



Minutes 15 October 2023

Meeting opened: 4:06 pm

ATTENDANCE:

Julie Greenfeld (via Zoom), Wil Orellana (via Zoom), Jen Lloyd (via Zoom), Josh Douglas, Gary Trudgett, Trina Jensen, Noelene Sinclair, Jess Nolan, Ben McAlister, Tegan Ross, Ella Cleal-Cook, Lily Gazzard, Thane Irvine, Keren Wilson, Max Gunning, Nick Mulholland

APOLOGIES: Brett Schweitzer, Jan Horspool, Skip Guy

PREVIOUS MINUTES: September minutes accepted:

Moved: Josh Douglas Seconded: Gary Trudgett CARRIED

BUSINESS ARISING FROM MINUTES:

- Amendments to AGM minutes. As the minutes had not been adopted, it was agreed to make the amendments adding in two motions that were overlooked by Noelene when typing the minutes. The amended minutes were emailed to the Management Committee.
- Amendments to the 2022-2023 Annual Report. It was agreed that the correction of typographical, formatting, addition of photos and the First Aid Officers Report (which was tabled at the AGM) be made to the Annual Report. The draft report with changes was emailed to the Management Committee. Report to be emailed to Branch by 31/10.
- Uniform Policy proposed changes. Agreed that Noelene email Jan asking for the reasoning for the changes; then Noelene to send Jan's email with a copy of the proposed changes, reasoning and current policy to all members for comment 21 days prior to the next meeting.

COMMITTEE MEMBER REPORTS:

PRESIDENT: (Brett)

- A thank you to the club for the flowers following the passing of Debs mother. It did mean a lot to both of us. The past two months has been trying with the passing of two close family members.
- Jet ski has been followed up with Branch and State. Awaiting State's advice. Josh spoke re the Jetski; current one is only okay for rescues and not training. Max asked why only rescues and Josh explained mainly due to the maintenance requirements. Will consider what happens when State replies.
- No other branch call outs. Branch meeting tomorrow night. I will do from Tasmania happy for others to join if they want. Noelene said she will attend.

SECRETARY: (Noelene)

- Report emailed to Committee and attached.

TREASURER & ASSISTANT TREASURER : (Gary/Julie)

- Report emailed to Committee and attached.
- Insurance increase appears to be mainly fire service levy increase; will be paid soon if no objections. Approval given.
- \$30,000 grant - appears this will be provided.
- Waiting on Department of Sport milestone payment of \$82,000, Approval given to transfer monies from savings account if needed to make payments of \$28,700 prior to receiving the milestone payment.
- Josh asked if a term deposit could be researched for the \$150,000 in the bank account. Julie advised current interest rate is 1.5%. Discussed options of either a 6 or 12 month term deposit which could earn 4.25%. Noelene mentioned that there is an AMP account providing 5%. Agreed that interest rates be investigated and report back to next meeting.
- Triathlons – Josh/Julie/Gary to look at the payments received with a view to asking for an increase. Have been doing the water safety at these events for 7-8 years without an increase.

CLUB CAPTAIN: (Josh)

- Report attached.

VICE CLUB CAPTAIN: (Ben) – Nil

REGISTRAR: (Keren)

- Question re family membership fees. Discussed fees being \$150 for new family and \$100 for renewing family.
- Motion: That existing family membership adding an additional family member be added at no cost. That \$100 cap for existing family memberships and family group merged on SurfGuard by the Registrar. Moved: Keren Wilson Seconded: Gary Trudgett CARRIED
- Motion: That any existing family membership group who paid beyond the \$100 amount be reimbursed. Moved: Trina Jensen Seconded: Max Gunning CARRIED

TRAINING OFFICER: (Skip)

- Bronze/SRC training dates set and advertised; information/enrolment session 22/10.

IRB CAPTAIN: (Nathan)

IRB VICE CAPTAIN: (Strongy)

- Josh reported that there is a slight leak in one of the IRBs and it will be repaired this week; another IRB has been put into service.

RADIO OFFICER: (Ella)

- Radio 5 battery needs replacing. Josh to give Ella battery repairer contact details (Gerald, JetRescue).
- New base radio installed.

FIRST AID OFFICER: (Max/Thane)

- Josh advised that a new oxy bag is in the first aid room and needs to be set up; now have 3 available.
- Max said that the First Aid kits have been QR coded. Just need to scan the QR code that brings up a list of the items in the kit and the option to make a report indicating what has been used and needs replacement. Patrols need to take note of this and make sure everything is in the kit. Just follow the google form link when QR code scanned. Josh to mention this at the Patrol Captain's meeting.

JUNIOR ACTIVITIES CHAIRPERSON: (Bridget/Tegan)

- Tegan reported that the next meeting is Sunday 22/10 after nippers at the Club at approximately 11.00 am.
- U6, U7 & U8s didn't do swim proficiency today and will look at doing at the River; this is to be scheduled. Will need to keep the kids on the riverbank and not go over to the spit where shore birds are nesting. Max asked why the change in pool proficiency and Tegan explained the reasoning behind this being time, scheduling and cost; other options put forward such as rock pool or river at the bridges.

JUNIOR CLUB CAPTAIN: (Lily)

- Movie Night for cadets on 23/10 5.30 pm. Josh investigating better coverage of windows to block light. Keren to provide contact details of Cadets to Lily.

GEAR STEWARD: (Ben) - nil

HALL HIRE: (Gary)

- Deck replacement – propose replacing tiles with decking board (concrete planks); Josh explained the process of taking tiles off, waterproofing and laying the boards. Gary said approx cost \$40,000. Max asked about the possibility of extending the verandah; removal of circle; could stabilise verandah with concrete footings/posts and provide storage under as well. This would require Council approval. It was agreed to further investigate costings and colour to match existing club house colours. Noelene asked would this project take the funding away from the replacement of the radio room sliding door and upgrade to female downstairs toilet/shower area. Potentially have the \$30,000 grant as well as \$30,000 funding approved already do undertake all works.

UNIFORM OFFICER: (Jan)

- Report emailed and attached.

SAFETY OFFICER: (Skip) - Nil

WELFARE OFFICER (Trina) – Nil

MEMBER PROTECTION INFORMATION OFFICER (Trina) – Nil

BAR MANAGER: (Josh)

Looking at having a face-to-face RSA course run at the club.
Advertise for more members to help.

WEBSITE OFFICER: (Wil)

- Please provide any information such as proficiencies, fees, annual report, minutes, patrol roster dates, triathlons dates, Santa selfie dates etc that can be added to website.
- There's a What's Happening section – this is where the Newsletter pdf can be added.
- Hall Hire information – remove reference to Covid restricted numbers.
- Tegan mentioned having issues with accessing website on phone. Need to check what the problem is and Wil to see if can assist.

PUBLICITY OFFICER: (Jess)

- Will be posting more on FB. Social media is big and more presence is good and will also tag SLNSW.
- Tegan and Jess to work together to link FB pages (include relevant info on both pages); noting that the Nippers page is not an open page; invitation only.
- Concern re photos of juniors. Membership registration; there is a box to tick of no publicity allowed; Tegan to put this out to parents.
- Newsletter draft presented. Will be emailed and put on social pages. Aim is to give people more notice of events. Josh said there is a publicity@ email address. It was agreed that the newsletter is good to go out. Thane suggested printing out some copies to be displayed and available around the club/nippers.
- Talked about Instagram account and the linking of an account to the Club's FB page.
- KD Dolphins account found; approval to go ahead to link Instagram with FB (Lily has the Insta credentials).
- Jess asked for any photos to be sent to her.
- Messenger has an automated reply message that Jess is working on to remove. Noelene explained that Messenger messages are replied to by those people looking after certain areas as such Hall Hire, Nippers, Santa photos, registrations. Noelene has access to all as well and keeps a check on it.

FUNDRAISING OFFICER: (Jen)

Motion: That Jen Lloyd be appointed as Fundraising Officer

Moved: Noelene Sinclair Seconded: Trina Jensen

Accepted and CARRIED

Welcome Jen!

Proposed dates for Santa Selfies dates: 11/11 & 12/11; 18/11 & 19/11 & 25/11 with back up of 2/12 & 3/12. To start at 12.00 noon Sundays (after Nippers). Members to be given prior booking preference. Dates agreed on.

Gary, Noelene, Josh to work with Jen to set up the booking system and a volunteers list to be worked on. Santas and Santas Helpers are needed!

Motion: That 2 new Santa suits be purchased.

Moved: Trina Jensen Seconded: Noelene Sinclair

CARRIED

GENERAL BUSINESS:

- Thane – some surf club emails are going to Spam folder. Reminder for members to check their junk or spam folders as strangely some emails get through and some don't.
- Infrastructure Grant – it was agreed not to submit an application this year. Project for decking beyond the grassy knoll needs more work; Council approval etc and will leave for this year's round of grants. Noelene to advise Leah Hill.
- Sunday Arvos @ The Surfie – first date available due to Sunday bookings is 26/11 Gary advised. Gary to send dates to Jess and Noelene. Bookings have priority. (Unable to do suggested Halloween themed Sunday @ on 29/10 due to prior club booking).
- Club Calendar. Jess coordinating. Junior calendar available; Josh put on the screen. It was felt not to include all the nipper information in the Club calendar as it will be overwhelming; just include the major events. All dates to be provided to Jess.
- Jan emailed agenda item proposing to order a paver acknowledging Nathan Foster, SLSNSW Masters Athlete of the Year. Ben suggested that pavers be ordered once a year and presented at Presentation Night. Motion: That a paver be ordered now for Nathan Foster, SLSNSW Masters Athlete of the Year 2022 2023 and in future pavers be ordered once a year for presentation at Presentation Night.
Moved: Trina Jensen Seconded: Noelene Sinclair CARRIED Ben to order the paver.
- Jan re Patrol 3 concern that no IRB driver for last hour of patrol. Josh spoke to other patrol members and said he felt it was ok for them to leave as they were not many people in the water. Aware that there is a need for more patrol members and working on this.
- Max said he was concerned about the serious allegations made by Jan at the last meeting; allegations made with no proof given when asked. He expressed that allegations made need to be backed up straight away with proof. Trina spoke on this advising that Brett and Trina will be meeting with Jan, Ken and Skip very soon to address these concerns.
- Lily – re boosting patrols with cadets. Josh to provide list of patrols and dates.
- Ella – offered to help with training for courses, bronze etc. Will let Skip know.
- Thane – Life jackets are all numbered and need to be put back on hooks. Jess said they are in order as per Surfguard; this area is not a dump area; request that things be put away after use.
- Wil – asked for previous Minutes to be provided to put on website. (Noelene to check what needed and provide).

Meeting closed: 5:54 pm

Next Club meeting is scheduled for 19 November 4.00 pm
Zoom available (please advise if you need it)

Reports and financials on following pages.

KDSLSC - Secretary Report – October 2023

Incoming mail:

- Telstra tax invoice \$107.19
- Ampol Statement for August \$204.44
- Transport – renewal notice for P83825 ATA BXT
- Westpac x 3 statements

Emails:

South Coast Branch

- 2023-24 JAC Pre-Season Presentation SC Branch - 4/10 7.00 pm
- Introduction of new Branch Admin Officer – Belinda Funnell and request for Club Carnival dates. To date only date provided is 4/11 Sydney Water. Any others?
- Upcoming Club Executive Training Courses
- Reminder to finish Compliancy by 31/10; Annual Report & Financials
- Branch Support Service RWC replacement

SLSNSW

- Club Mail
- Award Distribution Preferences 2023/24 – Jotform completed indicating preferred option is via email direct to Member
- ASC Local Sporting Champions Program and ASC Local Para Champions Program – applications close 31/10/23.
- AUS Surf Life Saving - SLSA National Insurance Renewals
- NSW Community Building Partnership grants – open 2/10 and close 27/10/23. This program offers funding between \$5,000 and \$150,000 (average grant awarded is \$20,000) for: Capital works including construction of new community infrastructure as well as refurbishment, repair and maintenance of existing community infrastructure; The purchase of freestanding equipment: The purchase of vehicle(s) e.g. cars, buses, trucks, trailers, rescue vehicles incl. boats and modifications to existing vehicles.

Office of Sport

- Child Safeguarding and the Law – Sport Integrity Australia webinar 12/10 12.30-1.30 pm

KDSLSC:

- Slushy mix ordered, paid and invoice received \$606.00
- To Katelin McInerney re grant monies process; Gary liaising with Govt bodies
- To Committee re October meeting attaching Secretary report and draft Agenda, Treasurer Report & September minutes; updated agenda & Uniform Officers report.
- Various emails re assistance needed for membership registration, hall hire, Annual Report, AGM minutes, Patrol Roster, roof updates, publicity.
- Gary re balcony tiling
- Jan re Uniform assistant (Bel Wallace) access to building and uniform storeroom. Approval given. Request for KD logo for Fashion Fish uniform items; logo provided.
- Order placed with Teamz for jackets for the recipients of the 2022/23 major awards.
- To Management Committee – Welcome to the 2023/24 Season email with Constitution and reference to Policies and Position Descriptions on the Club's website and other information.

Any questions or if you wish further information regarding any email, please email secretary@kiamadownssurf.com and I will provide. Thanks! Noelene

Treasurers Report – October 2023

Items from September Meeting:

1. Hall maintenance WIP
2. Professional Cleaner engaged - not started yet pending roof project completion

Bank Accounts and Accounting as at 13 October 2023:

1. Savings Account Balance \$151,005
2. Capital Expenditure Account Balance \$21,160
3. Cheque account has a balance of \$7,550
4. Refer attached report for Actuals vs Budget year to date
5. Refer attached report for Profit and Loss year to date
6. Mail In: Invoices associated with expenses paid (via email)
7. Accounts paid 13 September 2023 – 13 October 2023 total **\$38,550** - refer attached Bill Payment List for details and breakdowns of large expenditure items related to the Major Roof Project currently underway.

Other items for management awareness:

1. NSW Premiers Office Grant (LSCA) - \$30k submission pending quote for deck & amenities
2. Insurance invoice received from March. \$1k per annum increase from previous year primarily due to full year of Patrol Tower coverage and FSL tax
3. Office of Sport Grant payment of \$82,500 expected shortly which will cover the outgoing invoices from the Roof Project Contractors.
4. Beach Safety and Equipment Fund applied for and expect \$11,000 grant to be paid shortly.

Club Captain Report – October 2023

Patrols

Patrols started 23rd September 2023

Patrol roster has been sent out, a few patrols that are light on and we are working to fill them. If we can't fill them we will have to reduce to 8 patrols.

Looking at working with Cadets to help the smaller patrols with some training days when these patrols are on.

Patrol Captains meeting still to be held.

Triathlons

There will be 7 this year and another great way to raise funds for the club.

Sand and Sea and Little Husky coming up in the next month.

Link below for the volunteers list:

https://docs.google.com/spreadsheets/d/1DyWlq6PHkXMKaZIF6mwvoXu_-2s5paxQuRO6G82GKYM/edit?usp=sharing

Carnival - Sydney Water

Saturday 4th November

Carnival to do list has been drawn up and will forward to all members and encourage them to help out.

Cadets working on helping as well.

Link below for the volunteers list:

<https://docs.google.com/spreadsheets/d/1xCw8HQviF9zThiN9d0vOv9KcWlqNiqy2n37zf-ftGlo/edit?usp=sharing>

Proficiencies

There is an online component again this year, as well as the usual on the beach component.

Will be looking at completing the practical proficiencies in November.

Uniform Officer Report – 15th October, 2023

The new design Swimwear and Hooded Towels have arrived and will be distributed to those members who have placed an order. Additional orders will be sent through to Fashion Fish on a weekly basis.

Total uniform sales to date are \$4,773.18 (ex GST). This includes sales of Rash shirts, competition singlets, competition caps, new season swimwear and Hooded Towels.

I would like to thank Bel Wallace for all the assistance she has given looking after the Uniform Store in my absence. It has been an amazing effort to distribute all the orders to members. Thank you so much Bel, your help is really appreciated.

Payable Invoice Summary

Kiama Downs Surf Lifesaving Club Inc

For the period 13 September 2023 to 13 October 2023

Status contains Paid

INVOICE DATE	CONTACT	REFERENCE	GROSS	GST	COST CENTRES
14 Sep 2023	Telstra Corporation	September 2023	107.19	9.74	Management & Administration
15 Sep 2023	Square	Surf Club Square and Other Fees on 15 September 2023	11.14	1.01	
15 Sep 2023	Lifts for Life	14235	434.50	39.50	Surf Club Repairs & Maintenance
17 Sep 2023	Square	Surf Club Square and Other Fees on 17 September 2023	42.24	4.13	
20 Sep 2023	Square	Surf Club Square and Other Fees on 20 September 2023	2.84	0.26	
20 Sep 2023	Refresco Australia Pty Ltd	SIN686556	320.94	17.22	Bar
21 Sep 2023	Square	Surf Club Square and Other Fees on 21 September 2023	1.32	0.12	
21 Sep 2023	Kiama Municipal Council	Invoice 425191	39.00	3.55	Management & Administration
22 Sep 2023	Square	Surf Club Square and Other Fees on 22 September 2023	3.49	0.31	
24 Sep 2023	Square	Surf Club Square and Other Fees on 24 September 2023	19.03	1.75	
24 Sep 2023	Douglas Builders	2311	21,798.41	1,981.67	Major Building Improvements
25 Sep 2023	Thundercat Inflatables Pty Ltd	280923	3,740.00	340.00	
26 Sep 2023	Square	Surf Club Square and Other Fees on 26 September 2023	0.95	0.09	
26 Sep 2023	Kracka Racing Surfcraft Pty Ltd	INV-17456	165.00	15.00	Surf Club Repairs & Maintenance
27 Sep 2023	Square	Surf Club Square and Other Fees on 27 September 2023	1.10	0.10	
28 Sep 2023	Kracka Racing Surfcraft Pty Ltd	INV-17479	6,975.00	634.09	New Equipment
29 Sep 2023	Square	Surf Club Square and Other Fees on 29 September 2023	32.70	2.98	
30 Sep 2023	Square	Surf Club Square and Other Fees on 30 September 2023	4.84	0.44	
2 Oct 2023	Jarrold Barnes	Invoice #5	1,820.00	-	Major Building Improvements
2 Oct 2023	Square	Surf Club Square and Other Fees on 02 October 2023	0.24	0.02	
3 Oct 2023	Square	Surf Club Square and Other Fees on 03 October 2023	5.63	0.51	
3 Oct 2023	South Coast Branch NSW Surf Life Saving Australia Inc.	INV-0065	504.00	-	
5 Oct 2023	Square	Surf Club Square and Other Fees on 05 October 2023	6.03	0.55	
6 Oct 2023	Square	Surf Club Square and Other Fees on 06 October 2023	3.75	0.34	
7 Oct 2023	Square	Surf Club Square and Other Fees on 07 October 2023	1.43	0.13	
9 Oct 2023	Square	Surf Club Square and Other Fees on 09 October 2023	2.64	0.24	
9 Oct 2023	Xero Australia Pty Ltd	INV-30923327	32.50	2.95	Management & Administration
11 Oct 2023	Square	Surf Club Square and Other Fees on 11 October 2023	5.11	0.47	

Payable Invoice Summary

11 Oct 2023	Fashion Fish Designs	INV-22117	2,469.00	224.45	Uniforms
Total			38,550.02	3,281.62	

Budget Vs Actuals

Kiama Downs Surf Lifesaving Club Inc For the year ended 30 June 2024

	ACTUAL	BUDGET	VARIANCE	
Trading Income				
Bar Sales	14,835.84	35,004.00	(20,168.16)	↓
Hall Hire Sales	4,661.66	25,008.00	(20,346.34)	↓
Interest Income	663.56	1,500.00	(836.44)	↓
Membership	8,306.01	10,008.00	(1,701.99)	↓
Other Revenue	456.66	-	456.66	↑
Square Discounts	(477.29)	-	(477.29)	↓
Triathlons	-	15,000.00	(15,000.00)	↓
Uniform Sales	2,463.95	5,508.00	(3,044.05)	↓
Total Trading Income	30,910.39	92,028.00	(61,117.61)	
Gross Profit	30,910.39	92,028.00	(61,117.61)	
Other Income				
Donations	360.00	14,004.00	(13,644.00)	↓
Fundraising	-	1,008.00	(1,008.00)	↓
Grants	85,000.00	187,008.00	(102,008.00)	↓
KMC Patrol Service Agreement	1,000.00	1,008.00	(8.00)	↓
Total Other Income	86,360.00	203,028.00	(116,668.00)	
Operating Expenses				
Affiliation & Licensing Fees	2,294.24	1,500.00	794.24	↑
Applications and Website	-	504.00	(504.00)	↓
Bank Fees	50.36	300.00	(249.64)	↓
Bar Expenses	4,567.97	20,004.00	(15,436.03)	↓
Building Improvements	53,035.73	219,000.00	(165,964.27)	↓
Cleaning	787.46	-	787.46	↑
Competition Entry Fees	4,322.17	7,008.00	(2,685.83)	↓
Consulting & Accounting	900.00	3,300.00	(2,400.00)	↓
First Aid	1,222.97	1,500.00	(277.03)	↓
Freight & Courier	521.77	504.00	17.77	↑
Fuel & Motor Maintenance	-	1,500.00	(1,500.00)	↓
General Equipment (under \$1k)	200.00	1,512.00	(1,312.00)	↓

	ACTUAL	BUDGET	VARIANCE
Hall Hire Expenses	-	10,008.00	(10,008.00) ↓
Insurance	10,023.87	22,008.00	(11,984.13) ↓
IRB Equipment and Repairs	3,657.50	2,700.00	957.50 ↑
Member Social Events	5,084.09	14,064.00	(8,979.91) ↓
New Equipment (over \$1k)	7,863.64	14,004.00	(6,140.36) ↓
Office Expenses	202.36	-	202.36 ↑
Online Accounting Software	250.90	600.00	(349.10) ↓
Patrol Equipment (under \$1k)	-	2,004.00	(2,004.00) ↓
Patrol Lunches	150.09	2,004.00	(1,853.91) ↓
Printing & Stationery	31.82	504.00	(472.18) ↓
Repairs and Maintenance	2,139.78	4,608.00	(2,468.22) ↓
Square Fees	282.44	1,008.00	(725.56) ↓
Telephone & Internet	265.07	4,008.00	(3,742.93) ↓
Uniforms and Apparel	6,797.28	7,212.00	(414.72) ↓
Vehicle Registration	140.31	708.00	(567.69) ↓
Total Operating Expenses	104,791.82	342,072.00	(237,280.18)
Net Profit	12,478.57	(47,016.00)	59,494.57