Committee Meeting Minute

4th November 2019 / Gunners at 7pm

1. **Welcome.**
    - **Present:** Kerstin Jorna, Jim Green, John Stanners, Elisabetta Loi
    - **Apologies:** Bill Clark, Leandro Tramma, Yolanda Archibald, Adele McConnachie
    - **In attendance:** Dominic Newton

2. **Minutes of the Previous Meeting - approved**

3. **Matters Arising/Items not on the Agenda –**
    - Errol car boot sale to move onto spring time
    - Rowing update: funding application to Awards for All submitted; two other letters to local funders written and about to be posted
    - Jim's proposed change to constitution submitted; proposed by Jim and seconded by Yolanda Archibald and Alistair Waterston

4. **Finance**
    - Elisabetta gave a detailed account of the end of year report: accounts are currently being audited; overall reduction in balance of around £2000 since last year; this is mainly due to over £1000 carry over in costs from last year and significant reduction in membership fee income
    - books on track to be audited in time of the AGM
    - Curry night income was good at £450 but is counted as part of next financial year
    - Bank of Scotland finally updated the right address; statement on 27th September £9191.91
    - Elisabetta is putting together guidance for anyone who is going to take over accounts after her
    - Club clothing prices have slightly increased; Jim willing to take orders again at the AGM

5. **Boat maintenance**
    - **Safety boat –** nothing new
    - **Club boats –** toppers have suffered form much use this season; Bill ready to work on improving storage cages to avoid damage to bailers and protect from sunlight; he also has more boat covers; Jim is working on wayfarer number 3, floorboards almost done; Jim to look at lasers next; 4.7 and radial sails wanted – **ACTION:** Dominic will ask whether Newburgh have any for sale
    - **Boat space –** as previously discussed this is tight; next committee to prioritise boat management with clearly allocated spaces per boat
    - **Use of workshop** – consumables still go missing ; next committee to implement changes to protect all or some of the workshop, e.g. lock away consumables with keys for committee members and officers of the day **ACTION –** make this a plea at AGM – "this is YOUR club" message

6. **Building maintenance**
    - **Windows –** back of building to be discussed by 2019-20 committee

- **Signage –** sign for East of building ready to go up but requires scaffolding; **ACTION**: Bill to progress when he is back from holiday
- **Security cameras –** Bill may be able to source after he returns from holiday – **ACTION:** Bill and Leandro to progress
- **Toilets –** Jos is checking problem with leak in gents toilet
- **Fire extinguishers –** Jim contacted Fire and Rescue but they no longer provide a checking/ advising service; Bill got fire extinguishers and signs organised but the club needs a map of where they should all be, basic guidance on how to use fire hose and evacuation plan with muster point – **ACTION:** John to progress plan; someone also to check that we have fire blanket in the kitchen and source if needed

7. Programme

a. **Curry night feedback –** very enjoyable evening, good income boosted by mainly stock being sold, agreed to repeat some time early next season

b. **Next social event:** Burns night – check with Bill re exact date

8. Planning ahead

- **AGM –** paperwork mostly completed/ sent out, proposals, financial report (auditing), amendment to constitution, prizes, new members, merchandise; **ACTION:** Elisabetta to get cheese and crackers; use up stock of drinks; Kerstin to get prize trophies
- **Development Plan -** no comments, to be discussed at AGM/ by next committee

9. AOCB

- **Training –** again discussed costs; agreement that lower costs for members would be better and also discussed possibly subsidizing safety boat training in return for agreed duties; evening sailing training with sign off by Ancrum already agreed; Newburgh offering significantly cheaper powerboat/safety boat training – **ACTION:** Kerstin to discuss as part of talks with Ancrum
- **Database & accounts management –** Kerstin and Leandro had looked at another all in one option but too expensive; Dominic mentioned other options for accounting as an alternative to MS Money (e.. xero) and also alternatives to dutyman **ACTION: Dominic to pull together overview of some alternatives**
- **Publicity – several options were discussed:**
  a. Presence at national boat/ dinghy shows; advertise that we are an unusual / cruising club; e.g. attend talk by Roger Barnes
  b. Advertise in Wayfarer magazine
  c. Social media – consider scheduling broadcasts to several platforms, find a club member (doesn't have to be committee member) to help/post –; use podcasts (e.g. talk between two people on how to prepare for a cruise/ what happened when they first joined..) ; advertise on website and through other media trying to appeal to mixed audience, e.g. new members saying what it was like to learn to sail with DSC
  d. Poster/notice board at Grassy Beach, "elevator speech" summary of what we are about, what it costs etc.
  e. Courier/ Evening Telegraph - sports section, weekly column, feature with story of a "Dundonian", Lucky Scalp/ Beach clean up
  f. **ACTION:** Dominic to give overview of online platform/scheduling products
- **Club boat donation:** Balbeggie Primary School taking the boat number 2

- **Membership fees** – agreed to keep at same level as current; some discussion about monthly payments and again there may be better money management options available, e.g. “Braintree” for monthly payments; consider having a contract for anyone wishing to pay in instalments; essential to have full year’s membership paid by end of September of each year; **ACTION:** Elisabetta to look at “Braintree” and if interested Dominic happy to talk it through with a couple of people (Elisabetta, Leandro, Kerstin)
- discussed social membership – for people leaving or otherwise interested in supporting and staying in touch; this would require change of constitution and is hence for the next committee to discuss (could take a proposal to pre-season meeting)

10. Next Meeting: Monday 2nd December (tbc by new committee)