

Sunshine Coast Paddlesports Club
Standard Operating Procedure.



Agenda July 2026

Date Of Meeting : 10/7/2026

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

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

Apologies: Tim Kreis, Nicky Donaldson

Previous Minutes June 2026

The minutes of the meeting of June were tabled.

Martin moved that the minutes were a true and accurate record. Oliver 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
Security Camera Monitor and Keyboard to be purchased. Noticeboards, shelves, defib, broken oven, noticeboards to be fitted.	Paul	30th Oct 2026	Ongoing. Oven is the big ticket item. Cameras \$1140 Further conversations to be had on old oven
Club Credit Card	Martin / Paul	30th Aug 2026	Ongoing. See item 8
Introduction of Xero	Oliver	30th July 2026	Xero. Looking at the Ignite Zero product at \$36 per month. Look at how we pay for Zero. May need to wait until we get club credit card
Lapsed Memberships / Boat Storage Fees	Paul	Ongoing	Cull of JustGo. Ongoing
Come and Try	Club Committee		Ad Hoc System working so keep with that - COMPLETED
New Racks	Paul and Martin	Dec 30th 2026	Paul is talking to someone to get a design and price.
Funding of Juniors	Club Committee	Oct 30th 2026	Ongoing. Wait until Jason gets back. See Item 6

<i>Item</i>	<i>Person</i>	<i>By When</i>	<i>Status</i>
Change current lock system to a electronic / hybrid arrangement	Paul	Oct 30th 2026	Ongoing
Cover for wheel on trailer	Justin	Aug 30th 2026	Ongoing
Procedure for removing non paying members	Paul / Martin	Sept 30th 2026	Will send a reminder August 1st then if still outstanding by September 1st a member will have one week to rectify the situation.
Blue Card	Paul	Sept 30th 2026	Update club blue card registry and ensure all still valid
Marathon on Sunshine Coast 2027			Applicant for sponsorship changed to PQ - Close

June 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. **Treasurer**

Oliver stepping down as treasurer at AGM. Martin will send out a message asking for a volunteer.

3. **Life Members**

Renew Life members:

Clint Robinson - **Oliver to find out how paid previously**

Robert Millsom - Martin will ask to talk to Robert

Fred O'Neill (who apparently is 93) - **Paul will talk to Hud.**

So its \$120 for each person. So \$360 all up. In club constitution there is a reference to life members but not what the qualifiers are. Referring to Paddle Australia its focused on longevity of service and coaching.

4. **Playon Vouchers**

Moving forwards recommended that parents send vouchers to club and then club pays the membership. Removes double handing of transactions.

5. **Boat Storage Fees**

Initial Audit completed. Ongoing work to confirm empty spots etc

Coaches to assess club boats and reduce numbers from around 90 to 60 buy Aug 1st. Paul to talk to Jake regarding the list of boats and events that Jake is putting together. This list will be the starting point of what boats the club requires.

6. Junior Training

Leave this on Agenda until Jasons return. Discussion will include a sub committee and funding. Would it make sense to include all the kids within an overall program.

- 6.1. Probably two to three years ahead of where he expected in regards numbers.
- 6.2. Will probably setup a sub-committee to handle. This will report to main club committee.
- 6.3. Club Apparel. Jason mentioned that PQ use a accompany that can do small runs and one offs. BWA Promotions in Burleigh Heads sales@bwapro.au. Check quality of items.
- 6.4. Need to apply for grants to upgrade gym equipment. Jason working with Delia on this.
- 6.5. Does it generate enough money to make it self funding for races.
- 6.6. **How to fund. For instance use a fixed percent of a Juniors club fee to seed each year and if any more money reqd they raise themselves ????**

7. Maroochy River Race / Dunethin Rock

Do we run and if so format and when. - **Look at holding a bare bones race in Sept maybe to bridge in Petrie creek. One loop or two loops type thing and self time. Then move to a monthly club race. Justin will look at potential date. Martin will put something in newsletter and facebook**

8. Club Credit Card

That the Club approve the opening of a Business Credit Card account with Heritage Bank. The credit limit shall be set at \$1,000

Resolved: That the credit card be issued in the name of the Club, with Club President Martin Parsons designated as the primary authorized cardholder.

It is further resolved that:

The card is to be used exclusively for authorized Club expenses and purchases.

The Club President shall be responsible for adhering to the Club's expenditure and reimbursement policies.

All expenditures made using this card must be reported, reconciled, and accompanied by original receipts to the Treasurer on a monthly basis.

Moved by: Paul Shipton Seconded by: Oliver Sweetman

Vote: Carried unanimously

Martin to visit bank and drop paperwork off.

9. Any Other Business

- 9.1. Suttons pump out. They advise keep on same plan and pay for emergencies at the moment since cheaper. Will keep monitoring.
- 9.2. Maroochydhore life savers use the club as base for training during the week. As a committee we are OK with this since many of them are club members. Todd has told the non members to not use facilities due to insurance issues.
- 9.3. Wynnum Paddle club paid a visit to see new shed and how we racked stuff. They asked about our tinny trailer since we are looking at replacing it, unfortunately we do not think it would get through a road worthy.

9.4. Need to deregister Tinny trailer.