

**DRAFT**

**SUSSEX YACHT CLUB  
MINUTES OF THE MEETING OF THE MAIN COMMITTEE  
HELD MONDAY 20<sup>th</sup> JANUARY 2014**

**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
D Golding	Director
N Fraser-Betts	Director
K Headon	Director, Training Principal
M Naldrett	Director, Chair BSAC Committee
G Roberts	Director
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

**Apologies:**

Hazel Arnold	Director
T Cork	Director, Sailing Section Captain
Pat Hill	Rear Commodore, Chair, House Committee
J Pryke	Director, Chair, Dinghy Committee

**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 new Directors present. He also welcomed Mr MacKinnon, who was attending the meeting as an observer. The Commodore advised Mr MacKinnon that he would be required to leave the meeting whilst confidential items were being discussed.

WHO      WHEN      STATUS

**683    MINUTES OF LAST MEETING 16<sup>th</sup> DECEMBER 2013**

Agreed true record of the meeting.

Proposed: Commodore                      Carried unanimously

**684    MATTERS ARISING**

**684.1    673.1 – 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 still chasing John Morris from West Sussex Ambulance Service but has not heard from him. It was now his intention to try another route. Discussion was held as to whether it was time to stop this line of enquiry and purchase a defibrillator. It was decided that as it was not a legal requirement for the Club to hold such an item, David would try and obtain a free one from the NHS. Dski confirmed he was happy to do so.

Dski Feb Ongoing

#### **684.2 673.2 - 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 Feb Ongoing

#### **684.3 673.3 – 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 February's meeting with papers having already been distributed in December.

GW advised that he would not be attending February's meeting but did have a query he wished raised. He stated that under PH's proposal, which was previously circulated to the Board, it read as if a partner of a Life Member would automatically receive Life Membership. He did not believe this to be fair, if they did not qualify for Life Membership in their own rights. He believed the partner should pay the difference between Joint and Single Membership (currently £51) until such time as they themselves qualified for Life Membership.

PH Feb Ongoing

It was agreed, by majority, that this would be the best way forward. LW advised that he would wish the Memberships to be backdated to the start of this financial year. GW was assured that his query would be raised at February's meeting.

#### **684.4 673.4 – 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 that he had heard from Mr Spurling who, in principle, has agreed that the Club could use the film, he wished to obtain wording for an agreement and would revert to SV once he had received this. SV confirmed he was waiting to hear from Mr Spurling.

SV Feb Ongoing

#### **684.5 673.5– 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.*

GR advised that he was still waiting for 2<sup>nd</sup> and 3<sup>rd</sup> quotations for the fencing. The next move would be to lay out the entrance to the park as if the fencing were in place to ascertain the workability of the scheme. There were a number of boats that required moving before this could happen. GR will report back to board when this is achieved

#### **684.6 673.6 – 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.*

TK advised the item was still ongoing.

TK Feb Ongoing

#### **684.7 661.9 – Fire in Clubhouse**

**Background:** *On Monday 28<sup>th</sup> 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.*

Commodore advised that the Buildings Maintenance Committee had asked Ron Lainchbury to monitor and sign off the tiling in the Ladies Changing Room. Unfortunately Mr Lainchbury did not attend a crucial meeting with the contractor and Commodore before Christmas. The tiler had dealt with all of Mr Lainchbury's snagging list and the Commodore had asked him to re-grout the east wall, retile the shower floor and attend to the drain cover. The

Commodore advised that if these tasks are completed satisfactorily he would consider payment of the sum retained.

LW asked whether it would be appropriate for Dave Golding, who lectures in building, to review the work. LW stated he would be happy to sign the job off with Dave's professional advice. Agreed.

Comm/DG Feb Ongoing

#### **684.9 673.11 – Lightless Mark at Sea**

*Background: It was reported at December's meeting that the number 3 mark had lost its light. As it was charted under Trinity House the Club was obliged to replace it.*

TL confirmed that a replacement had been ordered and should be here by the end of the month.

Closed

#### **684.10 673.12 –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. It was subsequently discovered that this would not be a viable option and the Membership Secretary was asked to draw up a suitable letter to go to Members who are eligible to apply for a share.*

Letter was circulated with board papers

Closed

#### **684.11 RNLI Open Day**

*Background: The Club had been invited to take a stand at the annual RNLI Open Day and had been waiting for confirmation of its date.*

The Board were advised that the date had been set for 12<sup>th</sup> July, which clashed with the Summer Regatta and Summer Party. The Commodore hoped that those not involved with the Regatta could man a table at the event. John Pryke would be asked to put a team together.

JP Feb Ongoing

#### **684.12 Wavelength**

SV advised that due to external constraints, Wavelength would not be available until the Spring. It would be distributed with the printed version of the Fixture Card.

SV Feb Ongoing

#### **684.13 682.4 Displayed Photos**

LW advised that no work could be conducted on the walls at Southwick until such time as the results of the asbestos survey was known. DG suggested that photos of boats who had "flown the flag" for the Club or had had good results in Club events be displayed. GW advised that House Committee would require an individual Member to

Closed

provide a photo for consideration by the Committee. It was agreed that any supplied photo would be deemed as donated.

#### **684.14 682.5 – Section Minutes**

*Background: At December's meeting, all Committee Chairs were ask to circulate their minutes to all Board Members and the Office. All Sections, except BSAC, agreed to do so.*

TL reminded all to circulate their minutes to fellow Board Members and the Office. The Commodore and Office would also require the dates of their next meeting.

Section  
Chairs

#### **684.15 682.7 – RYA Yacht Club of the Year**

*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".*

SV advised that the next step in the process was to submit a 10 slide presentation, which he had been working on and KH was now reviewing the presentation. Cut off for the next submission was Wednesday 22<sup>nd</sup> January at 1700 hours.

SV/KH

Ongoing

#### **684.16 Main Entrance Signage**

*Background: The Club was waiting for permission from the Council to erect the new signage at the East end of the Clubhouse.*

TL confirmed that permission had been granted. TK had offered the use of a platform lift. SV stated that because of the size of the sign, he would like to employ professionals at a cost of approximately £400 for half a day, to hang the sign. Timing is dependent on when TK had a platform available. TK/SV will erect when they can coordinate

Closed

### **685 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.*

The temporary franchise was put out to tender and the successful tenders consisted of three Members; Mark & Emma Foley and Tim Cork, who commenced at the beginning of January 2014.

SV advised that there were some very small points of clarification with the new franchisees in their contract that PH was working on. GW advised that PH had stated the revised draft would be available

PH

Feb

Ongoing

shortly after her return from leave. LW asked that he have sight of the contract before it is signed.

It was suggested that LW attend the meeting, which was to be arranged between PH and GW. Commodore commented that those who had been tasked to deal with the contract were highly qualified, professional people and the Board should let them deal with the matter without having to report back.

SV asked who should sign the contract on behalf of the Club. GW believed this should be PH.

Due to the confidential nature of the following two items, Mr MacKinnon was asked to leave the meeting, he confirmed he would not be returning.

**686 COMPLAINTS RE. MEMBER**

This item is in the Confidential Minutes of the Meeting.

**687 PROCEDURAL CHANGE**

This item is in the Confidential Minutes of the Meeting.

**688 AGM Matters**

*Background At the Board meeting following the AGM all matters arising from the AGM are discussed and action plans, if required, put in place.*

Due to the shortness of time between the AGM and Board meeting this year it was decided to defer this item to February's meeting when all had had the opportunity to read the draft minutes fully.

All Feb Ongoing

TK left the meeting at 2145

**689 FUNDS RELEASE - PILE PAINTING**

LW, in TK's absence, advised that the piles on A Pontoon were rusty and work was required. They were to be needle gunned and painted in specialist paint. Three quotes had been obtained, the most favourable was from a local painter, who quoted a maximum cost of £2,980. Materials are to be sourced by Club. It is possible that KH may be able to source via a relative who bulk buys such paint, at a more competitive price. TL advised that request for funds was for labour only.

LW asked how much the materials would cost. TL advised that a 10L tin might do two piles and cost approximately £500, making an approximate cost of £5,000. KH enquired as to the time constraints on obtaining the materials. TL advised that the paint could only be used in certain temperatures and did not believe work would start until after Easter.

MR enquired whether the piles had sacrificial anodes on them as he believed they should have. KH said he would speak to his brother, who works in this field, and get his advice. Commodore asked that Moorings & Maintenance deal with the item. SV asked whether the

expenditure was required. GR confirmed it was, as to replace the piles would cost three times as much.

TL advised that there may be a possibility of the work being conducted in-house. Dski advised that although he sat on the Moorings and Maintenance Committee he wished to discuss the matter further with the Committee.

Item deferred to next meeting.

TK Feb Ongoing

## 690 FUNDS RELEASE – EPOS TILL

Commodore advised TC had submitted a proposal for an EPOS till for the Bar at a total cost in the region of £3,000. Dski asked whether this till would be able to swipe Members' cards and give two tier pricing. SV advised that it would be a possibility but was not being considered at this time.

KH asked whether the Board would have access to the raw data from the Bar? SV confirmed that this would happen. LW also confirmed that the Bar would be accepting card payments.

KH enquired whether, with many bars closing, a second hand option had been considered? Dski asked what the benefit to the Club would be with such a till? SV and GW stated that the benefit to the Club would be proper stock control, enabling a clear view of the business of the bar and it would also allow the Club to future proof possible future development.

LW stated that the best price must be obtained, whether this is second hand or new. He was not comfortable with releasing funds at this time.

Commodore also advised that he did not wish to agree release until further research had been undertaken.

TC to be asked to bring back his more considered proposal

TC Feb Ongoing

## 691 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.*

There were no comments.

## 691 MEMBERSHIP MATTERS

### 691.1 New Member Listing

List read through

Proposed: Commodore Carried Unanimously

## 691.2 Lapsed List

The list of Members whose memberships were due to lapse was discussed. Some Directors would be making contact with a number of those on the list to encourage them not to lapse. All others will receive their lapse letter Numbers of those lapsing on par with most years.

JF      ASAP      Ongoing

Proposed: Commodore      Carried unanimously

SV asked for a copy of the letter sent to those who were lapsing for review. JF to send.

JF      **ASAP**      **Closed**

## 692 CORRESPONDENCE

### 692.1 HMS Shoreham

Letter received from Commanding Officer of HMS Shoreham advising of its recent activities. Reply is being sent.

TL      Asap      Closed

## 693 ANY OTHER BUSINESS

### 693.1 Abuse of Visitors' Rights by Ex-Members

TL advised that there were two ex-Members who have been regularly visiting the Club, which is not fair on those Members who pay their Membership fees. LW advised that he had received three complaints from Members regarding ex-Members using the Club. GR suggested that they be refused service. LW commented that these people should be spoken to by a Director and encouraged to rejoin if they wished to use the Club's facilities.

SV asked whether the people generally came in at a lunchtime. TL confirmed they did. TL advised that enforcing rules was not the answer, a softly approach was required initially. Flags agreed to attend the bar and speak with these people when they see them here

Comm      ASAP      Ongoing

### 693.2 Sub-Committees

JF asked that all Committee Chairs provide her with a list of those Members who sit on their committees, preferably with any specific roles they hold within that committee.

Chairs      ASAP

### 693.3 Dinghy Show

KH advised that the Youth Team would be giving presentations at the Dinghy Show in March. The RYA were funding them to stay in London and present to the visitors each day of the show

### 693.4 Funding

KH advised that he had secured funding to help build a Junior Team along the lines of the Youth Team from Cadets. He would also be using the funding for Race Trainer Training.



**693.5 Insurance Cover for Members Safety Boats**

AW stated that currently any Member who used their vessel for safety boat duties had to advise their insurance company, which may or may not affect their insurance. TL advised that the Club covers the individual but not their vessel. TL also advised that this query had been raised by Keith Phelps and that he had provided him with the information already. AW advised that his insurers would cover his vessel if the Club covered third party. TL confirmed that the Club did cover third party for Club members.

**693.6 Mast on Beach**

SV advised that complaints had been received regarding the mast on the beach and it must be taken down. Commodore asked GR to organise a work party for Saturday at 10am to take the mast down. GR to contact Jonce Weeden and advise.

GR      ASAP

**693.7 Budget**

LW advised that although the budget round did not start until April/May, he advised all Chairs to start considering their requirements now.

Chairs

**693.8 1<sup>st</sup> Quarter Management Accounts**

TL apologised for their lateness and confirmed they would be distributed as soon as available.

TL      ASAP

There being no further business the meeting closed at 2247

**Date of Next meeting: Monday 17<sup>th</sup> February 2014.**

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

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