



**MACKSVILLE-SCOTTS HEAD SURF LIFE  
SAVING CLUB INC. ABN: 31637315870**

**MINUTES OF MONTHLY MEETING:  
Wednesday 10.08.2016 6:30pm  
Held at the Clubhouse**

**1. MEETING OPENED 6.36PM**

**2. ATTENDANCE AND APOLOGIES**

Michael Coulter, Ken Laverty, Darell Perks, Peter English, Peter McNally, Keith McKay, Jason O'Donnell, Andrew Moran, Lara Jones, Chris Minto, Jim Brazel, Scott Norman

Apologies: Gavin Jones, Cath O'Donnell, David Brunsdon

**3. ADOPTION OF MINUTES OF THE COMMITTEE MEETING HELD ON 27.07.2016**

***# Resolved on the motion of Michael Coulter/Peter English that the previous minutes be accepted as true and correct subject to the following changes identified by Jason O'Donnell***

- Business Arising – should read “There was discussion about how successful the stand-up paddle board weekend was”
- Business Arising – should read “It was queried whether or not Dave Lee had looked at the sound absorption issue”
- Business Arising – add that “Cath O'Donnell has installed blinds”.
- Second resolution in President's Report should read, “Resolved on the motion of Jason O'Donnell/Michael Coulter that the Committee approve the delegation of authority for authorised Delegates to assist in proficiencies with the Assistant Assessors to be Mark, Andrew, Cath, Peter, Paul, and Joel Mason.
- President's Report – reference to Peter Turnbull should be to Peter English
- Surf Sports Officer's Report – Add comment that we must sell off old craft. Add comment that he asked boat rowers to use paint in shed to give the eaves at the boatshed in Macksville a paint.

**4. BUSINESS ARISING:**

- Chris Minto to look into the purchase of a battery starter pack for the ATV from Mannings in Wallace Street, Macksville
- There was a discussion about the beach erosion and the options in Council's adopted Coastal Zone Management Plan for beach scraping. There was a discussion concerning the extent to which the matter should be a concern of the Club. If there is no response to the Club's letter, it was agreed that the Secretary follow up the matter with North Coast Holiday Parks in two weeks' time.
- There was discussion about the start of the patrol season on 24 September 2016
- There was discussion about the vacant positions of Club Captain and Membership Officer. It was agreed that nominations for the vacant positions be put to all Club members.
- Jim Brazel advised that there would be a dedication of the Club's new deck in honour of Richie Donovan at 1pm on Saturday 10 September 2016.
- The Secretary is to send out invitations to our Federal Member, State Member and Mayor seeking their attendance at the dedication service.

- Peter McNally advised that he had updated the emergency call out register.

**5. ITEMS TO BE RATIFIED:**

There were no expenditure items requiring ratification.

ACTION	RESPONSIBILITY

**6. FINANCE REPORT:**

The Treasurer provided a written report which is attached to the minutes. In summary it was reported that the Council has \$95,000 in available cash.

**# Resolved on the motion of Peter English/Jason O'Donnell that the money in the NAB term deposit be withdrawn and that it be added to the BCU account.**

- It was noted that the June carnival made more than \$4,000 plus bar takings
- It was noted that there were bar sales for June/July of \$9,900 and that \$4,700 of alcohol was purchased
- The Treasurer requested that there be a bar stock take at the end of each month
- The Treasurer requested the Finance Report go out with the meeting agenda
- There was a discussion of the finance matters listed at the previous meeting.

*"Ideas to make the Treasurer's Job easier – get improved control"*

1. *Need transaction card for Chris*  
It was agreed that Chris Minto would get a transaction card
2. *Need monthly bar stock takes*  
As discussed. There is a need for a bar stock take at the end of each month
3. *Need to reconcile membership & payments*  
The problem is that the funding coming back from SLSNSW is not reconciled against the membership paid by individuals.
4. *Work out GST on membership & entries – have to talk to Greg*  
It was agreed that GST is not taken on membership but GST has to be taken from bar sales.
5. *Separate memberships, entries and gear hire*  
This was discussed.
6. *Reconcile key register – have a copy from Jason*  
It was noted that Andrew Moran has the key register.
7. *Register of skis & equipment - \$3,000 capital threshold – expenses everything else – asset numbers or serial numbers on register – is this on Surf Guard?*

**# Resolved on the motion of Michael Coulter/Peter English that there be a \$3,000 threshold for capital items.**

It was noted that the serial numbers on surfguard need to be brought up to date.

8. *Tax office portal rego*

It was noted that the Club is undertaking manual BAS and needs to be registered to do electronic BAS.

9. *Gas & electricity direct debit*

It was agreed that the accounts be paid via direct debit.

10. *What is the policy on contributing to competitor's expenses?*

There was considerable discussion about the existing policy being that the proceeds of fundraising for a particular cause be split 50/50 between the Club and the "cause". It was agreed that the policy needs to be the subject of further discussion.

11. *Do we have a policy on a maximum amount the executive can approve without taking it to a meeting? Both a spend and sell?*

**# Resolved on the motion of Scott Norman/Andrew Moran that the maximum amount the executive can approve without taking it to a meeting be \$500 to sell and \$3,000 to buy.**

12. *Seems to be quite a lot of clothing that looks like old stock?*

Agreed. Lara Jones to investigate.

13. *Need to get my head around the nipper subs & registration day (what does rego include)*

Noted.

14. *Need for volunteers to fill in the bar sheets*

Noted.

15. *Need monthly cash flows that show capital purchases*

The Treasurer advised that he can prepare monthly cash flows.

16. *Need to finish budgets to get some idea of how we are travelling.*

Noted.

There was discussion about sorting out the NAB account. Andrew Moran volunteered to resolve it.

**# Resolved on the motion of Scott Norman/Andrew Moran that the Treasurer's Report be received.**

**# Resolved on the motion of Jason O'Donnell/Michael Coulter that the BCU Term Deposit be rolled over.**

## **7. PRESIDENT'S REPORT (Andrew Moran)**

Andrew Moran provided a verbal report and thanked Jason O'Donnell, Peter English, David Brundson and Bill Richardson for attending the recent Assessors meeting.

## **8. VICE PRESIDENT'S REPORT (Jim Brazel)**

Jim Brazel said that he would like everyone to turn up to the Richie Donovan dedication wearing their patrol uniform.

There was discussion about organising a website update.

## **9. SECRETARY'S REPORT (Michael Coulter)**

A written report of incoming/outgoing correspondence was presented.

There was discussion about a “come and try” day for surf boats to be held on 25 September 2016.

**10. CLUB VICE-CAPTAIN (Peter McNally)**

It was advised that the ATV needs to be serviced.

It was advised that the First Aid kits were up to date.

**11. CHIEF TRAINING OFFICER (Peter English)**

It is proposed to commence a bronze squad on 16 October being the Surf Club open day. ARTC is to be included in the bronze course.

An Age Manager’s course is set down for 12 October at the Kempsey hotel.

There was discussion about the fees for undertaking bronze courses in other clubs, with prices of \$120 for the bronze course and \$80 for the SRC. It was noted that Macksville-Scotts Head SLSC only charges the membership fee.

A First Aid course is set down for 11 September at South West Rocks.

There is to be a one week bronze course held in Port Macquarie in the first week of the September school holidays.

**12. SURF SPORTS OFFICER (Jason O’Donnell)**

A flyer for the Club’s Carnival on 19 and 20 November 2016 was distributed for information.

It was requested that the Boat Captain and rowers provide the Surf Sports Officer with support in undertaking his role.

**13. JUNIOR ACTIVITIES COORDINATOR (Lara Jones)**

A new club logo was presented for discussion. The logo was prepared as Bonds are to provide the Club with 100 free rashies as part of the Bonds rashie program.

**# Resolved on the motion of Peter English/Jim Brazel that the Club adopt the new logo (the two colour version)**

It was proposed that Nippers be held every second weekend with a trail of Sunday afternoons instead of Sunday mornings.

It was requested that the Age Managers be provided with a flouro shirt with the Age Manager number on the back.

**14. FACILITIES AND SAFETY OFFICER (Chris Minto)**

More volunteer support is required for the bar operations on a Sunday.

Advice was sought on the purchase/availability of a hot dog machine. Ken Laverty to investigate.

There was discussion about smoking on the verandah. Michael Coulter is to investigate the applicable smoking regulations for bars.

It was suggested that an advertisement should go in the Scotts Head community newsletter advising of the bars operations. Lara Jones is to investigate who the publisher is and the arrangements for placing an advertisement.

**15. CLUB VICE-CAPTAIN (Peter McNally)**

It was suggested that the Nippers be provided with a show bag when they are inducted.

**GENERAL BUSINESS**

Ken Laverty said that he had agreed to the Club undertaking the gate collections for the Rusty Iron Rally. The Rally is being held on 3 and 4 September 2016 and about 6 people would be required between 7.30am and 11.00am on Saturday and Sunday. The Rally provides the Club with a donation of \$2,500 for the gate collection.

It was advised that Jason O'Donnell, Scott Balfour and Peter McNally would be attending the State Awards for Excellence with a \$200 subsidy for attendance being provided by the Branch.

**MEETING CLOSED AT 8.45pm**