Agenda

Newport SLSC Board of Management Meeting, Robin Cale and Teams

9/09/2026
7:30 pm

Chairman: Bec Capell

Notetaker Rod Stevens

Attendees: BC, RS, GS, NP, NS, RB, JD, JP, AG

Apologies:

Confirmation of August Committee Minutes

Moved: BC
Seconded: MJ

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

Agenda

Items, News, or Issues to report since last meeting	Nigel Playle	Director of Finance
• Club Bar revenue was $12.3K, up 27% on the $9.7K in July and well ahead of the $7.3K recorded in August 25 – a $5.0K or 69% year-on-year improvement, and a solid result for a winter month. There were no functions or public bookings in the month, against $2.3K in July (one function plus the State IRB function) and $520 in August 25, so combined bar and function revenue of $12.3K was still up 57% on the $7.8K achieved in August 25. No club events were held, so Events Revenue was again nil. Subscriptions of $9.4K were the largest single revenue line, up on the $6.8K received in July as renewals continue and helped by the newsletter reminding members that subscriptions are due; this is behind the $13.3K taken in August 25, and year to date subscriptions of $16.6K are $1.4K behind last year's $18.0K at the same point. Hall hire was $1.7K from the regular Newport Yoga, Bella Stevens and Cassandra Magrath bookings (July activity, always offset a month), up on $1.5K in July and marginally under the $1.8K in August 25. Gym memberships were $545, being annual membership renewals taken at the time of club membership renewal, against $91 in July and nil in August 25. Building Fund donations of $600 came from David Oatley ($300), Jarrod Smith ($100), Shane Guthrie ($100), John Ringrose ($50) and Nikhil Heroor ($50). Clothing sales were $118, keys and swipes $109 and interest received $120 (in line with the $119 in August 25). Total revenue for the month was $24.9K, up $2.9K on July and up $1.3K or 6% on the $23.6K of trading income in August 25 – noting last August also carried a $10.0K government grant, which lifted total income that month to $33.6K. • Costs for the month were $30.0K, down $5.4K on July's $35.4K and $8.1K below the $38.1K incurred in August 25. That year-on-year reduction is a timing difference, not a saving. The annual affiliation fees come in two lots – one to SNB Branch and one to Surf Life Saving NSW. The Branch levy of $10.8K was paid in July; the NSW invoice has not yet been received, so no affiliation cost sits in August. Last year both lots had been raised by the end of August ($10.1K in July 25 and $15.9K in August 25, $26.0K in total against $10.8K this year), which accounts for the whole of the favourable movement. On a like-for-like basis, excluding affiliation fees from both months, underlying costs were $30.0K this August against $22.3K last August – an increase of $7.8K, driven by the annual charges flagged last month now landing: Audit Fees of $4.4K for the audit and financial report preparation (raised in July last year, at $4.1K) and Insurances of $3.3K for Workers Compensation ($541 in August 25), plus Annual Report printing of $513. Bar COGS were $6.0K, or 48.8% of combined bar and function revenue, in line with July (49.6%) and better than the 66.5% recorded in August 25; as always there is no stocktake through the year, so this is actual spend on bar purchases, band and similar rather than a true cost of sales. Rescue – First Aid of $1.2K covers the annual defibrillator certification and testing ($587), new defib pads ($389) and the balance in first aid supplies. Cleaning was $1.2K of regular weekly clubhouse cleaning and supplies, with no function clean required		

this month. Pool to Peak costs of $143 were a banner advertising booking, R&M IRBs $147 for tools for IRB motor maintenance and R&M Building $41 for the male shower repairs. There was no rent or utilities charge in the month, both having been paid quarterly in July. • Wages and Salaries were $4.2K and bar wages $3.6K, with superannuation of $503 and bar superannuation of $428, all reflecting two pay runs in August (as in July). Bar wages are down on the $4.0K in July and on the $4.0K in August 25, and general wages of $4.2K are well under last August's $5.1K. • The balance are normal operational costs, all at expected levels: depreciation $3.3K, bank and merchant fees $404, the monthly storage unit $230, the monthly Xero subscription $164, oxygen cylinder hire $114, internet and website hosting $91 and patrol expenses of $104 for gear inspection repairs. • The result for the month was a loss of $5.1K, against losses of $13.4K in July, $16.6K in June and $13.5K in May. That is not a result to read too much into: the NSW affiliation levy is still to be invoiced, and on last year's amount of $15.9K it would have turned August into a loss of around $21.0K. Adjusted for that levy the month is broadly in line with the run rate of the first quarter, and slightly behind August 25 on a like-for-like basis (a $14.6K loss excluding the $10.0K grant). Losses at this stage of the year are entirely normal for the Club and are structural rather than a performance issue – the winter months carry the affiliation levies, insurances, audit and annual report costs in full, while subscriptions, sponsorships and patrol-season trading have not yet arrived. August has been a loss in each of the last four years: $40.6K in August 22, $23.3K in August 23, $20.3K in August 24 and $14.6K in August 25 (excluding the grant). • On the question of when the Club returns to profit, the pattern is consistent across all four prior years: September is the first profitable month, and October is the strongest month of the year. September delivered $18.9K in 22, $27.1K in 23, $9.9K in 24 and $22.6K in 25; October delivered $43.3K, $54.1K, $20.8K and $71.8K respectively, as subscriptions, sponsorships and patrol-season trading come through. On that basis a return to profit in September 26 is expected, with the caveat that the NSW affiliation levy of approximately $15.9K will most likely fall in September or October and will absorb much of the first surplus – September may therefore be close to breakeven, with October the month that clearly returns the Club to profit. Each of the last four years has recovered from a first-quarter deficit to a full-year profit ($169 in FY23, $14.2K in FY24, $19.7K in FY25 and $27.9K in FY26), so the current position is on the expected trajectory. • Year to date, four months into FY27, revenue excluding the Kinghorn Academy pass-through was $83.5K against $77.8K for the same May to August period last year, up $5.7K or 7%. Costs on the same basis were $132.1K versus $158.1K, down $26.0K, of which $15.2K is the affiliation timing difference described above. The net YTD loss is $48.6K, compared with $70.3K last year, $39.0K in FY25,		

$72.0K in FY24 and $90.3K in FY23 at the same point – so the Club sits mid-range on the four-year pattern, and once the outstanding NSW levy is allowed for the comparable position is around $64.5K, against $80.3K last year excluding the grant. The underlying trading drivers are sound: four-month bar revenue of $44.6K is up on $36.6K last year, bar COGS is running at 50.7% of bar and function revenue, function revenue of $6.2K is ahead of $5.5K and hall hire of $6.4K ahead of $5.7K. The offset is subscriptions at $16.6K against $18.0K, which is the line to watch. **Items to be Discussed** • $70K Dept of Sport grant for Detailed Design remains in the balance sheet, with no expenditure incurred to date - discuss / approve transfer to council who will deliver the project. Council has invoiced us the same amount this week. Council have committed to provide remainder through the next 2 years. • Subscriptions – $16.6K year to date, $1.4K behind the same point last year despite the newsletter reminder. If the newsletter doesn't boost renewals, Consider a direct follow-up to unrenewed members before the season starts. **People to be Thanked/Mentioned** • Nothing to report		

Agenda

Items, News, or Issues to report since the last meeting • Beach to Beach was a great success and we are already working towards improving the event for next year. • Well Done to Jemma Smith for winning Athlete of the Year at State awards night • All parking regos have been nominated. **Items to be discussed and/or approved** • I am still pushing to get SOPS for drone pilot. Currently working towards the pilot moving his equipment out of first aid room and going to the cupboard. Awaiting quotes for power source to be moved to entry way on beach side of building and then I will move this onto council for approval. Have been working with state to move pilots further down the beach. • I am hosting a female president catch up next weekend - hoping the club is happy to subsides this - cost will be between $200 - $250 • I have followed up with branch re Ducks for duckies day - Have not heard back. • IRB are only recommended for nipper mornings but agreed that we will persist with this. • MJ to pass on thanks from Branch regarding IRB management to date. • P2P - Pittwater ocean swims. P2P has been part of this group for a number of years. The group includes all peninsular swims on the northern beaches and they work together to support each others swims with IRBs and advertising. For swimmers who enter all 5 swims they get a discount and there is a prize for one overall swimmer. Being part of this comes at a cost of $700 plus gst - What you get for this is - adds in both local magazines plus an article in each. - Advertising in ocean swims.com - Advertising and one article on Master swims o Add to article commentary about much water safety is provided to address concerns around marine activity. - Previous years this has been subsides by the council but no grant covers event this years event. - Cost has increase by $100 since last year - P2P Committee to review marketing more holistically - Does the board support this program again? – Approved • Bird Flu - just an update we have had one report of the flu locally - please be mindful and relay message to patrol that no dead animals are to be touched. • BSEF has been halved - only $5000 - obviously we are pushing back to branch which is pushing back to SLSNSW - Not hopeful this will amount to anything. I have sent an email to Sophie to see if this helps. **People to be Thanked/Mentioned** • All members who came down to assist with B2B. Special mention to Guyren for the additional hours in meetings with Rotary.	**Bec Capell**	President

Agenda

• Rod for assisting with the prep for SGM • Renee for organising parking permits in such a short window of time • Academy for being proactive in keeping athletes wellbeing at the for front of their minds when it comes to returning to swim sets back at the beach. • Jemma Smith for another successful Academy camp.		

Agenda

Items, News, or Issues to report since last meeting • Nothing to report. **Items to be discussed** • Nothing to report. **People to be Thanked/Mentioned** • Nothing to report	**Jeremy Paul**	**Deputy President**

Agenda

Items, News, or Issues to report since the last meeting • Club Requirements - Phase 1 Compliance ▪ Life Saving Service Agreement: executed March 2025 and covers the 2026/27 season. ▪ ECOT 'Mailing Group in Surf Guard': this has been updated. Matt Edwards has volunteered to be emergency contact #2. ▪ Gear & Equipment Inspection: all patrolling gear and equipment with the exception of radios have been passed for the 2026/27 season. Surf Guard records have been updated accordingly. A final check on compliance is being sought from SNB ahead of the 11 September milestone. SNB has advised radio programming will be undertaken in the week commencing 14 September (TBC). Some minor repairs are being made to IRB #1 as the primary patrol boat and are scheduled to be completed before first patrol. • Patrol Operations Manual (POM) ▪ An updated has been prepared and will be published following the confirmation of the Director of Sponsorship position and role. Patrol Captains are required to have ready access to the POM during patrols, so it is proposed to add the POM to the Lifesaving dropdown on the club website. • Patrol Roster ▪ The Patrol Roster for the 2026/27 Season has been finalised and can be published through the next newsletter and the website. The roster will be entered into Surf Guard by 11 September. • Beach2Beach Event ▪ The B2B run went off successfully. We had a good turnout of volunteers (all volunteers accrued 3 hours of volunteer patrol hours). There were a couple of first-aid incidents on the day that were handed very professionally by the Newport Team. • 2.5 BSEF & CLEG Funding ▪ BSEF Circular has been released. Funding total of $5,500 including GST. Proposed items to be acquitted will be determined over the coming couple of months. Our invoice for the grant is required to be submitted by 30 September for funds to be released by November 2026. Acquittal is required by May 2027. ▪ CLEG funding details are yet to be released. • SLS NSW UAV ▪ A longer-term solution the accommodation of UAV Pilot and equipment is being negotiated with SLS NSW and NB Council. The current proposal is for UAV to install a cupboard inside the beach door for storage and charging. UAV beach operations to be concentrated on the stormwater pipe to avoid conflict with Club operations and training activities. Final arrangements will be confirmed when known. • SNB Board of Lifesaving ▪ the next BoL meeting is scheduled for 15 September. **Items to be discussed and/or approved**	**Matt James**	**Director of Lifesaving**

Agenda

• Back-to-the-Beach Dinner ▪ Board approval is sought to commit up to $800 for catering, plates/cutlery and decorations. Catering is proposed to be provided by Honest Chicken: 18 chickens plus 5 large trays of mixed salads and bread rolls for $630 (assumed 65-70pax). ▪ Ticket pricing inclusive of catering and bar voucher(s) is for discussion. ▪ RS to create Trybooking event - Done • Recommendations for Long Service Membership (Regulation Membership p)) ▪ Rebecca Capell: member since 2011; >500 patrol hours completed - Approved ▪ Phoebe Savage: member since 2014; >450 patrol hours completed - Approved **People to be Thanked/Mentioned** • Matt Edwards, Bec Capell, Jess Menzies, Carolyn Hayes, Monty Pate, Brendo Capell and Guyren Smith for their help with Gear Inspection. • All of the volunteers for the Beach2Beach Finish Festival.		

Agenda

Items, News, or Issues to report since last meeting • Course start dates: ○ Bronze/SRC: 15/18 October 2026 ○ ART: 8 October 2026 ○ IRB Crew/Driver: 4 October 2026 • Stripped back general training EOI also went out with course dates in newsletter - 2 responses so far • Still to put out through other avenues. How do I do this? • Newport TAF meeting 22/09 • Branch CTO meeting 17/09. **Items to be discussed and/or approved** • Endorsement of delegates for skills maintenance: • ART • Brendan Menzies • Lauren Budd • Jeremy Paul • Emma Carroll • Kieran Menzies • Guyren Smith • Chloe Van Dam • Bronze/SRC • Lauren Budd • Brendo Capell • Emma Carroll • Elaine Krek • Luke Thornton • Leanne Budd • Matthew Edwards • IRB skills maintenance approach to be discussed. **People to be Thanked/Mentioned** • Nothing to report	**Nick Singh**	**Director Of Education**
Items, News, or Issues to report since the last meeting • Nothing to report. **Items to be discussed and/or approved** • Age Manager Meeting to be held Saturday 12 September • Adam W to report on any outstanding items for the Basin Camp • Banner on Surf Club ASAP. Banner at Kitchener 14 September. • Stock-take of boards was completed. In the process of confirming how many boards are hired by the comp team. I will provide an updated report soon. **People to be Thanked/Mentioned** • Adam W and Alana for organising the Basin Camp.	**Adam Gaffney**	**Director of Junior Activities**

Agenda

Items, News, or Issues to report since the last meeting • Good luck to our 3 female and 3 male athletes entered in the Iron Series trials on 19/20 Sept at Tugun. • Interbranch update - 2 compulsory selection carnivals. Club responsible for nominations. Details to come. • We've received an invitation to participate in a Sport Virtual Workshop on Wednesday 16 September 2026, 7:15-8:45pm via Microsoft Teams. The workshop will explore how the Sport portfolio operates from a club and branch perspective and identify opportunities for improvement. Let me know if you'd like to register your interest and will share the link. • Officials for 26/27 - can I get a contact list. Have names but no contact info. **Items to be discussed and/or approved** • Proficiency - Hoping Academy athletes can have a special assessment morning on Saturday 26/9 after training **People to be Thanked/Mentioned** • Darren Warrener for making sure I don't miss anything • Bec Capell for guiding me in the right direction	**Rosie Burton**	**Surf Sports Director Report**
Items, News or Issues to report since last meeting • Anna Holmes has expressed an interest in being the Duke of Ed ambassador. • Proposed date for EOY Awards 2027 – May 22nd **Items to be discussed and/or approved** • Send link to Duke of Ed over the various communication channels. • Numbers are starting to come in. Currently at around 250 financial members. See attached. Screenshot 2026-09-07 at 4.15.55 pm_Janet Dunn.png **People to be Thanked/Mentioned** • Nothing to report.	**Janet Dunn**	**Member Services**

Agenda

Items, News, or Issues to report since the last meeting • Website migration has been put on hold as SLNSW have decided to delay this work until next year. I am still talking to the website designer to see whether we can still go it alone. • New shop co-ordinators have been onboarded to Wordpress and M365. • Worked with Monty to create/update Trybooking for IRB Trivia Night **Items to be discussed and/or approved** • EOY Awards survey has been sent for review • Discuss provision of Square register for the shop to better manage inventory and integration with WooCommerce ○ RS to speak to Jayke Rees • Access to club showers for the support unit from Mona Vale School to use from week 2 to 6 of term 4 – Approved. • Key dates for website **People to be Thanked/Mentioned** • Nothing to report.	**Rod Stevens**	**Director of Admin**

Key Dates for the Website

Event	Date
Nippers Camp	19th/20th Sept
Patrol Season Starts	26th Sept
Back to Beach	27th Sep
Nippers Commences	18th Oct
Nippers Proficiency	18th Oct
Pool To Peak	3rd Jan
Nipper Recommences	Jan 10th
EOY Awards	May 22nd
○ Bronze/SRC: 15/18 October 2026 ○ ART: 8 October 2026 ○ IRB Crew/Driver: 4 October 2026	