

## Summary of Actions

Item No	Item	Who	When	Status
1154.1	Volunteers Directory	HF/SV		Ongoing
1154.4	New Members Support	SV/HF		Ongoing
1155.6	SDP Committee	TL	Immediate	
1157.8	Confidential Report Minutes			
1159.10	Confidential Report Minutes			
1161.1	Confidential Report Minutes			
1161.2	Publicity & Members	Office	Immediate	
1161.4	Publicity & Members	GW/IB	March	
1163.2	Sailing Section	SV/SL	Immediate	
1169.2	AOB/Group figure	KH	Immediate	
1169.7	AOB/West slip	TL	March	
1169.8	AOB/CASC status	TL	March	
1169.9	AOB/Maintenance	TL	Immediate	

**DRAFT**

**SUSSEX YACHT CLUB  
MINUTES OF THE MEETING OF THE MAIN COMMITTEE  
HELD MONDAY 20<sup>th</sup> February 2017**

**The meeting commenced at: 20.00 hours**

**Present:**

Steve Vyse	SV	Commodore, Chair Publicity & New Members
Terry Kinch	TK	Vice Commodore, Chair M&M & BMC Committees
Giles Weston	GW	Rear Commodore, Chair Bar & Catering Committee
Laurence Woodhams	LW	Rear Commodore, Hon. Treasurer
Kevin Headon	KH	Rear Commodore, Training Principal
David Golding	DG	Director, Buildings Maintenance Committee
Graham Roberts	GR	Director, Moorings & Maintenance Committee
David Skinner	DS	Director, Moorings & Maintenance Committee
David Terry	DT	Director, Sailability Committee
Kevin Knight	KK	Director, Safety Boat Manager
Anne Macey	AM	Director, House Committee
David Nunn	DN	Director, Sailing Section Committee
Tim Leigh	TL	Ex-officio, Secretary
Jenni Bignell	JB	Ex-officio, Assistant Secretary

**Apologies:**

Helen Foster	HF	Director, House Committee
Neil Prescott	NP	Director, Moorings & Maintenance Committee
Samantha Lippett	SL	Director, Sailing Section Captain
Ian Bush	IB	Director, Chair, House Committee

**Absent:** None  
Number Item

**1152 WELCOME FROM COMMODORE**

SV welcomed the new directors to the meeting.

**1153 MINUTES OF PREVIOUS MEETING**

All agreed as a true summary.

Proposed: Commodore; Carried: Unanimous Abstention: 1 (LW – not read them yet)

- 1153.1 SV stated that a comment had been received that the Minutes are not fully recorded and that more narrative should be included where an item has involved a lot of discussion. Discussion developed noting that the minutes were not a quick task and time spent expanding them would negatively impact on Jenni's workload.
- 1153.2 LW suggested that the dates of meetings of all sub-committees are made public with suitable notice and members may attend. Therefore, if members want to have the narrative and detail, they should attend the meeting. LW stated that Minutes should show the tasks and any decisions and not the script of what was written. LW did not want 'scuttlebutt' and 'tittle tattle' included when members can attend the meetings. LW did not want administrative burden increased. SV agreed.
- 1153.3 A show of hands was requested for the current contents of Minutes being acceptable. The Board unanimously felt that the current level of recording is satisfactory, however a little additional detail would be acceptable.
- 1153.4 TL stated that we have returned to using an Agenda where each Section has a report which could include the date of each Section's following meeting. TK preferred that sub-committee meeting dates remain flexible. It was therefore considered that if anyone is interested in attending meetings they should contact the office to ascertain the date of the next meeting.

#### **1154 MATTERS ARISING**

1154.1 Volunteers Directory

HF is still working on the Volunteers Directory.

Action: HF/SV

TK said there have been previous discussions about the time of year when we may wish to start talking to members and hopefully recruiting some more help for dealing with the various sections. This was considered for early summer instead of a couple of weeks before the Sailing Section AGM or the deadline for nominations. TK asked if HF could be approached for a realistic timescale. If she is unable to get a directory and framework to recruit and encourage further help, perhaps she could pass it on or complete to whatever standard can be achieved by a deadline. SV stated he has seen progress. HF has taken it away with her and intends to then come back and go through it with SV. TK felt he is worried we may run out of time for when it is required around April/May. The major weekends, rallies and Royal Escape would be the best chance to talk to people and encourage participation.

1154.2 Sections Constitutions Draft

HF is still working on the Sections Constitutions Draft

1154.3 New Members Listing

TL advised this will be dealt with later in the meeting.

1154.4 New Members support

SV stated that he will speak with HF upon her return.

Action: SV/HF

1154.5 Brighton Festival Maritime Show

KK said that we have agreed a price for them to use our facilities. SV requested that attendees are asked not to bring pack lunches as Natalie Stansell will catering.

1154.6 Sailing Section Donation

To be dealt with under Sailing Section Report.

1154.7 AGM Reports

Reports were all completed in preparation for AGM.

1154.8 Confidential Report

SV stated he is still dealing with the Confidential Report.

Action: SV

1154.9 SDP

To be dealt with later in the meeting.

1154.10 Barco

To be dealt with later in the meeting.

1154.11 MMC/BMC/grant

LW reported he is still looking at the paperwork.

1154.12 Publicity & Members Lapsed

To be dealt with later in the meeting.

1154.13 AOB Outstanding debts

LW spoke to NP and gave a briefing. To be discussed later in the meeting.

1154.14 AOB/CASC

LW reminded that we require a 50% active member participation. To be discussed later in the meeting.

**1155 SDP COMMITTEE AND FUNDS RELEASE**

1155.1 TK referred to his report at the AGM on 18<sup>th</sup> February and it was taken as read.

1155.2 A funds release request has been submitted by SDP and a paper was prepared in this regard.

1155.3 SDP have an urgent requirement to commence the planning process. Sue Moffatt represents SDP Committee with regard to planning issues and has advised that in order to fulfil our obligations and get the planning application in to meet the deadline for the end of March, planning consultants need to be appointed now.

1155.4 TK confirmed that an undertaking from the Council is in place for all our professional fees to be covered, but that until the Council cap is lifted we have effectively run out of funds that have previously been approved by the Board. Several other issues are also waiting for the cap to be lifted, but this one is necessary and urgent.

1155.5 DS asked if the sum of £18,200 referred to in the paper is subject to dispute. TK advised that there are some issues with some consultants who have been employed and they may be taken to task over some of their invoice submissions as some may have fallen outside the original costs and estimates. The discussion surrounding this will not have an effect on this funds proposal.

1155.6 TK confirmed that in the original letter of undertaking there is an initial cap of £50,000 to be uplifted as the process continued. The existing funds release is for a £50,000 rolling budget, where the Council's figure is a total capped amount. LW stated that all invoices we have paid so far will be sent to the Council, but none have been sent in yet. The Board advised TL to submit the invoices.

Action: TL

Proposal for Funds Release of £2,400 to engage Consultant:

Proposed: TK Second: LW Carried: Unanimous

**1156 AGM Matters 2017**

SV asked if anyone had any particular questions on matters arising from the AGM.

1156.1 DN wished the Board to consider the following:

- a) In the spirit of AGM the Barco annual accounts should have been distributed.
- b) SYC shouldn't file the accounts with Companies House until the shareholders have seen them and not just when the Board have approved them.
- c) The AGM notice should have a date on it.

1156.2 DS congratulated SV, LW and TK on the way the AGM was handled. LW felt the feedback was positive.

1156.3 SV received a request that the display boards with the concept drawings that were used at the AGM be left up.

1156.4 SV had a complaint about the minimum charge for debit cards being £10. LW stated the member of staff has now been trained on how to follow the procedures offering cash back.

**1157 FINANCE CONFIDENTIAL MATTERS  
Under Confidential Minutes**

**1158 HOUSE**

1158.1 Comments Book

IB was not present and GW reported. There are no comments in the book, but it was noted that the book needs to be put in a more prominent position in future.

1158.2 No report on events

AM said that current verbal reports on the quality of the food in the restaurant were good. One new event is coming up: Guinness/St Patrick's night on 17<sup>th</sup> March with free live music.

**1159 BARCO**

1159.1 DN presented the figures for January which showed a £798 profit.

1159.2 A question was raised about how Frank Kay had obtained the figures for the AGM, but it was unknown who had leaked the document.

1159.3 TL stated this was not the only occasion when something had leaked out from a board meeting before publication of the minutes. Someone knew that Guy Stansell had won the Percy Ludgate trophy before the AGM.

1159.4 Natalie has started doing weekly reports. The first week of February could be better but she is confident the next two week's numbers may improve. DN said it is meant to only be an indication. The idea was to get NS to report numbers that were meaningful to her. This is still expanding to ensure that the reporting includes everything, i.e. how much is sold at bar, how much food, invoices in and staff costings.

1159.5 SV urged caution as February is not historically a buoyant month. DN stated that Barco will deliver a report to the Board on a monthly basis. The report will continue to be refined in line with what is required.

1159.6 DN wanted to clarify that another £2,000 from before December was unearthed but this trend should now reduce as things are becoming tighter. DN stated that, according to his calculations, the debt is currently £41,900.

1159.7 LW questioned £800 and whether any of the figures on the sheet would be regarded as an exceptional item. DN said this was not the case.

1159.8 SV asked about the draft business plan that has been drawn up by DN. This will be circulated to the Board to get opinions. In order to effectively look ahead it is necessary to have at least three months of figures to work with. LW stated that it was agreed at Board to review Barco at the March Board meeting. Now that Barco is looking at the figures with quality reporting, LW suggested that Barco still reports in March with a view however to allowing more time to gather more information.

1159.9 SV stated he has received an email from Mark Sharp saying he was intending to volunteer to participate in Barco/House.

1159.10 **CONFIDENTIAL NOTE**  
See Separate Confidential Minutes

## 1160 MMC/BMC

TK said there will be a meeting to discuss Boatswains' time sheets.

## 1161 PUBLICITY AND MEMBERS

1161.1 New members listing  
**Confidential Note – See Confidential Minutes**  
Proposed: Commodore; Carried: Unanimous.

1161.2 Unpaid members at 15.02.17  
It was confirmed that all have been contacted by email/letter on numerous occasions. SV asked if they had been phoned. LW stated that apparently people have not been receiving items in the post and it was decided to ring the unpaid members.  
Action: Office.

1161.3 SV says that there is an increase in participation numbers throughout the club except in membership. He felt this does not make any sense and questioned if non-members are using the facilities. SV urged that SYC go ahead with the membership card project and stated that House Committee need to get it underway with Barco, NS and the office. SV stated that there was a budget for resupplying with the new style membership cards. SV wishes to have every member bring their card to the club in order to buy drinks. During the summer a number of directors will be tasked with asking people if they are a member. TL asked if in the interim the Board might communicate with the membership that the system will be implemented and therefore they should carry membership cards for spot checks at bar. SV considered this was not cost effective, but GW suggested something is put into In the Wind a few months in advance.

1161.4 LW stated that Metermacs roll out was well done and perhaps House Committee could put together a plan for the new cards and bring the plan to the Board to be agreed next month.  
Action: GW/IB

## 1162 SAILING THROUGH HISTORY

1162.1 DS reported that an update was published in "In the Wind" before the AGM to prejudge questions. The business plan and associated documents were submitted on time and now we have to wait for any queries from the lottery people which we will need to answer. This will take a while as they only meet quarterly. When we can proceed to next stage we will need to talk to professional bodies and at that stage DS will sit in on TK's meetings to learn the process.

1162.2 After the AGM DS set up a table to discuss with members. Lottery heritage people are insistent the membership are fully informed, and this has to be logged. Some Dinghy section people

wanted the club house exclusively to themselves however DS made it clear that the youth sailing, Sailability, and training are highlighted on everything that is produced. Some support was shown at the AGM by members. A sub committee meeting will be called when there is something more to discuss.

#### **1163 SAILING SECTION**

SL was not present but had emailed her report.

1163.1 The sailing handbook is in hand and Sailing News will be emailed out this week in preparation for the sailing meeting on 4<sup>th</sup> March. Mast raising will take place on the 5<sup>th</sup> March and sailing commences on the 11<sup>th</sup> March.

1163.2 The proposal to donate money to the ASSF from 2016 was dropped and instead focus will be on the Barts Bash 2017. A suggestion was made that race entry fees are donated this year with the Skipper's advance knowledge, together with any other donations from the crew. SV considered this should be raised at the Sailing meeting on 4<sup>th</sup> March and see how the Skippers feel.

Action: SV to advise SL

1163.3 Congratulations were extended to two of the Sailing Section committee who won trophies at the AGM. SL felt they were well deserved and she felt very proud.

#### **1164 DINGHY SECTION**

1164.1 It was noted that John Pryke is still the Dinghy Captain, but is no longer a director. KH confirmed he will bring the report to the Board each month.

1164.2 Currently there is nothing to report from Dinghy Section. KH stated that the Cooler Series is running with good numbers.

#### **1165 TRAINING SECTION**

1165.1 KH reported that Training Section is going very well. An instructor course is running for 12 people and another 8 are on the waiting list so a second course may be run.

1165.2 The Young Sailors course is full and some extra weeks will hopefully be put on in the summer with some of the young instructors.

1165.3 KH confirmed it has been busy. Inspections are important and equipment and procedures will be checked at the end of March. KH is confident that we should pass ok. Generally everything going well.

1165.4 KH confirmed that the winter courses were a great success with only one person not completing the whole course. Boats are booked with Fairview for Day Skipper and Yachtmaster courses.

#### **1166 SAILABILITY**

1166.1 DT said there is nothing new to add as the season has not started.

1166.2 SV stated that he felt the AGM and Sailability membership were very positive. In looking forward, things are looking very good.

#### **1167 CORRESPONDENCE**

Alan Phillips was very grateful and wished the Board to be aware of his appreciation for the donation made to the Alzheimers' Society following the passing of his wife.

#### **1168 ANY OTHER BUSINESS**

- 1168.1 TK felt the Board would wish to thank the membership for attendance at the AGM, the good quality of the questions that were put in advance, and for the support shown to the Board. It was confirmed that there were more people in attendance this year.
- 1168.2 JB asked if LW could provide the outstanding figure that had been requested for group membership. KH offered to speak to the people involved. He felt that they have not got a synergy with Sailability as they cover people with social issues rather than with disabilities.  
Action: KH
- 1168.3 TL reported that the Shoreham Port public meeting is on 16<sup>th</sup> May at 18.30. It will be held at the Civic Centre in Southwick. DS commented that we must carry the Port with us especially with the work we are doing. Board members were encouraged to attend.
- 1168.4 TL raised the leak about the Percy Ludgate Cup; it was considered that this had already been raised and discussed.
- 1168.5 AM asked if there is any way we can bring the start of the Board meeting forward to either 19.00 or 19.30 in line with all other meetings in the Club. SV asked if there were any objections and three members were against a 19.00 start, and two members were against a 19.30 start as they wished to have time for supper before attending. It was therefore decided that the start of the meeting would remain at 20.00.
- 1168.6 DT asked about the long-standing issue of the repair bill for the west slip and whether any progress has been made. TK explained his research into the cost of replicating or buying some kind of alternative for the works we have. The repairs carried out were considered of good or reasonable value for what was done. Subsequently we cannot withhold payment any longer.
- 1168.7 A retrospective funds release may need to be raised when the report comes back. This item should be put on the agenda for the next Board meeting. TL queried whether Accounts have been asked to pay this.  
Action: TL
- 1168.8 LW requested that each section captain considers booking their finance requirements for the new budget. A new addition this year will be for activities sections; sailing, dinghy, training, diving, and Sailability, to come up with a mechanism to record which members are active and which are not.  
Action: CASC reporting on Agenda for March meeting.
- 1168.9 SV requested that the bulb be changed on the stairs to bar.  
Action: TL

**Date of Next Meeting:** Monday 20<sup>th</sup> March 2017 2000hr RER Shoreham  
Monday 24<sup>th</sup> April 2017 2000hr RER Shoreham

There being no further business, the meeting closed at: 22.14

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

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Steve Vyse, Commodore

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20<sup>th</sup> March 2017

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