



Kiama Downs SLSC

MINUTES

16 June 2024 4.00 pm

Meeting opened: 4.04pm

ATTENDANCE: Ben Woods, Brett Schweitzer, Josh Douglas, Trina Jensen, Noelene Sinclair

APOLOGIES: Julie Greenfeld, Gary Trudgett, Lily Gazzard, Ella Cleal-Cook

PREVIOUS MINUTES: May minutes accepted

Moved: Trina Jensen

Seconded: Josh Douglas

Carried

BUSINESS ARISING FROM MINUTES:

- Brett Schweitzer accepted to attend the Lifesaving Conference on 27 July

COMMITTEE MEMBER REPORTS:

PRESIDENT: (Brett)

- Met with Gareth Ward MP and photo taken for the verandah tiles funding and discussed the next project being the deck and he was very supportive; just need to get Council support/approvals to start moving forward to apply for a grant.
- Branch meeting attended; nominations for Branch Awards done and Josh is the Club delegate for voting on awards; next Branch meeting is 17/6.
- Pleased to note that the \$8000 was received for Compliance from SLSNSW. Proud to report that the Club continues to provide what is required to meet compliance.
Thank you to Julie Greenfeld for the work she has done to ensure compliancy.

VICE PRESIDENT: (Trina)

Nil

SECRETARY: (Noelene) Report emailed to Committee – see page 4

TREASURER: (Gary) Report emailed to Committee – see page 5

- Main focus over the next 2 weeks is EOFY preparation including stocktake, financing transactions and next FY budget
- Extend many thanks to Julie Greenfeld for the ACNC outcome; payment was received from SLSNSW; greatly appreciate Julie's exceptional work on this

- Kiama Municipal Council credit from unused insurance \$2803.34. Council resolved at its meeting held on 21 May 2024, to waive 50% of the 2022/23 Building Insurance costs that have been charged, and that no further Building Insurance costs will be charged, until Council's review of the Lease Policy and associated agreements is completed to better resolve this issue.

ASSISTANT TREASURER : (Julie) Report emailed to Committee – see page 5

CLUB CAPTAIN: (Josh)

- Beach vehicle battery replaced and invoice sent to Treasurer
- Considering ideas for 100% patrolling gift; Brett asked if a shirt is being considered, could the indigenous print be incorporated on a sleeve, for example
- Branch Presentation Night is being held on 10 August; the same date as ours. Discussed need to change. Decided to change ours to Friday 9 August 6.00 pm - to be a Cocktail party and AGM to remain Sunday 11 August 10.00 am

VICE CLUB CAPTAIN: (Ben)

Nil

REGISTRAR: (Keren)

Nil

TRAINING OFFICER: (Skip)

Nil

IRB CAPTAIN: (Nathan)

Nil

VICE IRB CAPTAIN: (Strongy)

Nil

RADIO OFFICER: (Ella)

Nil

FIRST AID OFFICER: (Max/Thane)

Nil

JUNIOR ACTIVITIES CHAIRPERSON: (Ben Woods)

- SLSNSW Nipper Review. Ben attended the Town Hall to discuss ways to increase Nipper program engagement and satisfaction and Junior Membership retention and growth across NSW. Extensive discussed took place and they will coordinate the information and go from there.
- Josh to organise a meeting with Ben in coming weeks to discuss JAC role and the next season. Brett mentioned that the issue of patrols being available at the start of nippers. Josh mentioned patrol captains weren't keen to start the whole patrol the hour earlier; this needs more discussion and links in with the patrol agreement hours.
- Ben asked if consideration could be given to provision of some form of "thank you" to Age Managers; discussed possibility of providing dinner with the Age Manager training and social events for them and other volunteers. This is to be given more consideration.

JUNIOR CLUB CAPTAIN: (Lily)

- Had put out an expression of interest form for the cadets helicopter experience only one cadet responded Leithan Wallace. Dave from Kiama SLSC has been in contact about maybe doing a joint visit so I have emailed him back asking if Leithan can attend with Kiama SLSC. I will let Jake know.

PUBLICITY OFFICER: (Jess)

Nil

GEAR STEWARD: (Ben)

Nil

HALL HIRE: (Gary)

Nil

UNIFORM OFFICER: (Jan)

Nil

Noelene mentioned that Jan has provided the Uniform Officer report for the Club's Annual Report 2023-2024

SAFETY OFFICER: (Skip)

Nil

WELFARE OFFICER: (Trina)

Nil

MEMBER SERVICES: (Noelene)

Nil

MEMBER PROTECTION INFORMATION OFFICER: (Trina)

Nil

BAR MANAGER: (Josh)

- Stocktake to be done.

WEBSITE OFFICER: (Wil)

Nil

PUBLIC OFFICER: (Josh)

Nil

FUNDRAISING: (Jen)

Nil

GENERAL BUSINESS:

- Noelene: Committee member reports & photos for 2023-2024 Annual Report; please email to Noelene asap
- Noelene: Facebook accounts access updated to include Ben, JAC and delete those not needing access for next season

Meeting closed: 4:38 pm

Next Club Meeting: Sunday 21 July 2024 4.00 pm (every 3rd Sunday of the month)
Zoom can be made available, please advise if you require it.

KDSLSC - Secretary Report – 16 June 2024

Incoming post office mail: Nil

Emails:

South Coast Branch

- 2023-2024 South Coast Branch Awards of Excellence nominations forms – reminder nominations **close midnight 7 June**
- Removal of Nipper Age Award as a prerequisite for competition participation

SLSNSW

- Club Mail
- Club Compliance/Financial Report and \$8000 payment

Office of Sport:

- Changes in way to submit tax invoices

KDSLSC:

- To Jan advising Uniform outcomes as per May minutes
- From Ben – apologies for not getting to meeting as held up at Surf comp
- Meeting notices, minutes, Secretary's Report
- To members and Committee re Branch Awards of Excellence – request for nominations; from Brett the Club of the Year nomination received
- To Committee requesting end of season reports for Annual Report; Uniform Officer's report received; no others to date
- From Julie re Uniform credit; enquiry sent to Josh
- From Julie re email from Kiama Council re Building Insurance credit

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

Treasurers Report – June 2024

Items from May Meeting:

1. NIL

Bank Accounts and Accounting as at 10th June 2024:

1. Savings Account Balance **\$152,128.**
2. Capital Expenditure Account Balance **\$1,770**
3. Cheque account has a balance of **\$70,146**
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 15th May – 10th June total **\$473** - refer attached Bill Payment List for details and breakdowns of large expenditure items.

Other items for management awareness:

1. Payment from Elite Energy of Penrith – awaiting total for invoice
2. EOFY planning:
 - Uniforms stocktake
 - Bar/cool room stocktake
 - All invoices and expense claims submitted to Treasurer for processing
 - FY reporting and audit scheduled with Norris Accountants
 - Asset depreciation review
3. Kiama Municipal Council credit from unused insurance \$2803.34.

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Budget Vs Actuals

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

	ACTUAL	BUDGET	VARIANCE	
Trading Income				
Bar Sales	35,538.97	35,004.00	534.97	↑
Hall Hire Sales	21,067.64	25,008.00	(3,940.36)	↓
Interest Income	2,065.57	1,500.00	565.57	↑
Membership	17,416.01	10,008.00	7,408.01	↑
Other Revenue	297.60	-	297.60	↑
Square Discounts	(1,312.77)	-	(1,312.77)	↓
Square Sales	1,043.18	-	1,043.18	↑
Triathlons	16,890.91	15,000.00	1,890.91	↑
Uniform Sales	11,160.16	5,508.00	5,652.16	↑
Total Trading Income	104,167.27	92,028.00	12,139.27	
Gross Profit	104,167.27	92,028.00	12,139.27	
Other Income				
Donations	11,099.20	14,004.00	(2,904.80)	↓
Fundraising	3,563.84	1,008.00	2,555.84	↑
Grants	139,000.00	187,008.00	(48,008.00)	↓
KMC Patrol Service Agreement	1,000.00	1,008.00	(8.00)	↓
Total Other Income	154,663.04	203,028.00	(48,364.96)	
Operating Expenses				
Affiliation & Licensing Fees	3,956.01	1,500.00	2,456.01	↑
Applications and Website	123.11	504.00	(380.89)	↓
Bank Fees	172.40	300.00	(127.60)	↓
Bar Expenses	13,805.71	20,004.00	(6,198.29)	↓
Building Improvements	160,682.23	219,000.00	(58,317.77)	↓
Cleaning	4,337.98	-	4,337.98	↑
Competition Entry Fees	7,956.70	7,008.00	948.70	↑
Consulting & Accounting	1,230.00	3,300.00	(2,070.00)	↓
First Aid	1,222.97	1,500.00	(277.03)	↓
Freight & Courier	1,593.65	504.00	1,089.65	↑
Fuel & Motor Maintenance	534.60	1,500.00	(965.40)	↓

	ACTUAL	BUDGET	VARIANCE	
General Equipment (under \$1k)	336.13	1,512.00	(1,175.87)	↓
Hall Hire Expenses	1,394.82	10,008.00	(8,613.18)	↓
Insurance	17,575.35	22,008.00	(4,432.65)	↓
IRB Equipment and Repairs	8,467.79	2,700.00	5,767.79	↑
Member Social Events	11,348.90	14,064.00	(2,715.10)	↓
New Equipment (over \$1k)	27,245.45	14,004.00	13,241.45	↑
Office Expenses	1,125.98	-	1,125.98	↑
Online Accounting Software	944.43	600.00	344.43	↑
Patrol Equipment (under \$1k)	2,370.00	2,004.00	366.00	↑
Patrol Lunches	2,415.20	2,004.00	411.20	↑
Printing & Stationery	126.11	504.00	(377.89)	↓
Repairs and Maintenance	7,080.57	4,608.00	2,472.57	↑
Square Fees	1,011.56	1,008.00	3.56	↑
Telephone & Internet	971.71	4,008.00	(3,036.29)	↓
Uniforms and Apparel	12,914.33	7,212.00	5,702.33	↑
Vehicle Registration	316.08	708.00	(391.92)	↓
Total Operating Expenses	291,259.77	342,072.00	(50,812.23)	
Net Profit	(32,429.46)	(47,016.00)	14,586.54	

Payable Invoice Summary

Kiama Downs Surf Lifesaving Club Inc
For the period 15 May 2024 to 10 June 2024

Status contains Paid

INVOICE DATE	CONTACT	REFERENCE	GROSS	GST	COST CENTRES
15 May 2024	Square	Surf Club Square and Other Fees on 15 May 2024	4.36	0.40	Management & Administration
23 May 2024	Square	Surf Club Square and Other Fees on 23 May 2024	3.30	0.30	Management & Administration
26 May 2024	Service NSW	Z39558 - IRB Trailer	75.00	-	Management & Administration
29 May 2024	Anne Gardener	71	275.00	-	Management & Administration
30 May 2024	Square	Surf Club Square and Other Fees on 30 May 2024	1.10	0.10	Management & Administration
30 May 2024	ATO	Q3 BAS	105.00	-	Accounting
31 May 2024	Square	Surf Club Square and Other Fees on 31 May 2024	4.40	0.40	Management & Administration
2 June 2024	Square	Surf Club Square and Other Fees on 02 June 2024	2.42	0.22	Management & Administration
7 June 2024	Square	Surf Club Square and Other Fees on 07 June 2024	1.10	0.10	Management & Administration
8 June 2024	Square	Surf Club Square and Other Fees on 08 June 2024	1.54	0.14	Management & Administration
Total			473.22	1.66	

Profit and Loss

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

2024

Trading Income

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Other Revenue	297.60
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Triathlons	16,890.91
Uniform Sales	11,160.16
Total Trading Income	104,167.27

Gross Profit

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Grants	139,000.00
KMC Patrol Service Agreement	1,000.00
Total Other Income	154,663.04

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Freight & Courier	1,593.65
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Patrol Equipment (under \$1k)	2,370.00
Patrol Lunches	2,415.20

2024

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Repairs and Maintenance	7,080.57
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Total Operating Expenses	291,259.77
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