

Sussex Yacht Club

Minutes of house committee meeting held at Shoreham on July 10th 2014

	<p>Present : Pat Hill, Brenda West, Sue Large, Neil Fraser-Betts, Giles Weston, Ian Bush, Simon Haffenden, Tim Cork..</p>	
	<p>Apologies for absence: None</p>	
	<p>Minutes of last meeting: Agreed. Matters arising: <i>Matters Arising –previous minutes</i></p> <p><i>The cookers at Southwick clubhouse need a deep clean. Awaiting survey report, before being included in budgets</i></p>	<p>Survey report received. Included in budgets.</p>
	<p>Franchisees Reports: Bar No new entries in Comments book.</p> <p>A request for more racking- details & <i>budget still required..</i></p> <p>Tim suggested bookings held over a set number for any reason should be rewarded for using SYC. A voucher to use the restaurant with a free meal & wine for 2 people when a minimum of 4 booked. Encouragement for continued use of facilities and new members.</p> <p>Sailability & parking. Barriers to be supplied to mark out a designated area for use by sailability, to leave room for other members.</p> <p>The bar/restaurant have requested recycling bins for their use for bottles and card. To be separate from main rubbish. <i>TL has sorted contract which is ready to go, but not finalised, so bins are not yet in place. Awaiting an enclosure to be built to enclose bins. Need to have general bins & separate recycling bins. Tim Cork to liaise with Tim Leigh to progress this.</i></p> <p>A request from the bar to amend the bar opening times to: Mondays 12-3 5-9 Tuesdays 12-3 5-9 Wednesdays 12-3 5-11 Thursdays 12-3 5-9 Fridays 12-11 Saturdays 12-9 Sundays 12-9</p> <p>It was agreed with the proviso that if a request was made to stay open when members were leaving Southwick (Tuesday evenings) to come to Shoreham, the bar would remain open. General days as shown. Functions/meeting times to suit event.</p>	<p>Inc. in budget</p> <p>With Tim & Simon Ongoing</p> <p>TC/TL</p> <p>These details have been sent to Jacqui/Steve to be included ITW</p> <p>Together with this info</p>
	<p>Franchisees Reports: Catering: Simon has received e-mail compliments which have been sent to Jacqui in the office.</p>	

	<p>Franchisees Reports:</p> <p>Catering: Simon has received e-mail compliments which have been sent to Jacqui in the office.</p> <p>Simon needs to be able to open the sliding door to the restaurant. Another key is required. In the meantime the key must be accessible to Simon for his early morning breakfast meetings.</p> <p>Simon has also been asked to clean the kitchen windows.</p> <p>Simon advised that he would always be prepared to cater for any functions for members. He is to supply an advert to Pat and she will have in inserted into ITW and Wavelength.</p> <p>The club to advertise and promote more sporting and general events throughout the year. At these events basket meals will be available to coincide with the events. List of suitable events being prepared by Susie & Tim.</p> <p>Catering: / Functions:</p> <p>June 28th:- Karaoke evening.. Chris to provide Karaoke and run the evening. Plus food £10 per head. <i>Promotion needed.</i></p> <p>July 12th Summer Party:- Caribbean themed/ Menus agreed Food £12. Tickets required. <i>Promotion needed TC</i> Mark will make up a play list instead of band or disco. Lack of numbers & no moorings booked. Decided to cancel the party. Not enough to even cater basket meals.</p> <p>Aug 1st Club Night;- Fish & Chips & sweet. Adverts needed</p> <p>Sept 5th Club Night;- Jamaican themed.</p> <p>Future event :- Trafalgar Night October 21st</p> <p>Prizegiving Dinner;- Menus needed</p> <p>Christmas Dinner/Party :- background Christmas music.</p> <p>NYE:- GW recommends a band he has seen and is to book it for NYE Three course meal to be plated with silver service. No self service. £30 per head.</p> <p>Private function approvals :- Fox & Sons regular bookings. It was agreed that if they turn up early there will be no extra charge. One private function applications received and approved.</p>	<p>TL</p> <p>SH</p> <p>SH/PH Not received from Simon Ongoing</p> <p>Info sent to TC. SL to send again</p> <p>Poorly supported. Perhaps wrong time of year. Another maybe Jan/Feb</p> <p>Poorly advertised – only on the web site.</p> <p>PH</p> <p>SH/PH</p> <p>All booked</p> <p>Going well</p>
	<p>Marketing & Publicity: It was also noted that while most sections have Facebook access, a general Facebook site would be an idea to advertise</p>	

	<p>Balcony Furniture: Balcony furniture has arrived. Decided against chaining the furniture in view of its weight, and instead will be branded. Suggested that stoppers be added to the bases to keep it off the tiles and stop water ingress into wood. Rubber stoppers are in the office. To be glued on by Ian & Giles.</p>	IB/GW
	<p>Bar Refurbishments Meeting arranged on Friday 13th June with bar consultants to advise possibilities with design, furniture, bar stools etc. Brochures to be supplied. Consultation to include Andy - electrician and Mark. Urgently need costs to include in budgets. (Two large burgundy leather sofas to be retained).</p> <p>The work to the cellar floor is completed. Environmental Health are not due to inspect this yet. Environmental Health have specified the work required in the bar. There must be non porous, sealed units to the bar and the back of the bar. A specification is being prepared by LW/TL and 4 contractors have been approached. The work to be carried out overnight. The first two weeks of August are traditionally quiet. Tim Cork feels six week notice is required and is to liaise with LW/TL. The cellar floor and bar alterations will be inspected together.</p>	<p>Figures included in budgets</p> <p>TC/LW/TL</p>
	<p>AOB An application for funds release at July Main Committee for the Epos till.</p> <p>Stiletto in the restaurant:- Booking Forms to be marked that if damage is found after an event the deposits will not be returned. More signs with explanations of why stilettoes are banned are required. - Also to be included in ITW and Wavelength.</p> <p>GW mentioned the need for tickets for functions. These need to be behind the bar. Despite previous requests this is not happening. To be brought to the attention of the office again.</p> <p>A member had recently e-mailed the restaurant for a Club Night booking and received no response. Simon advised he had smashed his screen and was unable to receive e-mails for 3 days. Apologies but mentioned that all the e-mails to him are also received by the office, who advise him of bookings.</p>	<p>PH to contact office again PH/TL</p> <p>PH</p>
	<p>Date of next meeting: Thursday August 14th @ 7.30pm</p>	