

## Summary of Actions from Board Meeting on Monday, 20<sup>th</sup> June 2016

Item No	Item	Who	When	Status
1051.1	Volunteer Directory	SV	Immediate	
1051.2	Staff Group Membership	LW	September	Ongoing
1051.3	Fixtures Card, start 2017 fixtures	SV	July	Ongoing
1051.4	Section Constitutions Drafts	GW	July	Ongoing
1051.5	House, Support for Steward	GW	July	Ongoing
1051.6	Staff handbook for Bar and Catering	LW	July	Ongoing
1054.2	MMC: Sub scan imaging of slip	KH, NP & HF	July	Ongoing
1056.2	Sailing Section: Communication	SV	Immediate	
1056.4	Sailing Section: Lifejackets, safety requirements	DR	July	Ongoing
1056.5	Sailing Section, Race Officer duties	SV	Immediate	
1061.6	Publicity & Members: Election of Honorary Members/AGM	TL	Immediate	

**DRAFT**

### SUSSEX YACHT CLUB MINUTES OF THE MEETING OF THE MAIN COMMITTEE HELD MONDAY, 20<sup>th</sup> June 2016 at 20.00 hours

**The meeting commenced at:**

<b>Present:</b>	S Vyse	Commodore, Chair Publicity & New Members
	G Weston	Rear Commodore, House Committee
	L Woodhams	Rear Commodore, Hon. Treasurer
	K Headon	Rear Commodore, Training Principal
	G Roberts	Director, Moorings & Maintenance Committee
	D Skinner	Director, Moorings & Maintenance Committee
	M Rummery	Director, Buildings Maintenance Committee
	N Prescott	Director, Moorings & Maintenance Committee
	D Terry	Director, Sailability Committee
	K Knight	Director, Safety Boat Manager
	H Foster	Director, House Committee
	I Bush	Director, Chair, House Committee
	T Leigh	Ex-officio, Secretary
	J Bignell	Ex-officio, Assistant Secretary
	D Ramus	Ex-officio, Sailing Section Representative
<b>Apologies:</b>	T Kinch	Vice Commodore, Chair M&M and BMC Committees
	A Macey	Director, House Committee
	T Cork	Director
	D Golding	Director, Buildings & Maintenance Committee
	J Pryke	Director, Dinghy Section Captain
<b>Absent:</b>	None	

Number Item

**MINUTES OF PREVIOUS MEETING**

**1050** All agreed true summary.  
Proposed: Commodore: Carried: Unanimous

**1051 MATTERS ARISING**

1051.1 Volunteer Directory

A draft was prepared & distributed by TL in April due to previous poor response. No response has been received from the issue of the draft. SV will look at the draft, chase and check. Action SV.

1051.2 Staff Group Membership

LW states that all staff including SYC Bar and Catering should have contracts. All SYC staff have them but despite a draft being prepared by TL for use by Steward, these are still outstanding and will be undertaken throughout the summer. Item to return to Board in September. Action LW.

1051.3 Fixtures Card, start 2017 fixtures

Due to volunteer pressures of work these have not yet been put on website. Most of what is needed is ready and SV will undertake in next couple of weeks. To be discussed at next committee meeting. Action SV.

1051.4 Section Constitutions Drafts

LW stated that there is no 'one size suits all' but it was felt that after the recent section events a framework needs to be put in place. SV, GW and LW need to discuss. GW to action meeting.

1051.5 House, Ian Bush speak with Jon Edon

LW advised that House Committee are responsible for Bar and Catering and the ongoing management is through the limited company formed as a subsidiary of the main Board. LW proposed a House sub committee is set up to be responsible for SYC Bar and Catering Ltd.

IB felt that the House Committee do not have the time to run the Bar and Catering division, and that this had never been explained when they took on their roles as Directors. IB's grievance was noted.

TL stated that the action referred to in the Minutes related to food not being up to standard and it was confirmed that this has now been discussed at House Committee.

It was discussed that no director level support has been put in place for Jon when it was known that he did not have strong management skills and this needs to be rectified. Action: GW

Congratulations were offered by SV about catering at his wife's party and Sunday lunch. Fantastic staff and lovely food.

1051.6 Comments Book

A letter was written in response and put in the Comments Book soon after the last meeting. LW reported that a discussion ensued in the bar about what constituted acceptable behaviour.

It was decided that a specific staff handbook (over and above the SYC one) needs to be raised for Bar and Catering outlining what is perceived as acceptable behaviour. Action: LW

1051.7 House, General Report  
Pictures have now been put up and the asbestos risk was considered. Action now closed.

1051.8 Ford Focus - Resident  
It was reported that the resident in the car has now left.

1051.9 Sailing Through History  
TL reported that he received CVs from all Directors except one. Action now closed.

1051.10 Publicity and Members  
Reported on later in the meeting.

## **1052 Finance**

1052.1 Last Date for Submission of Budgets  
The last date for submissions was 20<sup>th</sup> June and LW reported he is happy with all the budgets that have been submitted to date. TL requested House Comm approved budget which he has not seen.

LW will put the club budget pro forma together on Wednesday, 21<sup>st</sup> June with submission out at the end of the week for Directors to look at over weekend. Budget holders have to attend the Budget meeting on Monday 27<sup>th</sup> June (or a representative from the committee) for debate.

## **1053 HOUSE**

1053.1 General Report  
There was not a great deal to report. All photographs have been reframed and are ready to go up around the Club following discussion with GW. The hall will be the first area. Sailing Section requested a Crew Board be put up in the corridor.

1053.2 Comments Book  
None noted.

## **1054 MOORINGS & MAINTENANCE COMMITTEE**

1054.1 General Report  
NP deputising for TK. It was noted that MMC have not held a meeting since the last Board meeting and the next one is on Friday 24<sup>th</sup> June.

The main notable issue is that the Metermacs system is now live at Shoreham. Teething troubles with users have been reported but the system is functional. The funds release has allowed Metermacs at Southwick to go ahead with a probable switch-on in late July.

Trinity House have approved the slip way markers and a light is being erected on the end of the pontoon.

1054.2 Funds Release – sub scan imaging of slip  
A written report was produced by TK. A question was raised as to why we are not getting a contractor to come in and sort out the problem. TL stated it is not known why the slip is moving, i.e. whether the concrete is breaking up or the mud is moving underneath. The contractor recommended that the underlying problem should be investigated first through ground radar scanning. A query was raised as to why contractors are not asked to tender including the cost of the scan in their costs. No tendering has yet been done for the scan work and so far only one contractor who does this sort of work has been found in this area. It was considered that we need at least two tenders. An element of urgency is to do with budgeting and whether the correct amount has been allocated. It was felt that SYC needs to have their own investigation independent of contractors. KH, NP and HF have contacts they will follow up. SV requested that we proceed with work undertaken as a delegated authority which will allow MMC to appoint whoever is most cost effective. A quotation for cost and scope of scan

needs to be received within the next 2-3 days to be in line with budgeting considerations.  
Action KH, NP & HF.

1054.3 Adur Tidal Walls – South Bank

Reference was made to the previously circulated written report from Laurence Woodhams following a meeting with EA earlier in the month. TL has been asked to liaise with EA over claims for compensation for loss of moorings, income, land and the boat shed on South Bank. SYC stand point is to co-operate where we have an obligation so to do at this time.

**1055 BUILDINGS MAINTENANCE COMMITTEE**

1055.1 General Report

TL reported. Southwick repair work agreed last month is now in process. Quotes for external Southwick remedial works over next 12 months are being analysed. The garden at Shoreham is almost finished, except for fencing work. LW bought (approved) a Flymo for Jez. External training room is receiving a make over.

TL mentioned that Sailability have left the room untidy and a request has been made for it to be tidied before leaving.

**1056 SAILING SECTION**

1056.1 General Report

Report by Dave Ramus. Sailing Section has now changed its line-up. Dave Ramus along with Steve Thomas and Tim Pumfrey have been appointed by the Commodore as a steering group to assist Sam Lippett, Adam Thomson and other existing members of the Sailing Committee, with Dave Ramus agreeing to report section matters to the board. Following a recent section meeting the fixture list has been slightly adjusted. The Littlehampton rally has moved to 18<sup>th</sup> and 19<sup>th</sup> September weekend because of the tides. The Sovereign race on 25<sup>th</sup> June is also being adjusted. Racing is to be promoted as more friendly with the aim of returning racing and rallying to the way it used to work.

1056.2 Communication was raised as an issue and Sam Lippett will be trained on Sailing Section email by Steve Vyse. Sailing section email newsletter will now go out to all members rather than just sailing section members, to encourage them to join in. Action: SV

1056.3 Discussion was raised about the £8 fee for the Summer Party BBQ. It was decided that £2 will be charged in addition for the cost of a sweet if desired.

1056.4 Lif jackets (from March meeting)

SV requested that Dave Ramus look in the safety handbook section about safety requirements. The concern is that if we suddenly make a number of life jackets non-compliant it should be stated that replacements must be within the mandatory requirements. Pre-2011 are not affected but post-2011 they must be compliant. Action: DR

1056.5 It was requested that Sailing Section undertake a review of Race Officer duties as members have stated that they did not know they have been put forward. An email will be sent out to encourage people to check the website to know when they are on duty and arrange swaps if necessary. Action SV

**1057 DINGHY SECTION**

1057.1 General Report

JP (remotely) reported that the Black Rock Race only had two dinghies turn up, which was very poor.

**1058 TRAINING/YOUTH**

1058.1 General Report

KH reported that the Youth Teams are currently quiet as it is exam season. The first traveller series has taken place. Family and Cadets is going well on Tuesday evenings. Pay and play has commenced with Jon and Luke supplying food and bar. Yachts are being encouraged to come and join in on a Wednesday evening. On Board training for local schools starts on Thursday, 23<sup>rd</sup> June and the course is full. Safety boat training for the weekend 25<sup>th</sup> and 26<sup>th</sup> June is also full. Training and youth teams are all busy and working well.

**1059 SAILABILITY**

1059.1 DT reported that MeterMacs code has been confusing for them and a member is going to help them with training. The gate was still locked when they wanted to come in for an early start. A key was requested and TL will arrange (JB to organise). It was reported that two older boats have now been disposed of, one as a donation to a fellow club and the other has been sold.

**1060 SOUTHWICK SAILING THROUGH HISTORY**

1060.1 General Report

The embargo on talking about our grant has now been lifted and Directors are encouraged to get media and MP involved once the EU Referendum is over. DS stated that selection of professionals for the work should not come from within our membership as we must be seen to have unbiased people.

The future of the Yacht Club has to be reported upon for the Heritage Lottery forms. Clarification was requested that this is about the Yacht Club rather than the use of the Southwick club house. LW will meet Andy Seares in July for his recommendations about the consultants we require.

LW stated that it is critical that the brief we give the consultants must match exactly what is in the document. DS to attend meeting with LW and Andy Seares to ensure that everything is correctly addressed.

**1061 PUBLICITY AND MEMBERS**

1061.1 General Report

Nothing to report.

1061.2 2017 Fixtures

Referred to previously in the meeting.

1061.3 New Members Listing

Vote to accept: Unanimous

1061.4 Paddle Round the Pier update

Full SYC participation with a stand is not going to happen this year. David Lee had been set to lead the project, but as he is now working away from Sussex for 18 months and there is no one else to take it on the Commodore felt it was best to step away rather than risk a poor show. Apologies have been given to the PRTP organisers.

1061.5 Wavelength update

TL has contacted the current Editor for his intentions but has not yet had a response.

1061.6 Election of Honorary Members

A route for the election of Honorary members was agreed at AGM and this now has to be ratified. All current Honorary Members are voted en-block and new ones are voted individually. A proposer needs to make a short explanation of why they are recommending the member. KH asked how the proposal numbers are controlled and it was confirmed that each requires a proposer and seconder. The Board has the right to be informed but have no powers to reject Honorary Member proposals. KH asked for set of guidelines about who

constitutes an Honorary Member but this was rejected. It was decided that members should see the written proposal before the AGM. TL to make a note for the Agenda for the AGM for this requirement to be added. It was also agreed that the proposer and seconder for both hon members and directors elect should also be publicised in the AGM Agenda. Action: TL

**1062 125 COMMITTEE**

1062.1 General Report

SV confirmed that Karen Vyse will chair this and will shortly be sitting with caterers in this regard. No further information at the moment.

**1063 CORRESPONDENCE**

1063.1 AYC thank you email to Commodore

A nice thank you email was received from AYC for hosting their rally at SYC. SV said they may come again soon as they cannot get into Brighton marina. The relationship with Arun YC is vastly improved and working well.

**1064 ANY OTHER BUSINESS**

1064.1 New Years Eve – GW asked that Directors put it in the diary now. It was agreed to add to In the Wind from July onwards. Shady Grove are the selected band, and it was noted that Steve Bell is a new member.

1064.2 TL stated that the July Board meeting is an important one and therefore all Directors should be there. SV confirmed three line whip, all Directors to be present.

1064.3 GR reported that the new boat yard gate has broken. It is switched off now.

1064.4 KH asked to be informed when the pontoons are to be replaced at Southwick. The date will not be known until the port meeting, to be arranged by the port takes place and that date is not yet known.

**Date of Next Meeting:** Monday 25<sup>th</sup> July 2016

There being no further business, the meeting closed at 21.38

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

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(Finance meeting 27<sup>th</sup> June 2016)