

Sussex Yacht Club

Minutes of House Committee meeting held at Shoreham on July 5th 2016

<p>Present: Ian Bush, Giles Weston, Brenda West, Neil Fraser-Betts, Ann Macey, Helen Foster, Jon Edon.</p>	
<p>Apologies for absence: None</p>	
<p>Minutes of last meeting: Agreed. Matters arising & ongoing from April: as page 2</p>	
<p>1. No comments in the Comments Book.</p>	
<p>SYC (Bar & Catering) Limited:</p> <p>2. The control comes under the House Committee.</p> <p>3. Restaurant: Compliments received for July Club Night which was well attended (65).</p> <p>4. Menus for August Club Night to be displayed.</p>	<p>ONGOING Sub committee to be formed. A set agenda with reports to House Committee.</p> <p>Caribbean theme evening - food & dress</p>
<p>Décor in clubhouse & restaurant:</p> <p>5. Curtains have been added to dress the restaurant windows. The pelmets above the windows to be painted black.</p> <p>6. The Port & Starboard lights to be repositioned.</p> <p>7. We have steam cleaned some of the dining chairs. The change was minimal. The chairs are good quality chairs and stack well..</p> <p>8. It was also suggested that future music is supplied via a laptop & Spotify.</p> <p>9. Southwick Burgees & photos to be returned.</p>	<p>Curtains have been removed for pelmet painting. Need to be returned ASAP Bosuns.</p> <p>IB ONGOING</p> <p>Materials and costs to recover (120 chairs) to be researched. AM & HF</p> <p>JE to action.</p> <p>HF & AM to liaise with Terry Kinch.</p>

<p>AOB</p> <p>10. Any advertising must not have any blank spaces. Need to have default pages to fill any gaps.</p> <p>11. The doors to the balcony from the River room & restaurant need to be fixed back to stop them swinging when it is windy. Bungie cords to door handles suggested.</p>	<p>Office</p> <p>To B & M.</p>
Date of next meeting:	Tuesday 6th September 2016 @ 7pm

**Minutes of house meeting held at Southwick
27th April 2016**

Matter Arising from last meeting April 27th 2016.

Ongoing and action required.

2. Position de-fib discussed. Felt not in most accessible place, although those trained know where it is.	2. Move to changing area, where more accessible and is in view of cameras. TL ONGOING
3. Organise training of more first aiders and on use of de-fib.	3. JE to action. Training dates to be put on the Website. ONGOING
11. Service provided by staff. It was felt service provided by some staff could be improved, mainly serving staff. Felt this was lack of experience and training.	11. SV suggested we offer training to waiting staff and to include; how to lay table, serving from the right and order of service. Could either use agency staff or call on experience of one of club members to provide training. ONGOING
12. Staff appraisals need to commence. This would give opportunity for training and attitude issues to be addressed. It would give both management and junior staff the chance to set goals, recognise achievements and areas for improvement.	12. To get this going SV and GW would appraise JE . This would help show the appraisals were for everyone and individuals were not being singled out. ONGOING
28. Hire charges for both venues are not publicised anywhere. Discussion followed as to whether Southwick should be members only, if not should a member be on site.	28. Ongoing. Southwick needs further discussion and parameters for hire set along with costs. To be published on website when done. Costs wef 1st October ONGOING