



Kiama Downs SLSC

MINUTES

19 May 2024 4.00 pm

Meeting opened: 4.07pm

ATTENDANCE: Gary Trudgett, Jess Nolan, Ben McAlister, Josh Douglas, Trina Jensen, Nick Mulholland, Julie Greenfeld, Steve Guy, Wil Orellana.

APOLOGIES: Noelene Sinclair, Bob Sinclair, Jan Horspool, Brett Schweitzer, Jen Lloyd

PREVIOUS MINUTES: April minutes to be accepted

Moved: Ben McAlister

Seconded: Julie Greenfeld

Carried

BUSINESS ARISING FROM MINUTES:

- Teamz not going out of business, just stopping the rash Vests, competition singlets and caps.

COMMITTEE MEMBER REPORTS:

PRESIDENT: (Brett)

Nil

VICE PRESIDENT: (Trina)

Nil

SECRETARY: (Noelene) Report emailed to Committee

TREASURER: (Gary) Report emailed to Committee

- Budget
 - Budgeting items need to be looked at for next season.
 - Last years' budgets available for various areas
- 2 new IRB's will be added to asset schedule
- A value of \$500 to be put on for old RWC
- Verandah
 - \$30K put aside for verandah – grant has over 12 months to use
 - Propose to order and pay for materials this financial year
- Triathlons going well up from last, looking at prices up

ASSISTANT TREASURER : (Julie) Report emailed to Committee

- Thanks to everyone for the roof project, it flowed well
- 2 trailers need to be registered IRB and RWC, approved to register

CLUB CAPTAIN: (Josh)

- Lifesaving conference –
 - Held in July for President, Club Captain and an emerging lifesaving person
 - Propose Ben McAlister, approved
 - Josh will check with Brett if he is ok to go

VICE CLUB CAPTAIN: (Ben)

Nil

REGISTRAR: (Keren)

Nil

TRAINING OFFICER: (Skip)

- IRB Resources
 - There are new IRB resources coming on 31 May
 - IRB upgrades will be required for IRB TAF's, Branch will hold a workshop for it
 - Club members will need to be updated, will hold some proficiency workshops for IRB
- Other workshops for ART, 1st Aid will be held prior to end of year

IRB CAPTAIN: (Nathan)

- IRB Carnival at Collaroy reported by Ben McAlister
 - 2nd at 1st carnival overall.
 - 1st for masters and opens, won more events than any other club, but pointscore works well for bigger teams
 - Fingal Bay next weekend

VICE IRB CAPTAIN: (Strongy)

Nil

RADIO OFFICER: (Ella)

Nil

FIRST AID OFFICER: (Max/Thane)

Nil

JUNIOR ACTIVITIES CHAIRPERSON: (Ben Woods)

- Junior AGM held
 - JAC – Ben Woods
 - No secretary or vice JAC, will fill in future
 - Most committee members have stayed in different roles
- Will hold a meeting with Ben Woods about requirements – Josh, Skip, Gary

JUNIOR CLUB CAPTAIN: (Lily)

- Junior Lifesaver of the Year – congratulations Archie Weir – KD!
- We have had 3 Branch winners in last 3 years, need to update photos of recent winners for trophy cabinet.
- Josh had a message from Jake asking to see if our cadets would like to attend Lifesaving helicopter base, info passed onto Lily

PUBLICITY OFFICER: (Jess)

Nil

GEAR STEWARD: (Ben)

Nil

HALL HIRE: (Gary)

- Bookings most days during week, going well
- Cleaner to keep coming during winter due to bookings

UNIFORM OFFICER: (Jan) Report emailed to Committee

- Approvals sort:
 - Approved - Purchase 70 Rash Vests through Kozzi taking advantage of their early bird offer
 - Approved - Purchase 30 Competition caps from FashionFish
 - Approved - Ask TeamZ to quote on the BIZ jacket.
 - Dri Deck Parkas – not to be advertised to club members. Hopefully, they will be purchased in bulk to supply our IRB team and/or nipper competitors at some stage in the future
 - Can we do an advertisement to all members with a short turn around to see if we can make the min 20 orders. If we get close to 20 the club may order the extras

SAFETY OFFICER: (Skip)

Nil

WELFARE OFFICER: (Trina)

- An incident of verbal abuse has been reported, the Club has consulted the Branch President over the issue. Nothing further required.

MEMBER SERVICES: (Noelene)

Nil

MEMBER PROTECTION INFORMATION OFFICER: (Trina)

Nil

BAR MANAGER: (Josh)

- RSA course to be advertised

WEBSITE OFFICER: (Wil)

- Will make some updates to website
- Are there any improvements needed – ask committee
- Ask all members if there is anyone with IT skills that would like to assist with the design and maintenance

PUBLIC OFFICER: (Josh)

Nil

FUNDRAISING: (Jen)

Nil

GENERAL BUSINESS:

- Board riders held today, Kiama Downs did water safety for the event, we may get a donation from Jones Beach Board riders
- Local youths are gathering at the Toilet block
 - No damage to any buildings
 - Disabled toilet does not get locked and attracted them
 - Gary will contact council to lock the toilets to see if this detracts them
- Annual Branch Awards & Club Awards – nomination process
 - 3 emails and texts have been sent out with no replies – a bit disappointing
 - Final send out to members asking for nominations
- Committee member reports for Annual Report; please email to Noelene

- Email from Unifab Signs re LED advertising signage quote
 - This was for new LED signs on southern and northern sides of building
 - Cost was over \$15k
 - More research needed on alternatives
 - Will look at a possible grant

Meeting closed: 5.06 pm

Next Club Meeting: Sunday 16 June 2024 4.00 pm (every 3rd Sunday of the month)
Zoom can be made available, please advise if you require it.

KDSLSC - Secretary Report – 19 May 2024

Incoming mail:

- Jacksons Awards – silver medallions to replace incorrect ones previously sent

Emails:

South Coast Branch

- 2023-2024 South Coast Branch Awards of Excellence nominations forms – nominations close midnight 7 June

SLSNSW

- Club Mail
- NSW Junior Lifesaver of the Year announced – Archie Weir – KD!
- NSW Government's Active & Creative Kids Vouchers
- Payment advice notice - SCFP 22/23 M4
- Uniform Credit - \$1672.55
- Nipper Review – invitation to send a delegate – 4 June

KDSLSC:

- Meeting notices, minutes, Treasurer's, Secretary's & Uniform Officers Reports
- Nippers AGM & End of season function
- Awards of Excellence – request for nominations
- Unifab Signs – LED advertising signage screens quote
- Junior Committee AGM information – JAC filled and some other positions vacant; email to Ben Woods, new JAC.

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

Treasurer's Report – May 2024

Items from April Meeting:

1. NIL

Bank Accounts and Accounting as at 16th May 2024:

1. Savings Account Balance **\$151,953**.
2. Capital Expenditure Account Balance **\$1,770**
3. Cheque account has a balance of **\$67,608**
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 18th April – 15th May total **\$3,433** - refer attached Bill Payment List for details and breakdowns of large expenditure items.

Other items for management awareness:

1. Office of Sport Grant: Final Acquittal pending grants team response. \$15k outstanding grant payment. All grant money has been received
2. Payment from Elite Energy of Batemans Bay (x2) and Big Husky and Challenge works . Full payment has been received **total of \$6,700**
3. 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

Uniform Officer Report

TeamZ have not gone out of business as noted in the last minutes. TeamZ is still able to order shirts jackets etc and apply embroidery as per past years. They have ceased manufacture of items such as Rash Vests, Competition singlets and caps. We were able to purchase competition singlets from TeamZ prior to ceasing production however we will need to purchase Rash Vests and competition caps prior to the start of the season. I have researched two alternate suppliers.

FashionFish – who currently supply our swimwear and hooded Towels. FashionFish are able to produce small quantities however the price increases for the small amounts.

Rash Vests (inclusive GST)

- 10 – 24 Units \$47.50 each
- 25 – 49 Units \$44.50 each
- 50 – 99 units \$41.50 each

Price includes current style – pink rash vest with black sleeves. Logo and Kiama Downs on front. Kiama Downs on the back.

Kozzi – minimum order is 50 items. They are currently promoting an early bird order - \$34.10 (inclusive GST)

Price includes current style – pink rash vest with black sleeves. Logo and Kiama Downs on front.

Both firms are able to supply a similar product to our current stock so the transition between suppliers should not affect current stock.

I propose we purchase 20 size 8, 20 size 10, 20 size 12 and 10 size 14 from Kozzi taking advantage of their early bird offer. Orders must be placed by the 1st June (although I may be able to get a couple of week extension). A 50% deposit would be required at the time of order. There will also be a \$40 set up fee payable which is a one off cost.

The cost of competition caps is the same for both companies. I would prefer to go with FashionFish as we have a standing business relationship.

All weather Jackets.

The current style of our All weather jacket is no longer being manufactured by Winning Spirit. However, Biz Collection make a very similar design which I feel would blend with any existing jackets. I have attached photos of old and new for comparison. If the committee agrees to proceed, I will ask Jason at TeamZ to quote on supply plus embroidery.



Dri Deck Parkas

Although I love the look of the Dri Deck parka and feel they would be ideal for the IRB I am concerned that we need to have a minimum order of 20 units @ \$150 per unit.

Unless the committee decides to purchase a large quantity of Dri Deck Parkas (for the IRB team/Nippers competitors for example) I do not feel it is worthwhile advertising them within our online store. This is due to the time it would take for the minimum order quantity to be reached.

In summary, can I please have approval to;

- Purchase 70 Rash Vests through Kozzi taking advantage of their early bird offer.
- Purchase 30 Competition caps from FashionFish
- Ask TeamZ to quote on the BIZ jacket.
- Dri Deck Parkas – not to be advertised to club members. Hopefully, they will be purchased in bulk to supply our IRB team and/or nipper competitors at some stage in the future.

Jan

Payable Invoice Summary

Kiama Downs Surf Lifesaving Club Inc For the period 18 April 2024 to 15 May 2024

Status contains Paid

INVOICE DATE	CONTACT	REFERENCE	GROSS	GST	COST CENTRES
22 Apr 2024	Nathan Foster	N Foster Reimbursement	558.34	50.76	Equipment Repairs & Maintenance
23 Apr 2024	Greg & Steve Norris Accountants	02350	121.00	11.00	Accounting
26 Apr 2024	Square	Surf Club Square and Other Fees on 26 April 2024	1.10	0.10	
26 Apr 2024	Anne Gardener	63	100.00	-	Management & Administration
27 Apr 2024	Square	Surf Club Square and Other Fees on 27 April 2024	6.65	0.63	
29 Apr 2024	Square	Surf Club Square and Other Fees on 29 April 2024	13.78	1.26	
30 Apr 2024	Square	Surf Club Square and Other Fees on 30 April 2024	1.10	0.10	
30 Apr 2024	TeamZ	00006210	26.00	2.36	Uniforms
1 May 2024	Square	Surf Club Square and Other Fees on 01 May 2024	0.66	0.06	
3 May 2024	TeamZ	00006216	1,462.50	132.95	IRB Team
3 May 2024	Square	Surf Club Square and Other Fees on 03 May 2024	1.43	0.13	
3 May 2024	Jan Horspool	Reimbursement Nippers	696.56	63.32	Nippers
4 May 2024	Square	Surf Club Square and Other Fees on 04 May 2024	9.91	0.90	
5 May 2024	Square	Surf Club Square and Other Fees on 05 May 2024	2.62	0.24	
6 May 2024	Square	Surf Club Square and Other Fees on 06 May 2024	4.40	0.40	
6 May 2024	Kiama Municipal Council	437212	78.00	7.09	Management & Administration
7 May 2024	Square	Surf Club Square and Other Fees on 07 May 2024	0.33	0.03	
7 May 2024	Kiama Municipal Council	437324 Garbage April	45.09	4.10	Management & Administration
9 May 2024	Xero Australia Pty Ltd	INV-35229100	48.75	4.43	Management & Administration
11 May 2024	Anne Gardener	68	150.00	-	Management & Administration
13 May 2024	IGA Kiama Downs	10115 April	98.02	8.91	Surf Patrol
14 May 2024	Square	Surf Club Square and Other Fees on 14 May 2024	3.30	0.30	
15 May 2024	Square	Surf Club Square and Other Fees on 15 May 2024	4.36	0.40	
Total			3,433.90	289.47	

Profit and Loss

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

2024

Trading Income

Bar Sales	35,538.97
Hall Hire Sales	19,825.31
Interest Income	1,891.13
Membership	17,416.01
Other Revenue	297.60
Square Discounts	(1,312.77)
Square Sales	1,043.18
Triathlons	16,890.91
Uniform Sales	10,981.05
Total Trading Income	102,571.39

Gross Profit

102,571.39

Other Income

Donations	11,099.20
Fundraising	3,563.84
Grants	139,000.00
KMC Patrol Service Agreement	1,000.00
Total Other Income	154,663.04

Operating Expenses

Affiliation & Licensing Fees	3,955.24
Applications and Website	123.11
Bank Fees	171.80
Bar Expenses	13,805.71
Building Improvements	160,682.23
Cleaning	4,062.98
Competition Entry Fees	7,956.70
Consulting & Accounting	1,230.00
First Aid	1,222.97
Freight & Courier	1,593.65
Fuel & Motor Maintenance	534.60
General Equipment (under \$1k)	336.13
Hall Hire Expenses	1,394.82
Insurance	17,575.35
IRB Equipment and Repairs	8,467.79
Member Social Events	11,348.90
New Equipment (over \$1k)	27,245.45
Office Expenses	1,125.98
Online Accounting Software	900.11
Patrol Equipment (under \$1k)	2,370.00
Patrol Lunches	2,415.20

2024

Printing & Stationery	126.11
Repairs and Maintenance	7,080.57
Square Fees	998.66
Telephone & Internet	885.36
Uniforms and Apparel	12,914.33
Vehicle Registration	316.08
Total Operating Expenses	290,839.83

Net Profit	(33,605.40)
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