Dundee Sailing Club

Minutes of the Annual General Meeting

29th Nov 2015

Apologies for absence. M. Cain, Wm Clark, C. Lim, G. Reid, J. Green, K. Pradel.

Attendees. M. Kidd, D. Heather, A. Young, E. Denman, L. Tramma, E. Loi, A. McKay, E. Mckay, B. Salethaiyan, P. Deacon, J. Stanners, K. Jorna, S. Forsyth, D. Thomson, D. Andrews, I. Johnston, D. Flynn, M. Holloway, J. Wood, J. McIntosh, D. McCabe, R. Christie, J. Morrison, F. Findlay, J. Hall, C. Hall, G. Kidd, R. Oakley

Minutes of AGM 2014.

Proposed by; R. Christie, Seconded, by; F. Findlay.

Commodores report. The commodore's report was given by M. Kidd, vice commodore, in Mike Cain's absence. He reported that although there were favourable weather conditions to begin with, conditions became more challenging later. Newburgh cruise was cancelled.
Some new members had joined and some had left, overall there are slightly more members than last year.
There have been a number of organisational improvements, with the introduction of a web program helping to remind people when their duty days are, rescue boat, and the newly introduced officer of the day and cleaner.
The work put in on getting the club boats to standard, was commended, and Michael praised the committee for the good work they had put in over the year. It is essential work he said, for the club development program, which is aided by Robin Paris, of the RYA.

Treasurers report. The 3 outstanding years have now been audited. This year there was a similar income to the previous year. Vouchers had brought in an income of £700 a developing source of income, while expenditure on club boats continues to be considerable. The keel boat looked as if it was going to pay its way, but interest and use of it had waned. The Hurley Silhouette has now been returned to its owner, having made a small loss. The building is ageing and the club needs to think how it will meet the costs of repairs and replacement.
There has been a survey conducted, Kerstin has helped with the analysis of it, which has been used to help guide the development of the club. The target for expansion was loosely out at 72 memberships this year, but we have had to be content with 64.
Improvements to management structure and the spreading of responsibilities through subcommittees were improvements. Sixty members are involved in duty rotas. The club now pays for a rubbish removal service. The system of assigning club boats to individual teams to maintain has a mixed response and needs more nurturing to make it successful. This is the first year the club

predicted a budget, overall, club expenditure was kept within those confines, although there were discrepancies between headings.

Balance sheet

Year 28th Sept 2014 – 28th Sept 2015

Bank bal. 28-Sep-14 £8,587.60

Income Expense

events £1,313.84 Bin service £32.64

scrap sold £327.40 Car park £80.00

wetsuits £160.00 Electricity £383.35

Keel Boat fees £90.00 Water & Sewerage £212.10

Membership Fees £8,897.08 Building Consumables £57.13

Parts & Materials £40.00 events catering £497.82

Sailing Voucher £570.25 tea, coffee, biscuits £53.24

Training fees £2,260.00 Club Development £112.84

Workshop fees £20.00 keel boat costs £370.30

Total Income £13,678.57 Equipment £1,589.04

Insurance £1,343.43

Maintenance - Building £431.53

Maintenance - Club Sailing Dinghies £1,604.87

Maintenance - Quad £120.99

Maintenance - Safety Boat £546.84

Marketing £179.66

Petrol £853.41

stamps £70.92

Subscriptions £309.00

Training costs £1,904.99

Total Expense Categories £10,754.10

Bank Bal. 28-Sep-15 £11,606.89

Income v Expense £2,924.47

Less cheque not cashed £94.82

TOTAL FUNDS £11,512.07

Summary

1. Income and memberships up slightly on last year:

a. Income £13,679 compared to £13,297 last year, though still about double from 2 years ago (£6,943 end Sept 2013)

b. Paid memberships up from 60 to 64

c. Memberships did not hit the 72 targeted in the development plan so membership income was less than budgeted, however income from an increased range of other sources made up for this, including £570 vouchers, £323 recycled scrap and £160 wetsuits.

2. Operating costs to run the club (excluding money spent on new equipment) were about slightly less than last year, down from £11,126 to £9,165, though a lot was still spent on the maintenance of our club dinghies and safety boat.

3. We spent less of the resulting operating surplus on improvements and new equipment than last year, down from £4,800 to £1,589, which resulted in an improvement to the club's bank balance:

a. Bank Balance at 30/09/14: £8,588

b. Bank Balance at 30/09/15: £11,607

c. Increase of £3,019

4. The main new equipment purchased was:

a. 3 new Wayfarer trolleys - £972

b. New buoyancy aids and waterproof clothing - £400

c. New Wayfarer cover - £100

5. The training use of the borrowed Hurley keel boat was discontinued mid-season and it has been removed by its owner. This did result in an overall loss of £237 in its club operation, factoring in a £43 surplus carried forward from 2014.

6. The club's infrastructure is aging – club dinghies, safety boat engine and building fabric (external woodwork and windows), so consideration will need to be made in future to fund ongoing infrastructure renewal.

Presentations. Evening points, J. McIntosh. Most improved sailor, E. Cooke.

Club development plan. Club Development Plan Review

1. Thanks to **Robin Paris** of the RYA for all his support as part of our **"Focussed Club Support"**
2. Started with **membership survey** this time last year. Results **prioritised**:
    a. Improving management structures
    b. Keeping cruising as club priority
    c. Greater emphasis on safety and risk management
    d. Sailing training – both RYA and in-house
    e. Investment in club boats
    f. Improve capacity of changing facilities
3. Created **Development Plan** for pre-season meeting this year, based on survey and Committee and RYA desire to improve and expand club. Plan covered all aspects of club.
4. Successes and Failures
    a. **Memberships target** – didn't achieve new membership target of 72 memberships - 65 instead (though still increased), due to lack of progress with a marketing strategy – to be improved next year
5. **Management structure – main focus**
    a. **Communication**
        - Development plan first achievement
            - to show clear intensions of club & committee
            - Try to reduce everyone arguing about the 200 different ways to do things
        - New website (Leandro)
            - more news stories
            - members area with club documents previously unavailable or non-existent
        - Created **role descriptions** to provide clarity about who does what. More likely to be followed next year – still multitasking this year
            - New role of **officer of the day** improved organisation at events and spread responsibility more widely
        - Commodore's **weekly email updates** about events
    b. Committee –
        - some success with **sub-committees** – training & safety policy development
        - Failed to properly publish **minutes** – to be improved next year.
        - Still a bit of **disunity**
    c. **DutyMan** software further spread responsibility with over **60 members** sharing tasks over the season.
        - **Cleaner** club
        - **Rubbish** taken away
        - **Safety boat schedule** working better, with new trainees getting experience, instead of same old few doing things
        - **Boat maintenance teams** – some limited success, got a few more people taking responsibility – will build on that next year
    d. **Finance**
        - Created a budget
        - Created funding surplus for year
        - New sources of income – vouchers, wetsuits

Training - developed in-house training

    e. Robin gave train-the-trainer session with a few of us holding some intial informal sessions – more next year
    f. Safety boat a success, albeit with a bit of extra damage to safety boat
    g. Other **RYA courses** held – level 2, level 3 and day sailing

h. More next year, including **start racing**

6. **Safety** - developed a club safety policy – more key supporting safety policies to come - safety boat, quad bike, club boats
7. **Cruising as main priority**
    a. **New cruises** – Caledonian Canal, Lunan Bay, with more planning for next year.
    b. Made a hash of **Perth trip** and weather blew out some other trips, including **Newburgh camping**
8. **Investment**
    a. Bought 3 new trollies – **not** much finance for major investment
    b. Painted building
    c. **Tam** continuing to transform grounds and workshop
    d. Adrian and Ian Morrison developed some nice designs for modernised clubhouse, lead-up to grant applications
    e. Not much other progress – e.g. **didn't**
        - complete additional **changing area for men** or
        - **Repair leaky windows** – something to look at for next year.
9. **Partners**
    a. Limited engagement with **Ancrum**, not much progress (which was supposed to be a key area for developing kids, getting equipment, member expansion, funding)
    b. Some engagement with **other sailing clubs** through cruising (contacts improved with Perth, Carnoustie, Newburgh, St Andrews) – to be increased next year
    c. Made a good friend (Ian Hall) at **Lunan Bay** thanks to George

Alterations to the constitution.

The main points of the alteration to the constitution were to return to the standard office bearers of Commodore, Vice Commodore**,** Secretary and Treasurer. The posts of Social convener and youth rep were dropped being only traditional posts and difficult to fill. The Club committee would therefore be 8 members in total, made up of four office bearers and four general members.

The quorum was reduced to five.

The new arrangement was carried. By 24 votes for and one abstention.

Election of commodore. Duncan Heather's Speech:

I think you all know me. Member for 7 years, 3rd year on the Committee as Treasurer

2. The club has improved my life here in Dundee

a. Taught me a new skill in a really enjoyable sport

b. Provided a better perspective of Dundee and its environment. The Tay is as good a place to sail as anywhere in the world, albeit with some challenging weather.

c. Sailing and socialising with a nice group of people

My view

1. I want to share that experience with others

2. I want us to expand and attract new members to a club that's fun, well organised and has a clear direction

a. I want Members to have fun through lots of varied and challenging events – range of cruises, training, linking with other clubs, racing, social events

i. And I'll be hands on in making all that happen

3. I appreciate that safety is important too (maybe learned the hard way sometimes) and will work with the committee to finish our new safety policies as a priority.

4. Members to continue taking more responsibility, helped with clearer information on what the club is doing and how we do it

5. More focus on what we can do for kids – so families can get more out of their memberships

What I've done

1. One pet hate of mine is the level of bickering amongst long-standing members

a. Its embarrassing in front of newer members

b. Tiring and undermining for those trying to organise things, with the same few relentlessly pushing their own differing views about everything and criticizing others.

1. As Commodore I'll expect members to be held accountable for their behaviour, but will also try to improve communication, for example creating an email link to the committee for ideas and, god forbid, any complaints.

2. My view was that this was due to a lack of clarity, a lack of documentation and communication to make it clear to everyone what we're doing

3. The Focussed RYA support (initiated by Adrian and well supported by Mike Cain) provided an opportunity to engage with an external expert to review all this. Based on that "I" led on a number of initiatives

a. Created the first club survey to listen to member's views – with Kerstin's help analysing the results

b. Wrote development plan based on member's priorities from the survey to provide clarity and measurable goals.

c. Wrote club role descriptions with Mike and Aileen – to provide clarity about who does what (better focus on roles next year)

4. Guided new website development, though Leandro gets most credit

a. Provided a lot of website content – club documents for members area (even put the slipway lease document up this week)

b. stories, photos – though others will hopefully contribute more to this next year

5. Set up DutyMan to improve the organisation of routine club tasks and input all the schedules this year

6. Organise many of the club's events over past 2 years – cruises and social events

7. In addition to my ongoing Finance role, I also set up a basic club database 3 years ago where none before existed

a. Keeps a record of Members, fees paid, mail-merge for letters, member's boats and equipment, and member stats for RYA reports, like age groups, sex, skill levels

Committee

1. If you do elect me – I think the club needs a committee with people who want to contribute to making continuous improvements and expanding – not people who just want to block and be negative

a. There are one or 2 candidates nominated who have not supported the development plan.

b. Makes running the club a lot more difficult

c. So please consider your vote carefully!

d. I've enjoyed working with Mike Cain and wouldn't have stood for Commodore if he wasn't wanting to continue on the Committee – as he's someone that's keen to do things

e. Bill will stop us spending too much money (or any money!) as well as being a hard-working fund-raiser

f. Some newer members also are standing this year who have shown a lot of support and initiative – I've already mentioned Leandro and Kerstin, but also Euan Denman had volunteered for the thankless task of Social Convenor, before we scrapped it as a Committee role – really helpful role.

So, with me what you see is what you get, as I've been quite visible for a couple of years, so you know what to expect.

* I'm hands on, a communicator and keen to keep improving your club

Michael Kidd's Speech:

I would bring a lot of experience to the role. An important focus for 2016 would be to provide training to increase member's skills, especially newer members. Also important is to increase the skill of safety helms and provide courses to advance these.

We should aim to attract new members through marketing and make a big effort for this year's Waterfest. This year we had a good location on the beach, but more bodies are needed in support.
As for the committee there is always a danger that the committee becomes introverted. The committee are there to serve the members and should always keep that in mind. Members need to be kept informed of what the committee is doing, including posting minutes on the website.
Rules and policies are important, but the most important thing is the spirit within the club. Without it the rules and policies will just gather dust. The commodore needs to foster that spirit.
A key matter to be dealt with in 2016 will be negotiating renewal of the slipway lease, this expires in

February 2017. I was on the committee when the original lease was negotiated.
As a closing remark Michael said, “Everyone is equal, everyone is welcome, everyone has something to offer.”

The closed ballot result was in favour of; Duncan Heather 17 votes.

In favour of; Michael Kidd 8 votes.

Election of Vice Commodore William Clark was elected Vice Commodore unopposed.

Election of Secretary. Michael Cain was elected unopposed.

Election of Treasurer. Elizabetta Loi was elected unopposed.

Election of committee members.
The following were elected as general committee members by majority closed ballot.

Leandro Tramma, Kerstin Jorna, Danny McCAbe, Fiona Findlay.

Appointment of auditors.

Euan Denman and Jim Green were elected auditors unopposed.

Honorary members. Ron Oakley, Charlie Baxter, John Wood,

A.O.C.B. Refreshments.