



## Kiama Downs SLSC

### MINUTES

21 July 2024 4.00 pm

**Meeting opened:** 4.04pm

**ATTENDANCE:** Lily Gazzard, Polly Gazzard, Archie Weir, Brett Schweitzer, Josh Douglas, Trina Jensen, Noelene Sinclair, Gary Trudgett, Julie Greenfeld (via Zoom)

**APOLOGIES:** Jan Horspool

**PREVIOUS MINUTES:** June minutes accepted

Moved: Noelene Sinclair

Seconded: Brett Schweitzer

Carried

#### **BUSINESS ARISING FROM MINUTES:**

- Nothing raised

#### **COMMITTEE MEMBER REPORTS:**

**PRESIDENT:** (Brett)

- Branch looking for a club to run Branch carnival; our club not volunteering for it this year
- Sydney Water to be held at Warilla
- State Conference 27/7 – Josh and Brett attending and will report back

**VICE PRESIDENT:** (Trina)

Nil

**SECRETARY:** (Noelene) Report emailed to Committee – see page 5

**TREASURER:** (Gary) Report emailed to Committee – see page 6

- Budget preparation prior to AGM
- Considering ATV replacement; possible BSEF funding and then \$6-\$7,000 of Club funds
- \$15,000 for decking on top of the \$30,000 grant received
- Any other capital purchases to be considered
- Upgrade of toilets downstairs? More discussion needed on this; maybe apply for another grant; minor maintenance needed; drains clogged with sand/hair

**ASSISTANT TREASURER :** (Julie) Report emailed to Committee – see page 6

- Julie – BOC annual account received – agreed okay to pay – it's for the oxy vivas; Trailer rego – okay to pay
- Jamberoo Touch – received a \$1,000 donation – Julie to email thanks and tax invoice
- \$1,000 deposited to account from Kiama Lions with no correspondence. Tax invoice sent to Noelene for a thank you letter to be sent. Josh mentioned that the Club used to volunteer services to move their BBQ and maybe it's just a continuation of the donation they always provided
- Trophy cabinet – no tax invoice received to date. Josh to check with Mick, Unifab.
- Credit for uniforms \$1,672; Josh clarified this was a SLSNSW grant and the balance should now be \$0 as uniforms purchased.
- BSEF next round is open; need to apply by 31 August; Julie to send invoice
- Should we consider a Term Deposit – could get 3.75% for 6 months from Westpac. Standard rate currently 1.35%. Decided to leave this for further discussion at AGM after Budget submitted.
- Triathlons - \$19,500 raised; Josh said there are more events we can do if we want it; Julie said it is not only water safety but ground work; more people needed; there is only a small group raising a lot of money and don't want to burn them out; Gary commented; lot of effort being put in for the revenue streams such as bar/hall hire/triathlons.

**CLUB CAPTAIN:** (Josh)

- Patrol roster is being worked on same patrol hours as last year; following year it will change; one patrol captain not standing.
- Would like to place a public access defibrillator outside entrance of club house. Propose buying a case with alert system and we put our own defib in the case. \$2,500 plus \$600 a year for monitoring. Could approach Gareth Ward for funding options; he is looking at actions to be put in place for damage caused to defibs; we could apply an Apple airtag to the defib for added security; building has security monitoring too; outlay would be just over \$3,000. Brett suggested going back to Tom at the Medical Practice to let him know and ask if he wishes to participate.

Motion: That we go ahead with the purchase of the Public Access Defibrillator case/monitoring.

Moved: Brett Schweitzer

Seconded: Josh Douglas

Carried

Josh to speak to Gareth and Brett to speak with Tom advising that the Club is going ahead with this purchase and to seek if they are able to participate.

- Triathlons – extra events were done; will circulate the next season dates; there is a Kiama Triathlon being run from Minnamurra (Sunday 13/10); Surf Club offered as a 1<sup>st</sup> Aid area outside the building. Lily accepted that the Cadets could run this. Event will need water safety as well as 20 members for marshalls (paid positions).
- Board racks installed. Lily & Polly said more fibreglass boards needed; Josh said discussion will take place with juniors to check what needed.

- Gear Inspection – Saturday 24 August. All Committee members need to ensure their areas are ready for inspection. Need volunteers to purchase/prepare lunch for assessors. Radios & defibs are being serviced on 22/7.
- Various courses being run such as Trainers & Assessors on 8/9. Contact Josh for more information.
- Jamberoo Touch grand final is on 4/8; need volunteers to serve alcohol (no money handling/RSA preferred). Need 5-6 people from 11.00 am to 3.00 pm (Josh is away). We were also asked if we wanted to run the BBQ – after discussion decided to decline BBQ but yes to bar service.
- Sussex Inlet held an AGM (first one in 11 years after put into administration). Maybe Cadets could assist with patrols. Lily said this would be good and keen for start of season.
- Membership transfers need to come through meetings; just a reminder this needs to happen so we know who the transferring members are. We pay for competition entries; Julie said she gets a list of these.

**VICE CLUB CAPTAIN:** (Ben)

Nil

**REGISTRAR:** (Keren)

Nil

**TRAINING OFFICER:** (Skip)

Nil

**IRB CAPTAIN:** (Nathan)

- It was reported that Facebook highlights the competition results. KD done very well. Congratulations to the team. KD came 1<sup>st</sup> in the Masters. Strongy retiring.

**VICE IRB CAPTAIN:** (Strongy)

Nil

**RADIO OFFICER:** (Ella)

Nil

**FIRST AID OFFICER:** (Max)

Nil

**JUNIOR ACTIVITIES CHAIRPERSON:** (Ben Woods)

Nil

**JUNIOR CLUB CAPTAIN:** (Lily)

- Request for a paver for Archie Weir. Agreed that this would be arranged.
- Requested that SRC training be run earlier in the season to allow them to do more patrols; Josh said we will know more about organising this after the AGM.

**PUBLICITY OFFICER:** (Jess)

Nil

**GEAR STEWARD:** (Ben)

Nil

**HALL HIRE:** (Gary)

- Pretty well every day is taken with a commercial hire. It is busy. It is the go to venue for Pilates and gym.

**UNIFORM OFFICER:** (Jan) – see page 7

Report emailed and discussed.

Motion: To sell rash vests for \$38.00 each.

Moved: Brett Schweitzer

Seconded: Trina Jensen

Carried

**SAFETY OFFICER:** (Skip)

Nil

**WELFARE OFFICER:** (Trina)

Nil

**MEMBER SERVICES:** (Noelene)

Nil

**MEMBER PROTECTION INFORMATION OFFICER:** (Trina)

Nil

**BAR MANAGER:** (Josh)

Nil

**WEBSITE OFFICER:** (Wil)

Nil

- Gary asked if there is anything needed to go in the budget for the website. Julie said she will let Wil know.

**PUBLIC OFFICER:** (Josh)

Nil

**FUNDRAISING:** (Jen)

Nil

#### **GENERAL BUSINESS:**

- Committee member reports & photos for 2023-2024 Annual Report; please email to Noelene by 26/7/24.
- Branch Presentation Night 10 August – RSVPs needed to Noelene. Brett, Josh, Trina, Archie & Lily attending. Noelene asked for the list of nominees to allow personal invites to be sent to them. Josh to provide.
- Club Presentation Night: Friday 9 August 6.00 pm Cocktail function. Agreed that catering for dinner be organised and that tickets to the event be sold for \$30 a head providing 3 drink tickets and dinner; smart casual. Josh said Charcoal Chickens can do some finger food as an option. More discussion on this needed.
- State Awards – 24/8. Motion: That the Club purchase a table for \$1200 (10 people).  
Moved: Gary Trudgett    Seconded: Brett Schweitzer    Carried  
Those wishing to attend to date are Archie and parents Skye & Adam; Lily, Craig and Sally Gazzard, Ben McAlister, Jess Nolan (8); 2 seats to fill; Josh to book.
- Update on decking project. James Hardie decking- Gary & Josh met with the rep last Tuesday. Looking at 3 metre lengths. Designs displayed on screen; all agreed the Herringbone design is impressive. Josh said it is achievable but labour intensive; aiming for completion by AGM.
- IRB congratulations to team and to Strongy for his 40 years of service.
- Pavers – Ben McAlister dealing with these to have the appropriate pavers for the last season purchased and laid.
- Affiliation paperwork – not due to 12/9; therefore provide after the AGM when it is dealt with then.
- Await AGM results for SLSNSW training dates to be sent out to people who take on jobs.

Meeting closed: 5.33 pm

**Next Club Meeting: AGM Sunday 11 August 2024 10.00 am**

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

## KDSLSC - Secretary Report – 21 July 2024

### Incoming post office mail:

- BOC Statements/invoices
- Transport NSW – Registration – Brooker Trailer
- Patrol uniforms
- Dyenamic Sublimation – dye-sublimated SLSC Apparel made in Australia brochure

### Emails:

#### **South Coast Branch**

- Branch Awards of Excellence – 6.30 pm Shoalhaven Heads Bowling Club (RSVPs via Club by cob 31/7/24)
- Draft financials for Branch 2023/2024
- July Board of Lifesaving Minutes
- Gear Inspection and Equipment Servicing (via Josh) – 24/8/24
- IRB Solo Driving

#### **SLSNSW**

- Club Mail
- Cost of Living Support Grant - \$7092.00 statement
- ASC Local Sporting Champions Program Round 1 close 31/7 (for 12-18 year olds)
- Capitation Fees Circular
- Expressions of Interest – Lifesaving Development Steering Committee
- Active Kids Voucher Usage 2024/25 Season (forwarded to Exec, JAC & Registrar fyi)
- Compliance Circular 2024-2025
- SurfLIFE quarterly magazine
- **Branch Affiliation (forwarded to Executive – fyi – action needed to agree to affiliation to be carried at a meeting)**
- Athlete Nominations for NSW Country Trans-Tasman team
- **National Insurance Renewal documentation (forwarded to Executive for action)**
- 2024 Nominations for Life Membership – close 27/9/24
- **Executive Training Schedule and Club Executive Calendar (forwarded to Committee fyi)**

#### **Kiama Council:**

- Craig Bowley - Council Grant \$1100 – patrol roster provided to allow acquittal of funds

#### **KDSLSC:**

- Request for perpetual trophy recipients to return trophies to the Club
- Meeting notices, minutes, Secretary's Report, Treasurer's Report
- Request to all Committee members to provide contributions for Club Annual Report (a few replies received)
- To SLSC (via Steve Strong) - NSW IRB Interstate & Development Team nomination endorsement: Nathan Foster, Jordan Dusmanovic, Kathy Foster, Ella Cleal Cook, Rhianna Kevill, Madison Doosey, Georgina Thomas

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

## Treasurers Report – July 2024

### Items from June Meeting:

1. NIL

### Bank Accounts and Accounting as at 16<sup>th</sup> July 2024:

1. Savings Account Balance **\$152,285.**
2. Capital Expenditure Account Balance **\$1,770**
3. Cheque account has a balance of **\$71,714**
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 11<sup>th</sup> June – 15<sup>th</sup> July 2024 total **\$ 6067-** 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 so invoice can be sent
2. Unifab – await invoice from them for the Cabinet build
3. EOFY:
  - Uniforms stocktake - completed
  - Bar/cool room stocktake - completed
  - FY reporting and audit completed with Norris Accountants at meeting at their offices on 15<sup>th</sup> July
  - Asset depreciation review, Norris Accountants to record in Xero for our records
  - Club Financial Compliance from SLSNSW: Compliance was awarded for our records.

The report stated that some minor items need to be addressed in our Financial Records, to be rectified by next year. Has been discussed with the Accountant and he will make the required updates to our records.
4. Donations received from
  - Kiama Lions Club 2 payments of \$500 received – total \$1000 – require contact details so a thank you letter and receipt can be sent
  - Jamberoo Touch 1 payment of \$1000 received – require contact details so a thank you letter and receipt can be sent
5. BSEF : application for this years funds– needs to be submitted before 31<sup>st</sup> Aug.

## Uniform Officers Report: Jan Horspool

I will be an apology for the meeting tomorrow.

70 Rash shirts have arrived from our new supplier – Kozii. The sizing is slightly different – the length of the sleeves and the body of the shirt is longer in the new shirts.

The cost of the individual Kozii shirts was \$30.80 (inclusive of GST) – early bird discount price. Adding on our usual 10% increase the sale price of the shirts would increase to \$34.60 - \$35. We are charging \$43 for the Rash Shirts which were previously supplied by TeamZ. We hold 44 of the TeamZ shirts in stock.

70 shirts @ \$35 per shirt = \$2,450

44 shirts @ \$43 per shirt = \$1,892

Total sale price of shirts = \$4,342

Average =  $\$4,342/114 = \$38$  per shirt.

Can the committee please advise the price which should be charged for our Rash Shirts now that we have changed supplier.

# Payable Invoice Summary

## Kiama Downs Surf Lifesaving Club Inc For the period 11 June 2024 to 15 July 2024

Status contains Paid

INVOICE DATE	CONTACT	REFERENCE	GROSS	GST	COST CENTRES
12 June 2024	Square	Surf Club Square and Other Fees on 12 June 2024	0.33	0.03	Management & Administration
14 June 2024	Telstra Corporation	June 2024	94.99	8.64	Management & Administration
14 June 2024	Square	Surf Club Square and Other Fees on 14 June 2024	1.01	0.09	Management & Administration
15 June 2024	Kiama Municipal Council	438902	13.00	-	Management & Administration
17 June 2024	Gainsborough Takeaway	April 2024	240.00	-	Surf Patrol
18 June 2024	Square	Surf Club Square and Other Fees on 18 June 2024	0.66	0.06	Management & Administration
18 June 2024	Surf Lifesaving NSW	00054774 R3 Entry Fees	1,194.00	108.55	IRB Team
20 June 2024	Square	Surf Club Square and Other Fees on 20 June 2024	16.50	1.50	Management & Administration
24 June 2024	Nathan Foster	Expense Reimbursement	1,098.03	99.82	IRB Team
25 June 2024	Square	Surf Club Square and Other Fees on 25 June 2024	0.66	0.06	Management & Administration
27 June 2024	Square	Surf Club Square and Other Fees on 27 June 2024	3.63	0.33	Management & Administration
27 June 2024	Anne Gardener	74	150.00	-	Hall Hire
29 June 2024	Square	Surf Club Square and Other Fees on 29 June 2024	1.10	0.10	Management & Administration
30 June 2024	Surf Lifesaving NSW	00054798 R4 Entry Fees	1,194.00	108.55	IRB Team
4 July 2024	Square	Surf Club Square and Other Fees on 04 July 2024	2.64	0.24	Management & Administration
5 July 2024	Square	Surf Club Square and Other Fees on 05 July 2024	11.22	1.02	Management & Administration
8 July 2024	Surf Lifesaving Australia (SLSA)	INV0020292	1,820.00	165.45	IRB Team
9 July 2024	Xero Australia Pty Ltd	INV-36514668	52.50	4.77	Management & Administration
9 July 2024	Square	Surf Club Square and Other Fees on 09 July 2024	1.10	0.10	Management & Administration
13 July 2024	Square	Surf Club Square and Other Fees on 13 July 2024	1.10	0.10	Management & Administration
14 July 2024	Telstra Corporation	July 2024	94.99	8.64	Management & Administration
14 July 2024	Kiama Municipal Council	440135	75.15	-	Management & Administration
<b>Total</b>			<b>6,066.61</b>	<b>508.05</b>	



# 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	22,303.99
Interest Income	2,223.31
Membership	17,466.01
Other Revenue	360.39
Square Discounts	(1,312.77)
Square Sales	1,043.18
Triathlons	16,890.91
Uniform Sales	11,255.62
<b>Total Trading Income</b>	<b>105,769.61</b>

### Gross Profit

105,769.61

### Other Income

Donations	14,110.15
Fundraising	3,563.84
Grants	146,092.00
KMC Patrol Service Agreement	1,000.00
<b>Total Other Income</b>	<b>164,765.99</b>

### Operating Expenses

Affiliation & Licensing Fees	3,956.01
Applications and Website	123.11
Bank Fees	172.40
Bar Expenses	13,918.44
Building Improvements	160,682.23
Cleaning	4,711.10
Competition Entry Fees	12,208.05
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	1,657.21
Insurance	17,575.35
IRB Equipment and Repairs	(3,534.00)
Member Social Events	11,348.90
New Equipment (over \$1k)	40,245.45
Office Expenses	1,125.98
Online Accounting Software	944.43
Patrol Equipment (under \$1k)	2,370.00
Patrol Lunches	2,655.20

2024

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Printing & Stationery	126.11
Repairs and Maintenance	7,316.90
Square Fees	1,032.98
Telephone & Internet	1,058.06
Uniforms and Apparel	14,949.33
Vehicle Registration	316.08
<b>Total Operating Expenses</b>	<b>299,876.67</b>
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<b>Net Profit</b>	<b>(29,341.07)</b>