

Agenda

Newport SLSC Board of Management Meeting, Robin Cale and Teams

12/08/2026

7:30 pm

Chairman: Bec Capell

Notetaker Rod Stevens

Attendees: BC, RS, NS, MJ, RB, NP, JD, AG

Apologies:

Confirmation of July Committee Minutes

Moved: Bec Capell

Seconded: Rod Stevens

Business arising from previous minutes, including an update of Action Items

Everyone

All action items raised in BoM meetings can be found here:

[Action Items](#)

All Key BoM Key decisions can be found here:

[Key Decisions](#)

Topic	Person Responsible	Role
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Items, News, or Issues to report since last meeting	Nigel Playle	Director of Finance
- Club Bar revenue was \$9.7K, down on the \$12.1K in June and in line with the \$9.3K recorded in July 25, with winter trade naturally quieter due to the weather. Functions/Public Bookings were much stronger at \$2.3K, covering one function plus the State IRB function, against \$728 in June and only \$484 in July 25. Combined bar and function revenue of \$12.0K was therefore up 23% on the \$9.7K achieved in July 25. There were again no club events held, so Events Revenue was nil (as in June). Hall hire was \$1.5K from Newport Yoga, Bella Stevens and Cassandra Magrath, which always runs a month behind (June activity), against \$1.8K in June and \$1.3K in July 25. Donations of \$1.3K to the Building Fund came from members, in particular Janet Dunn and Peter Rolston at \$500 each, well up on the \$220 of donations in July 25. Subscriptions of \$6.8K reflect the renewal cycle getting underway and are ahead of the \$4.6K at the same point last year, though members will need a reminder that subscriptions are now due. Keys and swipes of \$164 were requested during membership renewals. Gym memberships were \$91 and interest received \$120, down from \$155 in July 25 on lower rates. Total revenue for the month was \$22.0K, up \$6.0K or 37% on the \$16.0K in July 25, and ahead of both June (\$15.4K excluding the Kinghorn pass-through) and May (\$21.3K). - Costs for the month were \$35.4K, broadly in line with June (\$32.0K excluding the Kinghorn transfer) and May (\$34.7K), but \$18.0K below the \$53.4K incurred in July 25. Almost all of that year-on-year improvement is timing rather than saving: last July carried around \$15.1K of items that have not yet been brought to account this year – insurances of \$8.6K, audit fees of \$4.1K, an \$1.8K internet and website charge and \$643 of annual report costs. The dominant cost this month was Affiliation Fees to SLS of \$10.8K, being the SNB Branch levy of \$11.4455 per person on 932 members registered on Surfguard at 30 June 26, plus the \$100 SNB club affiliation fee; this compares to \$10.1K last July, a modest \$685 increase on slightly higher membership and rates. Bar COGS were \$5.9K, or 49.6% of combined bar and function revenue – an improvement on June (52.4%) and May (51.8%) and a very large improvement on the 70.0% recorded in July 25. As always, no stocktake is taken through the year, so this is actual spend (bar purchases, band costs) rather than a true cost of sales. R&M IRBs of \$1.2K covers the three propellers approved at the last board meeting, and R&M Building of \$499 was various repairs including a door closer. Cleaning totalled \$1.6K – \$1.4K regular weekly clubhouse cleaning and supplies, plus \$218 for the function clean. Internet and website of \$505 includes the RAM Marketing website hosting renewal (\$325), domain name renewal (\$90) and the usual Optus cost. Rent of \$392 is the quarterly outgoings for July to September. Smaller items were the Nippers Program \$57 (banner advertising through Northern Beaches Council), patrol expenses \$389 (patrol shed keys), rescue fuel \$52 and trophies of \$27 (100% patrol hours voucher redemption).		

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| <ul style="list-style-type: none">• Wages and Salaries were \$4.1K and bar wages \$4.0K, with superannuation of \$893 and bar superannuation of \$475. There were two pay runs in July, versus three in June, which accounts for the reduction on last month; the July figure also carries an additional amount relating to the Annual Report. Bar wages are essentially unchanged on the \$4.0K in July 25, while general wages of \$4.1K are down on last July's \$5.1K.• The balance are normal operational costs, all running at expected levels: depreciation \$3.6K, bank and merchant fees \$313, the monthly storage unit \$230, subscription costs \$264 (monthly Xero subscription plus Newport Chamber of Commerce membership) and oxygen cylinder hire \$110.• Run out of room - see word doc attached for full report.
https://newportsurflifesavingclub.sharepoint.com/MonthlyReports/1/01 August | | |
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Items to be Discussed

- Subscription renewals – \$6.8K received in July, ahead of last year, but a reminder to members that subscriptions are now due would help bring the balance forward.
- Bar survey – results - need to follow up with Analise.

People to be Thanked/Mentioned

- Janet Dunn and Peter Rolston - generous Building Fund donations.
- Rod and Bec for work on / setting up / running AGM
- Kathy Middleton for assisting admin of Club while Renee on holiday.
- Jess / Guyren / Matt E / Darren for work on Board
New Board members for stepping in - welcome..

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Items, News, or Issues to report since the last meeting • I have emailed state asking for a time to meet re storing of UAV - I have not had any comms as yet in relation to policy and procedures when it comes to the pilots. I will keep asking. • Academy has organised an IRB in the water for when athletes are swimming • Parking Permits - I have requested a further 50 in addition to our 55. I will keep you posted if I have any success. • Happy to say that most athletes including nippers are in hi vis and caps (nippers) • Jemma Smith, James Finn and I have had discussions around youth camps and nipper camps. Competition camp has been penciled in for 18th / 19th December. Nipper camp 20 and 21st January. • P2P - reduced number of t shirts to order and have requested more of the popular sizes in the order and to go low on the not so popular sizes - Christine Granham has been very helpful with this. I have lost the battle with no medal for skin and fins - negotiated only first place male and female. New MC for this year Gordon Archibald. P2P would also like to investigate if there is an option to have a physio on the day offering a service for a gold coin donation to the club - will discuss with sponsorship team. • I have sent out comms to the Academy in relation to long service. Items to be discussed and/or approved • Bird flu - if you or any members come across a dead or unwell bird please call 1800675888 • I will send out info re webinar sessions for this season - pick what webinars are suited to your role • Academy would like to use the club pre and post training to stretch etc. Asking for a space to put mats, boots etc and have access to upstairs. • James Finn would like to have a Nipper award at the annual awards night for best effort and commitment to training • I have touched base with CanToo - they will be at the Nipper proficiency day as well as first day on the beach. I would like to invite Stacey and Sam to our Back to beach function as well as invite our contact for the Youth Police program - this will be an expense on the club but an opportunity to open our community up to these programs. Thoughts? ○ Agreed to invite coaches for Cantoo to Back to Beach night free of charge • First Aid Office - Lilly has left the country with no comms to us - Carolyn Hayes has agreed to step into the role. This highlights the importance of succession planning - please keep this in mind. • Reminder special meeting next month - please spread the word. Do we need ballot papers? People to be Thanked/Mentioned • Glen Borg ensuring all coaches are on the app. • Jemma Smith for organising development camps • Renee for the Report	Bec Capell	President
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• Rod Stevens and Jeremy Paul for AGM preparation and presentation • Kathy Middleton for jumping into Renee's seat while she has been away • Matt E, Matt J, Guyren Smith and Monty Pate for getting a head start on the gear inspection - Gear inspection is this weekend • Steve Middleton for fixing the broken tile so quickly this week in the men's bathroom		
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Items, News, or Issues to report since last meeting - Nothing to report. Items to be discussed - Jeremy to follow up with Analise on volunteer hours for Gym membership People to be Thanked/Mentioned - Nothing to report	Jeremy Paul	Deputy President
Items, News, or Issues to report since the last meeting - Nothing to report Items to be discussed and/or approved 2026/27 Season Gear Inspection - Beach2Beach preparations and volunteer recruitment - Timing and format for 2026/27 Season Back-to-the-Beach Event, agreed 27th Sep. Looks at catering from Honest Chicken otherwise paella People to be Thanked/Mentioned - A big thank you to Bec and the BoM for nominating me to the DoL role. I'm honoured to be part of the Team.	Matt James	Director of Lifesaving
Items, News, or Issues to report since last meeting - Nothing to report. Items to be discussed and/or approved - Training Course EOI: https://forms.cloud.microsoft/r/UzeHiLnPiT - Bronze course update required – NS to speak to Jess - NS to assess cost of First Aid courses, will revise form and then assess number and approach. People to be Thanked/Mentioned - Nothing to report	Nick Singh	Director Of Education

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Items, News, or Issues to report since the last meeting • Vouchers - made contact with Honest Chicken. They will advise when available for collection. No response from Lucky and Peps will go to the restaurant and ask. • Calendar has been updated but still needs to be updated on-line. • Banner booking has been organised with Council for mid September • Age Manager get-together organised for 12 September. • Basin Camp - organisation ongoing. Items to be discussed and/or approved • Agreed that new award for best trainee for Nippers • AG to check on barge for camp or use ferry • Add Nipper dates to Nipper Calendar on website – RS • Confirmed that there are plenty of AM shirts People to be Thanked/Mentioned • Nothing to report.	Adam Gaffney	Director of Junior Activities
Items, News, or Issues to report since the last meeting • Nothing to report Items to be discussed and/or approved • Nothing to report People to be Thanked/Mentioned • Nothing to report	Rosie Burton	Surf Sports Director Report

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Items, News or Issues to report since last meeting • Nothing to report Items to be discussed and/or approved • Survey for feedback from the Awards night - can we organise this as per last year. ▪ Rod to send on survey • Interest registered for Duke of Ed SLSA Program. ▪ Check whether Nippers should be involved ▪ Add to newsletter - BC • Review of pricing for new Season. Current pricing is Active Members and Nippers \$95, all others \$110. Attached is a full listing of all the pricing. ▪ Agreed to leave pricing “as-is” • Current membership is 86. See attached report. • Kathy Middleton and I are both away for a period of about two weeks - roughly the last two weeks in August. We'll do our best to keep up to date with membership renewals over that time, but hoping that Renee may be able to help out as well. People to be Thanked/Mentioned • Kathy Middleton for looking after some elements of Renee's job while she's on holidays.	Janet Dunn	Member Services
Items, News, or Issues to report since the last meeting • Discussed website migration with the SLSNSW website designer, will review proposed template and then discuss requirements. • New BoM members onboarded to M365 Items to be discussed and/or approved • May need assistance with website re-design, what do we keep what do we delete, what do we modify • Send reminder for B2B signup • Any issues for new BoM members with access? • Proposal for vending machine, see attached • Key dates for website People to be Thanked/Mentioned • Bec and Jeremy’s support for the AGM • Renee for the annual report, so glad I don’t have to do it.	Rod Stevens	Director of Admin

Key Dates for the Website

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Event	Date
ART Course	Mid-August
Gear Inspection	16 th Aug
Beach to Beach	23 rd Aug
Nippers Camp	19 th /20 th Sept
Patrol Season Starts	26 th Sept
Back to Beach	27 th Sep
Nippers Commences	18 th Oct