

## SUSSEX YACHT CLUB

## MINUTES OF THE MEETING OF THE MAIN COMMITTEE

HELD MONDAY 20<sup>th</sup> FEBRUARY 2012

<b>Present:</b>	A Saunders	Commodore & Chair
	D Skinner	Rear Commodore, Chair Moorings & Maintenance Cttee
	C West	Rear Commodore, Chair House Cttee
	L Woodhams	Rear Commodore, Hon. Treasurer
	B Watkins	Director
	Di Saunders	Director
	G Roberts	Director, Health & Safety
	Pat Hill	Director
	K Headon	Director, Training Principal
	Terry Kinch	Director
	Tim Cork	Director, Sailing Section Captain
	Ian O'Dell	Director, Captain Dinghy Section
	Steve Vyse	Director
	Dave Norwood	Director, Chair BSAC
T Leigh	Ex-officio, Secretary	
Jacqui Flood	Ex-officio, Minute Secretary	
<b>Apologies:</b>	David Ramus	Vice Commodore & Hon. Treasurer
	M Mayall	Director, Publicity
	G Roberts	

*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
<b>413</b>	<b>COMMODORE'S ADDRESS</b>			
	The Commodore advised all present that he wished meetings to start promptly at 2000 hours and asked that all attending should be seated prior to 2000 hours.			
	The Commodore welcomed all the new Directors to the meeting and hoped they enjoyed their tenure. The Commodore reminded all that questions should go through the Chair and that only one meeting at a time could be held.			
	The Commodore advised that certain parts of the meeting were confidential, not necessarily the whole meeting but asked that no items raised were discussed outside until the minutes are approved by the Board. He reminded all that the Board was a democracy and there could be vote outcomes that not all agreed with but that was a democracy.			
<b>414</b>	<b>DIRECTOR RESIGNATION</b>			
	Commodore advised that Keith Phelps had resigned as a Director. LW commented that that was a shame as John Pryke, who resigned when he stood down as Dinghy Captain, would have liked to remain a Director.			
	BW asked why Keith had resigned? The Commodore advised that Keith had not been happy with the outcome of two votes and that the Club would not allow him to use outside caterers when arranging Peter Huxtable's retirement party.			
	CW commented that he regretted Keith's decision to leave and that he would miss his contributions to the meetings. LW asked whether there was anything in the Club's constitution that allowed a Director appointment before the next AGM. TL advised that this was not permissible. A person could be co-opted on to the Board and voted in as a Director at the AGM. The exception to this rule was when a Director had resigned to stand for a Flag Officer position and was not successful, they then could be co-opted as a Director.			

<b>415</b>	<b>MINUTES OF LAST MEETING</b>				
	Commodore asked for any comments – non.				
	Proposed: LW 2 <sup>nd</sup> : DSau Carried unanimously				
<b>416</b>	<b>MATTERS ARISING</b>				
<b>416.1</b>	<b>398.1 – Mooring Extension at Southwick</b>				
	Dski confirmed the item was still ongoing and he would report at the March meeting.		Dski	March	Ongoing
<b>416.2</b>	<b>398.2 – Club Development Plan</b>				
	Item on agenda.				
<b>416.3</b>	<b>398.6 – Race Marks</b>				
	Item on agenda.				
<b>416.4</b>	<b>398.7 – Wavelength</b>				
	Item on agenda.				
<b>416.5</b>	<b>399 – Club Development Plan</b>				
	Commodore advised that amendments had been made and the Plan will be distributed to the Board shortly. KH asked whether he could use this version of Plan in any requests for funding he may require. Commodore confirmed he could.				
<b>416.6</b>	<b>402 – Sub Committees</b>				
	TL advised that he was still waiting for a list of responsibilities for those people who sat on House Committee. LW stated that he would be providing the Office details of the Finance Committee.		LW	Asap	
<b>416.7</b>	<b>405 – Locking Up</b>				
	Commodore confirmed that a cctv monitor and “panic button” had been installed in the bar.				
	Commodore confirmed he would be speaking with Hocine regarding any possible ideas he may have regarding the closing of the building at night.		Comm	Asap	
<b>416.8</b>	<b>407.2 – Lapsed Members</b>				
	LW advised that he was unable to make contact with the lapsed Member he said he would but had made contact with the Skipper he sailed with.				
<b>416.9</b>	<b>407.2 – Lapsed Members – Cadets</b>				
	JF and KH confirmed that letters had been sent to all lapsed Cadet members.				Closed
<b>416.10</b>	<b>407.3 – BSAC Membership</b>				
	Item on agenda.				
<b>417</b>	<b>MATTERS ARISING FROM AGM</b>				
<b>417.1</b>	<b>Moorings &amp; Maintenance Issues</b>				
	Dski commented that there were two issues raised at the AGM that affected his Committee. SV advised that he had spoken to one of the Members who still had a degree of anger and is aggrieved that his request for redress was rejected. SV stated that the item should be dealt with. TL advised that his initial letter regarding temporary moorings’ charges was addressed and M&M agreed to lower the charge for all members affected retrospectively, this totalled three members. The member in question paid the revised bill and did not express any dissatisfaction and TL was unaware that he felt so. TL also stated that anyone who believed their bill was incorrect should contact the Office.		Dski	March	Ongoing
	LW asked whether the reduction in the fee was for all affected members. TL confirmed it was and that all affected had received credit notes. TL				

		stated that he was unaware there was another problem until it was raised at the AGM.			
		SV stated he would speak with the Member concerned. LW asked for an updated.	SV	Asap	Ongoing
<b>418</b>	<b>FINANCE</b>				
	<b>418.1</b>	<b>Finance Policy with New Treasurer</b>			
		LW stated that he had put together certain spending rules and authority levels, more or less the same as previous. A manual will be produced so all know what their limits are, what authority they need to obtain or whether they need a second person to authorise and when to bring a request to the Board. The manual will be kept in the Office and circulated to all Directors. LW asked all to familiarise themselves with the procedures before budget process it would be useful.	All	Asap	Ongoing
		LW advised that overall budget remained in profit. Things were tight and would remain so for a period of time. LW stated that it was not his intention to have a negative P&L at the end of the financial year.			
		Commodore asked whether spending caps had changed. LW stated that Flag Officers were £500 and Directors £250. Any expenditure needs a business case and must be able to justify spend to the Board.			
		SV stated that the Royal Escape Race, of which he was Committee Chair, ran autonomously from other Club activities. After discussion it was agreed that the Race covered its own costs. It was not pre-budgeted but income and expenditure went through the Club's accounts.			
		SV and LW would discuss the financial side of the Race outside the meeting.	SV/LW	Asap	Ongoing
	<b>418.2</b>	<b>Sailability Funding</b>			
		LW reminded all that Sailability was not part of SYC but a registered charity. In the past the Club had provided services to Sailability, free of charge, which could amount to a sum of £10k. According to their last audited accounts, running costs for Sailability was in the region of £8k. LW stated that he would like to charge Sailability for the services they receive and then make a budget for reimbursing them the same amount.			
		He believed that if their Accounts reflected the true cost of running the charity this would assist them in grant applications and sourcing donations. LW was seeking Board approval before presenting the proposal to the Sailability Committee.			
		Dski reminded the Board that he was a Trustee and Treasurer of Sailability and asked LW to provide him with a paper that he could present to Sailability.	LW	Asap	
		Commodore asked that the minute be kept confidential. TL reminded all present that 3/5 of Sailability's Trustees were also present at the Board meeting. TIM/ALAN HIGHLIGHT ANYTHING YOU WANT CONFIDENTIAL			
	<b>418.3</b>	<b>Funds Release – New Heating System</b>			
		BW advised that the current heating system in the Bar/Restaurant area was not working sufficiently. Many attempts had been made to repair the system but without success. BW stated that he was tasked to obtain quotes for a new radiator system. He was seeking £12-15k as there may be a need to replace the gas pipe. BW advised that there was £5k in the budget for the system at Southwick but this can be postponed and therefore £10k not in budget.			
		CW stated that he was supporting BW's request and asked whether he had received quote. BW confirmed he was still waiting for all of them.			

		LW asked what the up to date spend had been on the system. BW advised that the invoice had not been received but the company were being chased. TK asked whether any other options were considered, different sources of heating? BW advised that the best was gas but the system would be zoned.			
		LW asked whether an engineered solution had been drawn. BW confirmed it had been. He advised that he would like the installation to begin within the next two weeks and that it should take two weeks to install. Dski enquired whether consideration had been given to loft insulation. BW confirmed the Boatswains were working on this.	TL	Asap	Ongoing
		Proposed: BW 2 <sup>nd</sup> : CW For: 14 Against: LW Ab: TK Carried			
	<b>418.4</b>	<b>Funds Release – New Race Mark</b>			
		TC advised that a new offshore marker was required. Graham Roberts had sourced the same as we currently have at a cost of €2100. The ground tackle and chain should not have to be removed but would like a contingency of £2500.			
		CW asked why not replace the chain at the same time. TC advised that the chain and ground tackle only went down last year. TC stated that he would like to purchase asap before racing starts.			
		LW advised that when he was Sailing Captain he only requested £500 for running repairs. The requested £2500 was in addition to the budget.			
		Proposed: TC 2 <sup>nd</sup> : Dski Carried unanimously			
	<b>418.5</b>	<b>Funds Release – Racing Prizes</b>			
		TC asked that this item be taken off the agenda as he still needed to conduct further investigation.	TC	March	Ongoing
<b>419</b>	<b>PUBLICITY &amp; NEW MEMBERS</b>				
	<b>419.1</b>	<b>Fixture Card</b>			
		SV commented that the current format of the Fixture Card was not user friendly. He wished to amend the format to that of a pocket sized booklet. SV confirmed he would get more definite costings.	SV	Asap	Ongoing
	<b>419.2</b>	<b>Members' Survey</b>			
		SV believed it would be advantageous to conduct a Members' survey to ascertain how the Membership felt about the Club. He wanted to send out a questionnaire to each Member, with a reply paid envelope. SV would collate the answers and see what Members actually want. Within the survey Members would be able to express their opinions, not a tick box type. There will be confidentiality as on SV would see the replies.	SV	Asap	
		Agreed good idea.			
	<b>419.3</b>	<b>Members' Report Book</b>			
		SV suggested that a Comments Book be reinstated in order that any problems could be picked up early and dealt with by the appropriate Committee. Agreed good idea.	SV	Asap	
		Dski asked SV if he would be involved in Open Day and SV confirmed he would. Commodore agreed that all of SV's suggestions be actioned on.			
<b>420</b>	<b>ROYAL ESCAPE RACE</b>				
		SV confirmed that most of the arrangements in France were in place. The website has now gone live, including online entry form and payment. Notice of Race also on the site. A change in 2012 is multihulls by invitation. The Race has been added to the Solo Racing Club's programme and hopefully will attract a number of solo sailors.			

<b>421</b>	<b>MEMBERSHIP MATTERS</b>				
	<b>421.1</b>	<b>New Members' Listing</b>			
		List read through.			
		Proposed: CW 2 <sup>nd</sup> : TC Carried unanimously			
	<b>421.2</b>	<b>BSAC Membership</b>			
		DN reminded all that the question of BSAC Membership was raised at the last meeting. Since then he had received copies of discussions held between past BSAC Chair, Tom Voice and Past Commodore, Derek Copeman. DN asked that the item be brought to March's meeting in order that the papers could be reviewed.	DN	March	Ongoing
		KH advised DN that any BSAC Member under 18 must be a Member of SYC due to the Dangerous Sports Act. DN thanked KH for the information.			
<b>422</b>	<b>SUNDAY DUTY DIRECTOR</b>				
	Commodore stated that a suggestion had been received from two Members to reinstate the Sunday Duty Director rota and asked for comments. Dski believed it would be a positive move, though some believed it would be difficult during the racing season. Commodore asked all to give consideration to the suggestion and it would be discussed at March's meeting.		All	March	Ongoing
<b>423</b>	<b>BAR FRANCHISE UPDATE</b>				
	Commodore advised that the franchise agreement has been reviewed and rewritten and is currently with himself. Commodore to hold a meeting with Hocine and Giles Weston and if parties happy, Hocine would be under contract soon after.				
<b>424</b>	<b>EX CATERER CCJ</b>				
	Commodore advised that the previous Caterer left the Club owing monies for utilities and cleaning. Despite requests for payment, they were not forthcoming and therefore the decision was taken to take him to court. The court found in favour of the Club and he has until 5th March to settle the account.				
<b>425</b>	<b>CREWING PROGRAMME</b>				
	TC advised that he would like to start a scheme similar to BMYC's "Club Class", which would allow novice sailors to crew and receiving training, including shore based training, on Members' boats. It was hoped that this would not only bring income to the Club but also give a source of crew for skippers.				
	TC stated that initial start up costs, for advertising, etc, would be approximately £1,500. Income should be in the region of £5k per session. LW asked TC to provide more detailed figures and report back.		TC	Asap	Ongoing
	Proposed: TC 2 <sup>nd</sup> : SV Ab: DN For 15 Carried				
<b>426</b>	<b>CORRESPONDENCE</b>				
	Letters of thanks for Honorary Membership received from: Edith Pidoux Alan Rudkin June Masters Jack Voss Rodney Lunn				
	Letter of thanks for Recognition Award received from Rod Patching.				
<b>427</b>	<b>ADELE BOYSONS' MEMORIAL</b>				
	Commodore stated that Adele had been a highly thought of Member who had made a large contribution. Past Secretary, Alan Rudkin suggested that permanent memorial be arranged in her name. Commodore asked all to consider this request.				

	SV stated that he would be instigating a new trophy for the Royal Escape Race and as Adele was a founder of the Race, perhaps this could be more appropriate. Item to go on March's agenda.	All	March	Ongoing
<b>428</b>	<b>ANY OTHER BUSINESS</b>			
	<b>428.1 New Club Brochure</b>			
	SV advised that he had received information from a company who produced brochures for Clubs. There would be no cost to the Club as their revenue is gained from advertisers. He would investigate further and report back.	SV	March	Ongoing
	<b>428.2 New Footbridge</b>			
	DN commented that at the AGM concerns were raised on how the siting of the new bridge could affect the compressor rooms at the Club. DN confirmed he had met with a representative of Osbornes who took photos and would get back to him.			
	<b>428.3 Access to Southwick Kitchen</b>			
	IO asked when the keypad entry system to the kitchen at Southwick would be installed. Commodore confirmed it would be installed soon.			
<b>429</b>	<b>DATE OF NEXT MEETING</b>			
	Monday 19 <sup>th</sup> March 2012.			

There being no further business, the meeting closed at 2230

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

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