

Sunshine Coast Paddlesports Club  
Standard Operating Procedure.



# Agenda March 2026

Date Of Meeting : 13/3/2026

## 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, Oliver Sweetman

**Apologies:** Justin Wright, Tim Kreis

### Previous Minutes December 2025

The minutes of the meeting of February were tabled.

Martin moved that the minutes were a true and accurate record. Seconded Oliver, 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
Read and monitor water meter	Paul	From September to December	Ongoing
Lease Renewal. Waiting for council to return counter signed tenure document	Martin	Feb 28th 2026	Ongoing. <i>Chase Up In March</i>
Security Camera Monitor and Keyboard to be purchased	Paul	March 28th 2026	Ongoing <i>Paul to discuss with Wayne. Meeting to be arranged to also cover oven and fitting of defib.</i>
AGM Report Filings - ATO	Martin		Ongoing - Item 2 of Agenda
Now Delia is no longer President. Start assigning responsibilities to roles	Oliver and Martin	March 28th 2026	Martin to go into bank with Oliver. - <i>Arranged for March 18th</i>
Heritage bank signatories - Martin to go on, Delia to be removed.			
Club Gmail Security	Martin and Paul	30th April 2026	Need to start using google authenticator
Domain Management / Website Hosting	Oliver		Feasibility of Club Credit card - <i>Arranged for March 18th</i>
Feasibility of using Xero	Oliver	30th April 2026	What is the most appropriate plan- <i>Cash Plan. Oliver given go</i>

<i>Item</i>	<i>Person</i>	<i>By When</i>	<i>Status</i>
			<b>ahead. Costs are \$15 per month. Oliver to proceed.</b>
Racks and Storage In Shed	Martin / Paul		Get design and pricing for racks ready for next FY. See item 6
Lapsed Memberships / Boat Storage Fees	Paul	Ongoing	Paul has started culling old memberships. Moving forward could be a combination of Xero and JustGo to manage - <b>Kept open. Also noticeboard concept has come into play.</b>
Play On voucher scheme	Paul		Paul to look into and understand how it works. - <b>Password to account needs to be reset.</b>
Club Coaches	Nicky		Compile list of club coaches and accreditations. Distribute to members. - <b>Nicky has completed.</b>
Come and Try			See item 3

## **March 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**

Martin has sent in the ABN change of contact form to ATO. Once this is completed can start process of filing the last FY tax return.

3. **Come And Try**

General Come and Try currently on hold

- 3.1. Paddle Like A Champion - This is a 8 week course Jason is running on Saturday mornings from April 18th to 6th June targeting Juniors at Surf Clubs.

- 3.2. When to restart general come and try.

- 3.3. As a club do we want to fund the entry level course. Cost is \$40 for club members and is online only. Then have to do 8 training sessions under a qualified coach. How many people do we want initially?

**Item 3.2 and 3.3**

**We need more coaches to run come and try effectively. The aim is to get 4 or 5 coaches that have completed the entry level coaches course. Will put something on facebook and in club newsletter.**

- 3.4. First Aid Course. Club to fund, not to fund, or partial funding. - **This is on hold until coach situation sorted. In meantime Paul will do a first aid course that club is happy to pay for.**

4. **Audit of club boats**

Jason has relooked at the boats and we need to fix some. Organise a working bee. - **Martin to co-ordinate.**

5. **Need volunteers**

- 5.1. Cleaning - Is it working – Ongoing

- 5.1.1. Cordless leaf blower (Ryobi \$200) – **Martin to purchase**

6. **New Racks**

Create a design requirement. For instance one big rack, smaller individual racks, height etc - **Martin and Paul to take on. Paul has had talks with a fabricator. Need to get a design done.**

## **7. Funding Of Juniors In Competitions**

Competitions can be held In State, Inter State, and Nationally.  
Competitions can be Sprints or Marathons.

In case of Nationals this year transport has been organised via Paddle Qld to rent a shipping container.

### Funding Options

- We need a set of guidelines and publish them.
- Do we centrally fund via Jason or fund individually fund, as is the case now. Is there another funding option.

**Committee feels that there needs to be an effort by the athletes to raise funds themselves. For access to club money there needs to be responsibility and accountability from the athletes, this would be achieved through a list of qualifying tasks. This needs further work and discussions with Jason.**

## **8. Standard Operating Procedures**

Ongoing task for Martin. Some are partially written. The bulk of the required SOPs are associated with change of club officers and filing and of FY / Post AGM tasks. Starting point is change of club officers. Once we get that done can start working on the rest of it. Will also use the post this FY tasks and the AGM this year as the framework for writing the SOPs.

## **9. Any Other Business**

- 9.1. Paul will be handling the installation of noticeboards, defib, and what to do about broken oven.
- 9.2. Shelves in clubhouse.. Paul will talk to Pete about requirements and best way forward.
- 9.3. Bigger container for paddles. Paul thinks he may have something suitable.
- 9.4. Committee agreed to roll over the IBD
- 9.5. Paul to look at becoming the contact for the police regarding the security cameras.