Minutes of the Committee Meeting

7th December 2015 / 7pm
Taychreggan Hotel

Committee Present: Names and positions

Elisabetta Loi [EL] (Treasurer), Fiona Findlay [FF] (General Member), Kerstin Jorna [KJ] (General Member), Duncan Heather [DH] (Commodore), Michael Cain [MC] (Secretary), Leandro Tramma [LT] (General Member), Danny McCabe [DM] (General Member) **ACTION**

1. Apologies

Bill Clark [BC] (Vice-Commodore)

2. Welcome and Introduction

The new Commodore welcomed the new committee. The purpose of this first committee meeting was to use this standing agenda as a basis for a general discussion and set priorities for the off-season.

a. Roles

We will be able to concentrate on our own committee roles this year. We will need to identify a Safety Officer, the Welfare Officer (Protecting Vulnerable Groups Checks) will continue to be handled by KJ. The Vice-Commodore does a great deal of practical things, but is not willing to chair meetings or speak in public.

The duties of the Boatswain role was discussed, and will be divided up:

Club tools and workshop re-organisation. This is a one-off job, DH to ask member Jos Hall for some rough costs before asking him to do this task. Either from club funds or an Awards For All grant application for this may be made. **DH**

Boat maintenance teams. These were a mixed success last season, they will be tried again with a team lead responsible for two boats, and able to pick their own teams. Once established the teams will need coordinating, MC will invite four people to be leads, and then assist in e-mailing the membership asking for people willing to be in the teams. **MC**

Spares for Club Boats. We are aware that sometimes spares bought for Club Boats are being used by Members on their own boats, and not being replaced by the user. It was decided that a list of Club Boat spares is made, as a way of tracking what has been used and what needs to be replenished either from Club funds or the individual who has used it for a private boat. FF will keep an eye on this list. **FF**

3. Minutes of the Previous Meeting

The minutes of the committee meeting 14th September 2015 were accepted as a true record.

4. Matters Arising / Actions Not on Agenda

There were no matters arising which were not on the agenda.

5. Communication

a. Club e-mail

MC to continue to produce the weekly activities bulletin. **MC**

DH to do events and other ad hoc bulletins.

A Google mail subgroup for the committee is to be established to enable Members to contact all the committee with suggestions or comments. **DH**

Requests for information sent via the website will be handled by DH and MC, with continuing support from Adrian Young. **DH** **DH / MC**

Voucher requests will also be handled by DH and MC. Taster sails will generally be held during regular Club sailing sessions, with the Officer of the Day and the Safety Boat helm given advance warning. **DH / MC**

There are advertisements for vouchers in the local press at the moment, pitched as Christmas gifts.

b. Website

The website has been a big success this year, with content being provided by members. LT to look at adding external links and RYA training videos. **LT**

c. Publishing Meeting Minutes

The last AGM minutes need to be approved at the pre-season meeting, the revised Constitution can be published to the Member's area of the website.

Committee minutes will be approved at the following meeting before being published, **MC**

6. Sub-Committees

a. Programme

FF and DH will be on this sub-committee, and may invite others who have an interest. The published programme will include training events, social events, other sailing club events and regattas, the Tay Weekend, longer trips and Open Days. MC to register with the RYA for this year's Push The Boat Out. **MC**

b. Marketing

There was a lack of improvement in marketing over last year with new membership holding up due to increased marketing continuing from previous year.

Thought will be given to getting flags and banners for the Open Day and the Waterfest events.

The members of this sub-committee will be: LT, DH, possibly Aileen Ross and Adrian Young, DH will contact these. **DH**

c. Operational Procedures and Policy

We already have some Operational Procedures, more are needed on safety, e.g. workshop, and safety boat manual. DMcC to lead this sub-committee, other members MC, possible George and Michael Kidd. DH to e-mail Michael Kidd inviting him on to this committee. **DH**

d. Social Events

This committee will be made up of EL, BC and Ewan

The first event will be mulled wine on 27Dec15, DH to circulate an e-mail to members about this. **DH**

Social events will be included in the programme, and each will have an organising lead who will not necessarily be a member of the Social Events sub-committee.

7. Maintenance Boats

a. Club Dinghies

There is already a plan for boat maintenance teams, the aim is to start maintenance at the end of February.

b. Safety Boat

The safety boat engine has been serviced and should be OK for the coming season. A training and use manual is to be prepared by DMcC. A possible grant application for a new engine was discussed. **DMcC**

The purchase of an engine for use on Club Wayfarer or as a spare on the safety boat was discussed, this discussion is to be continued, with a possible grant application to be submitted to replace the engine.

c. Maintenance Building

The building has been painted and some vinyl cladding fitted to a deteriorated section.

There is concern about the condition of the club building windows and some of the external wood cladding, with a suggestion to phase their replacement over several financial years using club funds. Initially the west side windows that leak water would be targeted for replacement. BC to get quotes for replacing these. **BC**

The legal requirements for fire safety have been updated, DMcC has a contact expert in EHS who will give us advice both on workshop safety and any improvements needed to our emergency signage. **DMcC**

8. Finance

a. A monthly financial position will be presented at each committee meeting. **EL**

b. Handover of accounts. The accounts are still with the auditor Charlie Bruce. The program "Microsoft Money" has a feature which gives a monthly bank reconciliation audit trail. DH and EL to try this tool when the accounts have been returned from the auditor. **DH / EL**

c. A budget will be presented at the pre-season meeting, the members will be asked for ideas to help the committee set investment priorities. DH to e-mail members **DH**

d. Change of signatories. It was agreed that Elisabetta Loi would become a bank account signatory, DH has the appropriate forms. **DH**

9. Training

a. RYA Courses – Safety Boat, Randall / Ancrum can do this

Level 3 courses, e.g. spinnakers or start racing.

b. Families and children – Members involved with training will need PVG checks, perhaps eight to ten people to be identified for clearance checks.

We do not want to be a babysitting service, but perhaps can do planned training outside regular sessions.

10. Partners

a. RYA Focussed Club Support, we need to organise a meeting with Robin Paris, MC to do this. **MC**

b. Ancrum / Schools / Council. It appears that the Council expect volunteers to be able to run any holiday or after-school activities. It might be possible to get funding for activities but this might be problematic. DMcC and KJ to liaise with Adrian Young about children's activities. **DMcC / KJ**

c. Sea Cadets. Randall is no longer really connected with the Sea Cadets, but we could offer the use of our facilities to encourage more youth involvement.

d. Other Sailing Clubs. Activities like regattas being held by other sailing clubs and Tay Week will be put into the season's sailing programme.

11. AOCB

a. Club boat comprehensive insurance was discussed. DMcC to investigate difference in cost between current Third Party and Comprehensive costs. **DMcC**

12. Date of Next Meeting

The possibility of having more frequent meetings in the off-season for the main committee and sub-committees was discussed.

The next meeting will be on 11th January 2016 at 7pm in the Taychreggan hotel.