

DRAFT

**SUSSEX YACHT CLUB
MINUTES OF THE MEETING OF THE MAIN COMMITTEE
HELD MONDAY 23rd March 2015**

Present:

D Ramus	Commodore
S Vyse	Vice Commodore, Chair Publicity & New Members
Pat Hill	Rear Commodore, Chair, House Committee
T Kinch	Rear Commodore, Chair Moorings & Maintenance Cttee
L Woodhams	Rear Commodore, Hon. Treasurer
Hazel Arnold	Director, Rally Secretary
N Fraser-Betts	Director, House Committee
D Golding	Director, Buildings Maintenance Committee
K Headon	Director, Training Principal
N Prescott	Director
G Roberts	Director, Moorings & Maintenance Committee
M Rummery	Director, Moorings & Maintenance Committee
D Skinner	Director, Moorings & Maintenance Committee
A Weber	Director, Safety Boat Manager
G Weston	Director, House Committee
T Leigh	Ex-officio, Secretary
Jacqui Flood	Ex-officio, Minute Secretary

Apologies: T Cork Director, Sailing Section Captain

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

WHO WHEN STATUS

852 MINUTES OF LAST MEETING

Agreed true record of the meeting.

Proposed: Commodore Carried Unanimously

853 MATTERS ARISING

853.1 839.1 – Sailing Rule Revision

TK confirmed that a meeting was to be held. LW asked what the meeting's goal would be. TK stated that they wanted to ensure that the rule was fair and for the benefit of those members who participated in sailing.

TK/TC/
DSKI

Ongoing

853.2 Wavelength Update

SV advised that he was running late and would be endeavouring to get this back on track.

TL advised that the Office had received comments regarding the lack of Fixtures Card, especially now the sailing season had started. SV stated that he was unaware that the Fixture Card had not been distributed. TL reminded him that it was going to be sent with Wavelength. SV asked for a quote on how much it would cost to send the Fixtures Card out. TL to provide (done)

853.3 AGM Action Points

LW reminded all that it was suggested the members be provided with details of future projects to balance the information given regarding money in the bank.

After discussion it was agreed the membership would be advised that details of the projects would be listed and the value of the major projects would be available to view from the Office. The member would be required to sign a disclaimer that they would not pass the information to a third party. LW stated he would discuss this item further at the Finance Meeting.

853.4 Merchandising Officer

SV advised he had not yet thought of anyone to fulfil this role so he would be dealing with the merchandise until further notice.

853.5 Lower Beach Road Pedestrianisation

TL confirmed he had written to the Council and asked them to keep the Club informed of their intentions to turn the Lower Beach Road to a pedestrian area.

LW believed that there would still be vehicular access to the service road to the north of the car park

853.6 Changing Room Extension

At the last meeting, TL was asked to ensure the Changing Room extension be locked in order to stop it being abused. TL confirmed that the key has been found for the lock but nothing will happen until David Golding has finished working in there.

853.7 West Entrance Refurb Update

Dski advised that the door was nearly ready for installation. The fences will be painted Friday. Dski confirmed that the wall sign will be dealt with after the new door had been installed.

LW asked whether everything was going to budget. Dski confirmed it was and that he would bring final figures to the board once known.

Commodore thanked Davids Golding and Skinner, for

their tireless work on this project and those who helped them.

853.8 Shoreham Slipways Group Update

LW advised that the Group had been in contact asking for the Club's support for their planning application for a slip at Adur Rec. After discussion the board gave their full support of the Group's application and LW would advise them.

853.9 Membership Stats

TL advised that year on year stats had been provided to LW and that JF was waiting to hear whether he required any further information. LW confirmed that the stats he received should be distributed to the board as they fulfilled the spec he required.

854 DIRECTORSHIP

854.1 Martin Naldrett

Commodore advised that Martin had resigned as a Director, although he would still be staying on as Chair of BSAC. Dave Norwood, past Chair, BSAC, asked if he could attend board meetings, he understood that he had no voting rights. The Commodore invited Dave to all meetings and Dave has accepted the invitation to those where BSAC are on the agenda.

SV stated that as this now meant the board was a Director down, he believed that the board needed to look in to the way the board is made up. Neither BSAC nor the Dinghy Section were represented on the board

LW stated that the Articles of Association may require revising to cover such a situation. PH reminded all that although the board could change the Articles, they could not tell the shareholders how to vote.

AW asked what happens if a Chair, and therefore a budget holder in the case of the Dinghy Section, wanted funds release. AW was advised that the request would come through a director representing the Chair of the section

At February's meeting the Commodore asked all Committee Chairs to provide a monthly report to the Board outlining what their Committee were working on and their future plans.

855 HOUSE COMMITTEE

855.1 General Report

PH advised that the Bar was organised chaos. It was halfway through being built and she gave many thanks to Ben and Ed for the temporary bar. She was hoping the

new bar would be finished on time, if not before. When all work was completed, there would be an official opening.

855.2 Steward Recruitment

PH advised that it was hoped an appointment would be made for the new Steward (formally Bar & Catering Manager) and that the post would be filled in April. PH stated that the Office had been working very hard to keep the Bar staffed and running.

855.3 Beer Choice

PH advised that comments had been received regarding the beer served. PH stated that an article will be sent to the members regarding a promotion on Harveys and Dark Star to see which is preferred. The winner would be sold and the other become a guest ale.

855.4 Steward Infrastructure Costs Funds Release

PH advised that the new Steward would require some items in order for them to do their job. SV enquired where the Steward's desk would be. It was confirmed it would be in the office. TL to speak with successful candidate.

PH requested release of funds for £3,000 for Steward equipment.

Proposed: PH 2nd: LW Carried unanimously

855.5 E-Cigarettes Indoor Ban

GW raised the issue of e-cigarettes being used within the Clubhouse. He felt that this was incorrect that an e-cig could be used but not a real one. PH commented that she believed a total ban on all smoking in the Restaurant would be relevant.

NP believed it would be inappropriate to ban a legal activity. Commodore asked whether any complaints had been received. TL advised that there were some perceptual problems as some look like real cigarettes and this has been reported to the office.

Commodore wished a vote to be taken on the banning of e-cigarettes in the restaurant, including the wooden floor area in the lounge.

Proposed: Comm Ab: NP Against: LW For: 13 Carried

GW proposed that the smoking of e-cigarettes be banned throughout the whole building. (result of second vote):

Proposed: GW 2nd: MR For 7 Ag: 7 Ab 1 (TK) Not carried by Commodore's vote.

855.6 Comments Book

Background: In the Bar area, there is a Comments Book and members are encouraged to write any concerns/praise or queries they may have in the book. Each month the Chair of House presents the items to the board and the most appropriate person deals with the item.

PH advised that there had been several requests for Dark Star beer and as previously advised the House Committee were looking in to which beer to serve at the Club.

“Nick” asked for door mats indoors and outdoors on the East entrance to the Clubhouse. TL had previously looked into this and cost is not justified

“Nick” also advised that there were a number of light bulbs that were not working. TL advised that the Boatswains conducted a weekly bulb check and reacted if any non-working ones were advised to them. The bulb in question was a faulty fitting not the bulb

“Nick” also asked that anyone scrubbing on the slip clean it afterwards. This would be brought to M&M.

TK

Ongoing

856 MOORINGS & MAINTENANCE COMMITTEE

TK provided the meeting with details of his committee’s actions and projects;

856.1 Meter Macs

Meter Macs – (these are the meters that will be installed in the electrical posts in the yard). TK advised that they had not been able to obtain accurate or competitive quotes for infrastructure and installation due to the lack of knowledge of what ductwork we had and if it is serviceable. Andy, from Adur Electrical, (one of the Club’s preferred suppliers), attended the meeting to discuss this and the committee has instructed Adur to carry out a full duct survey so that with that information we could spec what infrastructure work is required and gain competitive quotes for a full proposal.

856.2 Boatyard Entrance Barriers

Colin Hinchliffe, from Dooretry.net attended the meeting (winning tender for barriers). He introduced and presented the option of a mechanical gate instead of barriers to reduce long term costs and allow better security in the fullness of time. The committee felt that this was a good approach but also wanted to gain board opinion so have added the possibility of having these gates instead of barriers in the proposal for boat park access control.

856.3 Dinghy Section

Steve Popple, Chair, Dinghy Section, also attended the meeting to discuss issues affecting his section; access to safety boats, access and storage of dinghies safety boat facilities at Southwick. Actions were recorded for Boatswains and dinghy section.

856.4 Possible New Committee Member

SYC Member, Robert Reeves, attended the M & M meeting as an observer, having expressed interest in joining the committee to help the Club. Robert will be invited to attend future meetings and may be asked to help with committee work.

856.5 New Task Management Software

TL and Ed Leckie (Assistant Boatswain) gave an update on the new task management software (Hitask), which they have been bedding in. TK commented that he was looking forward to a full demonstration and training for anyone who may need to use it.

856.6 Boatpark Usage Actual

TK advised that current use and target use for 12 month's time were discussed and agreed. Figures below show current with target in brackets.

Projects	460m	(400m)
Long Term Users	160m	(100m)
Boats for Sale	120m	(150m)
Annual Lay Up	350m	(400m)

TK advised that the objective was to have more short term use of the facilities with higher number of boat movements to compensate for the reduction in capacity resulting from the dedicated member parking to the west of the main entrance.

856.7 Timber Piles – Southwick

TK stated that a recent drop in water level at Southwick gave the opportunity to inspect the timber piles supporting the pontoons. Ben obtained photos showing some timbers to be less than half their original size. TK's committee were to start work on a two year proposal for replacement of the pontoons and piles. This would involve further negotiations with the Port as the cost of the new pontoons would need a long term commitment from the Port in respect of the areas that the Club leases from them. The Club would also need to negotiate a contribution from Riverside Yard whose berth holders benefit from the use of the west jetty.

TK asked for any questions. NP enquired how M&M intended to reach their targets for the boat park?

TK advised that the Club would be changing the way boats are brought in to the yard. Anyone wishing to bring a boat in to the yard would be asked information on why coming in/what objectives are etc. Space will be refused to projects until the numbers of current one are smaller.

NP asked whether there was a time limit on how long a boat could be in the yard. TK said there was no limit but lay up rates were doubled after two years – though mitigating circumstances were taken in to consideration before enforcing this.

856.8 Entrance Barriers Fund Release

Background *As part of the reorganisation of the yard it was proposed that a barrier be erected to the west of the main entrance to secure the boats parked there – this whole area would be the main boat park.*

TK advised that his committee revisited the problem regarding member parking. There are 59 metres of boat storage to the west of the entrance.

TK advised of the preferred option to put in secure gate as opposed to barriers.

SV stated that there were people who abused the boat yard car park now and enquired how the reorganised park would stop this. TK hoped that moving the unrestricted car park to outside the Office would stop such behaviour.

GW asked whether the barriers to the west car park would be locked at night as they are currently. TK confirmed they would. They would be opened between 0730-0800 and shut when the bar is at night. NFB asked if a sign could go back on the barriers advising users of this.

TL Asap Ongoing

NP advised that his company had sliding barriers and although they were very secure they were slow and under health and safety must have a pedestrian sensor.

TK confirmed he was aware of this requirement. TK confirmed he was looking at a three month timescale for installation.

TK proposed funds release of £8,547

Proposed: TK 2nd: GR Carried Unanimously

TK also wished to propose funds release of up to a maximum of £3,000 to choose a gate system over barrier for extra security.

Proposed: TK 2nd: GR Carried Unanimously

857 BUILDINGS MAINTENANCE COMMITTEE

857.1 General Report

Commodore advised that the Restaurant floor was discussed at their meeting on the previous Thursday. Some three years ago a quotation was obtained to repair the floor, sand and varnish for £4,000. In the time that had elapsed, the floor had sustained much damage and it was the flooring company's professional opinion that it was no longer viable to repair. Their recommendation would be to overboard it and install a new covering. Commodore advised this item would be discussed at the next BMC meeting and he would report back to the board next month.

Comm April Ongoing

857.2 Bar Installation Update

Comm advised that all was going well and on schedule.

857.3 Southwick HLF Update

Background At the Forum in 2014 the Membership stated that they wanted the Southwick Clubhouse not only maintained but also improved. Due to the historical nature of the building, the Club has applied for a Heritage Lottery Fund and to assist with this the Board employed a professional fundraiser. It is hoped, if successful, to gain the majority of the monies required for the work at Southwick from the Fund.

TL advised that the fundraiser had spoken to the Fund and they were interested in our application. TL and TK were meeting with the HLF rep this Thursday.

857.4 Fire Doors Funds Release

The meeting was advised that following a recent security audit the Club was told it must change the in and out doors to/from the kitchen to fire retardant ones. Two quotes had been obtained and the Commodore was asking for funds release up to a maximum of £3,360.

SV asked whether they would be double swing doors. TK confirmed they would be directional swing.

Proposed: Comm 2nd: TK Carried Unanimously

857.5 Fire Curtain Barrier Funds Release

Commodore advised he was seeking funds release for a fire barrier in the restaurant/kitchen loft space, £2,000.

Proposed: Comm 2nd: TK Carried Unanimously

857.6 Plastering Works to Bar Funds Release

Comm advised he was seeking funds release up to a maximum of £2,600 for plastering work in the new Bar.

MR asked whether they would just be skimming? Comm stated that the contractors would be installing a new ceiling below the existing one. Comm asked whether the electrician would be charging for the extra work required

to reinstall the ceiling lights. TL advised that the electrician was aware of the plans for the ceiling and had purposefully left extra slack on the wire in order that they could be extended. The plasterers were happy to put the holes in for the lights.

Proposed: Comm 2nd: SV Carried Unanimously

858 FINANCE COMMITTEE

858.1 General Report

LW advised that there had been a few “force majeure” events, totalling £10,000 over the period October to date. He did have concerns that income and expenditure were not meeting budget but on investigation found that everything was still as forecasted.

LW reminded all that the budget round was imminent. This year the process would start at May’s meeting for ratification at July’s Board meeting.

859 SAILING COMMITTEE

859.1 General Report

In TC’s absence, no report was furnished.

860 DINGHY SECTION/TRAINING, YOUTH & SAILABILITY

860.1 General Report

KH reported that the Dinghy Winter Series at Southwick was popular. There was now a mooring for the safety boat at Southwick. The new safety boat had been commissioned and had been used, it seems to be working fine. They were pushing on with Family and Cadets, Junior Sailing and Sussex Uni Sailing. Family and Cadets start in May.

Sailability had received a new boat from the charity “Wooden Spoon” which is a two seater RS.

Sailability had raised funds for electric engines and the sonars were getting new standing rigging.

860.2 Funds Release – New Dinghies

KH advised he was seeking the release of £6,000 to purchase six, second hand Lasers.

LW advised that he had £4,500 in budget for replacement. KH reminded LW that he had £4,500 from last year and £1,500 from the previous year.

Comm asked how many Lasers he wished to purchase. KH confirmed six. The reason being the teaching ratio.

Proposal for the release of £6,000 to purchase six second hand Lasers.

Proposed: KH 2nd: MR Carried Unanimously

861 ROYAL ESCAPE RACE

861.1 General Report

SV advised that all was in hand for this year's race and that he had a major sponsor back on board again. The race website would open in the next couple of weeks. Because of tides, the start would be slightly later.

862 PUBLICITY & MEMBERS

862.1 General Report

SV reported that Dave Lee would be driving the Club's stand at Beach Dreams this year.

862.2 New Members' Listing

JF advised that since publication of the list, a NAMS application had been received.

Proposed: Comm Carried Unanimously

863 125 COMMITTEE

Background *The Club celebrates its 125 anniversary in 2017 and a committee has been set up to organise celebrations for this event.*

863.1 General Report

HA advised that the committee were looking to hold events June-August 2017, ie. match racing, regatta a gala event and Prizegiving. KH suggested that the West Sussex Schools Regatta could be staged at SYC in 2017. He would make further enquiries.

SV asked if any progress had been made with the Council regarding a marquee on the beach. HA confirmed this was still being considered.

Comm asked HA for minutes that could be published and distributed to the Board.

HA Asap

Comm thanked HA for all her work for the Club and advised the meeting that she was off sailing from May and would be tendering her resignation from the Board in due course.

864 CORRESPONDENCE

864.1 Tim Loughton MP

TL advised that a letter had been received from Tim Loughton enquiring, on behalf of a constituent whose house was affected by the recent flooding. He wanted to know what action the Club would be taking to prevent flooding in future. TL confirmed he had replied to Mr Loughton's letter outlining SYC and Council plans.

864.2 Linda Morgan

Letter of thanks for honorary membership received from Linda Morgan.

864.3 Anne & Tony Payne

Letter of thanks for honorary membership received from Anne & Tony.

864.4 Complaint Following Wake

Letter received from a non-Member regarding the quantity of the food provided. Office had acknowledged letter and PH would respond.

PH Asap

865 ANY OTHER BUSINESS

865.1 Caterer

Commodore asked that it be noted that Simon did a fantastic job on Mothers Day and that he has been showing great initiative and flair.

865.2 Paddle Round the Pier

KH advised that he had been asked to do a talk at Paddle round the Pier on how to get in to sailing.

865.3 Sailing Lectures

TL stated that there had been a number of complaints regarding the sailing lectures not taking place and that the Office is not given any information. TK stated that it should be advertised that the series would not be taking place (there are two left in the series). SV to put on website. This will avoid future embarrassment for SYC and the section.

SV Asap

865.4 No 2 Flag

Comm requested a No 2 flag for the race bag. He also asked that the Commodore's burgee be put in the bag. TL advised that prior to the start of the season an audit of the race bag is (or at least should be) carried out. It was apparent that this had not taken place.

TC Asap

866 DATE OF NEXT MEETING

Monday 20th April – may be in Restaurant, due to presentation.

Commodore asked all Sections to submit short update next month.

There being no further business the meeting closed at 2305

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