

## Ulverstone Surf Lifesaving Club

### Management Committee Meeting Minutes

Tuesday 21/8/18

**1 Attendance** Graeme Rollins (Chairman), Brett Norton-Smith, Julian Moore, Scott Latham, Paul Booth, Liz Eustace, Lyndon O'Neill.

**2 Visitors** Boyd Griggs {SLST}, Mike Holland

**3 Apologies** Chris Jacobson

**4 Minutes previous meeting** Moved Liz Eustace, seconded Scott Latham that the minutes from the previous meeting be a true and correct report. Carried

#### 5 Business arising

5.1 Beach Management Course

5.2 Chairman spoke about a meeting he had with Telstra

5.3 The Vice-President Julian Moore gave a report to the committee about power usage and ideas of how to lower the cost.

**6 Correspondence** Moved Julian Moore, seconded Paul Booth that the inward correspondence be received and the outward confirmed. Carried

#### 7 Finance Report

##### General

1. XERO Dashboard (appendix A), shows 57 outstanding items to be reconciled, of these 5 items are from last financial year, totalling \$1577.44 in credits to the Club, with no corresponding invoices or statements. I will seek guidance from the accountant after Aug is reconciled and will recommend we treat as miscellaneous.
2. Over 45 remaining items are deposits from bar and member fees
3. The General Financial Health rating of the club is assessed as good.
  - a. Assessment ratings (very poor, poor, good, very good)

##### Financials

1. Bank Accounts:
  - a. Westpac Community One (consumables), BNS, SL, Rolly \$2000
  - b. Westpac Community One (operating) \$22,865.53
  - c. Westpac Business Cash Reserve \$52,121,36
2. P&L
  - a. (Appendix B), no extraordinary items
3. Balance Sheet
  - a. (Appendix C), no extraordinary items

4. Current Ratio 2.15, ideally should be greater than 1.0

## 2

- a. Current ratio is a comparison of current **assets** to current liabilities, **calculated** by dividing your current **assets** by your current liabilities. Potential creditors use the current ratio to **measure** a company's liquidity or ability to pay off **short-term** debts.

### Items of Interest

1. Standard chart of accounts is available from QUT 2011. This is the Australian Standard for charity and volunteer organisations, we will be incorporating these into our accounting over the year.
2. The club is to be registered on the ACNC (Australian Charities and Not for Profit Commission) register, we are currently registered (Appendix F), please note new 'responsible persons' requires updating – action for Treasurer.
3. (Appendix D), current asset register, requires review and audit. (Will need nominees to complete the audit and assessment.)
4. Peppercorn lease with the council, actions outstanding
5. BAS is completed by our accountant
6. Council Loans (Appendix E), 3 payments remaining, the next is 11/10/2018

Moved Liz Eustace, seconded Paul Booth that the finance report be accepted. Carried

That an action item falls to the Treasurer to organise "Financial training for the board", to be completed no later than October 2018.

Resolved that the asset register be updated in all areas of the club.

### 8 Membership

- 8.1 Currently have 110 financial USLSC members for 2018/19 season as of the 17th August.
- 8.2 Have had 11 transfers out
- 8.3 Will put out another reminder to all 17/18 members that if using facilities/gear for training purposes they must be financial for the 18/19 season.

Resolved that the Registrars report be accepted

### 9 Lifesaving report

- 9.1 Set training and assessment calendar •
- 9.2 Gear audit completed, with aim to identify any equipment requirements •

- 9.3 Establish and get running Lifesaving Committee • Work on first draft on patrol roster for 2018-19 season •
- 9.4 Purchase IRB once available for purchase (Hopefully know more in 4 weeks)
- 9.5 Established meeting date for Lifesaving Committee – Thursday 30th August
- 9.6 IRB Motors arriving in Australia 27th August, likely to receive first week of September.
- 9.7 Upcoming forums, meetings, events • Northern Regional Lifesaving Meeting Wednesday 5th September 7PM •
- 9.8 SLST Trainer and Assessor update Saturday 15th of September USLSC
- 9.9 Search and Rescue Training weekend 22nd and 23rd September looking at purchasing two IRB Fuel Bladders – Awaiting final quote

Moved Julian Moore, seconded Liz Eustace that the lifesaving report be accepted. Carried

## **10 Surf Sports Report**

- 10.1 I've been selected on the SLST Surf Sports Executive for this season
- 10.2 SLST carnival host expression of interest form has been sent to SLST – finalisation of carnival locations will be announced following the upcoming SLST Surf Sports Executive meeting in early September.
- 10.3 Surf Safari (3<sup>rd</sup> November) entries are now open
- 10.4 I will be holding a senior competitor get together/meeting in the next couple of weeks (just need to check with Paul club availability on a Friday night) This will be for all competitors to work out training/coaches/water safety etc
- 10.5 Surf Sports Committee Confirmed Julian Moore (Boats) Trent Hadley (Launceston based representative) Simon Eustace (Craft) Murphy Knowles (Youth rep) Maggie O'Leary (female rep) Jack Walton (male rep)

Could the USLSC Board please endorse the members of the USLSC Surf Sports Committee

- 10.6 Seeking approval to purchase 3 new ski paddles
- 10.7 Resolved that the club purchase 3 new paddles. Carried

Moved Scott Latham, seconded Paul Booth that the surf sports report be accepted. Carried

## **11 Youth Activities Report.**

11.1.....Enquiries regarding Club pool hire restart date. Looking to check committees thoughts on this.

11.2. Looking to set dates for nipper age manager training and info sessions. More info soon.

11.3 Currently communicating with Isaac and Boyd regarding current resources for delivery of courses.

11.4 Liaising with nipper parents around taking on roles within a parent committee, tasked with creating a dynamic nipper programme, encompassing many desired outcomes such as inclusiveness, achievement, education, surf awareness, surf and craft skills, team building, fundraising, community awareness, wider club involvement. So far there has been a good response to the formation of this group and a few have begun planning already for a positive start to the season.

Moved Paul Booth, seconded Scott Latham that the youth report be accepted. Carried

## **12 Clubhouse Director Report**

12.1 August has been an average month with a steady flow of bookings, a couple of functions booked for September including our first wedding for this season.

12.2 Breakfasts will be back on Sundays in January after last year off, a good fundraiser along with Counter Teas.

12.3. The freezer in the kitchen has been repaired.

12.4 As reported, the Lift is out of action for a couple of weeks until maintenance repairs carried out.

12.5 We would have all received a copy of the quote provided by Greg Diprose regarding the purchase and installation of 2 heat pumps. I would like to Move that we proceed with the purchase of 2 heat pumps, 1 for the Binni Room and the other for the Office, as per the quote provided by Greg Diprose.

Moved Paul Booth, seconded Julian Moore that the clubhouse directors report be accepted. Carried.

## **13 Vice-President/Building Report**

13.1 The kitchen switchboard is being replaced on Saturday 25<sup>th</sup> August. This will accommodate the heat pumps but also add safety switches for the area. Council is paying for materials. Paul is this date free?

13.2 The lights in the main hall are easily replaced with LED panels. This will half the running cost but the main advantage is it will allow us to dim the hall lights. The material cost of this is \$1500 but I would prefer to use grant money for this if available.

13.3I f the council agrees to “in-kind support “of the ladies toilets this will secure us half the money and the rest coming from grants hopefully. This will however push the process out 18 months to allow for council budgets.

13.4 Council have \$20 k? To do a temporary repair on front steps/boat ramp

13.5 I need to meet with Council to plan permanent replacement of front area , 5 year plan

Moved Lyndon O’Neill, seconded Scott Latham that the building report be accepted. Carried

#### **14 General Business**

14.1 Penguin Surf Lifesaving Club will be holding a RSA course on Wed 12 6.30 pm September; cost will be \$60.00 per person.

14.2 The club will be holding a working bee in the near future, date yet to be set.

14.3 This year’s Christmas pageant will be a beach scene and the organisers have asked the club for so help, Liz Eustace to convene on behalf of the club.

14.4 Discussion was held in reference to the grants that are available this year and it was resolved that the President go ahead and apply as required.

14.5 Moved Paul Booth, seconded Lyndon O’Neill that the club close in the throughway to the beach to make more room for storage. Carried.

14.6 Discussion was held about reducing the cost of power to the surf club. Julian Moore suggested that we look into installing solar panels in the future; this would cut power costs dramatically. It was resolved that the President Graeme Rollins look for a grant that would allow the club to purchase solar panels.

14.7 It was also discussed about introducing dimmer lights to the hall upstairs, this would be an advantage to hall hirers. Moved Graeme Rollins, seconded Liz Eustace that we purchase new dimmer lights for the upstairs hall. Carried.

14.8 The committee agreed to approach Prue McCulloch and ask her to co-ordinate next year’s Australia Day function at the surf club.

14.9 It was resolved that we develop a communication strategy to stay in contact with all of the clubs members, this could be by newsletter, facebook, etc.

Meeting closed 8.50pm

Chairman\_\_\_\_\_