

SUSSEX YACHT CLUB
MINUTES OF THE MEETING OF THE MAIN COMMITTEE
Held Monday 24th April 2017

DRAFT

The meeting commenced at: 20.09 hours

Summary of Actions

Item No	Item	Who	When	Status
1190.1	Minutes Previous Meeting/Marketing	All	May	Ongoing
1190.3	Minutes Previous Meeting/Feb Mins	SV	Immediate	
1191.1	Matters Arising/Volunteers Directory	HF/SV	May	Ongoing
1191.2	Matters Arising/New Member Support	HF/SV	May	Ongoing
1191.6	Matters Arising/CASC	All/Finance Com	May/Finance	Ongoing
1191.8	Matters Arising/Staff Report	GW/TK	May	Ongoing
1191.9	Matters Arising/In the Wind publication	SV	May	Ongoing
1191.12	Matters Arising/E A Tidal Wall	TL	Now	
1191.13	Matters Arising/Club Dev Plan	KH	June/Oct	Ongoing
1192.1(iv)	Finance/Budget Prep/Prices paid	LW/KK	Immediate	
1192.2(iv)	Finance/Car Parking Discs	SV	Immediate	
1192.2(v)	Finance/Car Parking	TL	Immediate	
1192.4(ix)	Finance/Epos/Administration	IB/Office	Immediate	
1192.4(xii)	Finance/Epos/Mem Cards ITW & Web	SV	Immediate	
1193.5	SDP/Update on web and ITW	SV	Immediate	
1196.2	Confidential/Publicity/Listing	TL/JB	Immediate	
1198.4	Barco/Price consideration	IB	May	Ongoing
1206.1	Correspondence/Lobster Campaign	SV	Immediate	
1206.3(xi)	Correspondence/Letter T Smith	KH	Immediate	
1207.2	AOB/Service of Rededication	TL/JB	Immediate	
1207.3(i)	AOB/HMS Shoreham Hon Membshp	Board	May	Ongoing
1207.5	AOB/Disabled Shower	TK	Immediate	

Budget Holders Sections/Committees Finance Meeting Dates:

- a) House – 10th May 09.30 Restaurant
- b) Sailing – 11th May 19.00 – 21.00 (unless informed otherwise).
- c) Dinghy/Safety Boat/Training – 15th or 22nd May (David Nunn to advise which he can attend).
- d) STH – 18th May 18.45 – 19.00
- e) MMC/BMC – 18th May 19.00 – 21.00 (SDP – no budget as it will be a total exceptional item).
- f) RER & Publicity – TBC – SV to email date to DN, LW and TL
- g) LW controlled items – LW to agree date to meet with TL in May

Change of date for Finance Committee to 12th June 2017.

Present:	Steve Vyse	SV	Commodore, Chair Publicity & New Members
	Terry Kinch	TK	Vice Commodore, Chair M&M & BMC Committees
	Laurence Woodhams	LW	Rear Commodore, Hon. Treasurer
	Kevin Headon	KH	Rear Commodore, Training Principal
	Anne Macey	AM	Director, House Committee
	Ian Bush	IB	Director, Chair, House Committee
	David Golding	DG	Director, Buildings Maintenance Committee
	Neil Prescott	NP	Director, Moorings & Maintenance Committee

1189.14 It was confirmed that the current bar till is a reasonably modern piece of equipment and could run the system.

1189.15 If a decision was made to proceed the system could potentially go live in 3-4 weeks.

1189.16 If we provide the data in advance, membership cards can be produced with SYC's own design, automatically coded and ready to use for existing members.

1189.17 Coded cards for new members would be issued from the office.

1189.18 Photos can be added to the system data at a later date. This would allow the cards to be produced and in operation prior to a webcam picture being added. Once a card is printed and issued however a picture cannot retrospectively be added to it, and a new card would be issued instead. The till holding the photo on its database would allow staff to ensure the card user is the verified member.

1190 MINUTES OF PREVIOUS MEETING

1190.1 JB reported that item 1178.1 re Marketing from the last meeting was missed from the Action Points and asked if the Board wished to discuss marketing at the meeting. SV stated there was too much on the agenda to add at this stage.

Action: Bring to May

1190.2 NP stated that the Minutes referred to NS and requested that a full name and initials in brackets is used initially prior to using initials.

1190.3 DN stated that the February Minutes are not yet on website and SV confirmed he would do so.

Action: SV

All agreed otherwise true summary.

Proposed: Commodore; In favour: Unanimous; Against: 0 ; Abstention: 2 (SV & TK)

1191 MATTERS ARISING

1191.1 Volunteers Directory

HF/SV – SV has yet to talk to HF.

Action: HF/SV bring back in May

1191.2 New Members Support

HF/SV – SV has yet to talk to HF.

Action: HF/SV bring back in May

1191.3 Confidential Minutes – See Separate Minutes

1191.4 Group Membership

KH was due to speak to a group about eligibility for membership under Sailability but has not yet done so.

1191.5 West Slip

TL was to check if a retrospective funds release was required for west slip. TK confirmed that this had been cleared and the item was closed.

1191.6 CASC

All Directors were requested to check that their Sections comply with CASC regulations and ideas were requested for recording activities.

SV stated that effective use of membership cards needs to be considered and some research in this regard is required.

Action: All Directors/Finance Committee

1191.7 BMC

BMC were requested to discuss car parking, time sheets, banning overnight parking, general car park layout and boat parking layout to encourage more boats getting out.

TK confirmed that time sheets were dealt with at MMC meeting and are being issued to the boatswains. Car parking is to be covered later on the agenda. Car park and boat parking sectoring and layout are an ongoing issue under MMC. LW considered these items no longer need carrying forward.

1191.8 Staffing Report

TK/GW were due to present a report to the Board about how to rectify problems following staff meeting.

GW and TK not yet met.

Action: GW/TK May

1191.9 In the Wind

A change in publication time was considered at the previous meeting and was due to be discussed under marketing strategies.

It was suggested that the content be requested earlier, maybe in the second week of the month, for submission in the third week.

SV stated he is to train Natalie to update website pages and to assist in the transmission of In the Wind in-house.

SV will delegate the role to others during the month and bring back to Board to discuss what date it should be published.

Action: SV

1191.10 House Notices

The notices regarding inappropriate behaviour were taken down as requested.

1191.11 AOB Future Sailing

SL/Dinghy/Diving – nothing was discussed

1191.12 E A Tidal Wall

TL confirmed that the work has started. LW stated that TL should visit and shut the site under The Construction Design and Management Regulations 2015 as we have not received their notice of works and as SYC is the owner of the land the EA are in breach of the Regulations.

Action: TL

1191.13 Club Development plan

KH had previously requested that the club focus on activities rather than the infrastructure.

KH reported that he has not been able to consider this during the month. KH will put out a message to all Section Captains for feedback for a 1, 2, 5 or 10-year plan.

Action: KH to bring back in June with a view to implementation from October

1191.14 Minutes of Last Meeting

LW voiced discontent about the content of the Minutes of the last meeting as they appeared to be too detailed and verbose. He further considered they were recorded to catch members out and the details served no necessary purpose.

TL voiced concern that JB is out of the office too long transcribing each month and it was having an effect on the office during that time as the other staff have to cover (the minutes take up 10% of Jenni's total working hours).

JB confirmed that the Minutes have been very full because the club have been discussing multiple important issues, but also because the members had asked for more detail. They also accurately cover the discussion which acts as an aide memoire for Board members.

SV confirmed that the committee Minutes page on the website is the second most popular page, and therefore is of value to the members.

The Board decided to continue to produce the Minutes in the current depth.

1192 FINANCE

1192.1 Budget Preparation

LW noted that KK is a new budget manager as he has control of safety boat management although KK stated that is not noted in paperwork.

1192.1(i) The budget sheet template was presented and comments were requested. LW reminded managers to split revenue and major expendable projects (ie not routine). LW clarified that the headings shown would be: Capital purchase (ie tractor that can be written down), Routine purchase (ie electricity bill), and Major works, (ie a project or one off refurbishing of safety boats). This will give an idea of running costs versus optional choices.

1192.1(ii) DN confirmed that he will attend as many meetings as possible.

1192.1(iii) No questions about the template were raised and LW invited comments about proposed purchases that may wish to be considered prior to budget meetings.

1192.1(iv) KK stated that he can buy things cheaper for the boats than he can buy through the office as he has built up a relationship with other contacts. LW stated he will update procedures so the office can record these items.

Action: LW to review with KK re purchasing outside office

1192.1(v) LW confirmed the dates of all budget meetings, as recorded at the beginning of the Minutes.

1192.1(vi) Barco were requested to submit their budget requirements prior to the House Committee meeting on 10th May.

1192.1(vii) The Finance Committee meeting was moved to a new date of 12th June.

1192.2 Funds Release – Car Parking Discs

1192.2(i) It was recognised that car parking has become a growing problem.

1192.2(ii) TL had been asked to research quotes for car parking discs similar to those used in rural car parks, however the Board were not supportive of the disc option and the Commodore withdrew the funds release request.

1192.2(iii) TK asked what the ultimate penalty would be for disregard of rules and questioned whether the club rules should be changed. SV suggested a Commodore's letter or disciplinary hearing may be appropriate.

1192.2(iv) It was decided to put an item in 'In the Wind' stating that SYC cannot guarantee that cars left in car park over night may not be obstructed for their exit. Letters could also be put on the windscreen reminding of the club rule.

Action: SV

1192.2(v) The Board considered an approach should be made to car owners and considered that the boatswains could compile a list of offenders.

Action: TL to arrange for SV to discuss with Ben Coe (BC) at Friday surgery

1192.3 Funds Release – 125 Cat Challenge

1192.3(i) A request had previously been made for £1,200 for fuel support for the larger boat and two support rib craft for the Cat Challenge to ensure the event can go ahead. It was agreed that it is very unlikely that this money will be recouped by the club.

1192.3(ii) SV considered that the publicity will be very good with cameras on boats and a professional cameraman also present. Ben Yates is wrapping the boats with space being sold. A target of £2000 to be raised is likely to be reached.

1192.3(iii) LW confirmed this would be under the Safety Boat budget as an exceptional item.

1192.3(iv) The challenge will be run by SYC for two charities: Sailability and RNLI, and Just Giving pages have been set up.

Proposed: KH; Seconded: KK; In favour: Unanimous Against: 0 Abstention: 0

1192.4 Funds Release – EPOS till upgrade

Following the earlier presentation questions were invited. Ian Bush presented the paper for a funds release and stated this will make operation of the bar quicker and more efficient. There is currently no security in the system so improvement will be seen through accountability.

1192.4(i) DN considered that the stock option will not work as people have to feed the information in every time someone buys something and it simply does not happen.

1192.4(ii) TK commented that the cost of the system is in excess of £5,000 inc VAT and as Barco is currently struggling to cover its own costs, questioned whether this is wise expenditure. IB stated that some of the budget is for membership cards.

1192.4(iii) SV wishes to accurately dual charge and identify and control non-members in the club. SV felt strongly that photo ID is the key to ensuring only paid-up members enjoy full SYC member benefits.

1192.4(iv) LW stated that 28 new members in one year would cover the costs of implementing the system. Based on 15 new members in a year, LW considered that in three years the cost would be fully covered. DN confirmed that extra revenue would also be added by the dual pricing and SV noted it would be a benefit for members to note that their membership status is being protected.

1192.4(v) LW asked if the two tier prices currently in place have been discussed in House and Barco and it was stated that they have not.

1192.4(vi) DS noted concern about the amount the club is proposing to spend when the current till is second hand and any failure of such would not be supported by Just Touch.

1192.4(vii) LW stated that the cost of implementation is down to circa £3,000 if the membership card aspect is removed, and the running costs would be £500 per annum thereafter. Initially the whole package expenditure would be £5,133 as a one off cost.

1192.4(viii) LW stated that this must not be used as a way of penalising members for non-payment of invoices or membership, and reiterated that membership cards must not be suspended for any reason.

1192.4(ix) The administration for the whole new system would be run as a membership item within the office. Members would be invited to come in for a photo.

Action: LW requested that House Committee (IB) and Office produce an implementation plan

1192.4(x) TK did not consider a photo on the card itself is necessary and it was considered that a webcam can capture a picture for the till database rather than put it on the card.

1192.4(xi) KH requested that report requirements are thoroughly considered as current templates offered may not meet the club's requirements, and the costs of £40 per hour to script custom reports may prove excessive.

1192.4(xii) It was decided to see the implementation plan before agreeing a funds release. The Board generally felt they were in favour at this stage but will discuss again in May when the implementation plan can be considered.

1192.4(xiii) JB suggested that an item be put in In the Wind and on the website requesting members to carry their current membership cards to get them prepared for the new system.

Action: SV to include

1193 SDP COMMITTEE

1193.1 Last month LW reported that everything had stopped pending the Council paying funds to SYC and planning would be heard at either June or July planning meetings.

1193.2 TK reported that the Heads of Terms were required to be redrafted. This has now been done and once TK is satisfied with the updated version a new SDP meeting will be called.

1193.3 Nothing further can proceed until an agreed Heads of Terms is in place.

1193.4 Payment for invoices already sent in has been promised plus an increased amount to cover anticipated costs to HoT stage. These are expected to be paid shortly.

1193.5 Members can be advised that at present there is no agreed Heads of Terms between SYC and Adur & Worthing Council and TK considered it will some time before Heads of Terms are likely to be agreed. DN felt that the members should be advised and SV confirmed an update will be put in In the Wind.

Action: SV

1194 MMC/BMC

Some items were previously covered under Matters Arising.

1194.1 TK reported that a meeting was held last week and it is business as usual with discussion regarding the waiting list and allocation of moorings at Southwick and a new procedure to be documented regarding how they are let.

1195 STAFFING

Some items were previously covered under Matters Arising.

1195.1 Jez Parsons gave two month's notice last month and his last day will be 5th May. Richard Edlin (member) has been offered the new Assistant Boatswain/Maintenance position with a six month probationary period from 8th May, which will offer Ben full time support. A full application and interview process was undertaken and 45 applications were received.

1195.2 TL reported that Ed Leckie is returning to work two days a week with effect from 25th April.

1196 PUBLICITY AND MEMBERS

New Members Listing

1196.1 – 1196.2 – Confidential Notes – see Separate Minutes

1196.3 Vote for the proposed new members, resignations and lapsed members be accepted by committee.

Proposed: LW; In favour: unanimous; Against: 0; Abstention: 0.

1197 ROYAL ESCAPE RACE

1197.1 Tide problems were raised at the last meeting but not discussed at this meeting.

1197.2 SV confirmed that a Notice of Race form had been completed and will be on the website tomorrow (25th April).

1198 BARCO

1198.1 Further to the funds release request for the new EPOS system, IB confirmed there is nothing more to report.

1198.2 DN referred to the Barco figures and noted that the daily and weekly sheets are coming very close to predicting monthly figures. Some recounting of stock has been undertaken this month due to different approaches being used but this is improving.

1198.3 DN reported a £727 profit in March. LW queried the turnover in March which increased by £1,300 to nearly £14,000, whilst the cost of sales went up £7,144. DN said he has looked carefully but there is nothing untoward and confirmed that it is being heavily monitored and this will continue.

1198.4 It was recognised that a lot of effort is going into the operation and SV voiced his continued support for Natalie Stansell (NS). LW queried the price of Sunday lunches perhaps having gone up too much. NS feels that club nights affect subsequent Sunday lunches. IB read the comments book which stated on several occasions that the food was considered excellent value for money. LW felt however that these comments were solicited. SV suggested that House Committee consider whether the price increase is having a detrimental impact.

Action: IB

1199 DINGHY SECTION

1199.1 KH reported that the Salty Shell race over Easter was successful.

1200 TRAINING SECTION

1200.1 KH reported that training is very busy. The instructor course was full with 12 people signed up.

1200.2 Another person has qualified for diesel instructor.

1200.3 Yacht Master's and Day Skipper's practical courses have been run as well as VHF, First Aid, Disability Awareness.

1200.4 It is all going well but the team are feeling the strain.

1201 SAILABILITY

1201.1 DT reported that Sailability has started really well. The next session is due May Day Bank Holiday weekend.

1202 HOUSE

1202.1 Report and Comments Book

IB stated there have been some very favourable comments in book about events and Sunday lunches.

1202.2 A couple of men from a local band played their guitars and sang on the terrace which was popular. NS is introducing 'play for a pint' next month where anyone can play and sing on the balcony for a free drink.

1202.3 SV reported that some hospitality staff wrote in the book and they have now been reprimanded and those sections removed.

1203 SAILING THROUGH HISTORY

1203.1 No report was expected until May. DS reported however that the Heritage Lottery, DS and TL are going to London to talk through the procedure for the first bid on 5th May. A full report will be presented in May.

1204 SAILING SECTION

1204.1 Sam Lippett was not present and no report had been received.

1205 ADMIRAL

1205.1 Re timescale on discussion (SYC Rule 19)

SV reported that questions have been asked about what will happen regarding the appointment of a new Club Admiral. SV stated that out of both respect to Tony Boysons and accepting the many significant challenges facing the club, he wished to defer the decision for a longer period of time.

1205.2 SV suggested this be brought back to the Board at a later date.

1205.3 DN noted that the Club rules state that the club 'may' have an Admiral and felt that an Admiral was not actually necessary.

1206 CORRESPONDENCE

1206.1 Lobster Campaign

TL referred to the briefing paper that had been distributed requesting signing an electronic petition for lobster pots to be better marked and better identified. It was considered it should go in In the Wind and on website.

Action: SV

1206.2 TL reported that the Commodore of Arun Yacht Club had given his thanks for his Honorary Membership for another year.

1206.3 Item of correspondence from Tom Smith, SYC Member, RYA Instructor, WS Scout County Water Assessor, Adur District Water Activities Advisor:

1206.3(i) KH reported that Julian Seaman (Harbour Master) has been looking at leisure activities within the harbour with a view to managing it since legislation introduced in October

2016. SYC need to demonstrate we give a responsible duty of care with method statements for activities undertaken by the club.

1206.3(ii) Julian Seaman has visited all clubs, and has concerns regarding in particular the Kingston Beach area with various users. He has asked that there is no organised event in that area and wants it to be designated as a swimming area.

1206.3(iii) SV was concerned that Tom Smith had suggested that cruisers will no longer be allowed to hoist or drop sails in the eastern area of the harbor. This was discounted as being Tom's interpretation and that neither KH or the club had been advised of any such impediment to cruisers during discussions with Julian Seaman.

1206.3(iv) Julian does not have a concern with what SYC have been doing, but there was an incident in that area last year and Kingston Beach is recognised as a pinch point.

1206.3(v) Because we have procedures and get externally inspected by RYA, we have a good relationship with the harbor. It has been agreed that Julian is happy for SYC to tow the boats through that area.

1206.3(vi) This will affect some Sailability activities and Chris Hodge has been advised.

1206.3(vii) KH agrees with Julian this is a dangerous area with the amount of craft that are going there.

1206.3(viii) KK stated that Julian will not endorse any organized activity off Kingston Beach. Boats in transit cannot be stopped but the concern is about the volume of craft trying to get out of the harbour whilst commercial boats may be coming in.

1206.3(ix) KH is concerned that SYC cannot afford to lose our Southwick area should Julian bring in more stringent ruling. It was therefore felt that whilst sympathetic, the Board could not support Tom Smith's petition.

1206.3(x) TL stated that a Safety meeting is held annually in November but it is unknown whether it was discussed at that time.

1206.3(xi) SV asked KH to draft a suitable response to Tom Smith.

Action: KH

1207 ANY OTHER BUSINESS

1207.1 Disciplinary hearing 21st April update – Confidential Minutes

1207.2 The Bishop of Chichester has invited officers and members of SYC to a service of rededication of the Sailors Chapel on 9 July. This unfortunately clashes with the Pactolus Race. RSVP has to be returned by 15th June. TL will ask Frank Kay if he can go and represent SYC. It is open to membership and members need to confirm their wish to attend to TL by the end of May. The invitation is to be added to In the Wind.

Action: TL & JB

1207.3 HMS Shoreham will return to Shoreham for a rare visit in July, subject to operational requirements. Parties may be thrown and are likely to be open to officers and members.

1207.3(i) LW asked that we give Honorary Membership to Captain and officers during their stay. TL asked that various committees and NS consider what invitations could be extended by the Club.

Action: Bring back in May

1207.4 As the Finance meeting was moved it was agreed that the June board meeting was also moved to 26th June to allow two week gap between finance and main committee meetings.

1207.5 SV stated that the disabled toilet/shower has no handrail and gets slippery. A request was made to put a hand hold bar in. LW suggested Mark Sharp be approached in this regard.
Action: TK

1207.7 The presence of the crane in the yard was questioned. It apparently belongs to a member here who has a boat on A pontoon. There was no information as to why it was present.

Date of Next Meeting: Monday 15th May 2017 2000 RER Shoreham
Monday 26th June 2017 2000 RER Shoreham

There being no further business, the meeting closed at: 22.55

I agree the above to be a true summary of the meeting.

Commodore

24th April 2017
