



## Kiama Downs SLSC

### Minutes

16 February 2025

**Meeting opened:** 3.00 pm

**ATTENDANCE:** Cameron Mitchell, Ella Cleal Cook, Ben Woods, Josh Douglas, Noelene Sinclair, Gary Trudgett, Julie Greenfeld, Brett Schweitzer, Skip Guy

**APOLOGIES:** Trina Jensen, Polly Gazzard

**PREVIOUS MINUTES:** January minutes to be accepted

Moved: Josh Douglas

Seconded: Ben Woods

Carried

**BUSINESS ARISING FROM MINUTES:**

- Nil raised

**COMMITTEE MEMBER REPORTS:**

**PRESIDENT:** (Brett)

- No January Branch meeting – nothing to report.
- Surf Life Saving Australia voted 2<sup>nd</sup> Most Trusted Charity in Australia.

**VICE PRESIDENT:** (Trina) - Nil reported

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

**TREASURER:** (Gary)

- Verandah – works to be completed in next few weeks
- Stairs – unlikely this financial year. There is \$10,000 in the budget
- Painting – internal painting – especially front entrance area. Agreed that we email members in the first instance checking if volunteers available to undertake painting and ask if anyone recommends a painter. Paint should be readily available as Dulux provided some previously. Josh to check amount and if need Noelene to look into getting more Dulux paint donated.

**ASSISTANT TREASURER :** (Julie) Report emailed – see Page 5 onwards

- With Santa photos and the Square – can we delete GST as no GST applies (this was done prior to end of meeting)
- Patrol lunch funding – do we have any? Answer no.
- Branch InterClub selection (Fletcher & Elsie); invoices for \$550 paid prior to Christmas (this is something every Club pays); another invoice for \$847 received; who pays? Julie to send invoice to Brett and Josh and they will check with Branch President. This event was held in November on Central Coast.
- Any outstanding invoices will be paid.

**CLUB CAPTAIN:** (Josh)

- Patrols going well
  - Uniforms – note to Patrol Captains and patrol members to be proud of the uniform and to ensure to wear it whilst on patrol
  - Two triathlons to go – Husky next weekend and Penrith
  - JANE has issues (purchased 2019) – need to look at a new SSV vehicle for next season; maybe from BSEF grant (\$10,000) if any funds left could be used for a deposit for the new SSV. \$18,000 approx; could make deposit prior to end of this season
- Motion: that the Club purchase new SSV for next season.

Moved: Josh Douglas

Seconded Brett Schweitzer

Carried

**VICE CLUB CAPTAIN:** (Ben) – Nil reported

**REGISTRAR:** (Keren) - Nil reported

**TRAINING OFFICER:** (Skip)

- Bronze/SRC squad to start soon; Ben mentioned having some interested parents
- IRB Crewman & Drivers course starts 29/2

**IRB CAPTAIN:** (Nathan) - Nil reported

**VICE IRB CAPTAIN:** (Strongy) - Nil reported

**RADIO OFFICER:** (Ella) - Nil reported

**FIRST AID OFFICER:** (Spencer) - Nil reported

**JUNIOR ACTIVITIES CHAIRPERSON:** (Ben)

- Season is done
- Thank you to Club support throughout the season. As new JAC it's been a learning curve.
- Thanks to Josh for organising/covering patrols.
- More detailed season report to come.
- Trivia Night - How much did we raise? Treasurer/Asst Treasurer to check details
- Equipment – looking at getting rid of older yellow training boards (12 of them) - free to good home. Yes - advertise to socials/club members. Purchasing new boards. Infront \$610 each Junior Budget; what's the process? How much can we spend? Budget of \$4,000 for boards.
- Sponsorship Thinking Age Flags + caps. Nippers to be given a cap at rego and take home bring back each week. Sponsors Colour progresses with age + caps. Check SLS policy regarding colours; Cap progression? \$7.50 each  
Sponsorship packages - can we develop something and start seeking assistance for next year. Already interest from a few following trivia night. Josh mentioned Candice had some information about sponsorship ideas; last sponsorship didn't go ahead as only received 2. Josh highlighted that it is necessary to bring all sponsorship ideas to a meeting for approval prior to going out to request sponsorships/gifts etc
- New club Shirts - new design. ?  
Do we look at a competitor + KD Staff/Age manager
- Water safety numbers have been low. Can we run a bronze medallion weekend instead of over several weeks course? Josh replied that this is not possible to run an intensive course, minimum of 5 days for Bronze and 3 days for SRC; can do Water Safety course only; run/swim is 200/200 instead of 100/100. SRC covers water safety; parents can sign up for SRC. Can training be done earlier than season kick off? Skip replied stating yes could do a second one.
- Presentation - Age Manager gifts; catering all to be sorted. Looks like we have enough medals; need some engraving. AGM 3.00 pm 2 March followed by Presentation
- Ben was thanked for his services for the season and look forward to having him on board for next season.

**JUNIOR CLUB CAPTAINS:** (Polly/Archie) – Nil reported

**PUBLICITY OFFICER:** (Jess) - Nil reported

**GEAR STEWARD:** (Ben/Cameron) Nil reported

**HALL HIRE:** (Gary)

- Same as Treasurer's report re works required around the building.

**UNIFORM OFFICER:** (Jan) – Nil reported

**SAFETY OFFICER:** (Adam) Nil reported

**WELFARE OFFICER:** (Trina) – Nil reported

**MEMBER SERVICES:** (Lily) – Nil reported

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

**BAR MANAGER:** (Josh) – Nil reported

**WEBSITE OFFICER:** (Wil)

- Julie asked on Wil's behalf if we want him to contact Base Camp? Josh to send Wil a copy of an email he sent to Base Camp and things to progress from there.

**PUBLIC OFFICER:** (Josh) Nil reported

**GENERAL BUSINESS:**

- Ben re Jones Beach Boardriders – request to store trailer on Surf Club grounds; events/pointscores hosted by JBB at the Surf Club - can they take a share of over bar profits? Josh mentioned the storage of the trailer had been raised years ago and offer given to park the trailer where he parks his vehicle and offer not taken up; happy to go with that again. Other matters require further thought/discussion. Happy for JBB to use hall to fit in with other bookings.
- Australia Day feedback – Brett said he didn't hear anything from the public after the event; numbers were less than previous year due to Citizenship not being held at our Club; Noelene said there was still about 150 people at the flag raising and smoking ceremony; the history given by Aunty Gwenda is important and her presentation was well received; local retired teacher Cathy Russell to be taken up on the offer to speak next year as well as having the indigenous group. Thank you to volunteers who make this day happen.

Meeting closed: 3:55 pm

Next Club Meeting: Sunday 16 March 2025 (every 3<sup>rd</sup> Sunday of the month)

## **KDSLSC - Secretary Report – February 2025**

### **Incoming post office mail:**

- SLSNSW – 22 Bronze Medallions

### **Emails:**

#### **Service NSW**

- How to stay water safe

#### **South Coast Branch**

- Branch Admin Officer temporary leave
- Training Officers Certificate Course – closed 2/2
- Assessor Skillset award – closed 2/2
- Emergency Call Out Team Conference – 1 March
- South Coast Branch Championships circular
- Branch RWC Operators for Championships
- SCB BOL meeting notice

#### **SLSNSW**

- Club Mail
- AIS Athlete Accelerate Program (close 10/2)
- Australian Sports Commission Local Sporting Champions Round 4 (close 30/4)

#### **Kiama Council:**

- Email to Council to pass on thanks to Woolworths for \$200 gift voucher donation

#### **KDSLSC:**

- Australia Day publicity; invites to MPs, Mayor and Councillors; emails to Council; Woolworths gift voucher donation; indigenous performers bookings; organisation of catering, novelty games, volunteers
- Balance of Woolworths gift voucher emailed to Treasurer
- Branch Championships info and entry details
- Trivia Night fundraiser publicity
- Email to Wil re updates to website
- Email re Active Kids Voucher dealt with by Keren
- Email to Minnamurra Lions Club – thank you for donation and receipt
- Letter to John Reeves – thank you for donation and receipt (hand delivered to letterbox)
- Club Meeting notices & minutes
- Email forwarded by Jan – closure of On Print T shirt company
- Email from Jan following up 100% patrol gifts
- Email from Strongy following up award gifts
- Email to Fiona Phillips re Stronger Community Grant; EOI to be submitted by 19/2
- Josh re 1<sup>st</sup> Aid Course on 16/2 Register via link
- Invoice for Sydney Water series entries
- Publicity for February events at the Surf Club
- Treasurer/Assistant Treasurer and Hall Hire Manager Report

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 – February 2025

### Items from January Meeting:

1. Nil

### Bank Accounts and Accounting as at 10th February 2025:

1. Savings Account Balance **\$153,626.**
2. Capital Expenditure Account Balance **\$1,796**
3. Cheque account has a balance of **\$33,350**
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 10<sup>th</sup> December 2024 - 10<sup>th</sup> February 2025 total **\$10,272** - refer attached Bill Payment List for details and breakdowns of large expenditure items. Note that this total covers 60 days of payments.

### Other items for management awareness:

1. Outstanding Invoices to be submitted to Elite Energy for Callala Triathlon and Batemans Bay Triathlon
2. Building renovation budget for 24/25
  - a. Balcony stairs
  - b. Balcony north ceiling repair
  - c. Internal painting

# Budget Vs Actuals

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

	ACTUAL	BUDGET	VARIANCE	
<b>Trading Income</b>				
Bar Sales	22,138.34	35,400.00	(13,261.66)	↓
Hall Hire Sales	18,264.38	22,200.00	(3,935.62)	↓
Interest Income	1,157.33	2,220.00	(1,062.67)	↓
Membership	2,627.50	-	2,627.50	↑
Other Revenue <sup>1</sup>	2,548.49	-	2,548.49	↑
Square Discounts	(314.08)	-	(314.08)	↓
Triathlons	6,650.00	19,200.00	(12,550.00)	↓
Uniform Sales	2,970.59	5,520.00	(2,549.41)	↓
Training	3,766.36	-	3,766.36	↑
Prizes <sup>2</sup>	(3,000.00)	-	(3,000.00)	↓
<b>Total Trading Income</b>	<b>56,808.91</b>	<b>84,540.00</b>	<b>(27,731.09)</b>	
<b>Gross Profit</b>	<b>56,808.91</b>	<b>84,540.00</b>	<b>(27,731.09)</b>	
<b>Other Income</b>				
Donations	2,310.60	3,600.00	(1,289.40)	↓
Fundraising	3,727.28	3,480.00	247.28	↑
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	1,000.00	1,200.00	(200.00)	↓
Grants - SLSA	10,000.00	-	10,000.00	↑
Grants - NSW Govt	-	30,000.00	(30,000.00)	↓
<b>Total Other Income</b>	<b>18,037.88</b>	<b>60,276.00</b>	<b>(42,238.12)</b>	
<b>Operating Expenses</b>				
Affiliation & Licensing Fees	1,326.64	3,840.00	(2,513.36)	↓
Applications and Website	120.17	5,640.00	(5,519.83)	↓
Bank Fees	88.08	-	88.08	↑
Bar Expenses	12,780.63	13,200.00	(419.37)	↓
Building Improvements	31,680.70	54,960.00	(23,279.30)	↓

	ACTUAL	BUDGET	VARIANCE	
Cleaning	4,199.38	4,680.00	(480.62)	↓
Competition Entry Fees	5,534.23	12,000.00	(6,465.77)	↓
Consulting & Accounting	1,130.00	1,200.00	(70.00)	↓
First Aid	548.57	1,200.00	(651.43)	↓
Freight & Courier	69.54	1,560.00	(1,490.46)	↓
Fuel & Motor Maintenance	253.31	1,200.00	(946.69)	↓
General Equipment (under \$1k)	417.23	1,200.00	(782.77)	↓
General Expenses	140.00	-	140.00	↑
Hall Hire Expenses	1,031.02	1,620.00	(588.98)	↓
Insurance	16,907.40	16,800.00	107.40	↑
IRB Equipment and Repairs	281.06	3,600.00	(3,318.94)	↓
Member Social Events	8,245.55	11,280.00	(3,034.45)	↓
New Equipment (over \$1k)	(3,000.00)	28,800.00	(31,800.00)	↓
Office Expenses	1,122.28	1,200.00	(77.72)	↓
Online Accounting Software	381.84	900.00	(518.16)	↓
Patrol Equipment (under \$1k)	3,020.78	2,400.00	620.78	↑
Patrol Lunches	997.47	2,640.00	(1,642.53)	↓
Printing & Stationery	-	240.00	(240.00)	↓
Repairs and Maintenance	1,819.90	7,200.00	(5,380.10)	↓
Square Fees	673.69	1,080.00	(406.31)	↓
Telephone & Internet	617.95	1,560.00	(942.05)	↓
Uniforms and Apparel	3,795.22	5,040.00	(1,244.78)	↓
Vehicle Registration	334.00	600.00	(266.00)	↓
<b>Total Operating Expenses</b>	<b>94,516.64</b>	<b>185,640.00</b>	<b>(91,123.36)</b>	
<b>Net Profit</b>	<b>(19,669.85)</b>	<b>(40,824.00)</b>	<b>21,154.15</b>	

## 1. KMC Insurance Refund

## 2. Equipment won at Competitions

# Profit and Loss

## Kiama Downs Surf Lifesaving Club Inc For the period 1 July 2024 to 10 February 2025

1 JULY 2024-10 FEB  
2025

### Trading Income

Bar Sales	22,138.34
Hall Hire Sales	18,264.38
Interest Income	1,157.33
Membership	2,627.50
Other Revenue	2,548.49
Prizes	(3,000.00)
Square Discounts	(314.08)
Training	3,766.36
Triathlons	6,650.00
Uniform Sales	2,970.59
<b>Total Trading Income</b>	<b>56,808.91</b>

### Gross Profit

**56,808.91**

### Other Income

Donations	2,310.60
Fundraising	3,727.28
Grants - KMC	1,000.00
Grants - SLSA	10,000.00
KMC Patrol Service Agreement	1,000.00
<b>Total Other Income</b>	<b>18,037.88</b>

### Operating Expenses

Affiliation & Licensing Fees	1,326.64
Applications and Website	120.17
Bank Fees	88.08
Bar Expenses	12,780.63
Building Improvements	31,680.70
Cleaning	4,199.38
Competition Entry Fees	5,534.23
Consulting & Accounting	1,130.00
First Aid	548.57
Freight & Courier	69.54
Fuel & Motor Maintenance	253.31
General Equipment (under \$1k)	417.23
General Expenses	140.00
Hall Hire Expenses	1,031.02
Insurance	16,907.40
IRB Equipment and Repairs	281.06
Member Social Events	8,245.55
New Equipment (over \$1k)	(3,000.00)
Office Expenses	1,122.28



1 JULY 2024-10 FEB  
2025

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Online Accounting Software	381.84
Patrol Equipment (under \$1k)	3,020.78
Patrol Lunches	997.47
Repairs and Maintenance	1,819.90
Square Fees	673.69
Telephone & Internet	617.95
Uniforms and Apparel	3,795.22
Vehicle Registration	334.00
<b>Total Operating Expenses</b>	<b>94,516.64</b>

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<b>Net Profit</b>	<b>(19,669.85)</b>
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# Payable Invoice Summary

Kiama Downs Surf Lifesaving Club Inc

For the period 10 December 2024 to 10 February 2025

Status contains Paid

INVOICE DATE	CONTACT	REFERENCE	GROSS	GST	COST CENTRES
10 Dec 2024	One Music Australia	APAU-000008092	304.30	27.66	Management & Administration
10 Dec 2024	Square	Surf Club Square and Other Fees on 10 December 2024	16.50	1.50	Management & Administration
12 Dec 2024	Kiama Municipal Council	101598	140.00	-	Management & Administration
12 Dec 2024	Kiama Municipal Council	101692	45.00	-	Management & Administration
14 Dec 2024	Square	Surf Club Square and Other Fees on 14 December 2024	0.19	0.02	Management & Administration
14 Dec 2024	Telstra Corporation	Dec 24	94.99	8.64	Management & Administration
16 Dec 2024	Square	Surf Club Square and Other Fees on 16 December 2024	15.79	1.44	Management & Administration
17 Dec 2024	Square	Surf Club Square and Other Fees on 17 December 2024	0.37	0.03	Management & Administration
18 Dec 2024	Square	Surf Club Square and Other Fees on 18 December 2024	1.10	0.10	Management & Administration
19 Dec 2024	Three Bald Men OnPrint Tshirt Company	3334	1,922.38	174.76	Nippers
22 Dec 2024	Square	Surf Club Square and Other Fees on 22 December 2024	5.87	0.54	Management & Administration
27 Dec 2024	Square	Surf Club Square and Other Fees on 27 December 2024	0.27	0.02	Management & Administration
28 Dec 2024	Square	Surf Club Square and Other Fees on 28 December 2024	6.95	0.63	Management & Administration
29 Dec 2024	Square	Surf Club Square and Other Fees on 29 December 2024	4.50	0.41	Management & Administration
31 Dec 2024	Square	Surf Club Square and Other Fees on 31 December 2024	0.64	0.06	Management & Administration
2 Jan 2025	Square	Surf Club Square and Other Fees on 02 January 2025	0.08	0.01	Management & Administration
5 Jan 2025	Anne Gardener	61689618	150.00	-	Management & Administration
8 Jan 2025	Square	Surf Club Square and Other Fees on 08 January 2025	7.48	0.68	Management & Administration
9 Jan 2025	Xero Australia Pty Ltd	INV-40568447	52.50	4.77	Management & Administration
12 Jan 2025	Square	Surf Club Square and Other Fees on 12 January 2025	4.61	0.42	Management & Administration
13 Jan 2025	Service NSW	5768M	176.00	-	Management & Administration
14 Jan 2025	Square	Surf Club Square and Other Fees on 14 January 2025	4.40	0.40	Management & Administration
14 Jan 2025	Telstra Corporation		109.84	9.99	Management & Administration
15 Jan 2025	Kiama Municipal Council	102897	75.00	6.82	Management & Administration
15 Jan 2025	Kiama Municipal Council	102804	140.00	12.73	Management & Administration
16 Jan 2025	Square	Surf Club Square and Other Fees on 16 January 2025	9.68	0.88	Management & Administration
16 Jan 2025	JB Metropolitan	744648	630.65	57.33	Bar
17 Jan 2025	Square	Surf Club Square and Other Fees on 17 January 2025	1.10	0.10	Management & Administration
17 Jan 2025	Illawarra Big Red Steam Cleaning	623	440.00	40.00	Hall Hire

18 Jan 2025	Square	Surf Club Square and Other Fees on 18 January 2025	9.70	0.89	Management & Administration
19 Jan 2025	Square	Surf Club Square and Other Fees on 19 January 2025	10.56	0.96	Management & Administration
19 Jan 2025	Surf Lifesaving NSW	000721	300.00	27.27	Management & Administration
20 Jan 2025	Square	Surf Club Square and Other Fees on 20 January 2025	0.19	0.01	Management & Administration
21 Jan 2025	Square	Surf Club Square and Other Fees on 21 January 2025	1.65	0.15	Management & Administration
21 Jan 2025	Leisure Coast Fruit & Deli	0109361849	117.25	-	Management & Administration
23 Jan 2025	Square	Surf Club Square and Other Fees on 23 January 2025	2.64	0.24	Management & Administration
24 Jan 2025	Gainsborough Takeaway	Surf Club December 2024	240.00	-	Surf Patrol
24 Jan 2025	Square	Surf Club Square and Other Fees on 24 January 2025	2.20	0.18	Management & Administration
25 Jan 2025	Square	Surf Club Square and Other Fees on 25 January 2025	15.69	1.46	Management & Administration
26 Jan 2025	Gwenda Jarrett	091466456	800.00	-	Management & Administration
26 Jan 2025	Penelope Hartgerink	KDSLSC	300.00	-	Management & Administration
28 Jan 2025	Square	Surf Club Square and Other Fees on 28 January 2025	37.76	3.39	Management & Administration
29 Jan 2025	Square	Surf Club Square and Other Fees on 29 January 2025	1.98	0.18	Management & Administration
30 Jan 2025	Square	Surf Club Square and Other Fees on 30 January 2025	2.64	0.24	Management & Administration
31 Jan 2025	Anne Gardener	061689624	175.00	-	Management & Administration
1 Feb 2025	Square	Surf Club Square and Other Fees on 01 February 2025	10.23	0.93	Management & Administration
2 Feb 2025	Square	Surf Club Square and Other Fees on 02 February 2025	35.20	3.23	Management & Administration
3 Feb 2025	Leisure Coast Fruit & Deli	0110278090	920.05	-	Management & Administration
3 Feb 2025	Square	Surf Club Square and Other Fees on 03 February 2025	6.78	0.60	Management & Administration
3 Feb 2025	Fashion Fish Designs	INV-22218	379.00	34.45	Uniforms
4 Feb 2025	TeamZ	00006356	460.00	41.82	Surf Patrol
6 Feb 2025	Square	Surf Club Square and Other Fees on 06 February 2025	3.30	0.30	Management & Administration
7 Feb 2025	Square	Surf Club Square and Other Fees on 07 February 2025	2.20	0.20	Management & Administration
7 Feb 2025	Ben Woods	KD Reimbursement	154.00	14.00	Fund Raising
7 Feb 2025	Noelene Sinclair	KD Reimbursement	57.80	5.25	Management & Administration
7 Feb 2025	Penelope Hartgerink	Kiama Downs Surf Club 070225	300.00	-	Management & Administration
8 Feb 2025	Square	Surf Club Square and Other Fees on 08 February 2025	9.37	0.84	Management & Administration
10 Feb 2025	Surf Lifesaving NSW	000821	1,449.50	131.77	Nippers
10 Feb 2025	Winc Stationary	9047253872	108.02	9.82	Management & Administration
<b>Total</b>			<b>10,272.90</b>	<b>628.12</b>	