

Summary of Actions

Item No	Item	Who	When	Status
1170.8	Cat Challenge/DN email address	JB	Immediate	
1172.1	Matters Arising/Volunteers Directory	HF/SV	April	Ongoing
1172.2	Matters Arising/New Members Support	HF/SV	April	Ongoing
1172.4	Matters Arising/Confidential Minutes	TK	April	Ongoing
1172.6	Matters Arising/Publicity & Members	IB	April	Ongoing
1172.7	Matters Arising/Sailing Section	SL	June	Ongoing
1172.8	Matters Arising/Group Membership	KH	Immediate	Ongoing
1172.9	Matters Arising/West Slip	TL	April	Ongoing
1172.10 vi	Matters Arising/CASC	All Directors	April	Ongoing
1175.6	SDP/Notice on website	JB/TK	Immediate	
1176.13	MMC/BMC Various actions	TK	April	Ongoing
1177.6	Staffing/Report	TK/GW	April	Ongoing
1180.3	Barco/Membership cards	IB	April	Ongoing
1184.8	House/In the Wind	SV	April	Ongoing
1184.9	House/Notices	IB/SV	April	Ongoing
1187.2	Correspondence/EA Tidal Wall Work	TL	Immediate	
1188.8	AOB/Future Sailing	SL/Dinghy/Diving	April	Ongoing

DRAFT

SUSSEX YACHT CLUB MINUTES OF THE MEETING OF THE MAIN COMMITTEE HELD MONDAY 20th March 2017

The meeting commenced at: 20.22 hours

Present:

Giles Weston	GW	Rear Commodore, Chair Bar & Catering Committee
Laurence Woodhams	LW	Rear Commodore, Hon. Treasurer
Kevin Headon	KH	Rear Commodore, Training Principal
Helen Foster	HF	Director, House Committee
Anne Macey	AM	Director, House Committee
Ian Bush	IB	Director, Chair, House Committee
David Golding	DG	Director, Buildings Maintenance Committee
Neil Prescott	NP	Director, Moorings & 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
David Nunn	DN	Director, Sailing Section
Sam Lippett	SL	Director, Sailing Section Captain
Tim Leigh	TL	Ex-officio, Secretary
Jenni Bignell	JB	Ex-officio, Assistant Secretary

Apologies:

Terry Kinch	TK	Vice Commodore, Chair M&M & BMC Committees
Steve Vyse	SV	Commodore, Chair Publicity & New Members

Absent:

Number Item

1170 PRESENTATION Re Cat 125 Challenge

1170.1 A presentation for a challenge was put forward by the Youth Team for the 125th anniversary of the club covering 125 miles and thereby raising money for RNLI and Sailability.

1170.2 Two teams are to take part; one with the youth sailors and instructors and the other for older and more experienced members.

1170.3 The boats to be used are a Dart 18 with single trapeze, owned by Club, and a Dart F18 which is slightly more complex and owned between four members. Emblems and logos will be applied to each boat.

1170.4 The course will be from Southwick, going around the Isle of Wight if possible, and back to Southwick with a safety boat assigned to each Cat and a mother ship.

1170.5 A Fundraising Committee has been created to put on events to raise money. Members will also be approached for willingness to contribute to funds.

1170.6 A couple of weekends have been set aside in June and July but the challenge will be done over one weekend. Teams will swap around in 2 hour stints. The objective is to complete the challenge in daylight hours; start in darkness and plan to be back in daylight. There will be a huge variance in speed, but the gates have a time limit for safety purposes. The mission will be aborted if any criteria cannot be met at the time, and it is of great importance that the weather must be favourable.

1170.7 All vessels, including the mother ship, are insured and will be within '5 miles from land rules'.

1170.8 DN suggested that the Youth Team provide an item for inclusion on the website.

Action: JB to pass DN email address to George Hinchliffe.

1170.9 KH commented that there is a strong support team behind the venture with Dorian and Tyler, who are both very experienced, being involved with training. Youngsters from two other clubs, Felpham and Worthing, are also being invited to further promote SYC.

1170.10 The plan is for the Youth Team to sail for 2 hours and then have 6 hours off. Experienced sailors will have 2 hours on and 2 hours off.

1170.11 KH will have ultimate control and decision making during the event.

1171 MINUTES OF PREVIOUS MEETING

All agreed true summary.

Proposed: Chairman; In favour: 10; Against: 0; Abstention: 4 (IB, HF, NP, and SL)

1172 MATTERS ARISING

1172.1 Volunteers Directory

HF has not yet met with SV but she has collected emails and found out who does what.

Action: HF/SV

1172.2 New Members Support

HF has not yet spoken to SV. She has received some ideas from members and will put together a proposal and meet with SV.

Action: HF/SV

1172.3 SDP Committee

i) TL reported that SDP's invoices to date have been submitted to the Council for payment but no payment has yet been received. The Council have indicated that all invoices to date will be settled but the sum agreed does not currently allow for VAT and TL has gone back in that regard.

ii) The Council are recommending an uplift in the total fee cap from the current £50,000 to £88,000 and that is going through their committee process now before coming back to SYC.

iii) The fees that SYC have incurred or are committed to (but have not yet been invoiced) are covered within £88,000. SYC probably won't require any other professional fees to get to the contractual stage other than the ongoing costs of the legal team and the London based property consultant team's fees which are not accounted for within the £88,000. TL has asked for estimated fees to get SYC to this point but has not yet heard back.

1172.4 Confidential Report Minutes

All Confidential Report Minutes related to accounts and debtors. LW reported that the items that the Board had proposed to write off have been dealt with, boats disposed of, and considerable progress has been gained. SYC are now left with 5 principle accounts outstanding. LW has sent a report regarding further actions to TK for presentation to MMC.

Action: TK to take to MMC

1172.5 Publicity and Members

JB confirmed that potentially lapsed members have all been contacted where possible via phone and email. There are still 70 unpaid members from a previous figure of 87, and required 2-3 working days to chase. LW requested that the policy now be that no member is lapsed until they have been contacted by telephone. TL confirmed the Finance Committee can adopt their own policy in this regard. LW will consider the timescale of membership renewals and determine when telephone calls should be made in the new membership year.

1172.6 Publicity and Members

IB reported that the item referred to swipe-style membership cards but that this will be held over until April. GW would explain further under the Barco report.

Action: IB

1172.7 Sailing Section

The item in question referred to the potential donation to the Andrew Simpson Sailing Foundation of race entrance fees for the 2017 Bart's Bash. This had been unanimously supported at Sailing Section meeting. SL explained that the Bart's Bash race was not part of a series of races and takes place in September. LW requested that the proposal be taken to Finance Committee in June for approval.

Action: SL

1172.8 Potential Sailability Group Membership

KH has not yet spoken with the group who applied for membership about potential synergy with Sailability. This was because their members had social issues rather than disabilities and therefore may not be appropriate for Sailability.

Action: KH

1172.9 West Slip

A retrospective funds release may be required for the work on the west slip upon receipt of the report from Johnnie Abrahams. TL has received the invoice but not yet had a request for payment. TK was absent from the meeting and TL did not know if the invoice has been paid. A retrospective funds release request therefore may be put forward in April.

Action: TL

1172.10 CASC reporting

i) TL reported that as at 17th March SV had not received feedback from any sections about CASC. All activity sections have been requested to record activities and give proposals about how to report them for CASC purposes. Activities will be monitored by CASC from April 2017. LW suggested Section Heads should go on the website and check CASC reporting requirements to ensure that all elements are reported, ie meetings, anti-fouling of boats etc

in addition to racing and sailing events. Information needs to be tracked successfully for compliance purposes.

ii) DN observed that the “written letter” of requirement would mean that more than 50% of members have to do more than 12 events per year. DN stated this equates to approximately 7,000 events that have to be tracked and considered. This is just the minimum requirement and appears a lot bigger challenge than previously stated.

iii) GR commented that a lot happens in and around the Club with members who don't necessarily go racing but may be working on their boats in the yard. These are still club related activities and are going on all the time but don't get reported, and as individual activities they should still be valid.

iv) It was confirmed that it was not necessary for activities to be group led and that anything is feasible, but tracking is the problem. LW considered self-appraisal could be considered

v) SL raised the point that in sailing activities there are participants who are not members, and asked how should they be recorded. It was advised not relevant for CASC purposes

vi) TL stated that the Yacht Club Secretaries' Association discussed CASC status last October and someone from the HMRC CASC office may be available to assist. The YCSA are hopeful that from the 60 clubs represented an inspection will soon take place which will aid the understanding of what is required. More information should be available at the next meeting in the second half of the year. TL stated that the YCSA are working closely together and keeping one another updated. LW hoped that the scale of what is required will be better known by April and some ideas for recording will be available for the April Board meeting.

Action: All Directors

1173 FINANCE

1173.1 LW stated that SYC are coming up to the end of the first half year and traditionally the half yearly figures are produced in April, preferably before the Board meeting. The intention is for the results to go out with the Board papers together with the budget pro forma. Committees are required to meet between the April and May Board meetings to discuss budget requirements for the financial year 1st October 2017 to 30th September 2018.

1173.2 LW requested DN to be available to sit in and listen to some of the committee budget meetings. Section Heads were asked to let the Office, DN and LW know when their meeting dates are set so their attendance can be planned.

1173.3 Each section should be able to present the date of their May budget meeting at the April Board meeting.

1174 BARCO FUNDS RELEASE REQUEST

1174.1 GW reminded the Board that previously they had been advised that there would probably be a further loan required for VAT payable in the next few weeks.

1174.2 DN produced some figures for the first two months and the overall figure applying to January was just under £800 profit, but the February figure showed just over £2,500 loss.

1174.3 GW stated that an event had been cancelled in February which would probably have earned in excess of £700. NS had also shopped at the end of the month for a large amount of food stock, the figures for which have fallen into February, where in reality the stock serves the forthcoming period of time. Consequently around £1000 could probably be considered as 'exceptional situations'.

- 1174.4 DN further stated that advertising for standard events like Club Nights had not been put on the website or In the Wind in sufficient time (late distribution). DN has now intervened and is updating the website. NS feels this has had a great impact on the numbers attending, especially for special one-off events like Pancake night and the early events in the month such as Club Night.
- 1174.5 GW confirmed that Barco Committee are confident that things are moving in the right direction and it was discussed that the early months of the year are always a quieter time.
- 1174.6 Turnover was confirmed as being down in February due to catering income being reduced, but that bar takings were fairly static.
- 1174.7 DT was concerned that money is constantly haemorrhaging from Barco and requests are made each month for funds release with only hopeful statements that it will break even. LW stated that is not correct and felt the fact it is brought up each month is both different and preferable as it shows that control is now in place.
- 1174.8 LW further reminded everyone that at the January Board meeting it was agreed that nothing could be projected and 3 months had to be allowed to pass before any strategy decisions would be made in April.
- 1174.9 DT further commented that the loss of one event does not make up for the shortfall as described. DN reiterated that lack of advertising had been crucial and was subsequently commented upon by many members.
- 1174.10 LW felt it is important to see what happens in March and that by April there will be 3 months worth of figures to be considered upon which a balanced decision may be made.
- 1174.11 Barco is to make representation for website use and take ownership of their marketing. It was felt it was important to see what the potential is for it to be successful. TL asked if this approach is the same for all committees, that they each have to take ownership for their own marketing. LW replied that if a committee is not getting what they want they need to approach the website owner, but they have to own their own requirements.
- 1174.12 LW confirmed that the funds release request is to maintain solvency in the company.
- 1174.13 NP stated that the individual month's results are not the important thing. Reporting either side of the month's end and seasonal fluctuations can make a huge difference. The prospects over the summer may be better.
- 1174.14 DN identified that the cumulative loss for the entire life of Barco is currently somewhere in the region of £44,000 of which £35,000 is supported by the club, but the remaining figure is supported by the creditors including VAT and others. Many suppliers take their money by direct debit, and no liberty can be taken with HMRC, so in order to remain solvent £10,000 has been requested. The alternative is to close it down. DN stated £10,000 would give a significant breathing space.
- 1174.15 GW proposed a £10,000 funds loan release in order to pay VAT. Barco does not anticipate coming back before at least the end of June for any further funds, however it was agreed that as a trading entity anything can happen.

Proposed by GW. Seconded by IB. In favour: Unanimous; Against: 0; Abstention: 0

1174.16 DN highlighted that at the end of last financial year (September 2016) a debit figure of £35,000 had been discussed. By the end of the current financial year this figure needs to be provided against and may need to have some of it written off. A strategy therefore needs to be considered and outlined. Barco were requested that when they meet for their budget meeting prior to the May Board meeting, that they should project to year end and consider next year's plan.

1174.17 LW gave thanks to the Barco committee for the quality of their reporting and work.

1175 SDP COMMITTEE

1175.1 LW reported that everything has stopped pending the Council paying funds, as previously outlined by TL.

1175.2 A meeting has taken place with professional advisors from both sides, and SYC made known their displeasure regarding the poor progress achieved. Some recommendations have now been sent to SYC by the advisors and they will be discussed with the SDP Committee.

1175.3 DN asked about the previous stated deadline of the end of March. LW reported that the deadline had been based on whether the LEP, as the budget holder for a large part of the money, would still exist on 1st April 2017. SYC now understands that the money is not tied to a single year, and therefore the conclusion is that the LEP will not be disbanded.

1175.4 NP asked if there is a deadline for finishing the tidal wall scheme. TL stated the only issue would be if the contractors on the main wall get to the SYC site and cannot continue there will be a huge cost involvement due to their demobilisation and remobilisation. NP expressed concern that without any deadline the project could roll on interminably.

1175.5 LW considered that SYC is leading the process now. Although there is still no indication of what sort of offer may be made LW confirmed it will be based on an equivalent reinstatement value. TK will brief SDP initially before any more information is brought back to the Board.

1175.6 DN suggested the website needs the Commodore to provide an update as all members expect something to be decided by the end of March.
Action: JB to contact TK to arrange this in order it can be checked by Oversight Committee before publication.

1175.7 KH asked if planning would go ahead as expected and it was stated that it would not. LW confirmed that the earliest possible date now would be the June or July planning meeting. The planning consultant will proceed to get to the point of being able to submit a planning application. The documents will then be held until we can proceed further, after which it will take 8 weeks to be considered.

1176 MMC/BMC

1176.1 GR reported in TK's absence. GR asked TL if a funds release was needed for jetty repair, but TL stated that it was budgeted within TK's authority.

1176.2 GR felt that staff issues should be noted. Jez Parsons has resigned giving two month's notice and Ben Coe will then be on his own as Ed Leckie is still away on long term sick leave. A vacancy was advertised in the Friday Ad and Indeed last week. No salary has been advertised and 90% of enquiries have come from Indeed. The calibre however may be very poor as the replies do not give much information. No advert has been placed on our website.

1176.3 LW asked the Board if they are happy for BMC & MMC to determine the recruitment method. TL confirmed that the job description has been altered to allow for a multi-skilled position.

- 1176.4 GR commented that things have fallen behind in the boat yard because of short staffing and it now being the 'busy season'. This is affecting all boat movements and there are also major issues with car parking. LW stated that over 20 boats are waiting to come out. KK asked if the problems in the process have been identified and LW stated that the business processes are not fit for purpose and require complete change.
- 1176.5 DS reported that as a member of MMC he had noted that the Boatswains are spending 20-30% of their time moving cars and that there is a lot more overnight parking. At 08.00 on two consecutive days DS had counted 21 cars (of which only 4 were members) and 19 cars (of which only 5 were members). DS also stated that with regard to Barco, members are not able to come in for lunch or events which will further dissuade attendance.
- 1176.6 LW considered that House Committee together with MMC/BMC should be involved in resolving car parking issues. GW had previously compiled a scheme which has mostly, but not entirely, been implemented. It was put on hold because of potential changes. GW wondered if the scheme should now be finished and create the last few spaces. However, a further problem is that a boat frequently has to be put in the corner of the car park and also heavy equipment is utilising space.
- 1176.7 GR suggested an overnight parking ban in the car park, even on a temporary basis. It was decided to discuss further in MMC.
- 1176.8 DT suggested that an agency member of staff be appointed to help Ben in the interim when Jez leaves. He considered that if earning potential is being affected the appointment of an agency member of staff will both increase the earning potential and cover the cost of the agency. Ben being left alone and struggling will not be cost effective.
- 1176.9 TL stated that Jez does not leave for two months and that recruitment should be made within that time. Ed is understood to be improving and MMC are hopeful he will return before the two month period. TL believed that staffing is not causing the impact on boat movements but the problem is boats in the yard that cannot go back in. If there was space in the yard the boats would be coming out. LW stated that the space in the yard has not been optimised. LW asked about the plan MMC had compiled over the last two years regarding the different sectoring for where boats should be and considered that had the plan been implemented current problem would not be so extensive.
- 1176.10 IB clarified that no car is meant to be left in the car park overnight without express permission from a Director or Secretary. The stickers previously used in this regard were stopped by the Commodore as they were upsetting members. It was suggested that the stickers did not reference the rule and it was considered more explanation and reference to the specific club rule may be required. GW suggested a letter could be put under the windscreen wiper first.
- 1176.11 KK questioned the assertion that staffing is not an issue. He stated that having worked with the Boatswains, he felt that Ed being away is a distinct and serious problem. KK found the Boatswains are working flat out. LW stated that he noted it took 3 ½ days for the boatswains to clear 25% of the yard and then 3 days to put it all back again. KK stated categorically that having been involved, there was not enough time to do the work. He highlighted an event of bringing in a boat that required 3-4 people as two club boats were needed, and stated that the lack of people is an issue. LW stated that with 1200 members in the club the members will have to help out.
- 1176.12 MMC confirmed they had commenced the discussion over time sheets for the boatswains and they will be issued on a trial basis. LW stated that the evidence will then show the workload and the value of the work, at which point MMC can make a decision and if necessary more resources will be provided. GR commented that there are simply not enough staff at the moment to fill all the demands. LW questioned what the staff are doing all the time and

wanted evidence produced. LW stated further that members are not always being charged for work undertaken.

1176.13 LW stated that due to Shoreham and Southwick buildings situations, maintenance is not being required and therefore Jez is available to assist in the yard. KH stated his concern that Ed being long term sick has had an effect and requested that this needs to be thought about. GR stated that a remedy is in hand with regard to Ed.

Actions: MMC to discuss car parking, time sheets, banning overnight car parking, general car parking layout, and boat parking layout to encourage more boats getting out.

1177 STAFFING

1177.1 GW reported on the staff meeting held on 27th February when TK and GW met with the office and boatswains staff. GW presented a summary of items discussed:

- i) Lack of communication is a problem, particularly in matters such as pay review.
- ii) A sub-committee previously decided on pay increases and reviews. The sub-committee no longer exists and perhaps should be reconstituted. To be considered by Flag Officers.
- iii) A possibility of indexed linked pay to be discussed at the same time.
- iv) Procedures for matters such as reviews need to be covered fully in the staff handbook after discussion with the HR consultant.
- v) Concerns were raised regarding overtime and how it is organised and paid for. The option of time in lieu doesn't always work and a new procedure needs to be agreed and must go in the staff handbook.
- vi) Barco has caused extra work for all staff although this is improving with NS now working as Steward and with help from David Nunn.
- vii) Chris Gooch is particularly overloaded and needs some help. She works a lot of extra hours and is not sure this is realised or appreciated and requested that it is noted by the Board.
- viii) The proposal of a new software package should hopefully alleviate a lot of the administrative problems and it is hoped to have this in situ in good time before the end of the financial year. There will however need to be a good lead-in time with sufficient time allocated for proper training.
- ix) The problems of extra work for everyone have been exacerbated by TL's considerable involvement with the Club House project.
- x) The question of flexibility was raised and it was suggested that to achieve this greater accountability and reporting would be needed. The consideration of time sheets was not popular in the office. It was accepted that they may be necessary in the boatswain's department so that time is accurately reported in order for appropriate billing to be recorded.
- xi) Staff would like to be able to put forward ideas and have them properly considered by the Board, Flags or appropriate sub-committee.
- xii) Concerns were expressed about the club website and getting it updated in a timely manner.
- xiii) Ed Leckie's return was discussed and concern was for Ed that this should be phased in appropriately at the time. It was noted that his absence has had an obvious impact on Ben and Jez.
- xiv) HR was discussed following a request that staff should have direct access. It was pointed out that this was only agreeable via TL or SV. Clarification of this will be needed in the staff handbook.
- xv) It was agreed that HR and staff matters should in future be an item on the main Board agenda.
- xvi) Staff meetings will need to take place monthly in advance of the Board meeting.
- xvii) The question of marketing was raised by the staff. TK was very keen to progress with proper up to date marketing and not just advertising by way of fliers etc. TK requested this also be an item on the main Board agenda each month.
- xviii) It was felt that all the staff should be thanked at the AGM as a matter of course and that this would be more appropriate than flowers to one member of staff only.

- xix) TL pointed out that it can often be difficult to plan far in advance as demands and requirements are made that need urgent attention, thereby affecting the plans for the day, as happened at the meeting when an urgent medical emergency occurred.

1177.2 TK and GW will meet to discuss items further.

1177.3 LW stated it was a comprehensive list of demands. GW confirmed it was a very constructive meeting but noted that nothing has been done since the meeting.

1177.4 DN observed that anything done over the next year requires simplification. The club is far too complicated, too many things are attempted in too much detail.

1177.5 DN requested that the Board should state that the comments have been noted with due seriousness and that the Board awaits the accompanying report from GW and TK with suggestions for actions to be taken.

1177.6 KK requested that GW and TK be entrusted with actions but LW stated that everything in the report had financial implications and therefore has to go through Finance Committee. LW considered that the Commodore would not agree to staff matters being delegated to two Directors in his absence. LW stated that upon receipt of the report the Board will work out how to fix the problems.

Action: TK and GW

1178 PUBLICITY AND MEMBERS

Marketing

1178.1 SV was not present but LW stated that it has been noted that marketing was raised three times during the meeting. TL reported that TK had requested marketing be added to the agenda for the Board meeting but SV had removed the item.

LW asked the Board to vote on whether marketing should be discussed at next meeting.
In favour: Unanimous.

New Members Listing

1178.2 JB confirmed to SL that a welcome pack is issued to all new members, including Fixtures and Training booklets.

1178.3 DN reported that a new member had made it known that they were very impressed at the speed with which the office responded when he became a new member, and wished it to be recorded.

1178.4 – 1178.9 CONFIDENTIAL MINUTES

1178.10 Thanks were passed to Charlie Camp for the use of Clipper at John Underwood's funeral wake.

1178.11 Vote for the proposed new members, resignations and lapsed members be accepted by committee.
Proposed: LW; In favour: unanimous; Against: 0; Abstention: 0.

1179 ROYAL ESCAPE RACE

1179.1 In the absence of SV any discussion on the Royal Escape Race was deferred to April. TL stated that the office is getting a lot of enquiries about when the notice of race is going to be issued and entries will be accepted. When TL spoke with SV the previous week he had replied "soon". SL will advise sailors that the notice of race and entries will be available "soon".

1179.2 LW asked SL to see if she can help and support SV. LW will also speak to SV. SL will speak to Steve Thomas, Race Director for Royal Escape, and see if he knows of anyone with expertise who could help.

1179.3 LW also asked KH to speak with SV about the Royal Escape race and see what help he could offer.

1179.4 DN stated that there will be practical difficulties on the day as the tides will be unfavourable on the day and make it difficult to get out of Shoreham. It will be important to know if there is a change to start times.

1180 BARCO

1180.1 GW and LW considered that Barco items had already been covered.

1180.2 NS has various ideas regarding marketing over the course of the coming weeks.

1180.3 Till and membership cards were mentioned previously but IB has looked at this with NS and is putting together a business plan to present in April.
Action: IB April

1180.4 NS is putting together a proposal for non-member food prices and will present it soon.

1181 DINGHY SECTION

1181 KH reported that the winter series has finished, and a meeting this week will start the next round.

1182 TRAINING SECTION

1182.1 KH stated that it is very busy with the start of a 3 weekend dinghy instructors course coming up next weekend. Power Boat 2, VHF, and First Aider courses are all full and are proving very popular and in high demand. There is a lot of pressure on the team at the moment and KH will need to look at different ways of doing things in the future to make it sustainable.

1182.2 KH stated that Yachtmaster and Day Skipper practical courses are running but there is a space on the boat which is already paid for. A request was made to consider suggestions for someone who is deserving of the space. It would be for a discounted but confirmed allocation. A request was made to let KH know of anyone who could be considered.

1183 SAILABILITY

1183.1 DT reported that fitting out took place last weekend and it was successful. The dinghy store has now been sorted out.

1183.2 Sailability main committee has had a restructure. John Mactear is Strategic Chair and Chris Hodge has taken the Operational Chair position.

1183.3 KH stated that many more people attend than can be dealt with and therefore strategically there is a problem of where they are able to go. There is a shortage of strong volunteers on the sailing practical side although they have robust fund raising and shore based support. It is difficult to find people with the right personality who can sail a dinghy on the river with someone who has a disability.

1184 HOUSE

1184.1 IB reported that the previous comment in the book was made in September 2016 but there have been quite a few comments made this month and they are very positive.

1184.2 LW asked if the comments were solicited and IB reported that whilst people are encouraged to write in the book, emails were unsolicited.

1184.3 The Comments Book has been moved in the bar area so it is more easily available.

- 1184.4 The main TV will be updated to show a rolling presentation for additional promotion of events.
- 1184.5 House Committee are considering moving the TV from the stairs to the lobby for improved utilisation.
- 1184.6 NS requested, within reason, to send out emails on a regular basis. LW stated that 4-5 years ago a Director had used the club email database contrary to Data Protection legislation and it had caused considerable problems. It may therefore not be permissible for NS to do this. It was confirmed that there must be a positive 'opt in' and an 'unsubscribe' option.
- 1184.7 KH warned against too many emails being dispatched when In the Wind is already going out. He felt the danger is that too many emails will result in members unsubscribing from everything.
- 1184.8 IB requested that In the Wind is published at a more appropriate time, at least a week earlier. TL stated it is meant to come out on the last day of the month, and JB confirmed it is currently produced with items included for the early part of the following month. Publicity and Members Committee need to consider a change in the timing of In the Wind being dispatched. GW considered it should be published a week before club night or perhaps be event-led rather than calendar-led. In the Wind will be discussed further under marketing strategies in order to improve general communication.
Action: SV
- 1184.9 KK requested that the notices for inappropriate and racist behaviour should now be removed. IB confirmed that they were put up by the Commodore and LW requested that House should contact SV and request the notices be taken down.
Action: IB to contact SV

1185 SAILING THROUGH HISTORY

- 1185.1 DS reported that the initial work came in under budget at £11,931, having been given a start up grant of £13,000, and the balance has been returned to the Lottery people. A new case manager, Joe Minden, has been assigned and he has requested a meeting in London towards the end of April/early May.
- 1185.2 The first official Stage 1 application will begin following the meeting and this will involve a lot of work. The sub committee will meet to decide who from a list of three consultants will undertake the work. The club has to provide 10% of the total amount, although this does not necessarily have to be in cash. It can instead be costed as time (e.g. volunteer's time is currently rated as a standard value of £12 per hour).
- 1185.3 DS will report back to the Board in May.

1186 SAILING SECTION

- 1186.1 SL reported the mast is now up on the beach. Although 4 races had been scheduled only one went ahead due to rain, fog and storm Stella.
- 1186.2 IRC provides a 25% discount for start up and SL has submitted 5 validations with two boats who got certificates for first time ever.
- 1186.3 Next week there will be a committee meeting of the Sussex Combined Clubs about the IRC Championships. SL is ensuring SYC are very involved and represented. SL will report back at April meeting.
- 1186.4 SL confirmed that SCC publicity material has been promoted around club already. The next stage is to get the sailing instructions.

1187 CORRESPONDENCE

1187.1 TL noted all letters of thanks from Honorary Members.

1187.2 Environment Agency re Adur Tidal Wall – A formal notice has gone out advising there will be temporary periodic but regular access restrictions to the SYC site on the south bank whilst they are working in that area, although not directly on our land. LW requested that a risk assessment and method statement be provided for all works around our land.

Action: TL to obtain risk assessment and method statement

1188 ANY OTHER BUSINESS

1188.1 GR suggested a slight change in policy to allow the Boatswains to undertake overtime. Overtime currently has to be agreed by prior arrangement. GW said overtime had been discussed and needs to be included in staff handbook. LW stated he would not consider any overtime request until time sheets are in place. He has seen instances of boatswains working late because they chose to and they did not bill the member for the work undertaken.

1188.2 GR commented that when the boatswains start using timesheets, that perhaps a trial run at overtime should then be considered. LW stated that he had serious objections and currently has no idea what the boatswains do on a daily basis. He further stated that TK reports he is unable to manage Ben, nor is the office or MMC. LW was absolutely categoric that he will not support overtime without evidence.

1188.3 DT asked who normally agrees any prior arrangement. LW stated that previously it would have been TL but now overtime was only to be paid in a force majeure event that has to happen outside normal working hours due to tide restrictions, boat sitting on its mooring that has to be brought up, etc. Only then is an overtime claim valid and this is the only exception. This is never an excuse for something to be done outside the working day when it could be done within the working day. The work undertaken must then be charged to the insurance company or individual member. LW stated it is 'back to back' with his assurance that he can recover the money.

1188.4 KH asked what happens when boatswains need to do overtime to facilitate member's requirements. Ben had reportedly agreed that previous boatswains had historically abused overtime possibilities. LW stated that sometimes BC does his private work during normal work hours and then does club work outside his hours. LW commented that he wants members to get fair value for money for the salary being paid and there is no way to know if this is happening. LW stated that BC does not bill for certain things and there are issues with efficiency, but reaffirmed that Boatswain's overtime would not be supported.

1188.5 IB reported that the lights on the stairs are often switched off, especially in the evenings. Lights should be put on at the top and bottom of stairs on opening up.

1188.6 IB further stated that the lights in the entrance are often off. IB requested they be put on a time switch. LW suggested BMC consider a dawn to dusk light sensor. TL stated he puts lights on in the morning and someone is turning them off.

1188.7 NP stated that several months ago the Board approved spending on a retainer for an HR company and questioned whether the time allowed is sufficient and worthwhile. LW replied that some use has been made and that TL has met the HR representative several times. She was brought in to create working documents for Barco which are currently sitting with NS awaiting approval to issue. NP asked if we are using the 2 hours per month allowance and it was confirmed that SV has used some of it.

1188.8 KH expressed concern that the focus on sailing development is being lost with the current building works taking centre stage, and asked where SYC will be in 5 years or 10 years' time. He asked the Board to consider this point in order to formulate a development plan that can

be shared with members at the Royal Escape and other meetings. LW stated we cannot hold off developing the club. KH asked SL and Dinghy section, plus diving section, to give input.
Action: SL, Dinghy Section, Diving Section

Date of Next Meeting: Monday 24th April 2017 2000hr RER Shoreham
Monday 15th May 2017 2000 hr RER Shoreham

There being no further business, the meeting closed at: 22.58.

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

Laurence Woodhams, Rear Commodore

24th April 2017
