

SUSSEX YACHT CLUB

MINUTES OF THE MEETING OF THE MAIN COMMITTEE

HELD MONDAY 25th OCTOBER 2010

Present:	A Saunders	Vice Commodore, Meeting Chair
	David Ramus	Rear Commodore & Hon. Treasurer
	D Skinner	Director, Chair, Moorings & Maintenance Committee
	Di Saunders	Director
	T Voice	Director
	J Pryke	Director, Captain, Dinghy Section
	G Whittington	Director
	K Headon	Director, Training Principal
	D McSwein	Director, Webmaster
	B Watkins	Director
	M Twell	Director
	M Mayall	Director, Publicity
	T Leigh	Ex-officio, Secretary
	Jacqui Flood	Ex-officio, Minute Secretary
	Laurence Woodhams	Ex-officio, Sailing Section Captain
	Apologies:	
	D Copeman	Commodore
	M Lindsay-Hills	Director, Chair Sussex Sailability
	D Lee	Director, Chair, BSAC

What: Action to be completed

Who: Person assigned to complete the Action

When: Deadline; date by which the Action is to be completed by assignee

Status: Ongoing, On Hold, Over Due, Complete

#	WHAT	WHO	WHEN	STATUS
224	MINUTES OF LAST MEETING			
	There being no amendments minutes accepted as true summary of the meeting.			
	Proposed: DSKI 2 nd : GW Carried Unanimously			
225	MATTERS ARISING			
	225.1 207.1 Hocine			
	AS advised that House Committee had decided to wait for a momentous occasion before making a presentation to Ho. They have suggested waiting until his 30 th anniversary in three years' time.			CLOSED
	225.2 199.2 Wavelength			
	On agenda.			
	225.3 209.1 Funds Release – Two Jacobs Cradles			
	TL confirmed that the cradles had now been ordered.			CLOSED
	225.4 209.2 Funds Release – Cellar Cooling Unit			
	Unit in place and working but cellar insulation still to be finished.			CLOSED
	225.5 210.1 Honorary Members			
	On agenda.			
	225.6 210.4 Percy Ludgate Trophy			
	On agenda.			
	225.7 211.2 Scrubbing Posts			
	On agenda.			

#	WHAT		WHO	WHEN	STATUS
	225.8	211.4 Parking at Shoreham and Southwick			
		DSki advised that he had placed an article in Wavelength asking for the Members to self police. TV commented that he believed that a proposal was going to be put forward to the meeting. DSki confirmed his committee was tasked with considering this matter which agreed to write an article for Wavelength.			CLOSED
	225.9	Liveboards/Electricity			
		DSki also confirmed he had written an article regarding the over usage of electricity in the yard. He confirmed that the Club's electrical consultants were providing information on a base figure for consumption and he, again, would be asking the Membership to be considerate in their usage.			
		TL advised the meeting that under the Club's rules, which were drawn up with guidance of the Council's definition of "liveboard", the Club did not have any liveboards.			
	225.10	216.4 Engineering Breakdown Insurance			
		TL confirmed he had spoken to Wise regarding the hoist and they have agreed to extend the warranty on the recent repair.			CLOSED
	225.11	Worthing Rowing Club			
		TL advised that Worthing Rowing Club would be joining as a Group Member. TV asked how much would they be charged. TL confirmed the basis of their membership would be along the lines of a Sailability Group, which meant they bought x amount of membership and that amount could use the facilities at one time.			CLOSED
	225.12	Anthony Simpson			
		DSki advised he had written to Mr Simpson advising him of an extension to his single lay up fee for a specific period of time. He had not received any further communication from Mr Simpson.			CLOSED
226	NEW MEMBERS' LISTING				
	List read through.				
	The Board offered their condolences to June Masters for the loss of Stuart, past Club Secretary.				
	Proposed: BW 2 nd : DSki Carried Unanimously				
227	FINANCE				
	227.1	Approval of Audited Accounts			
		TL confirmed that all had received the draft accounts. DR asked for any questions.			
		DSki thanked TL for dealing with his queries over the weekend. He noted that the budgeted net profit of £25k had ended up at nearly £76k. DSki thought that it was a pity that this figure was not known when this year's budget was set.			
		DSki commented on the rise of some £8-9k in employment expenses. TL commented that this was mainly due to seasonal staff and an increase in Employers' NI contributions and that the Board agreed the staff would enjoy a new benefits package. DSki commented that he was pleased that a provision had been made in the accounts for bad debts and an increase in Training profit.			

#	WHAT	WHO	WHEN	STATUS
	<p>BW asked how the figure of £22k for bad debt provision had arisen. DSki stated that the figure of £5k in last year's figures was a loss. LW asked whether bad debt recovery will appear on next year's accounts? TL advised it would.</p>			
	<p>DSki believed that the most money was being taken from boat owners and many will ask why mooring fees had risen so much. He believed the rate should be RPI. DSki read from TL's reply to his initial queries which stated: "David Ramus and I agreed strategic reductions in expenditure where budget holders had not voluntarily been forthcoming. They were all appraised of their new limitations.</p> <p>You are correct that the funds requested are outside of budget; David and I do keep a close check on these. We would not be looking to revisit the budgets agreed with sub committees at this time but will review administrative budgets as it is hoped we can find some of the funds required from these, particularly for the additional staffing. The hourly rates for new staff work out at c£7 per hour.</p> <p>Accounts: The black hole was created last year and as figures and tariffs had been set, we could do nothing about it until this years' fee review. As you state in this years accounts, the black hole is still there just a little less. I agree with you about the subs reduction concern and am monitoring this years renewals very closely.</p> <p>Salary increases last year were less than 2%, the balance was from employment of seasonal staff and increases in the percentages we had to pay in employers contributions and National Insurance, together with the agreed death in service and critical illness insurance for all staff.</p> <p>Bad debts: Following a detailed review at audit and with their full concurrence, we have taken advantage of the good figures to agree the write down of a number of potential bad debts."</p>			
	<p>The meeting was advised that the reason for the larger than budgeted profit was due to the fact that the new hoist was purchased in the last financial year and the income from the sale of the new hoist was received in the next one. Without the income from the sale of the hoist the profit figure would only be slightly higher than budgeted.</p>			
	<p>LW asked if he could have sight of a year on year percentage increase on Club fees. TL to email.</p>	TL	IMMED	Sent 26/10
	<p>AS asked why the Royal Escape Race was showing a loss. TL advised that this was due to the purchase of stock which would be sold over many years but the purchase of said items were written down in one year only. Sales of items would show a profit in future years.</p>			
	<p>BW asked for clarification on the amount of £23k shown as being spent by the Office on postage, stationery, printing and admin. TL offered to provide BW with a detailed breakdown of the items and advised that the Office were responsible for purchases for the use of the Club as a whole and many such purchases were shown in this figure.</p>			

#	WHAT	WHO	WHEN	STATUS
	MM suggested that the bank loan could be paid off with the surplus. TL advised that this was a possibility but the Club had the loan at an advantageous rate and that it would be paid off in the next two years. GW believed it better that the Club had "money in pocket". LW stated that there was no advantage to pay back term borrowing if it had gone more than half way through the term.			
	DR hoped that all questions had been answered.			
	Proposed: DR 2 nd : DSki (with thanks to the Office, concurred DR) Carried Unanimously			
227.2	Request for Funds – Scrubbing Posts			
	DSki reminded all that his Committee were seeking c.£3.5k for replacing the old posts.			
	AS asked whether wooden posts would be adequate. DSki confirmed that they would be. TL advised that a works license was required for the Port and that they were aware of the proposed works.			
	MM asked what mooring arrangements come with the new posts. DSki advised it would only be the two posts, no cross members. MM believed this might hinder mooring.			
	DSki offered his thanks to Graham Roberts and John Mackley for their work in this matter.			
	DSki asked the Board for £3.5k, maximum, outside of budget.			
	Proposed: DSki 2 nd : DR Carried Unanimously			
227.3	Request for Funding – Employment			
	TL advised that this matter had previously been brought to Committee in May/June and was turned down. Concern was raised at the Sailing Section AGM as to the helpfulness of the Office. TL stated that the Office workload had increased immensely but the staffing levels had remained the same. All staff work considerable extra hours in their own time. The staffing levels in the yard had decreased by nearly 30% in last 10 years but the workload had increased. TL commented that unfortunately work parties no longer happen with the regularity they used to. He was asking for two part-time members of staff for a couple of mornings per week to alleviate the increase in workload.			
	MM asked whether it would not be better to have one person in four days per week. TL believed that due to the different nature of the roles, two people were required.			
	BW asked what the staffs' current pay, hours and contracts were. TL advised that the only Flag Officers agreed and monitored staff salaries and terms of contract. He also advised that the Boatswains' hours were 0800 – 1600 and the Office 0900-1400. BW asked what would happen with the seasonal worker in the yard. TL confirmed if proposal agreed, a seasonal worker would not be required.			
	KH stated that he would not be happy for Training to subsidise the salary of the Office part-timers. TL advised that there was never any suggestion this would happen. DSki asked whether the part-time staff would get the same benefits. Yes			

#	WHAT	WHO	WHEN	STATUS
	MM commented that he believed the Office would not ask for extra staffing if it were not needed and that the Directors should support their request.			
	GW concurred that the Office should be supported. The staff work more than their contracted hours unpaid, which was wrong. GW also believed that the Boatswains should not be used for menial work.			
	LW asked whether there was a forecasted increase in paid boat work or was it expected to decrease. DR confirmed it was expected to increase. LW asked whether the proposed number of working hours would be likely to increase. TL confirm they would not.			
	DSki asked what the hourly rate would be. TL confirmed circa £7 per hour plus employment expenses.			
	TL asked that the proposal be changed to 3-4 hours per day, approx. 2 days a week but would like flexibility. LW suggested that actual salary and working hours be agreed by TL.			
	Proposed: AS 2 nd : MT For: 9 Ag: BW Carried			
228	AGM 2011			
	228.1 Honorary Members			
	Current list as per last annual report, with the sad removal of Stuart Masters. TL reminded that Giles Weston asked that Sally Gillett and Stuart Dodd be reappointed as Honorary Members.			
	Proposed: DSki 2 nd : MT For: 5 Ag: 3 Ab: 2 Carried			
	228.2 Presidents & Vice Presidents			
	TL advised that Richard Jackson, current Senior VP was happy to stand as President. Jill Stevenson was standing down as a VP and Rob Grierson and Chris West were also happy to restand.			
	Proposal that Board propose Richard Jackson as President and Chris West and Rob Grierson as Vice Presidents.			
	Proposed: DR 2 nd : MT Carried Unanimously			
	Proposal that Derek Copeman, retiring Commodore, be proposed as a Vice President.			
	Proposed: DR 2 nd : KH For 8 Ab: 1 (DSau)			
	228.3 Percy Ludgate Trophy			
	Discussion held and recipient chosen.			CLOSED
229	ARTICLES OF ASSOCIATION			
	It was proposed that the new Articles of Association, drawn up in line with the new Companies Act 2006, be accepted, subject to AGM approval. All confirmed receipt of copy and DSki thanked those Members who helped with this task.			
	Proposed: GW 2 nd : TV Carried Unanimously			
230	CLUB DEVELOPMENT PLAN			
	In the Commodore's absence, it was agreed to carry this item over to November's meeting.	Comm/ AS		Nov Mtg

#	WHAT	WHO	WHEN	STATUS
	2150 Meeting took break. 2200 Meeting restarted.			
231	PROPOSED RECEPTION AREA IN FOYER			
	TL stated that the current set up was neither practical nor welcoming. Using the same door as an entrance to the Office and also a workplace for staff dealing with callers was inadequate. He wish to propose that a proper reception area be created by cutting a 1.5m wide window in the Office wall, which would take the place of the current "for sale" noticeboard.			
	TL confirmed he had received confirmation that neither fire nor building regulations were required though the Fire Officer would like to see a 30 minute fire proof shutter. TL advised that there would be a less than semi-circular worktop in the foyer for use by visitors. It was asked whether this desk would be suitable for wheelchair users. The meeting was advised that the design was restricted by the cable trunking and had to be at a certain height.			
	TL reminded all that it was not his intention to make the Office out of bounds but to ensure that those visiting the Office do so on business. He also reminded the Board that it is an unwritten rule that the Directors, when on Board business, are always welcome in the Office.			
	GW asked whether the lessening of footfall in the Office assist the staff. TL confirmed it would.			
	Proposed: GW 2 nd : BW For: 8 Ag: 1 (DSki) Ab: 1 (DSau)			
232	WAVELENGTH			
	MM thanked those who had contributed, though he was still waiting for promised articles.			
233	FIXTURE CARD			
	JF advised that she was still waiting for Sailing Section's contribution.	LW	Immed	
234	FIRE REGULATIONS			
	TL advised that the Fire Officer recently conducted a full inspection of the building. Overall he was happy but raised a couple of minor points which were being dealt with. The Officer commented that he would not be happy with an increase to the numbers allowed in the Restaurant.			
235	SHOREHAM PORT AUTHORITY			
	TL advised that he recently attended a meeting with the Port at which they gave a pre-board approved copy of their byelaws. Segments of the document have distributed to relevant Members for their comments on how they could affect the Club, specifically to racing.			
	TL also advised that the Port have asked the Club to host a meeting on 25 th November. TL to attend and suggested either Commodore or LW to attend as well. LW confirmed he was happy to attend, though believed the Commodore would be more appropriate.	Comm/ LW	25/11	Ongoing
236	CORRESPONDENCE			
	236.1 Item Held in Confidential Minutes			
	236.2 Lions' Club Catering Event			
	AS advised that the Lions' Club made a complaint about the catering of their recent event. The letter has been passed to the Caterer and AS is awaiting his response, which once received he will reply to the Lions' Club.	AS		Ongoing

#	WHAT		WHO	WHEN	STATUS
237	AOB				
	237.1	Laying Up Supper/Pursuit Supper			
		DMcS commented that he believed some Members thought the Pursuit Supper would be happening at Southwick this weekend. He was advised that the Pursuit Supper was now combined with the Laying Up Supper on 30 th October and that this was advised in October's "In The Wind".			
	237.2	Table in Bar			
		BW gave thanks to whoever returned the high table to the bar area.			

There being no further business, the meeting closed at 22.40
