



Kiama Downs SLSC

Minutes

27 April 2025

Meeting opened: 4:21 pm Meeting chaired by Trina

ATTENDANCE: Trina Jensen, Gary Trudgett, Julie Greenfeld, Noelene Sinclair, Josh Douglas, Skip Guy

APOLOGIES: Cameron Mitchell, Ella Cleal Cook, Polly Gazzard, Archie Weir, Ben Woods, Ben McAlister, Jess Nolan

PREVIOUS MINUTES: March minutes accepted.

Moved: Trina Jensen

Seconded: Josh Douglas

Carried

BUSINESS ARISING FROM MINUTES:

- Post Office Box rental. Noelene suggested that the Club install a letterbox out the front of the club and cease the PO usage/rental. Julie to ask the PO if can cancel PO box and get a part refund. Also need to change postal address with Surf Life Saving as they use PO box; not many other people do as receive bills electronically; need to move towards paperless registration papers as they are done online anyway.

Moved: Trina Jensen Seconded: Josh Douglas that we cancel the PO box and install a letterbox. Carried

COMMITTEE MEMBER REPORTS:

PRESIDENT: (Brett) – Nil reported

VICE PRESIDENT: (Trina) - Nil reported

SECRETARY: (Noelene) Report emailed to Committee – see Page 3

Main request is for Committee members to provide their reports for the Annual Report asap

TREASURER: (Gary)

- Reflected on the budget – Bar, Hall Hire and Bar expenses above budget. Looking to be on budget. ATV for \$20,000 in budget and Stairs \$10,000. ATV to be purchased; stairs to be moved to next year.
- Ben had asked for figure for boards; \$4,700. To check with Ben about this purchase.

ASSISTANT TREASURER : (Julie) - Report emailed – see Page 4

- BSEF discussed acquittal by 1/5/25
- Will check have the right amount of invoices for patrol lunches from Gainsborough Takeaway
- 10 outstanding training fees; Julie to send a list to Josh to be checked with Skip and then follow up payments from there. Julie spoke to Skip later in the meeting about these.

- Kiama Council tax invoice for \$70 for annual rental. Agreed to pay. Lease agreement renewal due this year.
- Confirmed Jamberoo Touch monies received was a donation
- Fuel purchase okay to pay
- IRB parts reimbursement okay to pay
- Unifab signs tax invoice for motor stands okay to pay

CLUB CAPTAIN: (Josh)

- Beach camera is faulty; agreed to replace at cost of \$1,100
- Swell Net has approached Club to install a fixed camera on the roof; will require Council approval; it will include Wifi Internet that can be used by the public and an annual \$500 donation to the Club. It will be a 5 year contract. Discussion took place and agreed this should be kept separate from the Club activities and internet.
- End of patrols today. Congratulations extended to Josh for completing 20th season as Club Captain. Potentially his last day as Club Captain.
- Radio chargers need replacement; will speak to Ella about this; will look at options such as a charging bank; Skip mentioned a different style that encases the radio.
- End of season function – suggest a Friday arvo – defer to GB.

VICE CLUB CAPTAIN: (Ben) – Nil reported

REGISTRAR: (Keren) - Nil reported

TRAINING OFFICER: (Skip)

- 6 bronze/SRC and 5 IRB Drivers trained. Thanks to Scott Case and Heath Byron for a great job. Julie spoke with Skip about the outstanding fees.

IRB CAPTAIN: (Nathan) - Nil reported

- Skip said the first competition is next weekend at Ocean Beach

VICE IRB CAPTAIN: (Strongy) - Nil reported

RADIO OFFICER: (Ella) - Nil reported

FIRST AID OFFICER: (Spencer) - Nil reported

JUNIOR ACTIVITIES CHAIRPERSON: (Ben) – Nil to report

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

PUBLICITY OFFICER: (Jess) - Nil reported

GEAR STEWARD: (Ben/Cameron) - Nil reported

HALL HIRE: (Gary) – All going well

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) - Nil reported

- Josh said work still be undertaken with BaseCamp.

PUBLIC OFFICER: (Josh) - Nil reported

GENERAL BUSINESS:

- Gary re AGM and proposed retirement of positions and need for succession to be put in place. Noelene said she'd like to nominate for another year at least and had approached someone to mentor but unsure of timing for this. Josh said he and Ben McAlister were thinking of swapping positions.
- Josh congratulated Polly Gazzard on representing the Club at State level. Other candidates won. It was such a great effort for Polly to make it to the State level.
- Awards of Excellence nominations – only 2 weeks to go – no nominations received as yet; Josh will SMS each patrol member to seek nominations. Need to push for nominations for all awards; these award nominations then flow on for Club awards. Really need people to nominate. Branch Presentation Night is 14 June.
- Ben McAlister emailed asking for approval to purchase 10 Club shirts for IRB team members at a cost of \$350. Moved: Josh Douglas Seconded: Noelene Sinclair Carried
- Discussion took place about the payment of shirts and competition fees and it was felt that a policy needs to be put in place for this and also the funding needs to be put in the budget.
- ATV sale to go ahead after purchase of new one.
- Presentation Night and AGM dates set. Presentation Night Saturday 16 August 6.00 pm and AGM Sunday 17 August 10.00 am.
- End of season Friday night date to be sorted.

Meeting closed: 5:40 pm

Next Club Meeting: Sunday 18 May 2025 (every 3rd Sunday of the month)

KDSLSC - Secretary Report – April 2025

Incoming post office mail:

- Service NSW – Registration renewal papers – Z39558 due 26/5 \$79.00
- Service NSW – Registration renewal papers – V80831 due 26/5 \$79.00

South Coast Branch

- Meeting notice
- South Coast Branch Awards of Excellence nomination process – closing date 8/5
- Coastal Safety Brief

SLSNSW

- Club Mail
- Confirmation of Club Compliance
- April Executive Training Schedule and Club Executive Calendar Reminders
- Volunteer Satisfaction Survey – Request for Support
- National Volunteer Week – Send a Postcard
- SurfLIFE quarterly magazine
- Via Brett: SLSA Policy 6.2 Non Political, Non Sectarian and Organisational Neutrality
- Annual Report Webinar
- Calling for Nominations – SLS Services Board, Director x 1
- Operational Update – Radio Network
- Thanks for Easter Lifesaving Activity
- Annual Report Guidelines

KDSLSC:

- Minutes & meeting notices emailed to all Members; change of date of meeting to 27/4 due to Easter Sunday
- Jan re 100% awards for previous season; awards being distributed.
- Josh re BSEF delivery details
- Jan re pavers for Nathan Foster & Archie Weir; referred to Ben McAlister
- Skip re new membership and training request
- Louise Skjeime request for SEMS access for IRB event entries; access sorted
- Ben McAlister re IRB polo shirts from Teamz \$350 for 10 shirts
- Stewart Boyd re his bronze medallion; request for it to be posted to him; sorted.
- Any bronze medallions/awards etc not collected from 2023/2024 presentation night have been left in the radio room for collection and all recipients notified via email; still some to be collected. There is also a box of items with certificates and medallions that need to be collected from previous seasons from when people notified but not collected. Please note members – if you are missing a medallion or award; please check this box in the radio room.
- To members – Branch Awards nomination form
- Steve Strong re IRB Team Management nominations; letter provided nominating Stephen Strong & Kathy Foster

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

Treasurers Report – April 2025

Items from March Meeting:

1. Nil

Bank Accounts and Accounting as at 22nd April 2025:

1. Savings Account Balance **\$153,898.**
2. Capital Expenditure Account Balance **\$1,797**
3. Cheque account has a balance of **\$56,109**
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 16th March to 22nd April 2025 total **\$982.00** - refer attached Bill Payment List for details and breakdowns of large expenditure items.

Other items for management awareness:

1. Outstanding Invoices to be submitted to Elite Energy for Big Husky Triathlon and Penrith Triathlon
2. Acquittal for BCEF Grant.\$11,000 needs to be done by end of April

Budget Vs Actuals

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

	ACTUAL	BUDGET	VARIANCE
Trading Income			
Bar Sales	36,880.88	35,400.00	1,480.88 ↑
Hall Hire Sales	23,101.28	22,200.00	901.28 ↑
Interest Income	1,431.58	2,220.00	(788.42) ↓
Membership	2,652.50	-	2,652.50 ↑
Other Revenue ¹	4,858.49	-	4,858.49 ↑
Square Discounts	(554.99)	-	(554.99) ↓
Square Sales	903.64	-	903.64 ↑
Triathlons	9,500.00	19,200.00	(9,700.00) ↓
Uniform Sales	3,167.86	5,520.00	(2,352.14) ↓
Training	4,006.36	-	4,006.36 ↑
Prizes ²	(3,000.00)	-	(3,000.00) ↓
Total Trading Income	82,947.60	84,540.00	(1,592.40)
Gross Profit	82,947.60	84,540.00	(1,592.40)
Other Income			
Donations	3,310.60	3,600.00	(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	8,000.00	7,200.00	800.00 ↑
Grants - KMC	1,000.00	1,200.00	(200.00) ↓
Grants - SLISA	10,000.00	-	10,000.00 ↑
Grants - NSW Govt	-	30,000.00	(30,000.00) ↓
Total Other Income	27,037.88	60,276.00	(33,238.12)
Operating Expenses			
Affiliation & Licensing Fees	2,396.64	3,840.00	(1,443.36) ↓
Applications and Website	120.17	5,640.00	(5,519.83) ↓
Bank Fees	91.06	-	91.06 ↑
Bar Expenses	16,838.94	13,200.00	3,638.94 ↑

	ACTUAL	BUDGET	VARIANCE	
Building Improvements	31,680.70	54,960.00	(23,279.30)	↓
Cleaning	4,784.38	4,680.00	104.38	↑
Competition Entry Fees	7,181.42	12,000.00	(4,818.58)	↓
Consulting & Accounting	1,250.00	1,200.00	50.00	↑
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	10,290.95	11,280.00	(989.05)	↓
New Equipment (over \$1k)	(3,000.00)	28,800.00	(31,800.00)	↓
Office Expenses	1,486.20	1,200.00	286.20	↑
Online Accounting Software	429.57	900.00	(470.43)	↓
Patrol Equipment (under \$1k)	4,138.96	2,400.00	1,738.96	↑
Patrol Lunches	1,277.47	2,640.00	(1,362.53)	↓
Printing & Stationery	-	240.00	(240.00)	↓
Repairs and Maintenance	2,639.72	7,200.00	(4,560.28)	↓
Square Fees	972.03	1,080.00	(107.97)	↓
Telephone & Internet	827.03	1,560.00	(732.97)	↓
Uniforms and Apparel	5,742.49	5,040.00	702.49	↑
Vehicle Registration	334.00	600.00	(266.00)	↓
Total Operating Expenses	109,129.86	185,640.00	(76,510.14)	
Net Profit	855.62	(40,824.00)	41,679.62	

1. KMC Insurance Refund

2. Equipment won at Competitions

Profit and Loss

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

2025

Trading Income

Bar Sales	36,880.88
Hall Hire Sales	23,101.28
Interest Income	1,431.58
Membership	2,652.50
Other Revenue	4,858.49
Prizes	(3,000.00)
Square Discounts	(554.99)
Square Sales	903.64
Training	4,006.36
Triathlons	9,500.00
Uniform Sales	3,167.86
Total Trading Income	82,947.60

Gross Profit

82,947.60

Other Income

Donations	3,310.60
Fundraising	3,727.28
Grants - KMC	1,000.00
Grants - SLSA	10,000.00
Grants - SLSNSW	8,000.00
KMC Patrol Service Agreement	1,000.00
Total Other Income	27,037.88

Operating Expenses

Affiliation & Licensing Fees	2,396.64
Applications and Website	120.17
Bank Fees	91.06
Bar Expenses	16,838.94
Building Improvements	31,680.70
Cleaning	4,784.38
Competition Entry Fees	7,181.42
Consulting & Accounting	1,250.00
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	10,290.95

	2025
New Equipment (over \$1k)	(3,000.00)
Office Expenses	1,486.20
Online Accounting Software	429.57
Patrol Equipment (under \$1k)	4,138.96
Patrol Lunches	1,277.47
Repairs and Maintenance	2,639.72
Square Fees	972.03
Telephone & Internet	827.03
Uniforms and Apparel	5,742.49
Vehicle Registration	334.00
Total Operating Expenses	109,129.86
Net Profit	855.62

Payable Invoice Summary

Kiama Downs Surf Lifesaving Club Inc
For the period 16 March 2025 to 22 April 2025

Status contains Paid

INVOICE DATE	CONTACT	REFERENCE	GROSS	GST	COST CENTRES
18 Mar 2025	Square	Surf Club Square and Other Fees on 18 March 2025	7.04	0.64	Management & Administration
23 Mar 2025	Square	Surf Club Square and Other Fees on 23 March 2025	3.77	0.35	Management & Administration
24 Mar 2025	Square	Surf Club Square and Other Fees on 24 March 2025	10.26	0.93	Management & Administration
24 Mar 2025	Gala Trophies	6680	546.50	49.68	Nippers
25 Mar 2025	Square	Surf Club Square and Other Fees on 25 March 2025	3.30	0.30	Management & Administration
27 Mar 2025	Anne Gardener	061689635	175.00	-	Management & Administration
31 Mar 2025	Square	Surf Club Square and Other Fees on 31 March 2025	1.10	0.10	Management & Administration
2 Apr 2025	Kiama Municipal Council	106642	40.00	-	Management & Administration
2 Apr 2025	Surf Lifesaving NSW	001057	100.44	9.13	Surf Patrol
3 Apr 2025	Square	Surf Club Square and Other Fees on 03 April 2025	21.78	1.98	Management & Administration
8 Apr 2025	Square	Surf Club Square and Other Fees on 08 April 2025	0.33	0.03	Management & Administration
10 Apr 2025	Square	Surf Club Square and Other Fees on 10 April 2025	8.58	0.83	Management & Administration
12 Apr 2025	Square	Surf Club Square and Other Fees on 12 April 2025	9.06	0.87	Management & Administration
13 Apr 2025	Square	Surf Club Square and Other Fees on 13 April 2025	24.23	2.23	Management & Administration
14 Apr 2025	Square	Surf Club Square and Other Fees on 14 April 2025	31.06	2.87	Management & Administration
Total			982.45	69.94	