

Sunshine Coast Paddlesports Club
Standard Operating Procedure.



Agenda April 2026

Date Of Meeting : 10/4/2026

Sunshine Coast Paddlesports Club, Committee Meeting Agenda Friday 10th April, 2026, 5:30pm, Club House, Fishermans Road, Maroochydore

Attendees: Paul Shipton, Martin Parsons, Justin Wright, Oliver Sweetman\

Apologies: Nicky Donaldson, Tim Kreis

Previous Minutes March 2026

The minutes of the meeting of March were tabled.

Martin moved that the minutes were a true and accurate record. Paul Seconded , 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	April 28th 2026	Ongoing. <i>Chase Up In April</i>
Security Camera Monitor and Keyboard to be purchased. Noticeboards, shelves, defib, broken oven, noticeboards to be fitted .	Paul	May 30th 2026	Ongoing. Oven is the big ticket item. Cameras \$1140 Further conversations to be had on old oven Monitor in training area with HDMI cable attached
AGM Report Filings - ATO	Martin		Ongoing - Item 2 of Agenda
Club Gmail Security	Martin and Paul	30th April 2026	Completed
Domain Management / Website Hosting	Oliver		Feasibility of Club Credit card. Item 3 of Agenda
Feasibility of using Xero	Oliver	30th April 2026	Club will use Xero.
Racks and Storage In Shed	Martin / Paul		Ongoing
Lapsed Memberships / Boat Storage Fees	Paul	Ongoing	Cull of JustGo. See item 5. Ongoing
Play On voucher scheme	Paul	Ongoing	Paul to look into and understand how it works. -

<i>Item</i>	<i>Person</i>	<i>By When</i>	<i>Status</i>
			Password to account needs to be reset.
Come and Try	Club Committee		New coaches in training – Will keep on agenda until we restart
New Racks	Paul and Martin	June 30th 2026	Ongoing. Put up for discussion a couple of concepts. There are a couple of options being looked at to increase storage over the short term.
Funding of Juniors	Club Committee	June 30th 2026	Ongoing. Need to put in guidelines
Paul to become contact for police	Paul	May 30th 2026	Ongoing Police already contacted.

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. ATO contacted Delia and said we had to re-submit form because it needed Martin to sign it. This has been done. Awaiting for ATO to contact us. Once this is completed can start process of filing the last FY tax return. **Martin to progress chase ATO**
3. **Club Credit Card**
Bank advised we can probably get a credit card. As an example we could get a card with say a \$3,000 limit and one card for one person. Or in essence the same limit but two people where one has say \$1,000 limit and the other \$2,000. Which way do we want to go. **One card Oliver to research**
4. **Where to store Tinny**
Suggestion is that we move the rack that is nearest to the creek at back of shed to new shed. Move gym equipment into that space. Store tinny where gym equipment is currently used. **Agreed. Need to setup up a time to do the move.**
5. **Procedure for removing non paying members**
Items 10, 11, and 12 of club constitution deal with lapsed memberships and appeals. As per the constitution termination of membership occurs when “Has membership fees in arrears for at least 2 months.”

Attached to the email notifying of this meeting there is a sample of a letter we can use to send to members who have lapsed.

What we need to decide is what steps do we do before we hit two months. Eg. Talk to member after four week, send formal email week later etc. **Discuss further at next meeting**

6. **Separate Lock Box**

The lock box that is on the outside rear of the original shed is used for council contractor access. In discussions with council they have advised we should probably have our own one. See item 7.

7. **Change locks.**

Investigating feasibility of using an electronic keypad system for club locks. Members would have a unique pin number. This would allow the club to have better control of who has access and help manage lapsed members. **Still being investigated and maybe a hybrid system may be best solution. Paul working with security people.**

8. **2027 Marathon on Sunshine Coast**

It is proposed that we set up a race committee to assess the costs, manpower and risk associated with the event. This is then presented to club committee.

Have asked Delia when does the grant submission have to be in by.

Its being run from 6th April 2027 to 11th April.

We have requested Delia to obtain a copy of the MOU / Contract with Paddle Australia for the event.

Also need to get feedback from this years event regarding the club running the event next year.

The big question at the moment is if the club is liable for cost over runs, and presently there has been no mention of revenue stream from the event, are we prepared to host.

No proposal to make a decision now since that will be the role of the sub committee.

A committee has been setup. Awaiting initial feedback from participants at this years event in Canberra.

9. **Cover For Wheel On Trailer**

Need to purchase a cover for the spare wheel on the trailer. **Agreed. Paul to sort**

10. **Website**

Club website registrations coming up for renewal. Currently have sunshinecoastpaddlesportclub.com.au, maroochyriverpaddle.com.au (expires 2027), maroochyriverpaddle.online (expires 2028) as registered sites. Propose that we keep the current club website and drop the other two when they expire. Also change the plan we are on to a Biz Standard plan. Over next two years would save around \$300. **Oliver wants to have a look into, particularly in regards to security**

11. **Any Other Business**

11.1. Just go memberships need to be clearer in exactly what they are. Also offer multiple boat storage options, this will simplify the process of keeping track of things.