

DRAFT

SUSSEX YACHT CLUB MINUTES OF THE MEETING OF THE MAIN COMMITTEE HELD MONDAY 16th DECEMBER 2013

Present:	D Ramus	Commodore
	S Vyse	Vice Commodore, Chair Publicity & New Members
	T Kinch	Rear Commodore, Chair Moorings & Maintenance Cttee
	L Woodhams	Rear Commodore, Hon. Treasurer
	T Cork	Director, Sailing Section Captain
	D Golding	Director
	N Fraser-Betts	Director
	K Headon	Director, Training Principal
	I O'Dell	Director & Chair Dinghy Committee
	M Rummery	Director
	D Skinner	Director
	A Weber	Director, Safety Boat Manager
	G Weston	Director
	T Leigh	Ex-officio, Secretary
	Jacqui Flood	Ex-officio, Minute Secretary
	Martin Naldrett	New Director Elect
	John Pryke	New Director Elect

Apologies:	N Haines	Director, Chair BSAC
	Pat Hill	Rear Commodore, Chair, House Committee
	G Roberts	Director

Absent:

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

Commodore welcomed the Youth Team to the meeting, who were giving a presentation on their participation at the Sonar Worlds in the USA in September 2013. Commodore thanked them for a very interesting and enjoyable presentation. Alex Gooch, Youth Team Captain, presented the Commodore with a burgee from the Rochester Yacht Club.

WHO WHEN STATUS

672 MINUTES OF LAST MEETING 18th NOVEMBER 2013

Agreed true record of the meeting.

Proposed: Commodore Carried unanimously

673 MATTERS ARISING

673.1 661.1 – Heart Defibrillator

Background: In late 2012 the staff received health and safety training and a follow up meeting suggested that the Club should hold a defibrillator, which would cost in the region of £1,200. This required minimal training and should be kept in a public place. Following this suggestion, Dski advised he had

contacted the NHS who advised him that they were looking for sites for public defibrillators and that the Club could be considered as such a site. Due to the closure of the West Entrance the item was deferred.

Dski advised that he was chasing John Morris from West Sussex Ambulance Service but has not heard from him.

Dski Asap Ongoing

673.2 661.2 - RYA Grant Funding

Background: In 2012 the RYA changed its parameters for funding, making it harder for clubs to qualify for funding. KH was under the opinion that the Club could still qualify but more work and a dedicated person would be required to make any applications. SV would deal with applications, with KH's assistance.

SV reported item still outstanding.

SV Jan Ongoing

673.3 661.3 – Life Membership

Background: PH was asked to look in to ambiguities within the rules pertaining to Life Membership and Joint Members. When one of a couple qualifies for Joint Membership due to age/length of membership, but their partner does not as they are younger, the younger Member currently has to pay single membership until they attain the age of 75. This was felt unequal.

Due to PH's non-attendance at the meeting, the item will be discussed at January's meeting.

PH Jan Ongoing

673.4 661.4 – Cine Film

Background: The son of a past Member had made available to the Club a number of cine films from the 1960s of sailing activity at the Club. SV was tasked at looking at the feasibility of transferring the film to DVD and if feasible, whether the Club would gain any benefit from having such items. On viewing the films it was decided that they would be a great addition to our archives. SV wanted to be able to use the films at various events and the Club's website and had to seek authority from the owner of the films for his authority for them to be used in this way.

SV advised he had chased Mr Spurling but had not received a reply.

SV Asap Ongoing

673.5 661.5– Main Entrance Barriers

Background: The Moorings & Maintenance Committee advised the Board that they had discussed the possibility of having some form of secure entrance barrier to the Club, perhaps fob operated. They would draw up designs and report back.

TK advised that GR had drawn a draft scheme for the

GR Jan Ongoing

barriers. It was his Committee's intention to first install fencing to test the circulation of the boatyard before monies are spent on actual barriers. GR will come to January's meeting with a full proposal.

673.6 661.6 – Comments Book – Fishing at Shoreham

Background: A query was raised as to whether fishing was allowed at Shoreham and if not if signs could be erected to that affect.

Item to be brought to January's meeting.

TK Jan Ongoing

673.7 661.7 – Club Brochure

Background: At no expense to the Club, SV had arranged to a professional brochure about the Club to be produced. Revenue was gained by advertising and the Club had right of veto on advertisers. Unfortunately the list was not provided and a company advertising RYA training was included. Although the brochure was excellent it was very disappointing that this error had occurred. It was previously suggested that the Club seek legal advice for retribution.

SV advised that following a discussion with his fellow Flag Officers and after showing the brochure to some Members, who did not find any problems. As the Club have not paid for the brochure it was his intention to use them as promotional material for the Club, some had already gone to the Boat Show. SV advised that he held the artwork and copy and future publications can be revisited when reprint was required.

CLOSED

Commodore thanked SV for his hard work for a fine brochure.

673.8 661.9 – Fire in Clubhouse

Background: On Monday 28th October, there was a fire in the ladies changing room, which was noticed by an off duty fire officer driving past the building. The Fire Brigade were called and the Clubhouse evacuated for some 1½ hours. The fire started in the area of the vent in the wall and could have possibly been started by a build up of dirt or a jammed motor. TL would be submitting an insurance claim.

TL advised that the tiling was coming along and the tiling to the walls is largely finished. There was some snagging to be corrected. There were some issues with the contractors not being the cleanest and they have been spoken to. TL also advised that the new plumbing has been ordered and delivered and is awaiting being fitted. The new vanity unit has been delivered. The room should be ready for use early in the New Year. House Committee to discuss type of benches to be installed.

PH Asap Ongoing

673.9 661.10 – Trailer Usage Stats

Background: In March 2013, six month's usage stats were requested for the Club's trailers as new ones were requested to be purchased and the Board wished to see the feasibility of such an expenditure.

AW advised that the stats taken had shown the Club had used the launching trolley 17 times and the road trailer once. AW believed it would be beneficial not to sell the launching trolley. Proposal made.

Proposed: AW 2nd: MR For: 10 Ab: 1 Comm Carried

673.10 665 - EPOS Till

Background: At November's meeting, a funds release request was agreed to purchase an EPOS till for the Bar. This specialist till would be able to report on all transactions and allow accurate analysis of sales data.

The till had yet to be bought and would be done so in consultation with the new temporary franchisee.

673.11 Lightless Mark at Sea

TK reported that number 3 mark had lost its light. As it is charted under Trinity House, the Club was obliged to replace it. TK advised that a proposal was required from the Sailing Section for replacement under unbudgeted funds.

TC proposed the release of unbudgeted funds of £700. LW asked whether any quotes had been obtained. TL advised that one had been bought in the last 2 years.

Proposed: TC 2nd: Dski Carried Unanimously

673.12 668 – Membership Matters – Limited by Guarantee

Background: At November's meeting and in a bid to encourage more take up of shares by Member, TL was tasked at looking at the possibility of the Club becoming a company limited by Guarantee, which GW advised would negate the issue of Members applying for a share.

TL advised that he had, in the first instance, spoken with the Club's Auditors. They advised that the process required to change the Club's status was very involved and costly. If the Club wanted to proceed with the change, which they did not recommend, a Member would still be required to apply therefore it was agreed it would not be an appropriate avenue to follow.

LW advised that although the Club was not, under law, able to market shares, we could advise the Membership what having a share entitled them to and the advantages of

holding a share in the Club. GW believed that the Club should try and adopt a new, simpler system of offering shares. Jacqui asked to come with a standard letter to go out which requires just signing and dating and returning

673.13 669 – Amanda Jupp

Background: Amanda Jupp is the Chair of West Sussex County Council and is in the role for four years. She was the “host” of the recent Official Opening of the Adur Ferry Bridge. At November’s meeting, the Board expressed interest in offering Mrs Jupp Honorary Membership of the Club but could not do so at the AGM in 2014 due to timing. It was agreed to invite her to visit the Club as a guest at any time.

TL advised that he had written to Mrs Jupp advising her of the Board’s wishes that she be offered Honorary Membership in 2015 and offering her the Club’s facilities as a guest in the meantime.

673.14 671.3 – Office Staff

Background: At November’s meeting, TC advised he had witnessed a senior Member of the Club being disrespectful to the Office Staff and believed they should be spoken to.

SV confirmed he was dealing with the situation.

673.15 671.6 – Anchor Outside Entrance

Background: At November’s meeting TL advised he had received complaints that the anchor by the entrance was a health and safety risk due to the slowness of the pir light illuminating it.

TK advised that he had arranged for dusk till dawn lighting at the site of the anchor.

673.16 671.6 – Anchor Outside Entrance

Background: At November’s meeting TL also advised that he had received communications from Members as to the siting of the anchor itself.

TL advised that all who had contacted him had been written to and advised the Board’s position on the anchor.

674 BAR FRANCHISE

Background: Hocine had approached the Board to request a year’s sabbatical for personal reasons and he asked the Board to “caretake” the Bar during his absence. The Board were happy to do so but this required investigation on possible implications to the Club. The Club did not wish to disrupt the service given to the Members. Initially Hocine wished to commence his leave at the beginning of December but has subsequently confirmed he will stay until the end of December.

Commodore advised that there had been a good response to the

advert for an interim, temporary Bar Franchisee. Interviews were held and there were three very strong candidates. The Franchise has been offered to Joint Franchisees, Tim Cork, Mark and Emma Foley. Contracts to be drawn by Pat Hill.

PH Asap Ongoing

675 AGM MATTERS

675.1 Percy Ludgate Trophy

Background: The Percy Ludgate Trophy is awarded at the AGM to a Member or Members who have gone "above and beyond" in their duties for their Club.

The two Directors Elect left the meeting and discussions were held. A decision was agreed as to whom the award would be made to at the AGM in January 2014. Following some submissions a name was voted on and agreed unanimously

675.2 President & Vice Presidents

Background: Each year the President and Vice Presidents are asked whether they wish to offer their services again to the Club. This, historically is for a two year term in line with the Commodore's term of office.

TL advised that the President, Rob Grierson and Vice Presidents; Derek Copeman, Chris West and Alan Saunders were all happy to offer their services again if the Board was willing to propose them. All agreed they should be proposed at the AGM.

Proposed: Commodore Carried Unanimously

675.3 Honorary Members

Background: Each year the Board recommends those who they wish to bestow Honorary Membership to. This list is published in the Annual Report and is voted on at the AGM.

TL advised that the proposed changes to the list agreed at the AGM in 2013 was the addition of Maureen Meadows, wife of past President, Guy Meadows and the removal of the Shoreham Coastguard, which is no longer in operation.

Proposed: Commodore Carried Unanimously

676 FUNDS RELEASE – M&M – PILE PAINTING

TK advised that the piles require painting. He had obtained quotations for the work and would be bringing this to the January meeting. KH advised that he could probably source the paint required. TK confirmed quotations for labour only.

TK Jan Ongoing

677 COMMENTS BOOK

Background: Within the Bar area there is kept a Comments Book where Members

are invited to write down any suggestions/comments they may have that affect their Club, its Members and themselves. These comments are read at the following Main Committee Meeting and responses noted in the book.

GW read the comments received since last meeting.

Alan Phillips commented on the standard of food provided at the recent Club Christmas Party as he was not happy with it. Those at the meeting who attended were all of the opinion that the food was good.

A comment, with an illegible signature, was made as to the standard of the tiling work in the Ladies' Changing Room.

GW confirmed he would reply to both comments.

GW Asap CLOSED

678 FC BUSH TROPHY

Background: The FC Bush Trophy is the largest trophy in the Trophy Cabinet. There had been previous discussions as to whether it should be used for Yachts or Dinghies and the Sailing and Dinghy Captains had entered in to a communication as to its best use.

TC had distributed a proposal to the Board: *"Following a discussion with John Pryke the new Dinghy Captain, we would like to propose to the Board that the FC Bush trophy be used jointly by both the Sailing and Dinghy Sections.*

We would like to ask the Board to ratify the use of this trophy as an achievement award for both Yacht of the Year and Dinghy of the Year to be presented at the appropriate prizegiving.

This trophy will not be removed from the club and will not be engraved in any way".

Proposed: TC 2nd: IOD Carried Unanimously

679 BSAC SIGN

Background: BSAC brought to the meeting a proposal for them to display an estate agent type board advertising diving, which could be read by passing pedestrians and slow moving traffic.

SV advised that it was the Club's intention to more broadly advertise all disciplines held at the Club, which would involve diving. Martin Naldrett, in Nigel Haines' absence, advised that they were seeking agreement for a sign for a specific, one off, event and not a long term advertisement. SV stated that if that were the case he would be happy to propose the siting of the sign with a budget of £60 and that it not be erected before 19th December.

The proposal was: That a sign be erected advertising a one off event for Brighton BSAC at a cost to the Club of £60.

Proposed: SV 2nd: Commodore Carried Unanimously.

680 PORT USERS SAFETY MEETING

Background: Shoreham Port Authority hold an annual meeting with the Port Users to discuss safety issues within the Port. The Club attends this meeting and report notes were distributed to the Board.

TL confirmed that the Club was now on alert system for surge tides. It has been agreed that Special Branch will give an overview of Project Kracken at the AGM. A decision was required as to whether the Club would participate in the RNLI Open Day in 2015. It was agreed to revisit the RNLI Open Day once a date had been set.

681 CORRESPONDENCE

681.1 Amanda Jupp

Mrs Jupp wrote to the Club both personally and professionally thanking the Commodore for the Club's work with the official opening of the Adur Ferry Bridge event.

681.2 Karen McGrath

Mrs McGrath, Commodore, Lancing Sailing Club, wrote to thank the Club and its Franchisees for an excellent Prizegiving evening her Club held at our venue. They very much look forward to returning in 2014.

681.3 Doug Simmonds

Mr Simmonds wrote to thank the Club and its Franchisees for making his and his wife's Ruby Anniversary such a successful evening.

681.4 RNR – HMS Shoreham

Letter received from the Lt Commander of HMS Shoreham giving an update of its activities. TL advised he would circulate a copy of this letter with the minutes.

TL

CLOSED

681.5 Keith Chittenden

Mr Chittenden wrote to thank the Club for the use of the Southwick Clubhouse for the Riverside Yard berth holders' Christmas event.

682 ANY OTHER BUSINESS

682.1 AGM Notice

NFB believed that the Club should be giving 28 day's notice of the AGM and asked whether this had happened. TL advised that notice had been placed on the notice bard and website, which is compliant under the Companies Act 2006 and, in fact, under this Act only 14 day's notice was required. An email will also go out and a downloadable version of the annual report would be available shortly

TL

Asap

Ongoing

682.2 Wavelength & Fixture Card

SV advised that both will be distributed in the New Year. January's events will be heavily publicised by other means.

SV Jan Ongoing

682.3 Yard Users Meetings

At a recent meeting the inappropriate (long term) use of the visitors' moorings was raised, TK stated he would take on as an M&M issue and liaise with any other section.

TK Asap Ongoing

682.4 Displayed Photos

DG asked whether the photos of boats on moorings that are displayed in the Clubhouses, could be updated to reflect the boats moored now. He was advised that this came under the remit of House Committee and they would be asked to put on their agenda for after the Bar Refurbishment is completed.

PH Ongoing

682.5 Sections' Minutes

GW asked whether all Sections (and sub Committees) could circulate their minutes to all Board Members as a matter of course. It was agreed that all Sections, except BSAC, would add the Board to their distribution list for minutes.

Comm Chairs Asap Ongoing

682.6 West Entrance

TK thanked all those who had submitted ideas for a new West Entrance. Some mock ups had been drawn and were available to view after the meeting.

Commodore advised that in the proposed, new scheme the bar would be straight, with no loss of the wet bar.

SV stated that an article explaining the new proposed design for the bar would be in Wavelength.

682.7 RYA Yacht Club of the Year

TC Asap Ongoing

Background: The RYA Yacht Club of the Year is an initiative operated by the RYA, which they describe as: "awards are aimed at recognising and promoting the outstanding achievements of the amazing array of people who work together to create vibrant clubs across the UK and keep our sports alive".

SYC entered this competition for 2014 and SV was very proud to announce that the Club was now in the final 12 in the country for consideration. SV would keep all advised and thanked all those who had worked so hard to get the Club in the final 12. KH pointed out there were c195 sailing clubs in SE region alone so a good effort.

Commodore thanked all for their hard work and support during the year and wished all a Happy Christmas.

There being no further business the meeting closed at 2155

Date of Next meeting: Monday 20th January 2014.

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