

SUSSEX YACHT CLUB

MINUTES OF THE MEETING OF THE MAIN COMMITTEE

HELD MONDAY 23rd JULY 2012

Present:	A Saunders	Commodore & Chair
	David Ramus	Vice Commodore
	D Skinner	Rear Commodore, Chair Moorings & Maintenance Cttee
	C West	Rear Commodore, Chair House Cttee
	L Woodhams	Rear Commodore, Hon. Treasurer
	Pat Hill	Director
	M Mayall	Director
	G Roberts	Director
	Di Saunders	Director
	K Headon	Director, Training Principal
	Terry Kinch	Director
	Tim Cork	Director, Sailing Section Captain
	Ian O'Dell	Director, Dinghy Section Captain
	T Leigh	Ex-officio, Secretary
	Jacqui Flood	Ex-officio, Minute Secretary

Apologies:	B Watkins	Director
	Dave Norwood	Director, Chair BSAC
	Steve Vyse	Director

What: Action to be completed
Who: Person assigned to complete the Action
When: Deadline; date by which the Action is to be completed by assignee
Status: Ongoing, On Hold, Over Due, Complete

479	MINUTES OF LAST MEETING		WHO	WHEN	STATUS
	Agreed as true record.				
	Proposed: DSKI 2 nd : PH For: 9 Ab: 3 (CW, LW, KH)				
480	MATTERS ARISING				
	480.1	470.4 Fixture Card			
		Ongoing	SV	Asap	Ongoing
	480.2	470.5 Member Survey			
		Ongoing	SV	Asap	Ongoing
	480.3	470.6 Members' Report Book			
		The book was not able to be sourced. Agreed this would be a House action point from now on. CW to locate book & check regularly bringing relevant matters to the board	CW	Monthly	Ongoing
	480.4	470.8 Rampion Windfarm			
		LW reported that he had met with Eon and discussed the Club's concerns. He asked Eon, if the project were to go ahead, if they could consider sponsoring some sailing events at the Club. He is waiting to hear from them.			
	480.5	470.13 Staffing			
		TL was happy to report that Peter was much better and had returned to work one day a week, with Mike doing the other day. As Peter's health improves more, he will resume both working days. At that time, Mike will have to, unfortunately, leave the Club's temporary employment, which he is fully aware of.			
	480.6	470.14 Letter of Complaint – Bar Closing			

		On agenda.			
480.7	Funds Release - £2,100 Southwick				
		Commodore reported that the work on the Southwick Clubhouse's roof had been completed.			Closed
480.8	473 Wavelength				
		MM reported that Wavelength was progressing slowly and that he would still like articles.			
480.9	474 Old Pulteney Award				
		On agenda.			
480.10	476.1 Taylor Wimpey				
		TL reported that he asked Taylor Wimpey for information regarding the dimensions of the sign they would like the Club to display. He was advised that someone would get back to him but as yet has not.	TL		Ongoing
480.11	Three Quarter Tonne Class				
		TC reported that this item was still ongoing.	TC		Ongoing
481	FINANCE MATTERS				
481.1	¾ Management Accounts				
		Dski asked whether the surplus published included all known expenditures. TL advised that there were still two items of expenditure to be taken out but there would still be a surplus.			
		Dski advised that the delay with the new jetty at Southwick was that the Club had been waiting to meet with the Land Registry, which would be happening this week. Once the meeting has been held it was envisaged that work could start.			
		LW asked how long it would be before boats could go on the new jetty? TK biggest factor would be the installation of the piles. Commodore believed October would be a suitable assumption.			
		DSki asked whether the membership figures quoted in the Accounts included Open Day membership fees? TL stated he would have to speak with the Accountant. (TL can confirm figures given include Open Day memberships)			
		LW congratulated budget holders for their frugality.			
481.2	Sales to Members				
		Commodore to speak to SV re. online shopping. Need to provide items for sale to Members.	Commodore/ SV	Asap	
481.3	Funds Release – New Computer for Jacqui				
		LW advised that there was £2k in the budget for a rolling replacement of the Office's computers. It was the Secretary's wish to replace Jacqui's windows pc with a Mac to allow better connectivity between himself and the accountant (both Mac users).			
		TC commented that if each time a computer requires replacement it is replaced with a mac there would eventually not be a windows pc in the office. TL confirmed that the best, old windows pc would be kept to run the windows software required by the office and the office would always have one working PC in its IT stock.			
		TC believed that two windows pcs could be bought for the price of one mac. LW stated that all in all it would be about £1,500 for an equivalent pc. LW commented that macs were considerably more expensive but were better built and built to last.			

		TL advised that macs had a longer life span than windows. The costs involved included all upgrades for the life of the system which does not apply to pcs. The accounting system used is mac specific. Windows cannot talk to the accounting system.			
		LW could force the Office to have windows pc. If we did the accounting system would have to be changed. Total cost of ownership would be higher. Commodore stated if macs last longer, rolling replacement would be longer therefore overall costs would decrease.			
		DSki believed upgrade budget of £2k per year had already been agreed. LW have principle of funds release. MM advised that a degree of personal preference was an issue here and talking about total cost of ownership is not relevant. LW advised that the office should have a considerable say and influence over the equipment they have to work with every day, Directors have to ensure that the requests are reasonable and do not jeopardise the club administrative abilities.			
		Proposal release of funds of £2k			
		Proposed: LW 2 nd : For: 9 TK Ab: 3 CW, TC, DSau Carried			
	481.4	Funds Release for Replacement Card Printer £800			
		LW reported that the current card printer, which is used to provide instant Membership cards and car parking passes, had stopped working and it was also at the end of its life.			
		All agreed that the ability to immediately provide Members with Membership cards and car park passes was proactive and was a service to Members, therefore a replacement machine was required.			
		Proposed: LW 2 nd : DR Carried unanimously.			
482	FAIRVIEW SAILING				
		KH advised the meeting that he often received enquiries for practical, yacht courses, which the Club cannot provide. When these requests are received the Club has to currently refer the enquirer to an external organisation.			
		KH advised that he looked at Fairview Sailing to form a partnership. They use trainers the Club knows. KH has received positive feedback of the organisation. Tim and Paula visited their site and one of their Directors has been to the Club. Their core business is corporate charter and the school side is a smaller part of their business. They have a wide range of boats which they change regularly.			
		KH confirmed that the Club's risk in entering the partnership is minimal. Good time with Paula on board to move forward with the proposal. Will have to spend some money on marketing. KH advised he has asked SV to look at this item.			
		DSki commented that the courses seemed expensive. KH stated that they do charge market rate and are considered middle priced. KH advised that the Club would be offered a discount which could be passed to Members but not to non-Members. Further negotiation is still required. KH stated he would like to move forward with Fairview as they provide the most flexible solution. DSki asked what was in it for the Club. KH confirmed that there was some income but he wanted to offer the service to the Members and try and profit from those who attend the Club just as students.			
		Commodore asked KH to provide a business plan for the Board's			

	consideration. KH reiterated that marketing was required for the Club's courses that we currently provide. KH stated that there was no risk of loss of money going with Fairview.			
	LW excellent idea but must have more detail, how much on marketing, more use of administrative staff, more use of equipment etc. Would need to make money even if just service fee for booking. Cannot take monies for courses but can have an agency contract. LW stated that the Club should go forward with Fairview.			
	Commodore asked Board if anyone had any objections to KH following up. None were received. LW suggested that the Board were asked to approve a figure that could be used if required to market the training. LW confirmed there was £2k in budget			
	Proposal KH to enter in partnership with Fairview training to offer offshore training.			
	Proposed: KH 2 nd : MM Carried unanimously			
	Commodore asked that figures be provided			
	Proposal subject to a detailed plan that £2k be available for marketing of all training.			
	Proposed: KH 2 nd : LW Carried unanimously			
483	SHOREHAM PORT TENANTS ASSOCIATION			
	Commodore advised that it had been an interesting meeting. One or two matters affecting the Club had been raised, one being security. They were very concerned about security. The Club's security at Southwick may be needed to be looked at. This was the first meeting and was found useful.			
	LW asked whether the Tenants' Association could have a voice, ie. In dealing with the Police. Commodore advised that the Police were being invited to the next meeting.			
	TK, who also attended the meeting, advised that the Port were willing to extend their services etc to the tenants, they may be able to obtain discounts for their tenants with bulk purchase etc.			
484	PARCELFORCE DEVELOPMENT			
	LW reported that he had met with the developers. The height of their scheme was 1.5m lower than the consent for a hotel that is already in place. LW expressed the Club's already lodged concerns and as a working boatyard of some 120 years, we would not accept any complaints from any residents regarding noise or detritus. The developers also confirmed that WSCC were happy with the traffic plan.			
485	TARMOUNT HARD			
	At the same meeting, the developers expressed interest in using Tarmount Hard, which is a slip the Club owns between our premises and the Parcelforce Depot. The developers were interested in using the hard as a parking area to support a proper slipway development at Surry Hard. LW advised that the Shoreham Slipways Group have asked the Club to support the initiative. At a Flag Officers' meeting it was agreed to speak further with the developers on the project, but the Club would not sell the land to them, it would be on a license.			
	PH advised that part of negotiation the developers would have responsibility of removing the hard from the Registry of Hards. LW stated it would be and a condition was that developers do this at no cost to the Club and consider removing Stows hard from the register at the same time. GR stated that the tarmacking of Tarmount Hard would improve the security of the Club.			

486	FOOTBRIDGE DEVELOPMENT				
	LW advised that he met with Osbornes and they have advised that the West Entrance to the Club will be unusable for between 4-6 weeks and 13 months (dependent on H & S considerations after the northern section is removed). It was also a recognised possible problem that the piling required for the new footbridge might cause damage to the Clubhouse. Extensive photos have been taken which will be lodged with Osbornes, and the Club's solicitors. Any damage will be made good.				
	LW advised that the new bridge will be 2-3m closer to our western entrance due to the slope affecting the landing platform for this end of the bridge. LW advised that he had asked Osbornes if a new ramp and approach (access friendly) be made as the damage in construction together with the alteration in angle would be too great. Osbornes were going to discuss with WSCC. LW also advised that the Club had been asked to provide volunteers to help with the bus rounds and this has been done. LW confirmed that the Club had offered our bar and caterers for events and they will host a volunteers thank you event using our bar and caterers.				
	DSki asked how long the bridge would be totally unusable? TL they believe it would be 4-6 weeks but could be for the duration. The Council would not consider request for a walkway or a crossing.				
487	FIRST FLOOR RENOVATION				
	DR advised that a committee was needed to discuss the first floor renovation. Need 3 or 4 experienced builders/planners. LW advised that the committee was being set up to plan the expenditure of the budget of £50k in the 2013-14 year. TK, TC, LW and DR all agreed to be on the committee.				
488	OLD PULTENEY AWARD				
	Commodore advised he had not received any nominations. KH two people thought of, one Performance Category, Charlie Camp with performance at Cowes or Katy Turquoise, from Sailability. A nominee for Club Service was named as Kevin Headon by the Commodore. KH to provide 250 words for his nominated person, Commodore to write 250 words for his. LW advised he would help if required. These are required to be submitted no later than 4 th September		Comm/KH/LW	Asap	August
489	MEMBERSHIP MATTERS				
	List read through.				
	Proposed: DSki 2 nd : CW Carried Unanimously				
490	COMPLAINT ABOUT CATERER				
	CW advised that the Commodore had received a complaint against the Caterer and a meeting was arranged for all parties to attend. The complainer did not attend the meeting and has since written a letter to the Commodore. The complaint is considered closed.				CLOSED
491	EARLY CLOSING OF THE BAR				
	CW had received a number of complaints regarding the Bar closing early. CW suggested that a meeting be set up with the Franchisee, himself and DR. TL stated that he had advised the Franchisee of the existence of the complaints. The franchisee stated that in his contract he was permitted to close if he had no customers for one hour. CW believed the item needed to be addressed formally. Meeting to be arranged.		CW/DR	Asap	
492	CORRESPONDENCE				
	None				
493	AOB				
	493.1	NCI Gantry Opening			
		Commodore advised he had been invited to the official opening of the NCI's new gantry. A vote of thanks was given to the Club for all			

		the help provided to them. It was much appreciated.			
	493.2	Directors' Debts			
		LW reminded all that Directors and staff must keep their accounts up to date with the club, all invoices being settled upon receipt.			
	493.3	Summer Party			
		CW gave thanks to PH for all her hard work in making this year's Summer Party a great success.			

DATE OF NEXT MEETING; MONDAY 17TH SEPTEMBER

There being no further business, the meeting closed at 22.13

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