



Kiama Downs SLSC

Minutes

17 March 2024

Meeting opened: 4:08 pm

ATTENDANCE: Lily Gazzard, Josh Douglas, Gary Trudgett, Skip Guy, Noelene Sinclair

APOLOGIES: Brett Schweitzer, Trina Jensen, Bob Sinclair, Trina Jensen, Ella Cleal Cook, Jan Horspool, Jen Lloyd, Wil Orellana, Julie Greenfeld

PREVIOUS MINUTES: February minutes to be accepted

Moved: Gary Trudgett

Seconded: Noelene Sinclair

Carried

BUSINESS ARISING FROM MINUTES:

- Sydney Northern Beach tax invoice – was meant for Kiama not KD

COMMITTEE MEMBER REPORTS:

PRESIDENT: (Brett) – Nil

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

ASSISTANT TREASURER : (Julie) Report emailed to Committee

- \$20,000 used for 2 new IRBs
- Gary to talk to Accountant (Steve Norris) to sort a couple of things (PNL and roof grant).
- Josh mentioned that a new beach vehicle will be required in the near future to replace "Jane". Have had her for 5 years. Something to be considered.

SECRETARY: (Noelene) Report emailed to Committee (see page 6)

CLUB CAPTAIN: (Josh) – (see page 7)

- IRB repairs undertaken – thanks to Strongy.
- 7/8 April – Penrith Triathlon at the Regatta Centre – working on getting volunteers.

VICE CLUB CAPTAIN: (Ben)

- Nil to report

TRAINING OFFICER: (Skip)

- A few people finishing up their training
- 1st Aid course and ART and Patrol Captains courses to be held
- Jetski training starts Sunday 24/3 9.30 am – 15 hours of training; over 5 weeks roughly

REGISTRAR: (Keren)

- Josh reported that there will be 1 member transferring into the Club; an Army officer who will be on a patrol; proficiency undertaken yesterday.

IRB CAPTAIN: (Nathan)

- Nil to report

VICE IRB CAPTAIN: (Strongy)

- Josh reported that 2 new IRBs arrived
- Discussed retention of solid hulls and more discussion needed to sort what IRBs to move on and retain.

RADIO OFFICER: (Ella)

- Nil to report

FIRST AID OFFICER: (Max/Thane)

- Max will be looking at the first aid kits.

JUNIOR ACTIVITIES CHAIRPERSON: (Bridget/Tegan)

- Skip/Josh reported – Presentation and AGM to be held in April; need to work on getting replacement JAC and Age Managers as some won't be returning Lily reported.
- Skip reported that Mischa Boniface did very well at State. He will provide some information to be publicised.

JUNIOR CLUB CAPTAIN: (Lily)

- Plans to hold one more movie night late March/early April and an end of season event in May.
- Will be standing down this year and will be nominating Archie Weir and Polly Gazzard for the role. Noelene thanked Lily for staying in the position for 3 years acknowledging how she has grown a lot of confidence in the role and having continuity in the role has proven very successful. Lily said Archie and Polly are both on Patrol 2.

PUBLICITY OFFICER: (Jess)

- Nil to report

GEAR STEWARD: (Ben)

- Nil to report

HALL HIRE: (Gary)

- Lull in hall hires between 14 June – 20 August and feel it is an opportunity to undertake the balcony repairs; 2 week period needed and need to let regular week day hirers know.
- Skip asked what is to be finished off with the works around the building; Josh said the gutters. Skip asked what type of boards on the balcony and it was confirmed that it will be decking to the tiled stepped up area and then that area re-tiled.

UNIFORM OFFICER: (Jan) – Nil

- Dri deck parka available for order

SAFETY OFFICER: (Skip)

- Handrail outside radio room on deck was reported as loose. Report from Jan & Ken that a boy was climbing on it at a function; no injury reported. Railing has been secured.

WELFARE OFFICER: (Trina)

- Nil to report

MEMBER SERVICES: (Noelene)

- Nil to report

MEMBER PROTECTION INFORMATION OFFICER: (Trina)

- Nil to report

BAR MANAGER: (Josh) – (see page 7)

- RSA course has been investigated; face to face is not easy and too expensive to do a class style course. Looking at a group online course that can be completed in one sitting. Will get someone to trial it. There is one for \$120 that can be done in one sitting.
- Gary said he raised the paying of staff with Steve Norris and will follow this up with possibility of introducing next year.
- Bar fridge – Josh spoke to Bottlemart person and will set a time to meet with him to see what repairs can be done.

WEBSITE OFFICER: (Wil)

- Nil to report

PUBLIC OFFICER: (Josh)

- Nil to report

FUNDRAISING: (Jen)

- Nil to report

GENERAL BUSINESS:

- Request for roller blinds from Angie De Battista, hall hire regular and offer of a donation towards the cost.
Could get a quote from Bombo Blinds but the 3 small blinds provided by them were costed at \$600; therefore the door blinds would be very expensive. Potentially only 1 hour a week needed and then for training which requires a full block out which roller blinds won't do. Discussed options and how the view is the selling point of hiring; damage and maintenance of blinds considered.
Agreed to go ahead with \$450 block out blinds on rods that can be put up and down when needed. Noelene to respond to Angie.
- Trophy cabinet installed and looks great. There will be an illuminated sign and logo on top.
- Club Presentation/AGM – date proposed for Saturday 10 August for Presentation 6.00 pm and Sunday 11 August for AGM 10:00 am Any major clashes? Feedback please.
- Deck project – 20 July – 11 August weekends booked out. Whilst the tiling area being worked on it was proposed that stairs from the deck to the grassed area be installed. Discussion took place; there will be a lockable gate; security covered; patrol to use; used by some functions; not an emergency exit; will need Council approval; further discussion through Club members. Josh to draft sketch. It was agreed that concept is good and more consultation needed with members (patrol members) and Council.
- It was confirmed that the tiled area replacement is with decking that is concrete plank – Hardy's which is fit for purpose. The plank will go up to the stepped up tiled area and this area re-tiled. Colours to be decided. Lily suggested lighter rather than darker colour to reflect the sun.
- Branch and Club Awards. Lily said she has a candidate for Cadet of the Year. Nomination process to go out to members.
- End of patrol season/start of IRB season function – Confirmed this will be Saturday 4 May. Details to follow via a newsletter to members.

- Josh will be sending out a notice to Patrol Captains.

Meeting closed: 5:09 pm

Next Club Meeting: Sunday 21 April 2024 4.00 pm (school holidays)
(every 3rd Sunday of the month)

Zoom can be made available, please advise if you require it.

Treasurer, Secretary & Club Captain reports on following pages:

Treasurers Report – February 2024

Items from February Meeting:

1. NIL

Bank Accounts and Accounting as at 12th March 2024:

1. Savings Account Balance **\$151,794.**
2. Capital Expenditure Account Balance **\$1,796**
2 x IRBs final payments \$19,600 made from Capital Account.
3. Cheque account has a balance of **\$51,969.**
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 13th Feb 2024 – 12th Mar 2024 total **\$9,049** - refer attached Bill Payment List for details and breakdowns of large expenditure items.

Other items for management awareness:

1. NSW Premiers Office Grant (LSCA) - \$30k submission for balcony complete. Quote received from Douglas Builders for \$45k, including the hybrid decking finish discussed at the October management meeting. If grant successful, club to cover \$15k from savings and leaving \$15k for patrol room sliding door and male/female shower partitions: Grant of \$30,000 was successful
UPDATE: Monies received on 2nd Feb 24
2. Office of Sport Grant :Final Milestone 4 closure report submitted, signage installed, as per Grant guidelines before the final \$15k payment. Expenses tracking to \$150k grant budget.
UPDATE: Monies received on 19th Feb 24
3. Payment from Elite Energy of Batemans Bay and Big Husky – yet to submit invoice to Supplier.
4. Payment received on 21st Feb 24 from SLSNSW for Annual Compliance Grant of \$8000.

KDSLSC - Secretary Report – 17 March 2024

Incoming mail:

- Australia Post – Annual PO box renewal \$233 if paid by 31/3/24
- Westpac – notice of change in bank accounts
- Transport NSW – vehicle registration expiration notice – 5757M

Emails:

South Coast Branch

- Branch meeting notice, agenda and prev minutes
- President's report & State Council meeting
- Trans-gender fact sheet
- Charity Fundraising Number Applications due
- RWC training courses
- IRB crew training at Shellharbour – 23/24 March

SLSNSW

- Club Mail
- Albert Program – 13 & 14 April
- 23/24 Annual Compliance Grant Distribution
- Sydney Northern Beaches statement (incorrectly sent to KD – meant for Kiama)
- 1 silver medallion (Thane Irvine) and 2 IRB Driver medallions (Nick Mulholland & Blake Shanahan)

KDSLSC:

- To those who received 100% patrol requesting they collect their towel from the radio room
- Jan & Executive re dri deck parkas
- A few emails re patrol swap requests
- Skip re new SRC members joining patrols
- Meeting notices, minutes and Treasurer's Report
- Angie De Battista requesting roller blinds for the upstairs glass doors
- To Accounts/Emma at Gregory Scaffolding – thank you letter for donation (email bounced)

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

Club Captain Report – March 2024

Patrols

Patrols going well

Easter coming up with people swapping. Will check to ensure that all patrols will have enough numbers. Will have an RWC roster for this weekend as well.

New members joining patrols which is helping numbers.

IRB repairs have been made, thanks for that, one small leak still on one IRB, but not major.

Triathlons

Big Husky went very well, thank you to those that helped.

Smith Family Challenge at Sussex Inlet also went well, thank you to those helpers.

One more to go in Penrith, working on that.

Junior AGM

Looking at a date in April

Bar Manager Report – March 2024

RSA Course

It is very expensive to have a face to face course

I have found an online course that I believe can be completed in one session then it gets mark. Will trial this course to see if we could do it at the Surf Club as a group.

Bar fridge – I have spoken with contact from Bottlemart, will arrange a time for him to look at the fridge.

General Business

Curtains for windows

Email from a class requestion to put blinds on entire windows?

Approx \$600 for cable that can be used for hall hirees and hang our curtains.

Trophy cabinet

Installed

Training

1st Aid / ART course

Looking at one in next few weeks for our members

Patrol Captains

Looking at one in next month for our members

RWC Training

Kicking off next Sunday 24th March at 9am.

Budget Vs Actuals

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

| | ACTUAL | BUDGET | VARIANCE | |
|------------------------------|-------------------|-------------------|--------------------|---|
| Trading Income | | | | |
| Bar Sales | 32,003.39 | 35,004.00 | (3,000.61) | ↓ |
| Hall Hire Sales | 16,132.16 | 25,008.00 | (8,875.84) | ↓ |
| Interest Income | 1,548.46 | 1,500.00 | 48.46 | ↑ |
| Membership | 17,496.01 | 10,008.00 | 7,488.01 | ↑ |
| Other Revenue | 297.60 | - | 297.60 | ↑ |
| Square Discounts | (1,258.22) | - | (1,258.22) | ↓ |
| Square Sales | 1,043.18 | - | 1,043.18 | ↑ |
| Triathlons | 7,500.00 | 15,000.00 | (7,500.00) | ↓ |
| Uniform Sales | 11,343.80 | 5,508.00 | 5,835.80 | ↑ |
| Total Trading Income | 86,106.38 | 92,028.00 | (5,921.62) | |
| Gross Profit | 86,106.38 | 92,028.00 | (5,921.62) | |
| 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 | 2,560.24 | 1,500.00 | 1,060.24 | ↑ |
| Applications and Website | 123.11 | 504.00 | (380.89) | ↓ |
| Bank Fees | 172.18 | 300.00 | (127.82) | ↓ |
| Bar Expenses | 9,514.50 | 20,004.00 | (10,489.50) | ↓ |
| Building Improvements | 160,682.23 | 219,000.00 | (58,317.77) | ↓ |
| Cleaning | 3,206.17 | - | 3,206.17 | ↑ |
| Competition Entry Fees | 5,703.99 | 7,008.00 | (1,304.01) | ↓ |
| Consulting & Accounting | 1,120.00 | 3,300.00 | (2,180.00) | ↓ |
| First Aid | 1,222.97 | 1,500.00 | (277.03) | ↓ |
| Freight & Courier | 1,570.01 | 504.00 | 1,066.01 | ↑ |
| 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 | 312.39 | 10,008.00 | (9,695.61) | ↓ |
| Insurance | 17,575.35 | 22,008.00 | (4,432.65) | ↓ |
| IRB Equipment and Repairs | 7,837.50 | 2,700.00 | 5,137.50 | ↑ |
| Member Social Events | 9,936.11 | 14,064.00 | (4,127.89) | ↓ |
| New Equipment (over \$1k) | 27,495.45 | 14,004.00 | 13,491.45 | ↑ |
| Office Expenses | 1,125.98 | - | 1,125.98 | ↑ |
| Online Accounting Software | 667.15 | 600.00 | 67.15 | ↑ |
| Patrol Equipment (under \$1k) | 2,120.00 | 2,004.00 | 116.00 | ↑ |
| Patrol Lunches | 1,606.09 | 2,004.00 | (397.91) | ↓ |
| Printing & Stationery | 126.11 | 504.00 | (377.89) | ↓ |
| Repairs and Maintenance | 4,863.44 | 4,608.00 | 255.44 | ↑ |
| Square Fees | 887.40 | 1,008.00 | (120.60) | ↓ |
| Telephone & Internet | 712.66 | 4,008.00 | (3,295.34) | ↓ |
| Uniforms and Apparel | 10,352.60 | 7,212.00 | 3,140.60 | ↑ |
| Vehicle Registration | 316.08 | 708.00 | (391.92) | ↓ |
| Total Operating Expenses | 272,680.44 | 342,072.00 | (69,391.56) | |
| Net Profit | (31,911.02) | (47,016.00) | 15,104.98 | |

Payable Invoice Summary

Kiama Downs Surf Lifesaving Club Inc

For the period 13 February 2024 to 12 March 2024

Status contains Paid

| INVOICE DATE | CONTACT | REFERENCE | GROSS | GST | COST CENTRES |
|--------------|----------------------------|---|-----------------|---------------|---------------------------------|
| 14 Feb 2024 | Telstra Corporation | January | 94.99 | 8.64 | Management & Administration |
| 15 Feb 2024 | Square | Surf Club Square and Other Fees on 15 February 2024 | 13.42 | 1.22 | Accounting |
| 15 Feb 2024 | Fashion Fish Designs | INV-22149 | 111.00 | 10.10 | Uniforms |
| 15 Feb 2024 | Bedrock Tile and Slate | 378083 | 598.50 | 54.41 | Surf Club Repairs & Maintenance |
| 16 Feb 2024 | Square | Surf Club Square and Other Fees on 16 February 2024 | 15.62 | 1.42 | Accounting |
| 16 Feb 2024 | Anne Gardener | Inv 049 | 150.00 | - | Management & Administration |
| 18 Feb 2024 | Douglas Builders | 2403 | 5,940.00 | 540.00 | Major Building Improvements |
| 19 Feb 2024 | Winc Stationary | 9044664824 | 396.24 | 36.02 | Management & Administration |
| 20 Feb 2024 | Cool Blue Air Conditioning | 00022237 | 737.00 | 67.00 | Surf Club Repairs & Maintenance |
| 21 Feb 2024 | Square | Surf Club Square and Other Fees on 21 February 2024 | 1.10 | 0.10 | Accounting |
| 24 Feb 2024 | Square | Surf Club Square and Other Fees on 24 February 2024 | 4.84 | 0.44 | Accounting |
| 25 Feb 2024 | Square | Surf Club Square and Other Fees on 25 February 2024 | 3.30 | 0.30 | Accounting |
| 26 Feb 2024 | Square | Surf Club Square and Other Fees on 26 February 2024 | 15.62 | 1.42 | Accounting |
| 29 Feb 2024 | Supagas | 7004711517 | 134.20 | 12.20 | Surf Club Repairs & Maintenance |
| 29 Feb 2024 | Winc Stationary | 7004711517 | 88.75 | 8.07 | Management & Administration |
| 29 Feb 2024 | Anne Gardener | Inv 053 | 225.00 | - | Management & Administration |
| 4 Mar 2024 | Square | Surf Club Square and Other Fees on 04 March 2024 | 9.72 | 0.88 | Accounting |
| 6 Mar 2024 | Square | Surf Club Square and Other Fees on 06 March 2024 | 1.10 | 0.10 | Accounting |
| 7 Mar 2024 | IGA Kiama Downs | Feb 2024 | 26.55 | 2.41 | Management & Administration |
| 7 Mar 2024 | Australia Post | 40000015421751 | 233.00 | 21.18 | Management & Administration |
| 10 Mar 2024 | Mark Thornton Music | 21548 | 250.00 | - | Hall Hire |
| Total | | | 9,049.95 | 765.91 | |

Profit and Loss

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

2024

Trading Income

| | |
|-----------------------------|------------------|
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| Square Sales | 1,043.18 |
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Gross Profit

86,106.38

Other Income

| | |
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| Fundraising | 3,563.84 |
| Grants | 139,000.00 |
| KMC Patrol Service Agreement | 1,000.00 |
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Operating Expenses

| | |
|--------------------------------|------------|
| Affiliation & Licensing Fees | 2,560.24 |
| Applications and Website | 123.11 |
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| Bar Expenses | 9,514.50 |
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| Online Accounting Software | 667.15 |
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| Patrol Lunches | 1,606.09 |

2024

| | |
|---------------------------------|-------------------|
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| Repairs and Maintenance | 4,863.44 |
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| Telephone & Internet | 712.66 |
| Uniforms and Apparel | 10,352.60 |
| Vehicle Registration | 316.08 |
| Total Operating Expenses | 272,680.44 |

| | |
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| Net Profit | (31,911.02) |
|-------------------|--------------------|