

Sunshine Coast Paddlesports Club Standard Operating Procedure. <h1>Minutes December 2025</h1>	
Date Of Meeting : 5/12/2025	

Sunshine Coast Paddlesports Club, Committee Meeting Agenda
Friday 25 October, 2025, 5:30pm, Club House, Fishermans Road, Maroochydore

Attendees: Paul Shipton, Martin Parsons, Nicky Donaldson, Tim Kreis

Apologies: Justin Wright, Oliver Sweetman

Previous Minutes October 2025

The minutes of the meeting of October 2025 were tabled.

Martin moved that the minutes were a true and accurate record. Seconded Nicky , motion passed.

Business Arising:

<i>Item</i>	<i>Person</i>	<i>By When</i>	<i>Status</i>
List Expenditure Items for ratification at each meeting	Oliver + others as appropriate	From September 2025 meeting	Ongoing
Mock up K4 + silhouettes & submit to council	<i>Martin to talk to Dom and Eavie</i>	TBC	Ongoing
Quote from AL FAB	Paul	14/10/2025	<i>To Close due to supplier workload.</i>
Read and monitor water meter	Paul	From September to December	Ongoing
John Smallwood's proposal on the K4 mounting on the eastern wall of the new shed. The committee had some reservations about ongoing maintenance and longevity of the display.	Martin	Feb 28th 2026	Ongoing
Lease Renewal. Waiting for council to return counter signed tenure document	Martin	Feb 28th 2026	Ongoing
Security Camera Monitor and Keyboard to be purchased	Paul	Jan 28th 2026	Ongoing - Item 4 of Agenda
GST issue and Income	Oliver, John and Martin	Jan 15th 2026	<i>To Close</i>

December Agenda

1. **Treasurer Report:** Oliver tabled his report on major expenditure throughout the month. Moved Martin , seconded Paul , that the report be accepted, all in favour.
2. **New Shed:**
 - 2.1. Add to insurance – **Action:** Delia was to arrange, now **Oliver**.
3. **Remodeling**
 - 3.1. Delia handling.
 - 3.2. Currently cost over run of \$4,000. Hopefully can be pulled back in.
 - 3.3. Wayne will fit fans into rooms for cost of material - **Martin to followup with Delia**
4. **Club Security Cameras - Paul in discussion with Wayne**
 - 4.1. Issue downloading large files via the Internet using Sim card.
 - 4.2. Once the building works have been completed, install a Monitor - Key Board - USB Outlet and Mouse at a convenient location in the shed. This will enable local downloads.
 - 4.3. Fit big screen with multiple inputs. Use for meetings, coaches to show videos etc. - **Not appropriate at this time. Remove from agenda**
5. **GST Issue**
 - 5.1. John Smallwood has looked at ATO site and there is an example similar to us in regards a Mens Shed. Net results that “GST is NOT!! applicable to grants/gifts for which there is no “supply” - eg nothing in goods or services given back to the “giver” in return.” - **Issue Resolved, remove from agenda.**
6. **AGM Report Filings**

Who is responsible for collating and filing. Three reports.

 - 6.1. Office of Fair Trading - Has to be done by End of Dec - **Paul to do with Martins help where appropriate.**
 - 6.1.1. a statement of income and expenditure
 - 6.1.2. a balance sheet
 - 6.1.3. an audit report or statement of verification
 - 6.2. Council - **Martin to do**
 - 6.2.1. Annual audited financial statements
 - 6.2.2. The names, position, contact telephone numbers and email address’s of each office bearer and confirm the postal address for the Licensee
 - 6.3. ATO NFP - Has to be done by 31st Oct - **Paul to do with Martins help where appropriate.**
 - 6.3.1. Annual audited financial statements
 - 6.3.2. ?????
 - 6.3.3. **Late Filing of Tax Return to ATO, could get a fine of \$300**

7. **Club coaches. - *Nicky will take on board overall Coach situation. Aim is to have a list of club coaches, level they coach to etc.***

In email to club members we had the following listed as coaches:

Nicky Donaldson
Mike Eggleton
Jason Keating
Delia West

Then received these items:

From Justin

Todd Grace be added to the list of coaches? He coaches a group who are all members of the club. Has done so for many years including a current Olympian.

I would think members should be covered whenever they are training from the club regardless if there is a listed coach or not. If a member is leading a training session but not listed as a coach, are members covered? Not all sessions have a coach present from the listed in the email.

So I think members will seek some clarification re this based on conversations I had this morning.

From Delia

Morgan Williams has also recently gained her coaching qualifications and mark Rantall is also qualified. Morgan has been working under Jason

Idea:

- 7.1. Put together an official list of coaches and distribute to club members.
- 7.2. Define coaching
 - 7.2.1. We are following a program today / We are having a training program with a qualified coach ????????

8. **Google Workspace Not For Profits**

- 8.1. Discuss this option as a way of storing and producing club documents. - We were declined - ***To Close***
- 8.2. Use clubs Gmail account for document storage. May need to purchase more space in future, could be as low as \$12 a year. - ***Paul will clear out old emails. To Close.***

9. **How to Handle Clubs Gmail Account**

- 9.1. Discuss who should be prime responder and backup. Take into account who needs access to club documents. - ***Paul will be prime and Martin as backup initially***
- 9.2. Discuss security
- 9.3. 2FA can only use one device. Three Options - ***Will put back on Agenda in April 2026***
 - 9.3.1. Google authenticator. Store code so can be shared. Free.

- 9.3.2. Enable multiple devices (e.g. phones, tablets etc) for the 2FA. Free
 - 9.3.3. Titan Security Keys (around AUD \$50 each, to be confirmed). Can use only on device with USB port.
 - 9.4. Discuss how we distribute and respond to emails. - *Paul will distribute to appropriate person and they will respond.*
10. **Audit of club boats - *Nicky will organise towards end of Jan 26 with all coaches and John Smallwood.***
- 10.1. Audit of club boats and equipment. Cull the ones no longer required. This will lead into a new general boat storage and system to manage.
 - 10.2. Estimated obsolescence date of the club equipment.
11. **Paddle Qld AGM - *Martin and maybe Paul to attend***
- 11.1. Wed 17th Dec 7:30pm, online mtg. Confirm who to attend
12. **Now Delia is no longer President. Start assigning responsibilities to roles**
- 12.1. Need to change contact in regards to ABN and ATO via ABR - *Paul started*
 - 12.2. Heritage bank signatories - *Martin to go on, Delia to be removed.*
 - 12.3. Stripe. Payment system is linked to webscorer. - *TBC*
 - 12.4. Webscorer. Change account details. - *TBC*
 - 12.5. Justgo administrator - *Remove from agenda, this role does not exist at club level.*
 - 12.6. Who deals with council re maintenance, lease etc - *Club President role, so Martin*
 - 12.7. Club keys - *Paul handling*
 - 12.8. Key to PO Box at Cotton Tree PO. - *Martin handling*
13. **Need volunteers**
- 13.1. Lawn mowing - *This maybe resolved. Martin to talk with Ross*
 - 13.2. Cleaning - *Martin discuss below option with club members on feasibility*
Cleaning materials in all cubicles and signs on doors ???
Cordless leaf blower (Ryobi \$200)
 - 13.3. Race committee - *Martin to confirm with John progress*
14. **Management Of Website and Facebook Page - *Martin will deal with March 2026***
- 14.1. Who should be doing it.
 - 14.1.1. Currently Jason, Jake and Delia on Facebook.
 - 14.1.2. Jake, Delia and Martin have access.
 - 14.2. Effects of Social Media Legislation and how we communicate to members.
 - 14.3. Do we allow commercial entities to push their product on Facebook page.
15. **Club Telephone / Domain Management / Website Hosting - *Oliver to see if we can get a club card from bank.***
- There is a Telstra club Sim card that is used for the cameras. The account is in clubs name but tied to Delias MyTelstra. Bill will now appear on Martins credit card.
- 15.1. Do we want to pay direct debit out of club account.
 - 15.2. Who is the contact name
 - 15.3. Domain Management is on Delias Credit Card. No direct debit
 - 15.4. Webhosting unsure
 - 15.5. Club credit card with two signatures reqd to change limit.

16. **Set fixed dates for Meetings**

16.1. Discuss preferred dates for meeting - *2nd Friday Of Each Month*

16.2. Set next years AGM date - *Paul to talk to Doug about trimming of AGM and ATO return*