

Sunshine Coast Paddlesports Club
Standard Operating Procedure.



Agenda August 2026

Date Of Meeting : 14/8/2026

Sunshine Coast Paddlesports Club, Committee Meeting Agenda Friday 14th August, 2026, 5:30pm, Club House, Fishermans Road, Maroochydore

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

Apologies:

Previous Minutes July 2026

The minutes of the meeting of July 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
Security Camera Monitor. defib.	Paul	30th Oct 2026	Ongoing. New oven fitted. - - COMPLETED
Club Credit Card	Martin / Paul	30th Aug 2026	Ongoing. See item 4
Introduction of Xero	Oliver	30th Oct 2026	Xero. Looking at the Ignite Zero product at \$36 per month. Can we pay via direct debit ? - Believe so
Lapsed Memberships / Boat Storage Fees	Paul	Ongoing	See item 5
New Racks	Paul and Martin	Dec 30th 2026	Awaiting quote
Funding of Juniors	Club Committee	Oct 30th 2026	Ongoing. Wait until Jason gets back. See Item 6
Change current lock system to a electronic / hybrid arrangement	Paul	June 30th 2027	Ongoing - - Paul sent Wayne scope of works
Cover for wheel on trailer	Justin	Aug 30th 2026	- COMPLETED
Procedure for removing non paying members	Paul / Martin	Sept 30th 2026	Will start reminder process this week. If still outstanding by September 1st a member will have one

<i>Item</i>	<i>Person</i>	<i>By When</i>	<i>Status</i>
			week to rectify the situation.
Blue Card	Paul	Sept 30th 2026	Update club blue card registry and ensure all still valid - COMPLETED
Life members			Paid Clints but not the other two. - COMPLETED
Unregister old trailer	Paul		COMPLETED

August 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**
No-one has come forward yet. Will ask again.
3. **Suttons pump out - Put out email regarding 20% rise and implementation of shower token system**
Have moved to a three week cycle. Equates to 17/18 pump outs a year. So around an extra \$1,200 ????

Last 24/25 FY pump costs were \$2,100.
Moving forward could be around \$3,400 a year.

4. **Club Credit Card**
To get a club credit card we have to change the constitution, which requires a general meeting. First point we could probably do that is the AGM. Do we still pursue this. - **Assess nearer time of AGM**
5. **Boat Storage- Paul will organise something with club coaches.**
Club Boats
Outcome of marking club boats on Tuesday.

Coaches to assess club boats and reduce numbers from around 90 to 60 by mid August.
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.

Disposal of old boats from Paul:

Skip hire

It's recommended to separate materials ie fibreglass on the bottom and polyethylene on the top they sort out easier. We have to make a calculation to the volume to get best price
We're going to looking at \$650 to \$800 if we're lucky. It's a minimum hire 7 days from them all but sure could arrange Friday to Monday

Members Boats

Confirm non payment by members and send Emails will be sent.

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- Bare bones race. Contact John Smallwood regarding dates (19th, 26th Sept or 3rd Oct). Maybe start kids from Coolum creek

Do we run and if so format and when. Look at holding a bare bones race in Sept. What are the options a loop from and to clubhouse or one way Dunethin Rock ?

8. Club Time Trials - 3rd Sat of month. Roue options are Loops from club house, to marker, Lagoon, Club house - 3km loops. Petrie Bridge - 7km Eudlo Creek - ???

Do we want to publish a calendar and do we use same course or have a number of courses ?

9. Coaches and an honorarium - Need to think about criteria since many people give time to the club.

Propose club remunerate the coaches for Voluntary work. Look at boat storage reduction or a free spot ?

10. Status regarding accounts - Get Xero running first.

Has EOFY process started ?

11. Electricity Costs- See action for item 2.

These have risen dramatically, combination of prices and usage. Could be looking at around an extra \$700 a year.

12. Any Other Business

12.1. Child Safety Standards

There is a series of child safety webinars running via PA and PQ, Martin is attending. Club needs to assess posting pictures of juniors on Facebook and Website. In the meantime remove access to images on website and put out notice to facebook admins do not post juniors on facebook. Martin to investigate further.

12.2. Number of coaches when with juniors

When coaching groups of juniors there needs to be at least two adults, ideally one male and one female. It is not always feasible to have the two genders, the committee acknowledges this and as such have two adults of the same gender is acceptable.

If there is just one adult ideally the training session should be within view of the beach by the clubhouse and a parent watching the session from the beach.

When Jason returns going have to see what is achievable when coaching juniors and there is a small number of juniors and the training requires being not within visibility of the beach.

These guidelines will need development.

12.3. Cameras and Child Safety

Do we need to consider camera position re child safety. The club boats in door C remain there. All other club boats are moved to door G. Since many minors are using club boats the flow will be on the very public side of the club.

12.4. Cupboard

Get a storage cupboard to store the odd stuff that in the changing room cubby holes.

12.5. Life Jacket Audit

Assess club PFDs and remove those older than 10 year.