform? Need to move stock. More discussion needed on this.
- Uniform code for nippers committee. Can we get a 50% discount code for nippers committee members only? This was discussed and hard to distinguish between who you give discounts to with so many volunteers in the Club.
- Can we please purchase \$500 of \$50 vouchers to give to Cadets who support KDSLSC at carnivals? (Not aware for the minutes that this was discussed/decided on ?)
- Agreed to provide \$500 payment for training. Process to be sorted.
- Halloween – decorate from 4.00 pm Saturday. Need bar service and square payment system for door entries. (post meeting note; access to hall is not avail to set up Saturday).
- Santa photos – discussed at length re the logistics of photographer and date. It was agreed to not use a photographer due to the difficulty of trying to lock in a photographer for the needed dates and go with assisted selfies. Agreed to include the Jones Beach Boardriders in this project. They can put their sign in front for photos for example.

Junior Club Captain: Lily

- Still working on getting a date for the Laser tag.

Safety Officer: Skip

- All good; nothing to report.

GENERAL BUSINESS:

- Discussed the benefits of a Slushy Machine for Nippers, Club events and hiring.
Motion: That the Club purchase a Slushy Machine Moved: Bridget Seconded: Noelene Noelene to research and report with costing for approval. Ideas are for sale of a bag of popcorn and a slushie after Nippers; use of the machine behind the bar at events for cocktails and/or slushies. It was felt that the cost of the machine will be recovered in no time.
- Sydney Water Carnival – Bridget & Tegan asked what do the JACs need to do. Skip confirmed nothing needed from the JACs. Do need support from Club members and community for the event. Skip offered his services to coordinate and liaise with Sydney Water. Skip said Sydney Water provide own officials/gear/PA. Club needs to prepare the beach; working party needed to set up and pack up; BBQ food needed (Craig is not available; so need help here). Tegan said her husband Steve happy to assist with a “dry” job. Noelene said that a link to a google form roster is in the draft October mailout to be sent in the next day or so. Skip would like to get the roster out asap. Trina offered her assistance as 1st Aid Officer at the event. Agreed that Skip coordinate.

- Trina raised concerns about the condition of the club roof and the water leaks. Discussed the opportunity to apply for Surf Club Facility Program funding. Motion: To complete the application asking for funding for a new roof. Moved: Noelene Seconded: Tegan Noelene to work with the Executive to get this application submitted. Trina asked about the works to be done on the radio room. Brett to follow this up.
- Carpet cleaning discussed. Josh and Noelene been talking about the possibility of purchasing a carpet cleaner to allow for more regular cleaning of the carpet. Motion: To research the costings for a commercial grade carpet cleaning machine. Moved: Trina Seconded: Brett Noelene/Josh to continue research; the Green Machine looked at was \$1200. Other brands available. Need asap and/or to get carpet professionally cleaned.
- Mention made of Committee vacant positions: Treasurer, Publicity Officer, Uniform Officer – still working on.
- Club Calendar – Skip has coordinated and will be made available for upload to website.
- 40th Anniversary events – Noelene reported that the celebratory events have gone well and the cakes for Nippers celebration were well received – serving up 200 pieces of cake to kids. Need to decide how to distribute the Anniversary keyrings to members. Sub committee to work on next ideas to continue the celebrations. Idea to celebrate IRB successes in the new year.
- Volunteer Grant application completed and sent to Fiona Phillips' office – applied for \$5,000 towards carpet cleaner; tile cleaner; pavement cleaner (security cameras weren't on the list).
- Crockery in kitchen – Noelene purchased. Will be cleaned and put in service.
- Popcorn machine purchased and a test run done that day. It worked well and the product was good. Found it can sit popped in the machine for 3-4 hours and still as good as it was when first popped (not as hot but still warm). Machine to have instructions on the side for use and cleaning. Products such as popping corn, oil and butter salt will be provided with the machine when needed. Meeting attendees had samples!
- Trina asked what was happening with the ATV Thor. Brett said it had been sold and will be moved out. New ATV to be put in service once painted and signage put on.
- Noelene asked if it would be possible for the toilets/showers downstairs to be cleaned after nippers; if nipper parents can be rostered to do this. Tegan & Bridget to sort. Noelene said she will get brooms/mops put back in the toilet areas.
- Certificates/medallions in office storage room need to be given out. Noelene to check on these. Mention made that people don't seem to care about the paper certificates anymore. Brett pointed out that each medallion as a unique number and name engraved. ☺
- Brett said he'd like the Paver Project to move forward. Noelene to ask Ben for an update.
- Access to the clubhouse was raised by Thane. Groups of people not necessarily Club members possibly accessing downstairs. Noelene also raised concern about the radio room

being accessed. Trina and Thane concerned for the access and mess in the 1st Aid room. Discussion took place about the “safe” place our Club gives for teenagers.

- Discussed the untidiness of the downstairs area and the need for keeping the cleaning up. (But who?). Club members need to step forward to assist; it can't come down to 1 or 2 volunteers.

Meeting closed: 5:30 pm

Next Club Meeting: Sunday 20 November 4.00 pm

Treasurers Report – October 2022

1. Bank Accounts;
 - a. The current balance of the Savings Account is \$129,178.45, \$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 \$20,899.41.
 - c. Our cheque account has a balance of \$13,119.53 as at 12th October, 2022.
2. Profit & Loss will improve once membership fees and hall hire income increases in the summer months. Kiama Council 3year rotation grant of \$7,000 and Patrol Service Agreement of \$1,100 has been received.

Membership is still coming in only \$2,395 so far received.

3. Annual budget is **NOT INCLUDED AS YET WILL SUPPLY AT MEETING.**
4. Profit and Loss Account –year to date –is attached to this report
5. Mail In:
Invoices associated with expenses paid (via email)

Accounts paid 10th September, 2022 – 12th October 2022

Date	Payee	Description	Amount
20/9/22	Waldie and Co	Audit preparation	\$1,100.00
21/9/22	Dominik Arnet	Nipper board repairs reimbursement	\$489.12
21/9/22	Infront Boards	New boards and items for board repairs	\$4,980.00
21/9/22	Gala Trophies	Key rings for 40th Ann	\$1,125.00
23/9/22	Quickbooks	Accounting software	\$50.00

25/9/22	Surf Life Services	Cleg balance payment	\$13.08
25/9/22	R and N Sinclair	JB Distributors (lollies), Woolies (Ginger Beer)	\$129.44
27/9/22	Vital Resus	Oxi and Defib service	\$490.60
27/9/22	Cohoe Marine Products	IRB parts	\$864.60
28/9/22	SLSNSW	First Aid Certificates	\$51.60
28/9/22	Telstra	Phone and Internet	\$89.99
28/9/22	Winc	First Aid and stationary	\$425.83
28/9/22	Ben McAlister	Reimbursement for bread start of season	\$36.00
28/9/22	SLSNSW	Awards of Excellence ticket	\$120.00
29/9/22	Carlton Breweries	Beer order online	\$715.00
11/10/22	Cool Blue Air Con	Fridge Temperature Controller	\$583.00
11/10/22	Refund name withheld	Membership overpayment	\$135.00
11/10/22	Jet Rescue	Radio Repairs and parts	\$539.00
12/10/22	Reimbursement N Sinclair	Plates and Storage Containers \$129.71 Ginger Beer \$54.25 Popcorn Machine and Cover \$185.30 Gift Vouchers \$101.00	\$470.26
	Reimbursement Meg Gibson	Halloween Decorations	\$134.05
Total			<u>\$12,541.57</u>

KDSLSC - Secretary Report – October 2022

Incoming mail – Australia Post:

- Kiama Council – invoice and statement for recycling services
- Lifesavers with Pride – posters; list of pride events; stickers
- Telstra bill - \$89.99 due 31/10/22

Emails:

South Coast Branch

- Branch Meeting notice and minutes of September meeting
- Club Mail
- Vacant position – Branch Administration Officer
- Request for Club to take photos throughout the year for Annual Report
- Training Officers Course
- Expressions of Interest for this year's South Coast Branch Team to attend the SLSNSW Interbranch Championships on the 3rd and 4th of December at Shelly Beach on the Central Coast – due 17/10

SLSNSW

- Changes to Vaccination Policy
- Steven Pearce: Ms Stephanie (Steph) Cooke, MP, The Minister for Emergency Services and Resilience would like to, based on her availability, attend any key milestone events celebrations for any club over the next 12 months. These may include Centenary Events, Building Openings, medal presentations etc
- Lease Agreements Survey
- Sydney Water Series
- Child Safe Awareness Training (reminder to those who need to complete)
- Coastal insights – safer coasts for the future
- Message from the President re start of patrol season
- As part of our commitment to positive mental health within SLSNSW, a new Mental Health & Wellbeing Champions program has been launched – EOI by 17/10
- **Surf Club Facility Program – open (opportunity for funding for building roof replacement)**
- The 2022/23 PPL Certificates of Currency are now available on the Marsh website for clubs to download
- October is Mental Health Awareness month and a good time for clubs to consider their approach to member protection and how they align with the three SLISA member protection policies released last year: [Child Safe 6.04](#); [Member Protection 6.05](#); [Complaints Resolution 6.06](#). SLSNSW recommends appointing three key roles at your club this season: Member Protection Information Officer; Complaints Manager; Child Safe Coordinator Following consultation with external advisory bodies, the SLSNSW Board has mandated these positions for the 2023-24 season

KDSLSC:

- Club Instagram enquiry to Ella Cleal-Cook; replied only has access to Cadet Insta; Thane also emailed. (Any feedback from Fred?)
- JB Metropolitan Distributions – order account set up but still need to pay as we go (they provide lolly bags)
- Membership renewal reminder; minutes of September meeting; October meeting notice
- Nathan Foster re delivery of steering brackets and invoice
- MyVibe hall hire invoice
- Emails re pavers; popcorn machine and supplies (Exec agreed to purchase); carpet cleaner quote \$1200 for a Green Machine from Bing Lee; participation in Pride movement/purchase of rescue board; Halloween Party; Santa photos; Age Manager shirts; website changes; training info; Sydney Water carnival
- From Kiama Council: Have your say on Council committees; Sale of Blue Haven Bonaira

Popcorn Machine:

The same brand machine that we had hired was purchased for use at Club events and to consider hiring out for kids birthday parties; good for Club movie nights and Sunday Arvos @ The Surfie (consider selling bags). The hire/sale will recoup the costs. Popcorn, popcorn oil, butter/salt and storage containers purchased. Still searching for a serving scoop or 2 for ease to put popcorn into the bags. (Found something in the meantime that works okay). Instructions on use and cleaning will be laminated and attached to the machine.

Kitchen:

Stocktake of plates done; 26 new plates purchased; yet to be washed and put into service.

Cutlery stocktake undertaken: 83 knives; 90 forks; 84 dessert spoons (a mixture of styles). Do we purchase replacements to make up to 100?

Trophy display cabinet:

? some trophies stored in radio room cupboard; need cabinet to be built to get trophies on display

Maintenance Crew:

? Not sure what is happening but realise everyone is soooo busy

Painting (need to remember to take photos when painting done to provide to Dulux who donated 100 litres of paint – external & internal paint).

Zoom link to be made available for all meetings

Meeting Minutes Kiama Downs SLSC Nippers Committee

Date: 14/10/2022

Time: 8pm – 9:30pm

Location: Kiama Downs SLSC

Attendees:

Name	Role
Tegan Ross	JAC
Bridget Seymour	JAC
Jocelyn Quinn	Competition Manager
Lily Killen	Age Manager
Megan Hannon	Age Manager
Steve Guy	Trainer
Aaron Grimstone	Age Manager
Kate Woods	Age Manager
Marni Taylor	Age Manager
Simon Schroeder	Age Manager
Lily Gazzard	Age Manager/ Junior Captain
Sienna Singleton	Age Manager/ Cadet
Lee Singleton	Age Manager/ Cadet
Emma Trudgett	Age Manager/ Cadet
Keren Wilson	Secretary
Jen Lloyd	Santa Photos

Nippers:

- Nippers kicked off on the 16/10/2022 at the river.
- Water proficiencies were conducted at the Kiama Leisure centre, however with a poor turn out. Future recommendations are to run all first session of nippers at the river and do the prof at the same time.
- Agreed to utilise paper copies of sign in and sign off sheets. Keren will print and provide and update surf guard accordingly
- Need to implement CPR for over 10's.
- Request to replace the little body boards. Seeking sign off of roughly \$500 to proceed with doing this?
- Do we have a reward bell that we can use down the beach to show positive reinforcement for the children who do something for the first time. i.e. swim round the cans. If we don't have one, can we get one?
- Beach training – currently Kiama have provided a support and we are sharing the load with helpers
- Water safety rash vests are in limited supply
- Uniform code for nippers committee. Can we get a 50% discount code for nippers committee members only?
- We have a coach for a 6 week program for the competitive kids. We are sharing him with Kiama. I have advised that he will need to either invoice us or we can organise vouchers. Max cost of \$500. Can we please get agreement on this?
- Can we please purchase \$500 of \$50 vouchers to give to Cadets who support KDSLSC at carnivals?
- Kate M is running the uniform shop on Beach days when available. We are trying to cycle through all the old stock this year. Can we please organise a Square reader to make this easier
- New age manager shirts are a hit 😊

Halloween Party:

- Online sales sitting at 30 families, with an expected further 30 coming. That is a total of \$1500. The idea was to throw a great party, get families excited about being part of the club and to break even.
- Advertised on the KDSLSC page, Community page, Minnamurra school and Kiama SLSC.
- Kiama will cover any short fall if we have any. They are contributing the prizes so far
- Pizza, Bouncy castle, decorations, balloons, snacks.
- Can we have the popcorn machine too please?
- Set up will be at the club at 4pm on Sat 29th October.
- Helpers are Meg Gibson, Sally Teudt, Ash Tiedemann, Tegn, Bridge, Sienna, Emma and Lily.
- Do we have someone to run the bar?
- Can you please help us facilitate payment on the door too?

Christmas Photos: Jen Lloyd

- Committee have decided that they would prefer a photographer. 99% locked in Joel Trist and Brian.
- Prelim dates: 5th, 6th, 13th, 19th, 20th, 26th, 27th
- Cost to be \$30, with \$10 going to the photographer. (Shopping centre is \$50).
- If Joel Agrees to be photographer, presale to go to club members, JBB then General public
- Agie Trist has offered to provide a dried arrangement. Suggestions are we 1. Either pay for it or 2. Offer that she has the opp to sell arrangements.
- Communications will go out this week with the dates once we have them locked in. With the sheet for volunteers. Finally we will communicated release dates for bookings.

AOB:

- Slushie machine purchase. Suggesting we get a slushie machine in time for Sydney Water. Slushie and a bag of popcorn for \$4, depending on costs of goods.
- Sydney Water – Responsibilities.

Kiama Downs Surf Life Saving Club Inc

Profit and Loss

1 July - 12 October, 2022

	TOTAL
Income	
Bar Income	5,469.46
Bar Expenses	-4,060.12
Total Bar Income	1,409.34
Donations & Fundraising	
3yr Rotation - Kiama Council	7,000.00
Donations	35.00
Total Donations & Fundraising	7,035.00
Grants	1,556.25
CLEG	2,265.22
Total Grants	3,821.47
Hall Hire	6,967.30
Hall Expenses	-262.75
Total Hall Hire	6,704.55
Membership Fees	2,395.00
Patrol Service Agreement	1,000.00
Sponsorship	2,000.00
Training	
Training expenses	-234.55
Total Training	-234.55
Uniform Sales	713.62
Uniform Expenses	-2,884.82
Total Uniform Sales	-2,171.20
Total Income	A\$21,959.61
GROSS PROFIT	A\$21,959.61
Other Income	
Interest income	172.78
Total Other Income	A\$172.78
Expenses	
Accounting Fees	3,000.00
Online Accounting Software	181.80
Total Accounting Fees	3,181.80
Affiliation/Annual Fees	400.00
Bank charges and fees	34.71
Square Expenses	130.47
Total Bank charges and fees	165.18
Equipment	
First Aid	1,179.00
IRB	185.17
IRB repair	1,076.00
Total IRB	1,261.17
Patrol	2,083.07
Total Equipment	4,523.24

Kiama Downs Surf Life Saving Club Inc

Profit and Loss

1 July - 12 October, 2022

	TOTAL
Freight	55.00
Insurance	10,139.70
Member Benefits	
40th Anniversary Celebrations	1,022.73
Competition Entry Fees	957.27
Halloween	302.51
Member Benefits - Discounts	91.82
Presentation Night	5,992.64
Start of Season	103.67
Total Member Benefits	8,470.64
New Equipment	
IRB	-2,990.90
Total New Equipment	-2,990.90
Nippers	5,971.92
Petrol	683.23
Printing, Postage & Stationery	18.92
Repairs and maintenance	1,671.73
Telephone & internet expenses	165.27
Unapplied Cash Bill Payment Expense	0.00
Vehicle Registration	140.00
Total Expenses	A\$32,595.73
NET EARNINGS	A\$ -10,463.34