

SUSSEX YACHT CLUB
MINUTES OF THE MEETING OF THE MAIN COMMITTEE
Held Monday 21st May 2018

DRAFT

The meeting commenced at: 20.01 hours

Summary of Actions

Item No	Item	Who	When
1405.1	Matters Arising/AGM Minutes	TK	June
1405.2	Matters Arising/First Aid courses	DT	Immediate
1405.3 (iii)	Matters Arising/Barco/2 tier pricing	HF	June
1405.6	Matters Arising/Barco/Beer v Counter	HF	June
1405.7 (iii)	Matters Arising/Barco/Review	HF	June
1405.8	Matters Arising/Diving & Rowing/TK Meet	TK	June
1414.2	Barco/Bank Charges	HF	June
1415.5	House & Comments/Art Exhibition	JB	Immediate
1415.7	House & Comments/Budget Comm's Eve	HF	Immediate
1431.1	AOB/Admiral Vacancy	SL	Immediate
1431.4	AOB/GDPR/Add to Agenda	TL	Immediate

Present:

Kevin Headon	KH	Vice Commodore, Training Principal (Chair)
David Nunn	DN	Rear Commodore, Hon. Treasurer
Graham Roberts	GR	Rear Commodore
David Terry	DT	Rear Commodore, Sailability Committee
Ian Bush	IB	Director, House Committee
Neil Prescott	NP	Director, Moorings & Maintenance Committee
Helen Foster	HF	Director, Chair, House Committee
David Skinner	DS	Director, Moorings & Maintenance Committee
Ann Macey	AM	Director, House Committee
Miles Mayall	MM	Director
Mark Sharp	MS	Director
David Carroll	DC	Director
Sue Large	SL	Director
Tim Leigh	TL	Ex-officio, Secretary
Jenni Bignell	JB	Ex-officio, Assistant Secretary

Apologies:	Terry Kinch	TK	Commodore, Chair M&M & BMC Committees
	Kevin Knight	KK	Director, Safety Boat Manager

Absent:	Laurence Woodhams	LW	Director
---------	-------------------	----	----------

Number Item

1404 MINUTES OF PREVIOUS MEETING

All agreed as a true summary.

Proposed: Vice Commodore KH; In favour: Unanimous of those present at last meeting; Against: 0;

Abstention: 5 (DS, AM, DC, HF, SL)

1405 MATTERS ARISING

1405.1 AGM Minutes to be agreed

In the absence of the Commodore the item was moved to June. The Minutes have been distributed and comments were requested in June.

Action: TK

1405.2 First Aid Courses – DT to arrange for staff

DT reported that no one has been in touch. Item carried over to next meeting. DT to contact TL.

Action: DT

1405.3 Barco report on two tier pricing update

1405.3 (i) HF stated that a fairly basic Epos system will go live with staff training on 11th June. The delay has been due to holidays and lack of data and the start date has been set for when NS returns from holiday. The new system should improve service times. A review of membership cards and fobs will be undertaken later.

1405.3 (ii) HF confirmed that the two tier pricing system is already in operation.

1405.3 (iii) The next House meeting will be the week after Epos goes live and Epos will be discussed in time for June Board meeting.

Action: HF

1405.4 Rule 40 Change – revised text to be approved

1405.4 (i) TL reported that textual changes were undertaken, particularly with regard to the deposit required for long term boats in the yard. It has been on the notice board for more than 7 days and has been adopted.

1405.4 (ii) TL reported that letters were distributed to everyone laid up in yard as at date of change and received some minor feedback and comments.

1405.5 Barco weekly usage/further investigation on gross margins

DN reported that Barco and House have considered opening hours. From the April figures it was clear that the gross margin did show an increase.

1405.6 Barco - Beer Delivery v Counter

House reported that NS was looking at local breweries and looking at different beers. This will be discussed at the next House meeting.

Action: HF

1405.7 Barco Review on trials and proposals for savings – House to report

1405.7 (i) IB and NS have discussed footfall on Mondays. She will look at potentially keeping open in the summer but altering the winter hours accordingly. NS has also looked at changing Em's hours to remove doubling up of staff.

1405.7 (ii) DN reported that TK wishes House to be in control and produce a plan to save costs. This is for House to direct rather than the Steward to choose.

1405.7 (iii) SL has investigated the local What's On magazines to advertise the club as a venue for external parties and to advertise the Open Day. HF will look at the costs that would be incurred in advertising. KH requested proper consideration to ensure costs do not escalate.

Action: HF

1405.8 Diving & Rowing – TK to meet

In the Commodore's absence this item was carried over.

Action: TK

1406 FINANCE – Budget Process Update

In the absence of meetings of the budget holders, the Flag Officers have had preliminary discussions. DN will work with TL to look at charges proposals and asked the Flag Officers to meet with him.

1407 MARKETING

1407.1 KH introduced an idea for developing marketing following discussions with TK. Different sections are using different systems of communication and the aim is to set up a marketing and communications group for ease of use and for continuity when post holders change. Initially a temporary group will comprise of 6 people; 1 Flag, 2 Directors and 3 General Members. A request was made for interested parties' names to be forwarded to KH.

1407.2 Some suggested tasks were identified as: Identify all existing activities, all existing member groups and types, all current methods of communication, any current marketing tools that are used, what or where communication takes place, and what will be a useful tool that people will use. It is important to understand future aspirations for future activity across all sections and identify the current uptake for section activities. It was considered necessary to identify the target audience for each section.

1407.3 A three to four month's process was suggested before a presentation is made in October 2018 for implementation in 2018 -2019.

1407.4 KH requested a new website will not be solely based on a volunteer for input. DN considered that the base of it needs to be integrated with the office.

1407.5 MS suggested some targets and associated measurement for marketing to consider, ie increase membership or similar.

1407.6 DN felt that the group needs to produce proposals about what the club is marketing for.

1407.7 KH confirmed the remit would cover marketing, communication and publicity.

1408 MMC FUNDS RELEASE

A funds release request was made to cover hoist incidents which were reported by the Boatswain to MMC; £900 for pulpit replacement and £745 for new tyre and fitting. The SYC excess of £1,000 is more than the claims.

Proposed: GR; Seconded: TK (by proxy)

In favour: Unanimous; Against: 0; Abstention: 0

1409 AFFILIATE MEMBERSHIP

1409.1 DT reported that TK and Des Silverson met with Shoreham Sailing Club to consider closer association through an affiliate membership. SCC have a need for safety boat drivers that we can offer, and they can help SYC with temporary storage during our building work.

1409.2 An affiliate membership could cost an additional fee of circa £15 to be affiliated at the alternative club.

1409.3 TK wished to know the feelings of the Board. Although not fully negotiated there is a desire to take this forward. DT believes as Rear Commodore for Wet Activity it makes a lot of sense as the same pool of people are involved and it could make water activity stronger.

1409.4 Full membership of one of the two clubs would be necessary to qualify as an affiliate member of the alternative club.

1409.5 Storage rights for boats owned by SSC would not be offered at SYC, but temporary storage would be available if they are taking part in activities. This would offset insurance constraints

when taking part in shared activities. If boats are kept at both clubs, full membership would be required of both clubs.

1409.6 DT noted that training could overlap. Cadets, Scouts and Youth at the Adur Centre are all affiliated to SSC and this could bring an influx of social members to SYC and our members could take part in weekday sailing.

1409.7 The two clubs are not in competition and affiliation could benefit both clubs. It will also improve the CASC status.

1409.8 SSC is closed in the winter and SYC would benefit from their attendance at the club house and we can also use their storage space which will clear space to allow more yachts here.

1409.9 Discussion was requested to give TK a mandate to go forward. It was agreed that the Board were all happy although NP noted that there is not yet enough detail to be considered and more detail is required.

1410 COMMODORE'S PARTY

HF reported that House had no knowledge of the date, numbers for catering or menu requirements for the Commodore's party. KH will provide a budget figure and further clarification will be provided.

1411 SDP REPORT

1411.1 GR reported that plans have been submitted for planning permission. SDP are now looking at internal layouts, minor amendments and external works/landscaping. It is hoped to go to tender in three month's time by which time the building will be as required. The tidal wall application has not yet been submitted as the county elections slowed things down.

1411.2 GR asked for comments on the board presentation in the entrance to be brought to the next SDP meeting on 4th June.

1411.3 DC suggested the new Duke and Duchess of Sussex be invited to open the new building and also to consider them for the Admiral vacancy.

1411.4 DN reported that he and TL met with a previously consulted VAT consultant and have discussed the clubhouse development and other things. A report was received back today and had not yet been fully read. The basic premise is that we will divide the building work into various VAT sections and activities. This is only guesswork and will be subject to review over a period of 10 years (presuming it is accepted in the first place). The Club will join Barco as a group VAT registration. This means the Vat-able turnover in Barco will be useful to us.

1411.5 DN cautioned that the Vat-able turnover of Barco will be indefinitely under the club's 'umbrella'. MS commented that whilst he supported the structure, rationale and how it would work (if permitted), if HMRC check the club thoroughly the CASC status may be close to the edge. His concern is that investigation could have ramifications that have not been anticipated.

1411.6 DN stated that VAT group registration has to be undertaken to get an active registered date before the end of June in order to start recovering costs from the beginning January, but confirmed that a separate discussion will be held with a CASC expert to ensure compliance with CASC rules.

1411.7 DN confirmed that VAT cannot be reclaimed on the moorings at Southwick.

1411.8 DC asked about CASC status and how the affiliate members might change things. DN is aware and will be asking that question.

1411.9 TL and DN met with Nat West Bank who are now the lead bankers for Barco. They are interested in doing business with us and are prepared to consider a proposal to lend £1m

towards development of the project. There is now a cash flow structure and forecast for 3+ years which DN shared with Flag Officers and a loan may be useful to attain the club's requirements.

1412 MMC REPORT

- 1412.1 GR and TK met with the Harbour who are keen to join forces to develop Lady Bee, SYC moorings and a patch east of Riverside yard. The scheme has been forwarded to two marine developers. The area east of Riverside is still subject to negotiation. Any lease agreement of that area could result in a bigger bill for moorings but the additional income will hopefully cover the cost of the development. Some sort of road development is also being considered and hopefully gain car parking. Stage 1 is to obtain prices.
- 1412.2 DN stated that this now involves VAT and is therefore more than 3 times higher than the original budgeted amount, however it may need to be done to gain more mooring space. DN wants to see serious evidence for moorings, looking at existing members and how long they may remain active members. The plan would then be relatively watertight for the future.
- 1412.3 GR noted the scheme is for a phased development and would involve creating the new east part and then Lady Bee and SYC would take turns to undertake development.
- 1412.4 TL clarified that although this is now Stage 1 it has been live for 18 months to 2 years. Five original developers are now down to the final two. A number of designs were submitted to a committee and the resultant document is being priced.
- 1412.5 DN said he wants to see evidence of current moorings usage and ensure that the new moorings are promoted well at the relevant time to obtain popularity and a waiting list. The borrowing has to be controlled.
- 1412.6 GR reiterated that it is not an entirely speculative project as the west jetty is in a very poor state of repair and important maintenance is involved.
- 1412.7 IB considered that the lock must provide a better service and reassurance may be sought that this will continue.

1413 BMC REPORT

No maintenance report was available. The Boatswain's team has continued to clear the yard and create a car park area.

1414 BARCO REPORT

- 1414.1 GR had no further Barco report.
- 1414.2 HF reported that NS has noted bank charges on statements. She has requested a breakdown and HF will report back at next Board meeting.
Action: HF
- 1414.3 DN reported Barco's performance at the end of April showed a profit of £2780 with break-even in March and a £2000 loss in February. NS is looking at details. This does not however prove anything about the next month. There is a £2689 loss to date in the current financial year.
- 1414.4 DN reported that at the moment there is sufficient in the bank to pay the VAT, but each month is different. The introduction of two tier pricing however is now making a difference to profits.

1415 HOUSE REPORT & COMMENTS BOOK

- 1415.1 HF reported three positive comments on events that have been held at SYC. The May club night was quiet probably because many regulars were on the Solent Rally.

- 1415.2 Events coming up in the next month include a Mexican menu for June club night and Midsummer Madness Caribbean evening.
- 1415.3 A potential booking for a 2 week TEFL course in the Royal Escape Room was accepted subject to an email sent noting that no responsibility would be taken for students on SYC premises. This has not yet been finalised in the office.
- 1415.4 A decision for a request for a six week evening class in the summer was deferred by KH until the end of June.
- 1415.5 An art exhibition has been agreed for the 20th July and JB will email the artist for an update.
Action: JB
- 1415.6 Planning is underway for Open Day on Saturday, 11th August. The tide is favourable, the lifeboat is coming, boat trips are being arranged, and the Fisheries protection vessel will be present.
- 1415.7 TL suggested that House make a suggestion of the amount needed for the Commodore's party budget. HF will speak to NS and arrange.
Action: HF

1416 FINANCE & TREASURY

- 1416.1 DN reported that the club is moving to Xero as Barco has done previously. With figures already inputted, the result for the first six months of the financial year is about £40,000 better than budget as money has not recently been spent. The cash balance is in the region of £740,000.
- 1416.2 GR asked about a budget for Open Day and DN stated it would come out of the marketing budget.
- 1416.3 MS observed that on the budget figures the membership fee has an incremental amount significantly more than budget with a note that says we are actively making people members so they can use the yard services, and this raises concern about CASC status.

1417 ROYAL ESCAPE RACE

- TL reported that 62 boats have registered for the race.

1418 KEELBOATS

- 1418.1 DT is to look at budgets with Guy Stansell.
- 1418.2 The Solent Rally went well and KH congratulated those who helped with the organisation.

1419 DINGHIES

- 1419.1 DT reported the Dinghy Section have organised a series of Wednesday and Friday evening racing and notices are going up for July and August. Family and Cadets is on Tuesdays and is running well. More children than boats but numbers are up.
- 1419.2 Dinghy Section are hosting a sonar match race on 1st June and the notice has been issued. The intended start is 17.00 and they are liaising with the Steward to open the bar and have a BBQ. The dive team, SSC, ex youth team and senior racers and Sailability are all interested.
- 1419.3 Ladies who Launch is a five session series starting on 21st June.

1420 SAILABILITY

- 1420.1 A new rib is due to arrive on Friday, 25th May, funded by Rampion.
- 1420.2 The Sailability sessions have been successful and well attended with two Drascombes available to use.

- 1421 DIVING & ROWING**
TK and DT are organising a meeting with the Diving and Rowing sections to discuss the building and yard move.
- 1422 SAILING THROUGH HISTORY**
No report.
- 1423 STAFFING**
No report
- 1424 MARKETING**
No further report.
- 1425 ADMINISTRATION**
No report.
- 1426 TRAINING**
1426.1 KH reported that training continues to be very popular with more courses being added.

1426.2 Additional initiative, ie Shoreham Academy, Ladies who Launch, Pay and Play, are stretching SYC volunteers but all are doing well.
- 1427 YOUTH**
The Youth team are training for Cowes. The Sonar has been refitted. The Youth will be out with keelboat racing and the plan is to take two boats to Cowes.
- 1428 NEW MEMBERS & VOLUNTEERS**
Proposal for the new member's listing to be adopted:
Proposed: KH; Second: GR. In favour: Unanimous
- 1429 NEW MEMBERS LISTING**
No report.
- 1430 CORRESPONDENCE**
JB reported that two letters accepting Honorary membership have been received.
- 1431 ANY OTHER BUSINESS**
1431.1 SL suggested that the new Duke of Sussex may be considered for the Admiral vacancy and she will write to his office.
Action: SL

1431.2 KH said he has asked for Princess Ann, as Head of the RYA, to come to open the new building, but this does not mean that we cannot change.

1431.3 NP asked about the website as no fixtures are shown beyond September. DN had noted the absence also.

1431.4 NP noted that GDPR comes into force on 25th May and asked if SYC are compliant. SL noted that as long as we have things in process then we are complying with the requirements.
Action: Put item on Agenda for each month: TL

1431.5 HF asked why we are holding data outside the UK, TL reported the cloud base servers and back ups are situated around the world.

1431.6 DS sits on the Port Users Group both for increasing the profile of the club and also for personal interest. He noted that as Leisure Users our club in particular is important for the Port. KH mentioned that he sends a report to them each week. GR is also working with them.

1431.7 IB noted that enquiries about diving section are appearing on Facebook and asked if the page is regularly checked for enquiries. TL noted that Steve Vyse controls the club Facebook page but SL stated she is an administrator and will check and let people know if there is anything to report.

1431.8 DT reported that paddle round the pier is on 7th and 8th July. Historically safety boats have been used for support and reimbursement is given for the cost of fuel, and also for the issue of insurance. This can be covered under paddle round the pier insurance for £10. DT sought approval to support paddle round the pier. KH noted that the Pioneer may not be in action.

1431.9 DS considered that lending boats is public spirited. It was agreed to add £10 for insurance to the fuel costs. IB asked that the club receive recognition for input.

Proposed: DT

In favour: Unanimous.

1431.10 GR proposed a vote of thanks for Tim and Jenny Worsfield and Ann Macey for their work on the Solent Rally which was deemed to be a great success.

There being no further business, the meeting closed at: 21.54 hrs

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

Kevin Headon, Vice Commodore

21 May 2018

Date of Next Meeting: Monday 18th June 20.00 hours
Monday 16th July 20.00 hours