

ASSISTANT TREASURER : (Julie) Report emailed to Committee

CLUB CAPTAIN: (Josh) Report emailed to Committee

- Finalising V2 of the Roster to ensure that the patrols are balanced in numbers and experience.
- Public access defib has been installed and is monitored by cameras. If the door is opened then a message goes to JD and BS and if the unit is removed from the unit then it will send a message to JD.
- Quad bike passage door is damaged and will be fixed shortly.
- QR code for damaged equipment register is working well. This can be used for gear that is missing as well.
- 16/17 Nov: Advanced IRB drivers course will be hosted by our club.
- Patrol Captain meeting has been held, and there was discussion about the use of the patrol tower.
- All captains indicated that they don't use it due to a number of reasons, so the next step is to decide what we would like to do with it.
- BS suggested to mention it at the next Branch Meeting, talk to the local clubs and the council to see what some of the options are and then present to the next meeting.
- **Action: BS to check any contractual arrangements with regards to the tender of the tower.**

VICE CLUB CAPTAIN: (Scotchy) Nil

REGISTRAR: (Keren) Nil

TRAINING OFFICER: (Skip)

- 70 people have expressed an interest in completing their Bronze or SRC.
- Bronze 30 (inc 20 nipper parents) , SRC 30 and Transition 10
- 3rd Nov Courses will start and early Dec for assessment
- Will need assistance with running the courses and water safety for the training
- Suggestion to add IRB training course at the end to ensure that they are ready for patrol season.
- Full online registration and assessment via the app will be used this year so this should make it easier for registration and participant management
- Suggestion from HB, when the training is finished that all participants are all presented with their uniforms when they complete their final assessment. JD confirmed that we do have enough patrol uniforms in stock.
- HB has some suggestions for retention, with regards to the new SRC members in order to retain them in the club as soon as the training is over. Discussion around not just the attendance to the patrol but other activities that keeps them coming back to the club.
- HB requested approval for the some money for some small prize items. Skip will put together a list and send over. **APPROVED for purchase of small prize items**

IRB CAPTAIN: (Nathan) NIL

VICE IRB CAPTAIN: (Strongy) NIL

RADIO OFFICER: (Ella) NIL

FIRST AID OFFICER: (Spencer) NIL

JUNIOR ACTIVITIES CHAIRPERSON: (Ben) Report emailed.

- Nippers started Sun 20th Oct and got off to a great start for the season despite the surf conditions.
- Age Managers training at the club was held and very successful.
- BW attended the JAC training and some items from that were:
- Missing Nipper drill, suggestion to the Committee to carry out a desktop scenario first
- Nipper app is now being used for checking in and out of each child at each session.
- Contacted Cantik and Stacks to see if they will sponsor vouchers for prizes.
- Fund raising ideas: Sip n Paint in January planning underway.
- Santa Photos dates and planning is underway
- BW asked about incorporating the Nipper pages into the Website. Discussion around the redevelopment of the website, as budget was approved at the AGM.
BW has a contact that could quote for the work. Wil will continue to manage the website with updates post the re-development.

Action: BW to get a quote for redevelopment only.

JUNIOR CLUB CAPTAIN: (Polly/Archie)

- 7 confirmed for the Husky Tri on 2nd Nov, to work at the Registration Tent on the Saturday. Just need to arrange transport for the day.
 - Idea for a training weekend for Cadets and SRC, where they train in the day in the water mainly depending on weather, then do a BBQ and stay the night in the club. Then help with Nippers on the Sunday.
 - Also, an option for doing the same thing at Sussex Inlet club with their Cadets.
 - **Action : JD to check the dates with Sussex.**
 - **Action: GT to look at Saturday dates for the Hall, school holidays or a Friday night.**
 - **Action: Supervision needs to be arranged and any other paperwork that is required will be arranged by HB.**
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- Suggestion to do a Beach Safety Talk from both Junior Club Captains at Minnamurra Public School assisted by a Senior Member of the Club. JD suggested this has been done in the past and we have all the required paperwork so this could definitely be arranged again.

PUBLICITY OFFICER: (Jess) NIL

GEAR STEWARD: (Scotchy/Cameron) Nothing to report.

HALL HIRE: (Gary) report emailed

UNIFORM OFFICER: (Jan) NIL

SAFETY OFFICER: (Adam/Skip) Nothing to report

WELFARE OFFICER: (Trina) NIL

MEMBER SERVICES: (Lily) Nothing to report

MEMBER PROTECTION INFORMATION OFFICER: (Trina) NIL

BAR MANAGER: (Josh)

9th Nov : RSA Training Day will be held at the club, using the online training course.

WEBSITE OFFICER: (Wil) NIL

PUBLIC OFFICER: (Josh) NIL

COVID SAFETY OFFICER (Josh)NIL

GENERAL BUSINESS:

- JD discussed the members who were Competition Transfers from other clubs and were joining a renewing members for \$0. Perhaps this should be another category, and pay the \$25 joining fee, as they are not patrolling club members but rather competitions right only.
- Also, it is not known who these people are.
- **Action: JG to ask Keren for a monthly list of transfers so we can be aware of these members**
- Lily: Youth development programs are up and running and will send over the details to the Cadets. JD can setup a cadet group email so that its easier to send emails to those groups.
- JG to ask NS to resent AGM Minutes to the Committee.

Meeting closed: 6:02pm

Next Club Meeting: Sunday 17 November 2024 (every 3rd Sunday of the month)
Zoom can be made available, please advise if you require it.

KDSLSC - Secretary Report – August/September/October 2024

Incoming post office mail:

- Nil

Emails:

South Coast Branch

- Branch Affiliation form submitted
- Delegates to Branch submitted
- Gear Inspection arrangements
- August BOL meeting change of date & notice of BOL meeting
- Reminder to Club's to submit insurance declarations
- Maintenance of RWC trailers
- Managing Surfguard Access handed over to Branch; request to update Access
- Branch Annual Report and Audited Financial Statement and notice of AGM 26/8 (Brett & Gary to attend and Josh & Trina as Life Members of Branch)
- EOI Branch Peer Support Officer – close 8/9
- Welcome email from new Branch President, Shane Wicks
- Request for Club's to provide updated information for Branch's website (updated Club house photo provided; added availability of beach wheelchair and updated some names)
- South Coast Interbranch team nominations – close 13/10
- Notice of September meeting – 16/9 7.00 pm; Branch minutes of July meeting

SLSNSW

- Club Mail
- New SLSA position – Product Manager Lifesaving Systems
- Member Recruitment & Retention webinar 8/8
- Reminder to submit Branch Affiliation form (submitted after AGM)
- Beach Safety Equipment Fund (each club to receive \$10,000 or \$11,000 (inc GST) for rescue gear
- Request for Club Annual Reports and Financial Statements
- Club Management Induction webinar 22/8 (recording copy available)
- Club IT webinar 20/8 (recording copy available)
- State Director nominations
- Privacy and Data Management webinar 29/8 (recording copy available)
- 26/8 SES severe weather advice
- Public Safety Standard Operation Procedures update
- September Executive Training Schedule and Club Executive Calendar
- Cyber Security webinar 5/9 (recording copy available)
- Aus Gov Women Leaders in Sport Program – closes 30/9
- Reminder re CLEG purchases
- **Sport Surf Club Facility Program 2024/25 open with Category 1 closing 14 October 2024 and Categories 2 & 3 closing 11 November 2024. (Leah Hill & Noelene happy to assist with any application) Category 1 extended closing date 21/10/24**
- Youth Engagement & Leadership Opportunities EOI – forwarded to Archie/Polly/Lily & all members
- Member Wellbeing webinar 26/9
- SLS Compliance updates reminder (updates completed)

- The Centre for Volunteering 2024-25 Strong and Resilient Communities Activity (SARC) – Community Support – Small Grants for Volunteer Involving Organisations, closing 4 October 2024
- Change to requesting Surfguard Access through Form 49

Office of Sport:

- Safe Sport Workshop – 5 September

Kiama Council:

- Craig Bowley, Kiama Council Lifeguard requesting annual invoice \$1100 and patrol roster (due end of season)
- Michelle Richardson, KC asking if we plan an Australia Day event; replied yes and asked for indigenous performers and offered to have the Council's Citizenship held at the Club again

KDSLSC:

- Potential leasing opportunity: pizza vendor from Wilton (Wild & Sour)
- Angie de Battista requesting blinds/curtains to be installed prior to summer for her classes (replied that temporary curtains can be provided but nothing permanent)
- Jen Lloyd re Santa photos draft flyer for 2024
- Invitations to MPs and members/life members to Club Presentation Night
- Various emails re ordering of trophies (Gala Trophies); jackets (Jason from Teamz) and organising attendance and catering etc for presentation night; Gail Morgan to represent Gareth Ward MP at Presentation Night; Fiona Phillips MP to attend
- Tax invoice from William Wallace for performance at Presentation Night \$500
- Keren re Active Kids Voucher usage for upcoming season and membership fees
- Branch Affiliation form submitted
- Contacted by the Bugle for information about Presentation Night
- Executive emails re membership pricing
- A few membership enquiries from prospective new and returning members
- Membership pricing emailed to Members and advertised on social media (free membership for returning members and half price for new members)
- Request to Unifab for updates to honour board
- Wil/Ben emails re update of website for Nippers
- Steve Strong re Worlds entry fees reimbursement (Executive approved)
- Confirmation of members attending NSW Awards of Excellence (table of 10 filled)
- Lily Gazzard was awarded Branch Youth Volunteer of the Year and represented the Club at the NSW Awards of Excellence; email wishing luck sent to Lily
- Ben re Nippers meeting on 30/8; required access provided to Nippers App; minutes of meeting; website updates; public liability insurance; pool bookings; age managers collaborative meeting catering
- Child Safe Introduction webinar 12/9
- Craig Bowley, Kiama Council Lifeguard requesting annual invoice \$1100 and patrol roster (due end of season)
- New Branch President, Shane Wicks, email forwarded to all Members
- Notice to all Members re October meeting, reminder to renew memberships and patrol season starts 28/9; nippers start 20/10

- Notice to Committee members thanking them for taking on a role and offering assistance and pointing them to the required administrative documents relating to their positions and the running of the Club
- Notice of change of email address for Rob Burke, Life Member & Polly Gazzard
- Jan re apology for meeting and provision of Uniform Officer's report
- Treasurer financial report for September
- Sydney Water Surf Series entries
- Heath re SRC/Bronze training – forwarded to Skip/Josh
- Josh re patrol captains meeting
- A few emails enquiring re memberships – forwarded to Keren
- Jason, Teamz re tax invoice for award jackets (jackets collected); email to recipients advising jackets ready for collection (Trina, Scotchy, Strongy, Archie, Liam & Louise)

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 2024

Items from September Meeting: (no meeting)

1. NIL

Bank Accounts and Accounting as at 14th October 2024:

1. Savings Account Balance **\$152,999**.
2. Capital Expenditure Account Balance **\$1,796**
3. Cheque account has a balance of **\$38,138**
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 14th Sept – 1st October 2024 total **\$** - 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 – received
2. Unifab – received invoice for works carried out in last FY and this FY, paid.
3. EOFY:
 - Asset depreciation review, Norris Accountants to record in Xero for our records
 - Audit of Financials has now been completed and the signed report is available.
4. Donations received from
 - Jamberoo Touch another payment of \$1000 received for their function
5. Kiama Council Funding : \$1,000 has been received.
6. The Income for Uniforms in the Profit and Loss Statement does not equal the actual amount received in Square, JO and GT looking into this issue. Note the correct monies have been received into our bank account its just the categorising in Xero that is incorrect.

Budget Vs Actuals

Kiama Downs Surf Lifesaving Club Inc For the year ended 30 June 2025

	ACTUAL	BUDGET	VARIANCE	
Trading Income				
Bar Sales	6,663.17	35,400.00	(28,736.83)	↓
Hall Hire Sales	8,891.81	22,200.00	(13,308.19)	↓
Interest Income	530.72	2,220.00	(1,689.28)	↓
Membership	1,297.50	-	1,297.50	↑
Other Revenue	2,575.77	-	2,575.77	↑
Square Discounts	(269.54)	-	(269.54)	↓
Square Sales	44.45	-	44.45	↑
Triathlons	1,100.00	19,200.00	(18,100.00)	↓
Uniform Sales	400.03	5,520.00	(5,119.97)	↓
Prizes	(3,000.00)	-	(3,000.00)	↓
Total Trading Income	18,233.91	84,540.00	(66,306.09)	
Gross Profit	18,233.91	84,540.00	(66,306.09)	
Other Income				
Donations	1,000.00	3,600.00	(2,600.00)	↓
Fundraising	-	3,480.00	(3,480.00)	↓
Grants	-	9,996.00	(9,996.00)	↓
KMC Donation (3 Year Rotation)	-	3,600.00	(3,600.00)	↓
KMC Patrol Service Agreement	1,000.00	1,200.00	(200.00)	↓
Grants - SLSNSW	-	7,200.00	(7,200.00)	↓
Grants - KMC	-	1,200.00	(1,200.00)	↓
Grants - SLSA	10,000.00	-	10,000.00	↑
Grants - NSW Govt	-	30,000.00	(30,000.00)	↓
Total Other Income	12,000.00	60,276.00	(48,276.00)	
Operating Expenses				
Affiliation & Licensing Fees	508.00	3,840.00	(3,332.00)	↓
Applications and Website	-	5,640.00	(5,640.00)	↓
Bank Fees	29.77	-	29.77	↑
Bar Expenses	1,181.84	13,200.00	(12,018.16)	↓
Building Improvements	23,862.17	54,960.00	(31,097.83)	↓

	ACTUAL	BUDGET	VARIANCE	
Cleaning	1,304.35	4,680.00	(3,375.65)	↓
Competition Entry Fees	2,875.69	12,000.00	(9,124.31)	↓
Consulting & Accounting	110.00	1,200.00	(1,090.00)	↓
First Aid	548.57	1,200.00	(651.43)	↓
Freight & Courier	-	1,560.00	(1,560.00)	↓
Fuel & Motor Maintenance	253.31	1,200.00	(946.69)	↓
General Equipment (under \$1k)	300.00	1,200.00	(900.00)	↓
General Expenses	1,095.45	-	1,095.45	↑
Hall Hire Expenses	622.33	1,620.00	(997.67)	↓
Insurance	9,788.44	16,800.00	(7,011.56)	↓
IRB Equipment and Repairs	281.06	3,600.00	(3,318.94)	↓
Member Social Events	3,346.83	11,280.00	(7,933.17)	↓
New Equipment (over \$1k)	(3,000.00)	28,800.00	(31,800.00)	↓
Office Expenses	915.93	1,200.00	(284.07)	↓
Online Accounting Software	190.92	900.00	(709.08)	↓
Patrol Equipment (under \$1k)	2,850.00	2,400.00	450.00	↑
Patrol Lunches	49.50	2,640.00	(2,590.50)	↓
Printing & Stationery	-	240.00	(240.00)	↓
Repairs and Maintenance	1,702.49	7,200.00	(5,497.51)	↓
Square Fees	216.58	1,080.00	(863.42)	↓
Telephone & Internet	259.05	1,560.00	(1,300.95)	↓
Uniforms and Apparel	-	5,040.00	(5,040.00)	↓
Vehicle Registration	-	600.00	(600.00)	↓
Total Operating Expenses	49,292.28	185,640.00	(136,347.72)	
Net Profit	(19,058.37)	(40,824.00)	21,765.63	

Payable Invoice Summary

Kiama Downs Surf Lifesaving Club Inc

For the period 13 September 2024 to 13 October 2024

Status contains Paid

INVOICE DATE	CONTACT	REFERENCE	GROSS	GST	COST CENTRES
13 Sept 2024	Kiama Municipal Council	442743	75.00	-	Management & Administration
13 Sept 2024	Anne Gardener		150.00	-	Management & Administration
14 Sept 2024	Telstra Corporation		94.99	8.64	Management & Administration
14 Sept 2024	Otis Catering Co	INV-0002	528.00	48.00	Nippers
15 Sept 2024	Square	Surf Club Square and Other Fees on 15 September 2024	22.23	2.02	Management & Administration
16 Sept 2024	Square	Surf Club Square and Other Fees on 16 September 2024	6.28	0.58	Management & Administration
17 Sept 2024	Surf Lifesaving NSW	000263	10,190.07	926.37	Management & Administration
20 Sept 2024	Square	Surf Club Square and Other Fees on 20 September 2024	1.56	0.15	Management & Administration
21 Sept 2024	Square	Surf Club Square and Other Fees on 21 September 2024	27.81	2.42	Management & Administration
25 Sept 2024	Square	Surf Club Square and Other Fees on 25 September 2024	2.64	0.24	Management & Administration
26 Sept 2024	South Coast Branch NSW Surf Life Saving Australia Inc.	INV-0120	504.00	-	Management & Administration
27 Sept 2024	Square	Surf Club Square and Other Fees on 27 September 2024	3.59	0.33	Management & Administration
28 Sept 2024	Square	Surf Club Square and Other Fees on 28 September 2024	1.54	0.14	Management & Administration
30 Sept 2024	Square	Surf Club Square and Other Fees on 30 September 2024	3.33	0.31	Management & Administration
1 Oct 2024	Square	Surf Club Square and Other Fees on 01 October 2024	1.67	0.15	Management & Administration
1 Oct 2024	Surf Lifesaving NSW	000427	577.21	52.47	Management & Administration
1 Oct 2024	Cool Blue Air Conditioning	00023227	709.50	64.50	Surf Club Repairs & Maintenance
1 Oct 2024	IGA Kiama Downs	10115-Sept	41.69	1.04	Management & Administration
2 Oct 2024	Square	Surf Club Square and Other Fees on 02 October 2024	2.47	0.22	Management & Administration
4 Oct 2024	Square	Surf Club Square and Other Fees on 04 October 2024	1.67	0.15	Management & Administration
4 Oct 2024	Anne Gardener	98	150.00	-	Management & Administration
7 Oct 2024	Kiama Municipal Council	444140	90.00	-	Management & Administration
8 Oct 2024	Square	Surf Club Square and Other Fees on 08 October 2024	1.69	0.15	Management & Administration
9 Oct 2024	Xero Australia Pty Ltd	INV-38512431	52.50	4.77	Management & Administration
9 Oct 2024	Kiama Municipal Council	444293	160.00	-	Management & Administration
10 Oct 2024	Square	Surf Club Square and Other Fees on 10 October 2024	1.10	0.10	
11 Oct 2024	Square	Surf Club Square and Other Fees on 11 October 2024	0.72	0.07	
12 Oct 2024	Square	Surf Club Square and Other Fees on 12 October 2024	16.98	1.55	

Payable Invoice Summary

13 Oct 2024	Square	Surf Club Square and Other Fees on 13 October 2024	15.34	1.39
Total			13,433.58	1,115.76

Profit and Loss

Kiama Downs Surf Lifesaving Club Inc For the year ended 30 June 2025

2025

Trading Income

Bar Sales	6,663.17
Hall Hire Sales	8,891.81
Interest Income	530.72
Membership	1,297.50
Other Revenue	2,575.77
Prizes	(3,000.00)
Square Discounts	(269.54)
Square Sales	44.45
Triathlons	1,100.00
Uniform Sales	400.03
Total Trading Income	18,233.91

Gross Profit

18,233.91

Other Income

Donations	1,000.00
Grants - SLSA	10,000.00
KMC Patrol Service Agreement	1,000.00
Total Other Income	12,000.00

Operating Expenses

Affiliation & Licensing Fees	508.00
Bank Fees	29.77
Bar Expenses	1,181.84
Building Improvements	23,862.17
Cleaning	1,304.35
Competition Entry Fees	2,875.69
Consulting & Accounting	110.00
First Aid	548.57
Fuel & Motor Maintenance	253.31
General Equipment (under \$1k)	300.00
General Expenses	1,095.45
Hall Hire Expenses	622.33
Insurance	9,788.44
IRB Equipment and Repairs	281.06
Member Social Events	3,346.83
New Equipment (over \$1k)	(3,000.00)
Office Expenses	915.93
Online Accounting Software	190.92
Patrol Equipment (under \$1k)	2,850.00
Patrol Lunches	49.50
Repairs and Maintenance	1,702.49

Profit and Loss

2025

Square Fees	216.58
Telephone & Internet	259.05
Total Operating Expenses	49,292.28

Net Profit	(19,058.37)
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