

Sunshine Coast Paddlesports Club
Standard Operating Procedure.



Agenda February 2026

Date Of Meeting : 13/2/2026

Sunshine Coast Paddlesports Club, Committee Meeting Agenda Friday 13th February, 2026, 5:30pm, Club House, Fishermans Road, Maroochydore

Attendees: Paul Shipton, Martin Parsons, Nicky Donaldson, Tim Kreis, Justin Wright, Oliver Sweetman

Apologies: None Absent

Previous Minutes December 2025

The minutes of the meeting of December 2025 were tabled.

Martin moved that the minutes were a true and accurate record. Seconded Paul , 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	Martin to talk to Dom and Eavie	Jan 28th 2026	Scale and Material is to much To Close
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	Work reqd and maintenance issues mean not feasible. Completed To Close
Lease Renewal. Waiting for council to return counter signed tenure document	Martin	Feb 28th 2026	Ongoing. Chase Up In March
Security Camera Monitor and Keyboard to be purchased	Paul	March 28th 2026	Ongoing Paul to discuss with Wayne
AGM Report Filings - Office of Fair Trading	Martin and Paul		Completed To Close
AGM Report Filings - Council	Martin		Completed To Close
AGM Report Filings - ATO	Paul		Ongoing - Item 5 of Agenda
Race Committee	John and Steve		Need to get more volunteers from Maroochy

<i>Item</i>	<i>Person</i>	<i>By When</i>	<i>Status</i>
			River Paddle so they can learn the ropes
Mowing Lawns	Lawn Mowing Team		Completed To Close
Telstra account	Paul and Martin		In Pauls name. Direct debit from club account Completed To Close
Now Delia is no longer President. Start assigning responsibilities to roles Need to change contact in regards to ABN and ATO via ABR - Strip Payment System Webscorer	Paul and Martin		Webscorer is now a club account, not Delias. Stripe Payment System has been linked. Check that Oliver and Paul have accessed it. Completed To Close
Now Delia is no longer President. Start assigning responsibilities to roles	Oliver and Martin	Feb 28th 2026	Martin to go into bank with Oliver Ongoing
Heritage bank signatories - Martin to go on, Delia to be removed.			
Remodeling	Martin and Paul	March 27th 2026	Wayne will fit fans into rooms for cost of material Completed To Close
Club Security Cameras	Paul	March 27th 2026	Install a Monitor - Key Board - USB Outlet and Mouse. Ongoing
New Shed Insurance	Oliver	Feb 28th 2026	Quote received and taken up. Completed To Close

December Agenda

1. **Treasurer Report:** Oliver tabled his report on major expenditure throughout the month. Moved Oliver, Martin , seconded, that the report be accepted, all in favour.

2. **AGM Report Filings**

Who is responsible for collating and filing. *Martin taken over. Need Delia to sign initial forms so we can transfer ABN details to Paul and Martin. Will then add Frank Redpath as the auditor.*

- 2.1. ATO NFP - Have engaged Frank to do this.
- 2.2. Change ABN info - Have engaged Frank to do this.

3. **Club coaches.**

- 3.1. Put together an official list of coaches and distribute to club members. – *Nicky has the details and accreditation's.*
- 3.2. Defined program from From come and try through to joining groups. – *Move to defined calendar periods for come and try, and progression to training groups. Paul and Nicky to come up with wording and dates.*
- 3.3. The Morgan situation. Effects of what we can offer. – *Organise first aid courses and coaches courses to enable better resourcing.*

4. **Audit of club boats**

Initial audit of club boats completed. Jason believes we need 25 K1s. Currently has 19 working boats. There are around 9 to be assessed for repair. Ideally have them fixed by Easter.

- 4.1. Need to assess club equipment (paddles, PFDs). Do it as and when used ? – *All fine at the moment. Close*
- 4.2. Need people to assess and repair boats. – *After Hijinks assess boats for repair. Remove and destroy boats deemed beyond economical repair.*
- 4.3. Estimated obsolescence date of the club equipment. – *Close off. Not a requirement at the moment*

5. **Need volunteers**

- 5.1. Cleaning - Is it working – *No. Need to rethink strategy*
Cordless leaf blower (Ryobi \$200) – *Martin to purchase*

6. **Clubs Accounts**

- 6.1. Feasibility of using Zero. – *Ongoing. Oliver working out most appropriate plan for club.*

7. **Clarence 100 – Closed. Race canceled**

Richard is looking to have a number of club members enter this years Clarence 100 in October. Asked could we help as a club. Martin said yes.

- 7.1. Put a link on Facebook page to a page on club website. Link to race page, club page will focus on logistics and social.
- 7.2. Send out an email to club members.

8. Management Of Website and Facebook Page

This was in last meeting Management Of Website and Facebook Page. Has evolved as we have found things out.

Three main forms of communication to members

Just Go - Emails and membership. Paul and Martin have full access. – *Delia also has access.*

Website - General stuff and minutes of meetings. Martin, Delia and Jake have access.

Facebook - Matt, Jake and Delia are the only people who can add new messages to Facebook.

Facebook really requires regular updates etc.

Website require knowledge of Wordpress.

JustGo manage club subscriptions and is part of the Paddle Qld space.

Need to maintain JustGo.

Open up Facebook so that anyone can post new things. However creates a need for a moderator.

Have a club account associated with the facebook page.

Maybe use Facebook to point to more in depth on website.

Martin willing to maintain website for next ten years.

Martin to setup a club Facebook account and enable access as admin to club Facebook page.

Tidy up website and develop appropriate content moving forwards.

9. Managing Passwords used for Internet based items – *President, Secretary and Treasurer to have access. Martin to start implementation and put in place procedure for updating.*

9.1. Recommend using a password manager.

9.2. KeePassXC is free and available on Windows, macOS, and Linux. Store master file on Google Docs. Users can download the file.

10. How to Handle Clubs Gmail Account

10.1. 2FA can only use one device. Three Options

10.1.1. Google authenticator. Store code so can be shared. Free. – *Will move forward with this option. Probably April 2026 to enact.*

10.1.2. Enable multiple devices (e.g. phones, tablets etc) for the 2FA. Free

10.1.3. Titan Security Keys (around AUD \$50 each, to be confirmed). Can use only on device with USB port.

11. Domain Management / Website Hosting – *Oliver to inquire with bank re club credit card.*

Oliver to see if we can get a club card from bank.

11.1. Domain Management - *on Delias Credit Card. No direct debit*

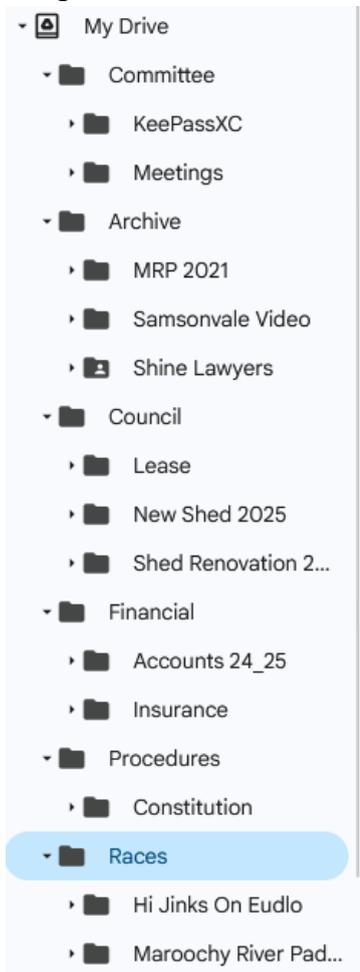
11.2. Webhosting unsure - *on Delias Credit Card. No direct debit*

11.3. Club credit card with two signatures reqd to change limit.

12. Club Documentation - Google Docs – *For Info only*

12.1. Started the process of getting structure in place and process's

Google Drive



13. Racks and Storage In Shed

13.1. If we get more racks where would they go – *Start investigation of most appropriate solution. Will not start solution until next Financial Year.*

14. Lapsed Memberships

14.1. Believe there are a number of lapsed memberships. This is administered through JustGo. How do we chase up. – *Under review since also looking at Xero payment system.*

14.2. Playon -Voucher scheme kids can use to pay money towards memberships. Does anyone know how this works. – *Paul to look into and understand.*

15. Any Other Business

Telstra account and Security cameras. *Need for Telstra sim is eliminated with placement of security system in newly defined office space in club house. Paul to close off Telstra account.*