

Sunshine Coast Paddlesports Club
Standard Operating Procedure.



Minutes October 2026

Date Of Meeting : 9/10/2026

Sunshine Coast Paddlesports Club, Committee Meeting Agenda Friday 9th October, 2026, 5:30pm, Club House, Fishermans Road, Maroochydore

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

Apologies: Tim Kreis, Nicky Donaldson

Previous Minutes September 2026

The minutes of the meeting of August 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	COMPLETED
Club Credit Card	Martin / Paul	30th Aug 2026	COMPLETED. See item 3
Assess Club Boats	Paul	Ongoing	Ongoing
New Racks	Paul and Martin	Dec 30th 2026	Quote Received. See item 6
Funding of Juniors	Club Committee	Oct 30th 2026	See Item 13
Change current lock system to a electronic / hybrid arrangement	Paul	June 30th 2027	Ongoing - Paul sent Wayne scope of works
Non Paying members	Paul / Martin	Sept 30th 2026	See item 7
Life members			See item 4
Club PFDs	Paul and Coaches	Nov 30th 2026	Assess club PFDs and remove those older than 10 year. COMPLETED
Storage Cupboard		31/12/2026	COMPLETED
Tinny Maintenance			QAS to contribute.

October 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. 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. Inclination is to hold off - **Wait Until we have enough changes in the pipeline. COMPLETED**

- 4. Life Members**
Need description of Fred and Robs role at club to put on website.

As per emails we can create a club life membership on JustGo for just the club.

As per previous emails we have a document which shows what we have, what we did have in regards to life membership. The way it currently stands the club constitution says to refer to the by-laws. We cannot find them (they may not exist or have been lost to the realms of the past).

So it looks like we need to come up with a policy. In the document we have PQ and PA policies. We also have included the Sunnybank Football club policy on life membership which can provide a basis for club policy. - **Martin to put initial words on website. Also take the examples we have to create a policy for consideration.**

- 5. Coaches and an honorarium**
Propose club remunerate the coaches for Voluntary work. Look at boat storage reduction or a free spot ?

Need to think about criteria since many people give time to the club. - **COMPLETED. Will not pursue since criteria is very difficult to scope. Will include thankys in the AGM.**

- 6. New Rack**
Quote is for \$5,541.80.
As per emails proposal to re-arrange sheds if we move ahead with new rack. - **Place new rack on LHS side of new shed. Move wooden rack to RHS door of new shed. Leave other rack where it is in existing shed. Measure to see if we can place wooden rack and tinny in LHS of new shed. Go ahead approved for new rack.**

- 7. Non Payment of Memberships**
Beau Cain Bishop has been emailed and letter left on boat no response.

- 8. Pump Out - New fuel levy**
General issue with pump outs and future costs. Monitor for a couple of months. Inform members of situation. - **Investigate feasibility of a grey water system. Need to find photos**

of what is under new showers and toilets. Advice received installing a bigger tank would be problematical due to closeness to road and creek.

9. Club Time Trials - 3rd Sat of month.

First one 3rd Saturday of October ?

Which route ?

Loops from club house, to marker, Lagoon, Club house - 3km loops.

Petrie Bridge - 7km

Eudlo Creek - ???

10. Status regarding accounts

Progress with Xero.

Progress with EOFY process.

Zero has been implemented. Advice from Auditor is that we should use a book keeper to assist in ironing out some issues. Also use a accounts from 24/25 to provide a baseline on accuracy. From a 25/26 perspectives the club does not need accounts audited as per Qld government definitions (Source <https://www.qld.gov.au/community/fair-trading/associations-charities-and-non-for-profits/incorporated-associations/financial-responsibilities-for-incorporated-associations/appointing-an-auditor-or-verifier>):

Small associations have current assets totalling less than \$300,000 and annual revenue less than \$150,000.

Small associations must have an audit if required to under any law, including the Gaming Machine Act—for example, if you have pokies. In all other cases verification is enough unless your members specifically want an audit.

Your president or treasurer will need to verify your financial statements and provide this signed written statement:

The association's financial records show the association keeps adequate financial records that correctly record and explain transactions and enable a true and fair financial statement to be prepared.

The financial statement should include:

- a profit and loss statement (for income and expenditure)
- a balance sheet (for assets and liabilities)
- all mortgages, charges and securities that affect any of your property at the end of the financial year
- a copy of a signed audit report or verification statement from your accountant, auditor or verifier—the type of report we expect depends on the size of your association.

Oliver to prepare a report as per requirements.

The club will employ a bookmaker as per advice to help setup Xero to ease the process moving forwards.

11. Junior Training

Martin discussed with Jason. General agreement cannot found from general club funds due to increasing popularity of the training. Discussed with Jason club could provide seed money for initial funding to enable it to move to a more sustainable self funding model.

Martin to work on a funding proposal

12. Disabled Athletes

There is a disabled athlete training with the club. Jason is / has modified a boat. This could develop into something. As such on agenda to keep people informed.

13. AGM

Set date for 9:30am Saturday 14th Nov 2026, - AGREED

14. Any Other Business

None