Minutes of the Committee Meeting

08Aug16 / 19:00

Committee Present: Names and positions
Duncan Heather [DH] (Commodore), Michael Cain [MC] (Secretary),Leandro Tramma [LT] (General Member), Bill Clark [BC] (Vice Commodore)), Kerstin Jorna [KJ] (General Member)

ACTION

1. Apologies

Apologies were received from, Elisabetta Loi [EL] (Treasurer),Fiona Findlay [FF], Danny McCabe [DMcC]

2. Welcome and Introduction

3. Minutes of the Previous Meeting

Notes of the previous meeting held 11Jul16 were taken by FF, MC to contact her for these. **MC**

4. Matters Arising / Actions Not on Agenda

There were no matters arising not covered on the agenda.

5. Communication

6. Sub-Committees

a. Programme

b. Marketing

The Courier is planning an advertising feature for “posh” activities, it was decided not to take up any space in it.

c. Operational Procedures

d. Social Events

Family Olympics Day 13Aug16 planning. On and off water activities are planned for this.

Food: basic barbecue items and some extra items such as steaks, kebabs and ribs. Vegetarian stir fry — **DH / KJ**

Some sort of screening for the cooking area will be rigged on the day.

Drinks: Stocks will be investigated before the event. The licence is for sales, and guests may not bring their own. — **DH / BC / KJ**

Music: the band will be in the right hand doorway of the boatshed, in past events they have been too far back and seemed a bit remote from the rest of the activities.

Publicity: DH will contact families individually to encourage attendance. — **DH**

On-shore trampoline: this will need to be supervised.

On water activities: raft building is a possibility, DH to contact Ancrum to borrow their components. — **DH**

Sailing: it would be good to get some input from Adrian Young on activities involving the Toppers. — **DH**

Set up on Saturday morning.

7. Maintenance Boats

a. Club Dinghies

A draft agreement has been produced by DH and MC for Ancrum using our dinghies for Adult RYA courses. This has been circulated to Committee Members and Robin Paris of the SRYA for comment before being sent to Derek Napier of Ancrum. MC to collate comments. — **MC**

b. Safety Boat

John Wood has had a look at and much improved the outboard motor lock down mechanism.

8. Maintenance Building

DH and BC gave an update on the lounge window replacement. The walls below the new windows are flexing too much and need stabilising. DH and Ian Morrison (a Member) are liaising with Dundee City Council and will submit some ideas for work to be done. BC will put them in contact with a building surveyor of his acquaintance. — **DH / BC**

The work already done on the windows is to be paid for. — **DH**

9. Finance

LT presented a finance update on behalf of EL. Standing Orders are making it difficult to keep track of subs coming in, although money going out is easier to trace.

DH raised some query on training costs and fees. DH is able to help with the budgeting software. — **DH / EL**

10. Training

It was proposed to run a kids training event over a weekend, but this may be difficult to organise with Randall.

There has been interest from members in a Level 3 course. This now covers aspects of the previous modular system and is a development of the Level 2 course.

11. Partners

Robin Paris is now back at work on half-week. DH / MC to prepare a report on progress against the Development Plan to send to him prior to arranging the next meeting. **DH / MC**

12. Next item

A discussion was held on the capsize incident on 17Jul16. Reports from the Safety Boat Helm Officer of the Day, capsized boat and comments on the incident from other safety boat helms and Officers of the Day had been circulated before the meeting. A summary of the discussion is attached to this minute.

13. AOCB

There was no other business.

14. Date of Next Meeting

The next meeting will be held on 12Sep16.

Summary of Discussion on Capsize Incident 17Jul16

A wide-ranging discussion on the incident was held and the following points were considered to be significant.

1. Safety Boat
    a. Some responses said the safety boat engine was too weak to tow the flooded wayfarer to shore, but the RNLI RIB needed the Club boat to help with the tow, so it may never be possible to get a powerful enough engine to recover a flooded boat in strong winds and waves.
    b. The engine lock down has been fixed – but there is a need for user training in its correct use.
    c. The radio is not working, even though it was installed only this year. It may possibly be under warranty.
    Action DH to check with DMcC.

    Davy Anderson marine to be contacted about an upgrade with training on use.

    Two new portable radios with waterproof cases to be bought.

    Action DH

    Alistair Waterson is to be asked to do some basic training on using radios.

    Action DH

    d. Extra equipment carried will be dependent on the proposed "Traffic Light" system for Risk Assessment, and may include a fender which can also be used as a marker buoy, extra lines attached within the boat to help with securing dinghies alongside.
    e. A formal radio check before each sailing session will be done.
2. Risk Management
    a. Competence assessment needs to be done on a dinghy's crew as well as the helm.
    b. A "Traffic Light" advisory risk management system will be implemented which will involve different levels of equipment and competency expectation depending on the Risk Assessment of the activity.
    c. A weather station on the building might be useful, although it is of limited use when the weather at the destination is important.
    d. Secondary buoyancy on both private and Club Wayfarers front and back tanks is desirable. The club will select 3 club wayfarers to fill both hatches with secondary buoyancy (e.g. space hoppers) and these will be preferred for training or stronger sailing weather.
    e. Masthead buoyancy when rough weather expected. The club will purchase masthead buoyancy – probably small, durable fenders, to be used during stronger conditions
    f. Preparing boats by, e.g. tying in anchors and other equipment.
    g. Safety briefing by dinghy helms to their crews covering capsize actions.
    h. Communication between boats and mutual support during a sailing trip is key reason for keeping together, not just to help Safety Boat keep track.
    i. Competency and strength of safety boat crew needs to be assessed based on the expected weather conditions.
    j. The safety Boat Policy will be updated to include these points..

    Action DH / MC
3. Training
    a. Informal radio training when the new portable radios arrive. Alistair Waterston to be asked to do this.

Action DH

b. Additional internal training for new power boat Level 1 / 2 helms.

c. Possible First Aid courses – potentially from Ancrum

d. Possible formal radio course – potentially from commercial provider

Action MC to make enquiries

e. Yearly safety boat crew refresher session.

f. Training for rough weather – carefully controlled practice in difficult weather conditions.

4. External Contacts

a. The Club has a mobile telephone, this will be carried by the Officer of the Day / Week.

b. This number to be circulated to emergency contacts.

c. The VHF channels used by the RNLI, Coastguard and Harbour are to be noted.

d. Some of the emergency Services seem unaware that there is vehicular access to the Grassy Beach cycle path from both ends.

Action MC to contact Emergency Services