

Sunshine Coast Paddlesports Club
Standard Operating Procedure.



Agenda May 2026

Date Of Meeting : 10/4/2026

Sunshine Coast Paddlesports Club, Committee Meeting Agenda Friday 8th May, 2026, 5:30pm, Club House, Fishermans Road, Maroochydore

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

Apologies: Nicky Donaldson

Previous Minutes April 2026

The minutes of the meeting of April 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	Completed. - Close
Security Camera Monitor and Keyboard to be purchased. Noticeboards, shelves, defib, broken oven, noticeboards to be fitted.	Paul	30th July 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 and tax return filed.	Martin		Completed - Close
Club Credit Card	Oliver	30th June 2026	Oliver doing further research. Club President will have the card..
Domain Management / Website Hosting	Oliver	30th June 2026	Feasibility of Club Credit card.
Introduction of Xero	Oliver	30th June 2026	Progress of implementing Xero.
Lapsed Memberships / Boat Storage Fees	Paul	Ongoing	Cull of JustGo. Ongoing

<i>Item</i>	<i>Person</i>	<i>By When</i>	<i>Status</i>
Play On voucher scheme	Paul	Ongoing	Paul to look into and understand how it works. - Password to account needs to be reset.
Come and Try	Club Committee		New coaches in training – Will keep on agenda until we restart. May run it on Sundays see 10.3
New Racks	Paul and Martin	June 30th 2026	Ongoing. Put up for discussion a couple of concepts.
Funding of Juniors	Club Committee	June 30th 2026	Ongoing. Need to put in guidelines
Organise Working Bee to Move rack and Tinny.			Amalgamate with New racks
Change current lock system to a electronic / hybrid arrangement	Paul	June 30th 2026	Ongoing
Cover for wheel on trailer	Paul	June 30th 2026	Ongoing
Club Website and renewal to Biz Standard plan. Drop the maroochyriverpaddle.online when it expires.	Martin / Oliver	June 30th 2026	Oliver looking into security.

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. 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 weeks, send formal email week later etc. **Will send a reminder August 1st then if still outstanding by September 1st a member will have one week to rectify the situation.**

3. 2027 Marathon on Sunshine Coast

Paul is awaiting a call from a Paul Branson at Paddled Australia regarding the event. Paul has spoken with Delia and it would appear that everything is in PA / PQ hands at the moment. Regarding the dates and clash with Aussies, again it appears to be in PA / PQ hands. Hopefully the phone call between PA and Paul should give some clarity. - **Will leave on Agenda. Paul will pass on all information to race sub committee as and when he receives it. Cannot do much until PA confirm dates and location, could be June on Maroochy river.**

4. Sport HQ - Close

Qld government website [link here](#), according to official blurb:

These latest resources have been developed to support:

- athlete pathways, from grassroots through to elite sport
- increased participation and club growth
- inclusion and accessibility, including disability sport pathways
- stronger connections between clubs, schools and communities.

Had a look at it, as with all government things good and bad. The good stuff is about defining what the rolls are, templates for AGMs, meetings etc. Looking at it we are already following some of that. It will save on having to write out some process's and procedures because we can just point to the site in our internal documents.

5. Just go Membership needs to be clearer

The descriptions of the various memberships need to be cleaned up, e.g. which memberships allow you to take out boat storage.

Increase the number of boats you can pay storage for. Was set to 2 now set to 5.

6. Increased PQ Fees 20/27

Paddle Australia Membership Fees (FY27)

Senior Membership: \$50.00 (Was \$47.50)

Junior Membership: \$25.00 (Was \$23.50)

Paddle Queensland Membership Fees (FY27)

Senior Membership: \$70.00 (Was \$???)

Junior Membership: \$60.00 ((Was \$???)

This results in a total combined membership fee of:

Senior: \$120.00

Junior: \$85.00

Senior 12 month Membership 25/26 was \$230 in total.

Junior 12 month Membership 25/26 was \$50 in total. (??????)

What about we follow up on boat storage none payers and if we find a few which we suspect we might then we can propose the following

Subs stay the same if all boat spaces are fully paid and guests who paddle along and borrow a club boat pay the \$15 maintenance fee / session.

It's every members responsibility to ensure all paid and visitors pay their share, hence for 26 - 27 season no change to subscription even though PA and PQ have raised fees.

If the current committee finds during the season members are not fairly paying subs and boat storage hence the fees will need to be raised in 27. - **Have implemented this and notified club members in a newsletter. Will emphasise when membership renewals start.**

7. Boat Storage Fees

Potential course of action :

Tell members coming up for membership and boat storage renewal.

Mark boats that we know, and log location.

Tell members that if boat does not have sticker then please email club with your name and location.

Cut off date for informing club and paying membership and boat storage is June xxx

After that date boats that have not been identified and paid for will be removed from the sheds. - **Audit has started and racks and locations identified. Have asked members to identify their boats(s) and location(s). Notification has been sent to members.**

8. Replace Flammable Cabinet

Have received grant money of \$2035 to get a new flammable liquid cabinet. - **When money is in bank will buy one**

The Exclusion Zone around the Dangerous Goods Cabinet is 3m confirmed. So we'll have to put the cabinet in the new shed away from any power points.

In Queensland, Australia, dangerous goods cabinets—particularly those storing Class 3 Flammable Liquids—must be located at least 3 metres away from any potential ignition sources. This distance is a minimum requirement to prevent vapours emitted from the cabinet from igniting.

Common Ignition Sources to Keep Away from Cabinets

Electrical Equipment: Power points, electrical outlets, switches, motors, fans, air conditioners, and transformers.

Open Flames & Heat: Naked flames, pilot lights, heaters, welding, cutting, grinding equipment, and soldering tools.

Surfaces & Sparks: Hot surfaces, frictional heat, static electricity, and stray currents.

Operations: Vehicle movement, cigarette smoking, and portable tools.

Safety Guidelines for QLD Workplaces

Clearance Zone: Ensure a 3-metre radius around the cabinet is kept free of any electrical sockets or heat-producing machinery.

Separation Distances:

3 Metres: Other dangerous goods such as corrosive chemicals or compressed gases.

5 Metres: Highly flammable gases, pyrophoric, or oxidizing materials.

The storage of fuel in the tinny is not an issue as the quantity is small.

9. Blue Card

Update club blue card registry and ensure all still valid. - **Paul looking at**

10. Any Other Business

- 10.1. ClubMap Monday Night. - **Martin will attend webinar**
- 10.2. AGL Account - **Leave Martin as contact and update change of people procedure.**
- 10.3. Paddle Like A Champion. Jason gave us a run down of where we are at. In summary:
 - 10.3.1. Probably two to three years ahead of where he expected in regards numbers.
 - 10.3.2. Will probably setup a sub-committee to handle. This will report to main club committee.
 - 10.3.3. Club Apparel. Jason mentioned that PQ use a accompany that can do small runs and one offs. Martin has email PQ to get information.
 - 10.3.4. Fees to be decided for the winter sessions. There are essentially 4 grades of participants. Fees will probably reflect number of sessions they will attend each week. Ranges from 5 times a week to once a week.
 - 10.3.5. Need to apply for grants to upgrade gym equipment.