



## Kiama Downs SLSC

### MINUTES – 16 November 2025

**Meeting opened:** 4:01pm

**ATTENDANCE:** Ben Woods, Polly Gazzard, Lily Gazzard, Gary Trudgett, Skip Guy, Julie Greenfeld, Jan Horspool, Ben McAlister, Rod Parker

**APOLOGIES:** Brett Schweitzer, Bob Sinclair, Noelene Sinclair, Trina Jensen, Archie Weir, Josh Douglas

**PREVIOUS MINUTES:** July & October minutes to be accepted

July Minutes: Unable to be accepted as 2 people from the July meeting were not present

**ACTION: To be adopted at next meeting**

**October Minutes accepted:**

Moved: Julie Greenfeld

Seconded: Lily Gazzard

CARRIED

**BUSINESS ARISING FROM MINUTES: (discuss or defer to GB)**

- 1) Grant opportunity; any further progress with Council re deck feasibility, **Nothing further at this stage**
- 2) Update Pavers – being organised by Ben Mc, **work in progress**
- 3) Honour board – 2024-2025 names to be added, **work in progress**
- 4) New verandah stools – Noelene still researching – see Secretary report
- 5) Volunteer Compensation: Email from Rod Parker re volunteer out of pocket expenses – see **General Business**
- 6) Policy needs writing for competition uniforms/entry fees (ongoing), **Ben Mc working on this**
- 7) Triathlon Water Safety Fee Increase – **Julie to send Ben a summary of fees paid over the last 3 years. Ben to review fees and then consult with Committee.**

**COMMITTEE REPORTS:**

**SECRETARY:** (Noelene) Report emailed to Committee – see pages 5 & 6

1) Water Safety Rash Vests

**Action: Ben and Skip to do an inventory and arrange for re-order**

2) Junior Lifesaver of the Year Lily needs 4 volunteers for the interview panel

Emails for EOI have been sent to all clubs

3) Gainsborough Take Away Closure

The donation box needs to be collected from Adrian – Gary to organise

Outstanding invoices for patrol lunches needs to be paid – Julie to contact Josh

**Action :Once these items are complete then a Thank you Letter can be written to Adrian and his team for all the support they have given us over the years to our surf club. (Noelene)**

**TREASURER:** (Gary) Report emailed to Committee

The Committee has acknowledged the hard work of Keren and Julie to process all the memberships and Bronze/SRC through each of the systems. Keren has worked tirelessly with many members as the SLSA system this year has been particularly challenging as members try to navigate the correct options for registering their family. Main issues are whether payment is made, payments not going through and members selecting the incorrect options when signing up/renewing.

**Action: Julie and Keren to put together a summary of the issues they have had with the system and send it off to SLSA as feedback.**

**ASSISTANT TREASURER :** (Julie) Report emailed to Committee

- Triathlon payments: Kiama, WTC, Lil Husky still need amounts to invoice
- Kiama Council Patrol Agreement \$1100 and \$7000 has been submitted on 11/11
- Insurance payments - need 5 invoices before payment can be made GT is chasing Marsh Insurance
- BSEF \$11,000 received, need to record what purchases will be made
- \$8000 compliance payment from SLSNSW should receive in March 2026 but received on 13 Nov.

**CLUB CAPTAIN:** (Ben)

1) Patrol Uniforms: review is underway and an order will be made shortly. Previously the funds came from CLEG grant but this isn't available for Patrol Uniforms this year.

2) Membership Renewal: Chasing members to ensure that they have renewed their membership prior to attending their first patrol, highlighting the importance of not being covered by Insurance if membership is not renewed.

A follow up email was also sent on 20 Nov.

3) Council Lifeguard Meeting: This meeting is coming up shortly and will be used to go over the opening and closing procedures required by the Lifeguards in order to keep that area clean, neat and tidy.

4) Patrol Captains Meeting: to be scheduled prior to the Christmas period.

5) Sydney Water: Thank you to Rod Parker and Nathan Foster for helping out with Water Safety at the carnival at Warilla over the weekend.

6) World Triathlon Championships: Josh Douglas was employed by the Event Organiser as the Water Safety Co-Ordinator in a paid position. Thank you to Josh who has donated his service fee to the Club and also his time to organize all the volunteers and carry out his duties over the 4 day event as the Water Safety Co-ordinator.

Thank you to all the club members who volunteered at this event and enjoyed the experience of being involved in a World Championship Level event. A great addition to their resumes.

**A list will be circulated of the members involved.**

7) Patrol Lunches: Looking into other options, have approached Cantik, Fish Vibes and Stacks. Suggestion also tabled such as Minnamurra Café.

In the interim using Kiama Downs IGA

**Action: Gary to contact IGA to get our account reactivated**

8) Binoculars reported all 3 have gone missing.

Rod checked after the meeting and all pairs were found in the Patrol Van.

9) Timing of Sunday Meeting: brief discussion if Sunday 4pm is still a good time for everyone. Poll to be put out to see if another week night would work. Zoom still available.

**TRAINING OFFICER:** (Skip)

- 68 members total have been enrolled and making their way through their training for SRC/Bronze/Refresher
- 1st assessment is scheduled for 21<sup>st</sup> Nov with a second date also scheduled.
- Water Safety has been arranged for the assessment date.
- Will pass on details to Ben about the number of uniforms required
- IRB EOI will go out for Driver and Crew Training
- Patrol Proficiency is underway – Josh and Skip to complete the rest of the patrols
- Water Safety Proficiency to be scheduled.

**JUNIOR ACTIVITIES CHAIRPERSON:** (Ben)

- Saddleback Cup to be held 23<sup>rd</sup> Nov 10am start ( KD/ Sussex Inlet/Gerringong/ Kiama Clubs) BBQ will be held for all competitors and families opportunity to fundraise. Discussion around food and drinks to sell.
- Santa Photos are starting 21/22 Nov, bookings are open. Santa Selfies format again this year. Helpers needed and advertised on FaceBook
- Twilight Carnival and Christmas Party booked for 14<sup>th</sup> Dec at 1pm Pizza Van has been arranged, Bar will be open and a visit from Santa has been organised.

**JUNIOR CLUB CAPTAINS:** (Polly/Archie)

- South Coast Branch camp was held last weekend and 4 of our members attended

**PUBLICITY OFFICER:** (Lily)

- State Meeting was held on how to run Club Social Media. Looking at WhatsApp groups to use in the Club.
- Trialling Nipper WhatsApp to see how it goes first, then look into other Groups that could be created.

**GEAR STEWARD:**

- Tyres on the IRB trailer have been fixed

**HALL HIRE:** (Gary)

- Walls have been painted over 2 days, thanks to volunteers **Gareth, Scott, Josh, Curtis and Gary**
- Roof on the back balcony has also been fixed

**UNIFORM OFFICER:** (Jan)

- Colour Cap Trial: have run out of caps and looked into new local supplier called madeonconuntry, and have an order with them already.
- Club Merchandise offer and process (as detailed in Agenda)
- Jan explained more details about Nelson Teamwear which is in use by other clubs such as Kiama, Port Elliott and Henley ( links supplied in Agenda)
- Minimum 8 orders per item (embroided) and Minimum 12 orders per item (printed )
- If we get less than the minimum order then the Club would need to purchase the remaining items to reach the minimum and then sell them in or store.
- 2-3 weeks turnaround time to print and distribute
- Other Suppliers researched: Pontoon Sports : the minimum order is for EACH item rather than ALL items therefore Nelson has the better minimum option.
- Please note that we will continue to use Fashion Fish as our swimwear supplier

**MOTION: To use Nelson Teamwear as our Merchandise Supplier (except for swimwear)**

MOVED: Gary

SECONDED: ALL

- CARRIED

## **MEMBER SERVICES OFFICER: (Lily)**

- Junior Lifeguard of the Year names due
- Polly and Archie and chat with nominees to help them with the process

## **Agenda Item:**

### **GENERAL BUSINESS:**

#### **Digital Display at Front of Club (Rod)**

- Rod suggested a Digital Display Board be mounted at the front of the club to advertise club activities, Cost \$1,500 for double sided boards, WiFi enabled for updates, size : 1000mm x 400mm
- Need to look into if Council permission is needed to erect the sign and if there are any installation restrictions ( hours in use, light towards neighbouring properties etc) –

**Action :Ben Mc to follow up with Council**

#### **Volunteer Compensation (Rod)**

- Rod gave a detailed account of what it is costing volunteer members to attend at Triathlon Water Safety (fuel, food, accommodation, etc) Noting that the club usually provides 1 dinner and Elite Energy provides some accommodation.
- Examples included: \$22 return from Callala, \$12 return from Wollongong, \$50 return Penrith. All trips are from KD and are based on ATO current km reimbursement rates.
- Suggestion given to give a flat rate gift voucher that can be used for food or fuel as compensation. The voucher would be given to the person driving the car, at the event. Car pooling encouraged.
- How to fund this option?
- The Aust Lifesaving Service for example charges \$4,000 per day to hire 1 IRB and 2 Crew for their services at a paid Event.
- To assist with funding of the compensation suggestion to organise a contract of 2 Years with Elite Energy of fixed prices for our services. Then every 2 years it can be renewed and prices increased as needed.

**Action: Ben Mc to put together some pricing suggestions for the Events we attend**

- Ralph Steel is willing to take on the position of Radio Officer

**Motion** “that Ralph Steel be appointed as Radio Officer”

Moved: Gary Secoded: Ben McA

CARRIED

- Next Club meeting – Noelene suggested via email that next meeting be 18 January 2026 as most people pre-occupied with Christmas festivities on 21 December. Time did not allow this item to be discussed.

Meeting closed: 6:05pm

Next Club Meeting: 18 January 2026

## KDSLSC - Secretary Report – 16 November 2025

### Incoming post office mail:

- 11 Water safety rash vests

### South Coast Branch

- 2024-2025 Annual Report with Financials and list of 2025-2026 Executive emailed to Branch (Donna assisted to PDF the documents together)
- Notice of Branch Council meeting
- 2025-2026 Compliance Circular – Documents sent and ACNC Charity Register updated
- Lily Gazzard, Members Services Director re Junior Lifesaver of the Year Interview Panel (**Action Required – anyone available to assist – to reply by 21/11 – interviews 29/11 9.00 – 10.30 am**)
- Josh Douglas, Education Director – SC Branch Board of Lifesaving monthly meeting 11/11 7.30 pm
- Reconciling Merchant payments with memberships
- Fundraising: Aus Gov AIS Athlete Accelerate Program 2026 (closing 30/11)

### SLSNSW

- Club Mail
- Marketing, Media and Promotions Webinar 28/10 6pm
- Notice of 2025 Annual General Meeting (AGM) and the 2025 Director Election Voting Instructions (Executive discussed voting)
- SLSS Infront Board Bash Carnival - Sat 1 November 2025 @ Cronulla Beach
- November Executive Training Schedule and Club Executive Calendar
- List of Members to be automatically archived – action required by 6/11 (emails/SMS sent by Noelene and Ben McA emailed patrol captains)
- Social Media for Clubs Webinar – 4/11
- Member Engagement Webinar – 13/11
- 2025 Satisfaction Survey – Results (only 8 people from KD responded)

### Kiama Council:

- Craig Bowley re Lifesaving Agreement and payment and request to meet with new Club Captain (\$7000 for Gear & Equipment; \$1100 for extra patrol hours)

### KDSLSC:

- Minutes & meeting notices emailed to Committee & all Members
- Emanating from Oct meeting: Noelene notified Ben W and Skip re 9 water safety rash vests in the radio room and 11 received via mail
- Quote for new stackable verandah stools – Cafeideas – Nardi brand chairs range from \$135 - \$163 each; **more research to be done; how many chairs? Colour? (white?)** eg Nardi polypropylene resin , anti-uv, stackable,w49 h101.5 d52.5 cm 4.5kg
- Registration problems from some members; Keren/Ben sorted
- Keren to Brett re Issues with Surfguard and request for matters to be raised with Branch
- Brett re Branch Carnival (Shellharbour has volunteered for it)
- Invoice from Unifab for motor stands (payment has been processed)
- Membership renewals – emails and SMS sent to those who need to renew (especially patrolling members)

- **Jan Horspool, Uniform Officer re Change to Uniform Offering (Nov meeting agenda item)**
- Ralph Steel forwarding Event Announcement: RSA on the Frontline Webinar 11/11
- Forwarded by Gary Trudgett – email from Can4Cancer Cycling Event – letter of appreciation for use of facilities
- **Ben McAlister re Help Needed – Sydney Water Series Water Safety – Warilla Barrack Heights – 15-16 November**
- Josh re CLEG purchase (radios/chargers/batteries)
- **Advice from Brett that Adrian from Gainsborough Takeaway contacted him and business is closed; email from Skip re offer of recognition and need to consider lunch options for the future; Ben McA looking into options**

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