Minutes of the Committee Meeting

19Sep16 / 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), Danny McCabe (General Member)	**ACTION**
Observers:	John McIntosh, Ryan McCabe	

1. Apologies

Elisabetta Loi (Treasurer)

2. Welcome and Introduction

The Commodore welcomed people to the committee meeting.

3. Minutes of the Previous Meeting

The minutes of the meeting held 08Aug16 were approved as a true record.

4. Matters Arising / Actions Not on Agenda

Following the capsize incident, procedures will be updated. **DH / MC**

The radio on the safety boat has been fixed, thanks to John McIntosh for this.

A Day Skipper training course is being run by St Andrews Sailing Club. MC to put details into the weekly bulletin. **MC**

5. Communication

A member commented about the difficulty of viewing the website on small devices, particularly for voucher sales. LT to consider making a separate web page for small scale viewing emphasising vouchers, programme and weather. **LT**

6. Sub-Committees

a. Programme

Thoughts on racing participation.

Although we offered a “start racing” course this season and took part in the Tay Yacht Club Association regatta there has not been a great enthusiasm for racing. This is to be put on the agenda for the next meeting with Robin Paris.

Members will be encouraged to join the Royal Tay Winter Series by offering to put those interested in touch with each other and a Club boat if needed. MC to put this in the weekly bulletin. **MC**

Impromptu racing for kids could be done as part of the training programme.

b. Marketing

Membership numbers. A number of Members have not yet paid their subscriptions, DH has contacted them.

There are 75 memberships, with 129 members. There has been an increase in Family memberships as a proportion of the total.

Open day effectiveness was better this year for Push The Boat Out because of a dedicated emphasis on selling memberships. The Waterfest was harder work because it was part of a larger event rather than dedicated to sailing.

Advertising effectiveness was discussed. The Christmas advertising was quite useful, as was the "Broughty Spotlight" free circulation (but not free for advertisers) glossy booklet and the Gala programme. It is less easy to estimate the Facebook campaign, though got a good response.

Next session the emphasis will be on the benefits and value of Membership, not just vouchers.

c. Operational Procedures

We now have procedures for Child and Vulnerable Adult, Safety Boat, quad bike use and running events. There will be updates based on the capsize incident. **DH / MC**

There was a discussion about how these are presented on the Website or possibly as a shared group on e.g. Google Drive.

d. Social Events

Report on Olympics Day:

This was a fun day, with a good attendance, but not as many in the evening as hoped for, which affected profits. Feedback on the day was good. Perhaps we should avoid doing an evening event on the same day as a daytime one.

Plans for Equinox Event – KJ reported on preparations for the Equinox event. Derek Andrews is doing most of the preparation for this, it will be a relatively small-scale get-together using food and drink we already have in stock and presentations of photos of the season's events.

It will be advertised on Facebook as well as the website. **LT**

7. Maintenance Boats

Maintenance teams: thanks John McIntosh and George who have done a lot of work on Club boats. We need a Boatswain, but this is a rather thankless task getting people to treat the boats well and fix things.

We need to account for items used in repairing club boats. MC to produce a tracking stock sheet. **MC**

John McIntosh suggested bringing boats into the boatshed for systematic disassembly and maintenance post-season.

There have been some instances of boats being run up the beach rather than landing properly, MC to put reminder in the weekly bulletin. This can also be considered as a training item, **MC**

Unused Members' boats. Some members have removed their unused boats, others are actively trying to relocate them. Some have been reminded about theirs.

a. Club Dinghies

Gordon has taken on the task of keeping up the Topper fleet

Sails for the club Kestrel will be searched for during the winter tidy-up.

The ISO still needs disposal.

b. Safety Boat

The safety boat engine is playing up, and the hull keel strake is loose which may be contributing to the strange noise it is making at full throttle. The boat is being taken to Davie Anderson this Thursday.

DH is putting together a grant application for the engine, he will ask for comments on this.

8. Maintenance Building

Update on windows – BC gave an update on the windows. The application is ready to be submitted to the Council, Ian Morrison has prepared this.

9. Finance

Report on current position – DH

Overall both income and expenditure are higher than budgeted, though a balance has been maintained. The membership fee income is lower than expected with new standing orders causing some of this shortfall.

There is a query on the training income vs costs where we appear to have excess income, and on the boat maintenance costs, which need a more detailed categorisation. **DH**

10. Training

A VHF radio course is to be arranged, DH to make enquiries.

Next season's training needs; kids, adult level 1 / 2 **DH**

11. Partners

SRYA, Robin back, update on Development Plan sent to him, a meeting has been arranged for 24Oct16.

12. AGM arrangements

The AGM this year will on Sunday 20th November at 3pm. A notice needs to be sent to Members, with details of the procedure for nominating the Committee. There will be no nominations accepted on the day because this makes holding a secret ballot impossible, nor will there be proxies or postal votes.

The information to Members will include an explanation of this process, and job descriptions for Committee posts.

13. Looking ahead

Managing workload. DH would like more structured responsibilities, to ensure the club's considerable workload is shared effectively, with particularly emphasis on the importance of the Officer of the Week role. This would involve leading and organising sailing events, being the Club mobile telephone holder, responsibility for fuel purchase, and dealing with Voucher sailors.

Also some safety helms do not appear to be looking at their DutyMan e-mails.

Youth membership. The possibility of a dedicated Youth membership category will be revisited now that we have people with PVG checks, to be carried over to the next meeting. This is not currently in the Club Constitution

14. AOCB

Ryan McCabe has still not received his Power Boat Certificate from Ancrum, MC to chase Derek Napier. **MC**

15. Date of Next Meeting

The next meeting will be 17Oct16, at 7pm in the Clubhouse.