

SUSSEX YACHT CLUB
MINUTES OF THE MEETING OF THE MAIN COMMITTEE
Held Monday 16th April 2018

DRAFT

The meeting commenced at: 20.00 hours

Summary of Actions

Item No	Item	Who	When	Status
1377.4	Matters Arising/AGM to discuss in May	TL	Immediate	
1377.8	Matters Arising/First Aid Courses	DT	Immediate	
1380.2	Barco Epos/Report on two tier pricing	House	May	
1382.14	Rule Change 40/change text	TL	Immediate	
1387.2	Barco/Weekly usage/further investigation	DN	Immediate	
1387.3	Barco/House/2 tier system/report	DN	Immediate	
1387.4	Barco/House/Beer delivery v counter	House	Immediate	
1387.14	Barco/Review	House	Immediate	
1394.2	Diving/Rowing/TK Meet	TK	Immediate	

Present:

Terry Kinch	TK	Commodore
Kevin Headon	KH	Vice Commodore, Training Principal
David Nunn	DN	Rear Commodore, Hon. Treasurer
Graham Roberts	GR	Rear Commodore, Chair Dry Committees
David Terry	DT	Rear Commodore, Chair Wet Committees
Ian Bush	IB	Director
Kevin Knight	KK	Director, Safety Boat Manager
Neil Prescott	NP	Director
Miles Mayall	MM	Director
Ann Macey	AM	Director
Mark Sharp	MS	Director (late arrival at 20.15)
Tim Leigh	TL	Ex-officio, Secretary
Jenni Bignell	JB	Ex-officio, Assistant Secretary

Apologies:	Laurence Woodhams	LW	Director
	David Carroll	DC	Director
	Sue Large	SL	Director
	Helen Foster	HF	Director
	David Skinner	DS	Director

Number Item

1376 MINUTES OF PREVIOUS MEETING

All agreed as a true summary.

Proposed: Commodore; In favour: Unanimous of those present at last meeting: Against: 0; Abstention: 2 (IB, AM)

1377 MATTERS ARISING

1377.1 Minutes of Previous Meeting updated regarding Rampion.

1377.2 Royal Escape Race Venue: TL reported that the Casino is now booked and the Normandy Hotel has been cancelled.

- 1377.3 Fixtures lock down: All sections have been notified that this will take place in December.
- 1377.4 AGM. TL reported that the Minutes have not yet been agreed by the Commodore.
Action: TL to put on Agenda for May
- 1377.5 Barco/Epos implementation is discussed later in the report.
- 1377.6 Barco/Business Plan is discussed later in the report.
- 1377.7 Barco/Future is discussed later in the report.
- 1377.8 First Aid Course is to be organised and David Terry will arrange the defib training for the staff.
Action: DT

1378 SDP – FUNDS RELEASE

TK introduced the second part of two stage funds release proposal for £110,000 (plus VAT) as detailed below:

- RLF - £10,000 (Cost consultant/Project Management fee through technical design stage and contractor appointment);
- ECDa - £35,000 (Architect through technical design stage and contractor tender);
- DG - £15,000 (estimate after speaking with James Porter of M&E requirement from total fee proposal to RIBA stage 7);
- HOP - £27,000 (per fee proposal for structural and civil engineering and principle design role to construction phase);
- Daffyd - £4,000 (Landscaping through technical design stage to construction);
- Sundry - £19,000 (to cover any unanticipated but necessary expenditure or requirement for funds).

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

1379 SDP – FINANCIAL PROCESS

1379.1 TK introduced the SDP Committee proposal that Main Committee accept financial controls and processes as detailed in the proposal document published to the Board.

1379.2 The paper was read to the Directors present and identified the risks and proposed solutions.

1379.3 Main committee will make the decisions on spending money on the club house. A contract and contractor will be voted on and funds release will be made. This is the process of governance to be used with funds releases in this regard.

Proposed: Commodore: In favour: Unanimous; Against: 0; Abstention: 0.

1380 BARCO EPOS – REVIEW OF IMPLEMENTATION

1380.1 TK raised a discussion about the delay in the Epos installation. House Committee is now debating whether it will be fully used.

1380.2 GR stated the system will be working and available by mid-May. Membership cards will be scanned in order to receive member's prices. Additionally the bar will be able to communicate with the kitchen from the till via the automated ordering system. House Committee will report back with detail of how two tier pricing will operate.
Action: House Committee to report

1380.3 GR confirmed that main committee has already given all necessary authorities for implementation, although it was agreed that should House Committee decide not to fully implement, the main Committee needs to be advised.

1380.4 DN stated that the Steward had hoped to put all stock on to the till and run a live stock appraisal but this has proved unfeasible and does not work accurately and efficiently.

1380.5 GR advised that some people do not have a key fob and some do not have membership cards. The new system is required to read both. Furthermore the old membership cards do not have a reading facility in them but new membership cards are being obtained that can be read by the till system. An added complication is that the readers in the building have been found not to read the new style of chips in the membership card although they will read at the bar.

1380.6 It was agreed that more will become apparent once the kit is all put in.

1381 BARCO – FUNDS REQUEST

1381.1 DN reported that a funds request of £5,000 was required for Barco to be on the safe side, although Barco may not need the £5,000 requested. Figures for April are as yet unknown and DN considered it would be prudent to authorise the £5,000 just in case.

1381.2 DN noted that the office will hold it as a safety net in case of requirement but it would be added to the inter-company loan.

1381.3 DN stated that daily cash flow is not monitored and therefore the funds release is a safety cushion against what else is happening at the same time. The VAT bill is expected to be in the region of £6,000. VAT is due on a three-month cycle with January – March VAT payable in April.

1381.4 TK noted that unless a major turnaround occurs with Barco, this will once again be considered in three month's time. The alternative however would be to close Barco which would mean that monies would never be regained.

Proposal for approval:

Proposed: DN; Seconded: GR; In favour: Unanimous; Against: 0; Abstention: 0.

1382 RULE CHANGE – RULE 40 FOR LAY UP CHARGES

1382.1 GR reported that MMC seek a change to the lay up 'double' charging rule to help reduce the large number of long term users of the yard. The intention is that by notifying people now, the yard will be cleared in time for the building work.

1382.2 GR reiterated that this is a significant rule change with a substantial increase in charges for everyone in the boat park and the increases will not be retrospective.

1382.3 Discussion ensued about whether the rule would be waived if it was obvious someone was working on a boat but it was agreed that a case by case basis should be applied.

1382.4 In effect the new charges will commence in a year's time once the first year has passed.

1382.5 GR confirmed that all boats would be treated the same and project boats must determine in advance whether their project is viable based upon all the charges.

1382.6 Charges will apply to the boat and not the owner and will go forward with the boat if a new owner takes on the project/boat. It was considered a requirement of the new owner that questions be asked of the office about outstanding charges and it was noted that the new purchaser would have to be a member to keep the boat at SYC.

1382.7 TK stated that if someone wished to have their boat in the yard for more than 3 years, the ability to show leniency would come to the Board, and the authority can be amended through the Board.

- 1382.8 The outcome of the rule change would be that living aboard would become uneconomic. The rule change only applies to the yard and not those on the moorings.
- 1382.9 GR considered the rule change may result in some abandonment which is covered under Rule 40.
- 1382.10 It was considered that any vessel in the yard at 12 months and beyond will be required to have a £2,000 deposit lodged for its continued occupancy and the Rule Change Proposal should be amended.
- 1382.11 DT noted that there is nothing in the proposal that authorises what action will be taken if someone abandons the boat and will not pay the fee. TL stated that little can be done although other rules allow us to hold a lien over a boat.
- 1382.12 The first indication will be in 12 months when the £2,000 deposit is requested and TL noted that under the new Harbour Assist system a launch date is required when a lift out date is booked, so an early warning will be known.
- 1382.13 GR reiterated that the motivation behind the proposal is to keep the yard current and active, and not a storage facility.
- 1382.14 NP considered that the correct text be approved for the Rule Book amendment, and a vote could therefore not be taken at this stage. A revised text will be distributed by TL via email.
Action: TL
- 1382.15 GR reiterated that the membership needs to be actively advised of the Rule change and TL stated that before the Rule can go in the book, it has to go on the noticeboard for 7 days. It was agreed that 1st June would be the implementation date.

Proposal to accept Rule 40 Change Proposal with revised text as approved by Board members via email.
Proposed: GR; Seconded: IB; In favour: Unanimous Against: 0; Abstention: 0.

1383 FINANCE – BUDGET PROCESS

- 1383.1 A paper was produced by DN regarding purchasing procedures. DN stated that budget discussions are based on 12 months' actual expenditures and revenues to March 2018 and the annual budgets to end of September 2018.
- 1383.2 DN stated that all those with Budget responsibility must meet by the end of May and the process remains similar to before.

1384 SDP REPORT

- 1384.1 GR reported that the plans will be submitted to Planning Department on 27th April and it is hoped it will go through fairly quickly. A price for the job is expected from the QS by the end of this week and revisions may be required.
- 1384.2 DN stated that the timescale as well as the monetary figure needs to be considered for loss of revenues.

1385 MMC

- 1385.1 GR reported that, other than the Rule 40 change, he and the Boatswain are putting together plans to compress boats in the yard and reminding owners to try to get them moved or risk being stored away for a year or two. A letter in this regard is currently being carefully compiled.
- 1385.2 The Boatswains are working hard to resolve all the yard issues and space restrictions. Forward planning has been well organised by TL. No more 'long term' projects are being accepted. The rule currently is that boats can only come out of the water for two weeks.

- 1385.3 KK asked if there is a criteria for who will be asked to move their boats and GR confirmed that all members will be informed that their boats have to be moved.
- 1385.4 Regarding Southwick: two meetings have been held with the Port Authority looking at plans for a joint development. This provides a slightly more economic scheme with better use of the water by looking at lay outs and potential leases. It is however early days. A reduction in boats in the existing space will be experienced with possibly less but slightly bigger boats.
- 1385.5 It was confirmed that Riverside yard moorings will be not be included and their moorings are unaffected by these developments.
- 1385.6 KH requested assurance regarding Family Cadets and Dinghies and requested the current provision is maintained.

1386 BMC REPORT

GR reported that little is happening with the maintenance of the building currently although some jetties are in poor condition.

1387 BARCO

- 1387.1 DN stated that the March figures have been published and recorded a 'break even' situation which was better than January and February. Staffing hours and time sheets have been considered against wages costs.
- 1387.2 DN produced a paper on figures relating to an average week in January/February. Notably the gross margin did not alter when the prices increased, and currently the reason is unknown.
Action: DN
- 1387.3 House Committee will report back about whether the two tier system is being implemented.
Action: House
- 1387.4 A comparison of beer coming in from breweries versus cash taken at counter is to be considered and reported upon.
Action: House
- 1387.5 IB asked if the one year's free banking upon change of bank had been taken into account, but DN considered the impact is small.
- 1387.6 NP asked whether Sunday lunches are running well and it was agreed that attendance fluctuates.
- 1387.7 MS considered that the figures are not realistic and the pattern is not going to change. Price changes and analysis make no difference. If members and committee are happy with how things are, then new ways of structuring Barco have to be considered, perhaps reconsidering from where the Steward is paid.
- 1387.8 MS suggested that SYC employ the Steward as a House Manager to oversee the subsidiaries, cleaning etc. This would have a profound effect on the financial performance of Barco.
- 1387.9 IB noted that if the Steward's costs were lost, the costs of the chef would increase considerably as she does much of the cooking, and service should be offered as requested by the footfall.
- 1387.10 TK explained that main committee are required to decide upon the service level that Barco provides to the club and has a responsibility to manage Barco's finances.

1387.11 TK asked if the membership benefit is worth the loss. There is often no membership demand for the services that the membership previously demanded and a reduction of opening hours on Mondays was considered to save costs.

1387.12 It was recorded that the original vote was made on the understanding that Barco would break even.

1387.13 DN noted that, subject to further discussions about CASC status, he is concerned that SYC should be allowed to subsidise Barco. TK said that Barco should be asked to regularise their financial situation.

1387.14 House will ask NS to take appropriate measures to make savings where possible, review service levels being provided, and offer proposals and trials in the next 2-3 weeks to reduce the deficit.
Action: House to report back following their meeting on 18th April

1387.15 It was considered that the gross margins on the price of food needs to be considered.

1387.16 GR suggested that closing the bar per se is dangerous, and perhaps reduced hours each day may be a better way to go. IB considered that the Epos till will show the footfall.

1388 HOUSE

IB reported that one positive comment was received in the Comments Book.

No further report was available.

1389 FINANCE & TREASURY

1389.1 DN reported that the quarterly figures are not yet available. DN noted that Harbour Assist is now in Month 2 of its implementation and reconciliation with the accounting system is being looked at.

1389.2 The new accounting system, Xero, is being brought in and this will be converted from 1st April. It is planned to move the payroll over to Xero but this has been delayed due to the current increased workload.

1389.3 DN praised the office and yard staff for all the work they have been doing.

1390 ROYAL ESCAPE RACE

1390.1 DT reported that preparation for this year's Royal Escape Race is running late and he and DS will speak with SV after the event to consider the 2019 race.

1390.2 It was noted SV has been offered assistance.

1391 KEELBOATS

1391.1 DT reported on the various 'Wet Committees'.

1391.2 DT will meet with Sections quarterly at a Section Heads meeting. The outcome from the first meeting was to increase water activity and foster more inclusive working with each other.

1391.3 The divers requested that a non-voting member be allowed to attend Board meetings so they can be involved and co-operate. DT stated this is only about activity.

1391.4 Each section has been asked to produce a 5-year development plan. Once the SDP development phase is past they will look at quite significant changes, improvements and looking more to the future.

1391.5 Fixtures are to be sorted out a year in advance. The October meeting will be about fixtures for the new season to talk about cross overs and get the fixtures list published a lot earlier.

1392 DINGHIES

1392.1 The new Dinghy committee have met and their first new activity is the 'Ladies who Launch' event, which is all about women on water, and scheduled for a Thursday evening in June. A match race will be organised.

1393 SAILABILITY

1393.1 Sailability have been granted some money from Rampion to buy a new rib safety boat as the current Pioneer cannot keep up when boats go out to sea and a rib will be better able to service them. This is not a replacement.

1393.2 Sailability have also received £5,000 from Santander (£5k) for apparatus for the Sonar.

1393.3 'Josh' has been upgraded and looks good, and discussion is being held as to whether Geronimo will be done this year or next.

1394 DIVING & ROWING

1394.1 A meeting took place with the divers and the rowers. The divers are concerned about the club redevelopment and it was recommended that they come along to next SDP meeting to gain further understanding.

1394.2 The divers wish SYC to commit for them to remain on site. DT considered if would be beneficial to confirm this to them. TK will meet with them on a Wednesday evening.

Action: TK

1394.3 DT met with Gill from the Rowing group and she reported they are happy with the way things are going. They make few demands on SYC but would be interested in the potential for assistance with safety boat cover, for which they would meet the fuel costs. It will be necessary to check the diary to avoid clashes.

1394.4 Sussex University want to look at putting their diving section here. This will involve their equipment and 30 students. They are in negotiation with 007 but it has been suggested they bring their proposals back to DT.

1395 SAILING THROUGH HISTORY

DS absent and no report was available.

1396 STAFFING

Nothing to report.

1397 MARKETING

Nothing to report.

1398 ADMINISTRATION

Nothing to report.

1399 TRAINING

KH stated that training was all on schedule. The first practical off shore courses has taken place and KH confirmed that there will be a diesel engine course this year.

1400 YOUTH

1400.1 Family and cadets starts in May. Boats are being maintained and are arriving on pontoon.

1400.2 The Youth team are working towards Cowes development training.

1400.3 Sailability will do pursuit races on Saturday and the Youth will train on Sundays.

1400.4 Ladies who Launch will be advertised via In the Wind to encourage ladies to get out on the water. This will run on a Thursday evening in June.

1401 NEW MEMBERS & VOLUNTEERS

1401.1 Papers have been distributed for new members.

1401.2 KH noted that volunteers have been requested for delivery of SDP leaflets and he is awaiting a response.

1401.3 KH invited contact should any shortages or demands be required, or any race officer training.

1402 NEW MEMBERS LISTING

Proposal for the new member's listing to be adopted:

Proposed: KH; Second TK In favour: Unanimous

1403 CORRESPONDENCE

1403.1(i) Copies of a letter and form on Legitimate Interest (re GDPR) from Steve Vyse were circulated in advance of the meeting.

1403.1(ii) TK noted that given the level of information to hand when our GDPR questionnaire was produced, we had done quite well. TK considered that from here on the Legitimate Interest appraisal could be used instead. It was noted that things have developed over the time.

1403.1(iii) JB noted that one member who worked as GDPR officer in their own work realm had considered the form to be well constructed.

1403.1(iv) NP raised a level of concern regarding the tone of the letter and final paragraph from a former senior officer of the club advising what is and what is not going to be published to members.

1403.1(v) TK confirmed he had responded to SV upon receipt and noted that the action taken had been agreed by main committee. TL reminded the committee that SV was the Chair of the Board meeting at which the approval for the letter and submission was agreed.

1403.2 A letter was received from Tim Loughton MP thanking SYC for receiving him in March with Sailability and the naming of 'Josh'. He would like to continue to be informed of progress.

1403.3 Honorary membership thanks were received from Jacqui Flood and Sally Gillett.

1403.4 A letter was received from Hugo Hunt of Fitzhugh Gates who has now permanently stepped down as commercial lawyer for SYC and handed over to Mark Barrett.

1404 ANY OTHER BUSINESS

1404.1 JB requested a speaker for the Shoreham Probus group and MM volunteered.

1404.2 NP congratulated all those involved with the Wavelength magazine which he considered was well produced.

1404.3 IB raised concern about increasing car parking problems with the construction of the new flats.

1404.4 TK introduced an extraordinary item. The Royal Escape Race has independent budgeting and a couple of years ago there was a problem with spending in excess of purchasing limits without authority. To maintain propriety TK proposed a funds release request to the Royal Escape Committee representing an average of the last 3 years RER as recorded in post event accounts. The funds release should be allowed for in the 'post event' wash up.

1404.5 TK proposed a funds release of £7,500 is given to RER as a maximum for race appropriate items for RER 2018.

Proposed: TK; Seconded IB; In favour: Unanimous Against: 0; Abstention: 0

1404.6 GR reminded the Board that St Valerie Club Nautique will be visiting on Friday 11th May.

There being no further business, the meeting closed at: 22.18 hrs

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

Terry Kinch, Commodore

16 April 2018

Date of Next Meeting: Monday 21st May 2018 2000 RER Shoreham – TK apologies
Monday 18th June – DN apologies