Minutes of the Committee Meeting

7th March 2016 / 7pm
Gunners Bar

Committee Present: Names and positions
Elisabetta Loi [EL] (Treasurer), Fiona Findlay [FF] (General Member), Kerstin Jorna [KJ] (General Member, draft minute), Duncan Heather [DH] (Commodore), Leandro Tramma [LT] (General Member), Danny McCabe (DMcC)

ACTION

1. Apologies

Apologies were received from Michael Cain [MC] (Secretary) and Bill Clark [BC] (Vice Commodore)

2. Minutes of the Previous Meeting

The minutes of the meeting held 7th February 2016 were accepted with minor amendment — **DH to amend**

3. Matters Arising / Actions Not on Agenda

All covered by agenda.

4. Communication

a. Website

The website is being developed further in the member's area for documents, such as policies and minutes, and a new area for training materials. There was some discussion regarding controlling the content on the facebook page in case of members not wishing their pictures to be included. — **LT**

DMcC and LT to agree closer alignment between facebook and website. — **DMcC / LT**

MC to include a note in his next email that members can opt out of having their pictures included in any publications and also that if anyone objects to a specific picture this can be taken off the website or facebook site on request. — **MC**

DH to include a similar statement in the Welcome Letter to new members. — **DH**

5. Sub-Committees

a. Programme

The sailing programme was approved with minor amendments and will be circulated to all members prior to the pre-season meeting on 20th March. It was agreed to both join other clubs for some events as outlined in the programme and also to encourage members from other clubs to cruise with us, either bringing their own boats or hiring a club wayfarer for £20.

b. Marketing

The paper folder for new members will have a simple design of the club burgee and Dundee Sailing Club name, with "Welcome Pack" on the front and sailing photo image on the back. It should contain a Welcome Pack including

- Welcome letter (to include core rules, ethos of the club, use of club equipment, parking)
- Key safety policies
- Programme
- Membership card
- RYA leaflet training pathways

DH, DMcC, LT

It was agreed that the pack should not contain more than 10-12 pages and that longer documents such as the constitution may be found on the club website. DH to finalise pack contents, DMcC to finalise cost/layout of pack and LT to design membership card. DH to send around welcome letter doc for content ideas

There was some discussion about assigning a personal mentor to new members so they could have one person as main contact. The idea appeals but may not always be practical as the same person would not always be present. It was agreed that it is part of the role of the officer of the day to ensure that any new members or potential members have someone specific to take them out and explain the main club rules on that day at least. Duncan to strengthen the message at the pre-season meeting appealing to all members to support newcomers. DH will also complete and circulate a "voucher sail procedure" doc, which will describe how to welcome new voucher sailors **DH**

c. Operational Procedures

Several procedures are now complete; it was agreed that these should be circulated to the committee for comment but not to the wider membership, however the membership have already been asked for input, so we can accept comments and finalise docs after pre-season meeting.

It was agreed to allow one boat per full member and one adult and one junior boat for family members. This to be included in the letter to members inviting them to pre-season meeting. **DH**

The safety boat procedure was agreed with minor amendments. DMcC to add the equipment list to be on display in the safety boat shed. **DMcC**

For the general safety procedure it was agreed that all club boats should have a smaller sail available and reefing points or reefing claws for the main sail. (Reefing on the water should be one of the training evenings). This will be an investment beyond standard maintenance. MC and boat maintenance team leads to provide guidance on requiremnts for new sails and other equipment, so EL can propose investments in budget presentation at pre-season meeting **DMC**

d. Social Events

The Social Events sub-committee (Euan Denman, KJ, BC, AY, EL) met and added several events to the programme; these were approved with minor amendments.

6. Maintenance Boats

a. Club Dinghies

Maintenance jobs ought to be identified by team leaders before the rigging day of 2nd April so that help, tools, etc. can be assigned on the day. MC to check boats. **MC**

BC purchased substantial "pegs" to tie down boats; the pegs are to be fixed into the ground on 2nd

April.

b. Safety Boat

It was agreed to budget for further maintenance during 2016 and to find a valid reason for applying for an award for a new engine.

c. Maintenance Building

Tam has been doing a vast amount of painting over the past few weeks and his contribution is to be acknowledged at the pre-season meeting. **BC**

The old office has been converted into additional changing room for men. It was agreed to source new flooring at a cheap price.

DH has been buying several smaller items for the changing rooms; sanitary bins to be added. **DH**

BC obtained three quotes for window replacement on the West side of the clubhouse. These are short term measures which do not interfere with the longer term vision of Ian Morrison's plans for the building. DH to confirm details of best offer with BC – if toughened glass can be obtained for relevant windows at £2,000 or below to go ahead.. **DH/BC**

7. Finance

The balance is £9,348 including two cheques still to be cashed and bills known to come out of the account in the next week or so. The reconciliation of accounts with bank statements now completed. EL to now involve Jim Green as new auditor to review accounting methods. **EL**

Any membership forms and fees paid to be forwarded to DH for entry on the database. **All/DH**

8. Training

RTYC are willing to put on a "Start Racing" course (RYA certificate) for £30 per participant over 4-5 nights. Although some of the training may interfere with taking new people out it is also a good opportunity for club members to develop their skills. DH to gauge interest. **DH**

9. Partners

Very brief discussion of Robin Paris feedback form. It was felt that DSC has developed well although some areas, such as community engagement, would still benefit from further support and development. It was agreed to add DSC as an RYA Joining Point (DMcC to check with Robin Paris) and to include this message in the Welcome Letter to new members. **DMcC, DH**

10. AOCB

There was no other business.

11. Date of Next Meeting

The next meeting is scheduled for 11th April 2016.