

SUSSEX YACHT CLUB
MINUTES OF THE MEETING OF THE MAIN COMMITTEE
Held Monday 26th June 2017

DRAFT

The meeting commenced at: 20.03 hours

Summary of Actions

Item No	Item	Who	When	Status
1227.1	Matters Arising/Volunteers Directory	HF/SV		Ongoing
1227.2	Matters Arising/New Member Support	HF/AM		Ongoing
1227.5	Matters Arising/Finance	LW	July	
1227.8	Matters Arising/ Disability Shower	RE	Immediate	
1228.1 (iii)	Finance	TL	Immediate	
1228.2	Confidential Minutes	TL	Immediate	
1228.3 (x)	Bar Till Software	DN	July	
1233.2	Staff Matters	JB	Immediate	
1234.3	New Members and Publicity	JB	Immediate	
1238.6	Dinghy Section	KH	Immediate	
1243.2	Correspondence	TL	Immediate	
1244.4	AOB	IB	Immediate	

Present:

Steve Vyse	SV	Commodore, Chair Publicity & New Members
Terry Kinch	TK	Vice Commodore, Chair M&M & BMC Committees
Giles Weston	GW	Rear Commodore, Chair Bar & Catering Committee
Kevin Headon	KH	Rear Commodore, Training Principal
Helen Foster	HF	Director, House Committee
Neil Prescott	NP	Director, Moorings & Maintenance Committee
Graham Roberts	GR	Director, Moorings & Maintenance Committee
David Nunn	DN	Director, Sailing Section
Ann Macey	AM	Director, House Committee
Ian Bush	IB	Director, Chair, House Committee
David Golding	DG	Director, Buildings Maintenance Committee
David Skinner	DS	Director, Moorings & Maintenance Committee
David Terry	DT	Director, Sailability Committee
Kevin Knight	KK	Director, Safety Boat Manager (arrived at 20.13)
Tim Leigh	TL	Ex-officio, Secretary
Jenni Bignell	JB	Ex-officio, Assistant Secretary

Apologies:

Laurence Woodhams	LW	Rear Commodore, Hon. Treasurer
Sam Lippett	SL	Director, Sailing Section Captain

Number Item

1226 MINUTES OF PREVIOUS MEETING

All agreed as a true summary.

Proposed: Commodore; In favour: Unanimous; Against: 0; Abstention: KH, GR, DN, NP

1227 MATTERS ARISING

1227.1 Volunteers Directory

HF and SV have discussed. A document is being drafted which will be circulated for comments.

Action: SV/HF

1227.2 New Members Support

HF and SV have discussed, in particular about the Open Day. AM and HF are looking at how to enhance new member support. SV reported that he has requested Natalie Stansell to brief her staff about meeting and greeting new people in the bar area.

Action: HF/AM

1227.3 February & March Minutes on Website

SV confirmed the minutes are now up to date on the website and requested that each sub section ensures their Minutes are on website and to re-supply for loading any that are absent.

1227.4 Group Membership/Sailability

KH reported that the group in question were working in a different sector and were therefore not eligible to join Sailability.

1227.5 Finance

LW was to review with KK about getting better deals and purchasing outside the office. LW was to update the office so procedures can be noted. LW was absent and no report was available. It was decided to pass over to next month.

Action: LW

1227.6 Car parking

TL reported that 5 weeks of stats are available and that this can now cease. No analysis has yet been undertaken and TK asked that this now to be done and report back to MMC. KH believes that a lot of gym members are using the car park.

TL confirmed that the SYC car park holders are available.

1227.7 HMS Shoreham

SV confirmed HMS Shoreham are coming and an invitation poster ready to go up. TL asked about whether a cocktail party or function would go ahead. TL was asked to contact HMS Shoreham to see if they have availability for social events.

Action: TL (done and closed)

1227.8 Disabled Shower

TK reported that the rails for the disabled shower have now been obtained free of charge and that Richie Edlin will put them in once received from TK.

Action: RE

1227.9 Wavelength

SV stated that several requests for additional material have been made and the last call for new content will be this week.

1228 FINANCE

1228.1 Budget Approval

1228.1 (i) LW not present but sent a report which was read out by TL, as follows:

1228.1 (ii) LW apologised that he could not be present but proposed the budget for approval with any minor variances agreed at the meeting, and requested that DN second the proposal. LW formally thanked DN for taking the time to thoroughly check the budget for inaccuracies and anomalies following the Finance meeting earlier in the month. DN found a cell missing from the addition of one column of figures which has regrettably resulted in an £18k drop in forecast surplus. LW is however happy that the £64k surplus forecast will be comfortably achievable in the coming year and the budget will be

completely reviewed upon the furtherance of any of the main projects currently in progress (Tarmount Hard, Southwick Moorings, Southwick Clubhouse, Shoreham Clubhouse), any or all of which will give significant variance to the budget submitted for approval.

- 1228.1 (iii) SV stated that in Finance Committee there was a notional target that LW was seeking of 20% on normal activities margin. DN confirmed that the difference appears to be £64,000 surplus debt against a turnover £557,000 so the figure is closer to 10% and this is a key figure. Last year SV believed that last year was targeted towards 20% margin on normal activities but cannot recall what was actually achieved. TL will research.
Action: TL
- 1228.1 (iv) DN said on cash front £20k is depreciation rather than cash expenditure, so in cash terms the ordinary operations would achieve circa £85,000 in cash.
- 1228.1 (v) DN clarified, there is money that has not yet been spent in this year on certain projects so there may be a pool of money to be taken over to next year for their expenditure. This therefore could operationally show a loss if we have to start paying out large sums in this year.
- 1228.1 (vi) TL confirmed that the figures include the charges that were proposed.
- 1228.1 (vi) SV gave his thanks to LW and DN for all their hard work.

Proposal for budget to be accepted:

Proposed by LW, Seconded by DN. In favour: Unanimous; Against: 0 Abstention: 0

1228.2 CASC recording (all sections)

1228.2 (i) LW was not present. SV had previously felt that the collection of data and defining of data should be an item for the Board to consider. TL stated that he had not received a report from LW in this regard.

1228.2 (ii) Confidential minutes:

1228.3 Funds Release – Bar Till Software

1228.3 (i) IB apologised and said he has been ill, away and busy at work but will endeavour to get a report done by end of week. SV advised that Barco had today discussed this and noted that the principle has been agreed but the implementation of the plan has not. SV wants to go ahead and worry about details as we go through. SV asked if the Board would allow Barco to go ahead and do this under their own auspices and use themselves as checking process.

1228.3 (ii) IB stated that a 6 week lead in time is required.

1228.3 (iii) TK asked whether the proposal includes new membership cards and whether they will be capable of working the entry system or whether fobs can work on till card reader? IB said this is not the hardware being looked at now. TK said he is concerned about swipe cards and does not like the proposal as it stands.

1228.3 (iv) TL expressed concern about following procedures as the April board meeting required that the implementation plan had to be seen before funds release could be agreed, in accordance with LW instructions.

- 1228.3 (v) TK stated he is not against the system but felt this could cause a more fragmented situation when we are trying to streamline. He would prefer just one item to get into the building and to also use for membership and bar.
- 1228.3 (vi) DN queried which new accounting system would be implemented and whilst Sage is an old favourite, he would prefer however to consider Xero instead. This could be installed alongside the bar software from Day 1 and bring things together manually. It is also a cost effective system at about £22 per month.
- 1228.3 (vii) IB stated he would aim to get a report out on the touch/swipe card options implementation by end of next week. TK stated that he is not concerned about using the current fobs but preferred to have either a card that has a touch proximity or a fob so members only have to use one to access the building and use the benefits of the club.
- 1228.3 (viii) It was suggested by SV that in order to save time the document could be circulated amongst Board members and if considered satisfactory a vote could be taken by email for the funds release. It was agreed that if documents were not forthcoming via email then the matter would come back to the board at the next meeting.
- 1228.3 (ix) KH said he is concerned about the after costs and report costs because these are a huge burden generally and wished to see more about the reports created. He further stated that it is important to get these right and would prefer to wait three more weeks rather than pay out and get them wrong again. IB confirmed all required reports were available within initial set up.
- 1228.3 (x) KH asked DN if the reports are satisfactory for what we want. He wished to ensure that the extraction requirements are attainable and correct. His experience has shown that whilst initial reports may look good, the additional information required is often charged at a high rate. LW has previously seen the reporting system but DN said he will have a look. It was commented that by using raw data export as CSV custom reports could be carried out using Excel.
Action: DN

1229 MARKETING

- 1229.1 TK reported that the budget has increased for marketing. TK will meet with SV and discuss how to look at marketing in the future and what changes may benefit the club. It will be important to know what is happening with the buildings etc.
- 1229.2 SV added that marketing is not just advertising and mentioned the discussion held at Barco with the idea of offering up SYC for cream teas during the afternoon and advertising in the town. Strictly speaking under club rules people cannot just come in and use the club facilities. The purpose here however is not just to bolster income for bar and restaurant, but to market the club and activities.
- 1229.3 SV expressed his support as currently things are not working. Members cannot be relied on to provide sufficient income and there is a demand from members to keep hospitality during the afternoon. The cream teas will run for the month of July as an experiment on Monday – Friday during the afternoons only. It was considered that this should not adversely impact on members.
- 1229.4 The success or otherwise will be reassessed at the end of July. Any concerns from members will also be noted and reported on.

- 1229.5 KK asked if bar opening times have to be reconsidered but GW felt it is almost cheaper to keep it open than close it and therefore to use the space is a worthwhile experiment.
- 1229.6 GW expressed support for NS and confirmed that she is still discovering what works best with SYC and working with the seasonal aspect. NS has advised that with one event per week of £2,000 - £3,000 takings will change matters fundamentally.
- 1229.7 GR noted that Brighton Marina has a public drinks license and not a private one. SV stated this is being updated and we are in discussion with Jean Irvine in this regard. This should be changed within about 4 weeks.
- 1229.8 NP asked for posters to be put up displaying the opening times of bar and food service.
- 1229.9 SV intends to use part of the budget to do more PR for the club and when the marketing plan is agreed he will come back to the Board with his proposals.
- 1229.10 DN underlined the importance of a clear view of where to take the club with marketing. KH expressed similar strong views. SV will start a revised strategy.
- 1229.11 DG asked about branding and whether our logo is out of date and should be updated and revised. SV felt that time spent on that could be missing the point on what marketing is about. TK suggested that brand asset could be discussed at a later date.
- 1229.12 DS considered having a gazebo at the Farmer's Market but it was noted that the main requirement is to get people who are prepared to help. Leaving the door open from the twitten was discussed with a view to allowing people into the yard to come and see what we do.
- 1229.13 Marketing has been assigned to SV for the future.

1230 OPEN DAY – Saturday 19th August

- 1230.1 HF reported that the date for Open Day was decided upon before it was noted that the tides were not suitable, however it has now been changed to an all day event to give the best possible coverage.
- 1230.2 AM and HF will manage the day's events and it was confirmed that there is no Farmer's Market on that day.
- 1230.3 SV confirmed he will attend the next meeting to discuss pictures and posters.
- 1230.4 TL confirmed the office will be open and any new members signing up will benefit from 13 ½ months for the price of 12 together with a waiver of the registration fee. A specialised membership form will be produced for interested parties to take away and return within a given time to qualify for the discount.
SV proposed that the joining fee be waived. In favour: Unanimous.
- 1230.5 TK suggested that club regalia be available with new membership on open day and requested that Board members email the office with any ideas. He considered that a different approach may encourage people to sign up when they take something visible away with them.
- 1230.6 TL requested that all the various sections of club be represented so questions may be accurately answered at the time.

1231 SDP

- 1231.1 TK reported that the Local Authority has received new Heads of Terms drafted to represent the club's point of view. Worthing and Adur DC have made some responses and negotiation is quietly taking place. At this stage TK could not report any further.

1232 MMC/BMC

1232.1 TK reported that day to day issues are being dealt with but the meeting this evening was postponed because of SDP business. The meeting is being rescheduled for the next week or two.

1233 STAFFING

1233.1 TK reported that he had met with GW to review minutes from meeting with staff in February and a summarized report was distributed before the Board meeting. He invited questions.

1233.2 NP felt that the report did not give a full enough picture and TK advised that the full minutes were available for anyone upon request. NP requested a full set of minutes be sent.

Action: JB

1233.3 AM asked if staff appraisals were undertaken. TL reported that he introduced annual reviews for staff and they used to be done but two years ago the staff majoritively voted against them as a waste of time. TK advised that the Payroll Committee will be reformed with the intention that pay reviews are linked to appraisal outcomes. SV also stated that there is room in the budget for pay reviews.

1233.4 GW expressed the hope that the suggested members of Payroll Committee would take up the role and DN suggested that reading the background minutes before the payroll meeting would be advisable.

1233.5 TK advised that a further staff meeting will be held with TK and GW.

1234 PUBLICITY AND MEMBERS

New Members Listing

1234.1 JB confirmed that statistics had been added for the past two years to show the fluctuations of membership numbers and the figures were better than expected.

1234.2 TL highlighted the fact that most new members in June had joined because they wished to have boat movements undertaken, and the new policy of required membership appears to be working. SV noted that these figures will aid our CASC status.

1234.3 AM requested that the names and email addresses be sent through so Racing Section can contact new members.

Action: JB

1234.4 Vote for the proposed new members, resignations and lapsed members be accepted by committee.

Proposed: SV; In favour: unanimous; Against: 0; Abstention: 0.

1235 ROYAL ESCAPE RACE

1235.1 SV confirmed that the race was better than predicted, with an increased attendance, and the retention of the sponsor. The weather was very favourable and SYC retained the Adele and Tony Boyson trophy.

1235.2 SV confirmed the intention to open for entries earlier next year and stated that the social event in France may be moved after this year's poor hospitality.

1235.3 NP wished to record that from the pier-head he noted that behaviour from the start gate was exemplary. Everyone behaved as required and he was delighted.

1235.4 DN further commented that going through the lock was good.

1235.5 DS asked where the home is for the Adele & Tony Boyson Memorial trophy and SV confirmed it is in storage at SYC with the other RER trophies.

1236 BARCO

1236.1 GW stated that everything had already been virtually covered.

1236.2 GW confirmed that the figures for May were disappointing with a loss of £1,297. NS was away for two weeks requiring extra staff to be employed to cover her. Bar takings were also down, due in part to the reduced number of functions. There was also a small problem with the Epos till which is registering some wine sales incorrectly. Catering therefore incorrectly appears to have been better and the bar has slumped, but this is not completely accurate.

1236.3 DN recorded that the cumulative result for January to the end of May is an overall £1,600 loss. Whilst this is unfortunate there are fluctuations and the position is a long way off from where it was previously. DN further stressed that the cumulative loss from before is £44,000 and this will take a long time to go away.

1236.4 GW stated that losing only £1,600 over the last 6 months actually shows we are picking up.

1236.5 KK stated that the implementation of dual pricing will help increase turnover once it starts.

1236.6 JB confirmed that the income from hirings for both May, June and August will be low due to a reduction in the number of booked events. July and the autumn months are better booked.

1236.7 GW confirmed the difference an event can make. Last week a wake received fractionally under £2,000 for the bar and restaurant. Compared to the previous Thursday when it was a normal day, the bar and restaurant takings were £240. One event can therefore make a significant difference.

1237 SAILING SECTION

1237.1 SL was not present but forwarded her report as read by TL.

1237.2 It was noted that the Regatta is not included in the budget but SL hopes this will self-fund.

1237.3 IRC proposal is being worked on and SL will present full options appraisal at the Board in July. Please note this is not included in the budget.

1237.4 The racing programme is going well and AM is on top of all the rally bookings.

1237.5 Mark 'west' is currently being repaired, Mark 5 is still off station and Mark 1 made a run broke loose over the weekend but has been retrieved and put back on station. Reports have been received that Mark 3 is also not on position but this has not yet been formally confirmed.

1237.6 Five boats from SYC entered the Sussex Championships and Upstart won class 2 and possibly overall.

1237.7 Nine boats are due to sail RTI this weekend of which we have an ISC and IRC club team entered.

1238 DINGHY SECTION

1238.1 KH reported on the Cat Challenge and invited Board members to watch a report on You Tube that was compiled by George Hinchliffe. He confirmed that they had got as far as Cowes which was 82 miles through the water. They then turned around and the return journey was quick achieving 18 knots through the Channel with the tide. One boat unfortunately had some damage and a leak so was put ashore.

- 1238.2 There will be another attempt at the second part in July, but overall it was good fun. Safety protocols worked very well and weather was very breezy by time they came back.
- 1238.3 Although they have already completed over 125 miles they intend to have another go.
- 1238.4 Family and Cadets are running well and numbers are stronger. All figures are being reported for CASC.
- 1238.5 Pay and Play has started on Wednesday evenings and it is slowly gaining momentum. Marketing would help.
- 1238.6 The Ferguson race is the next event for dinghies. SV requested a copy of the notice be sent for website.
Action: KH

1239 TRAINING SECTION

- 1239.1 KH reported that courses are running well with an increased income for Training Section. Both the Power boat and First Aid courses have gone well.
- 1239.2 Match racing on 23rd June was cancelled due to the weather but teams from several groups had signed up. The event will probably now be done on a Saturday afternoon/evening.
- 1239.3 KH confirmed that Natalie Stansell is providing a bar for the match racing.

1240 SAILABILITY

- 1240.1 DT reported that Chris Hodges is doing well with changing the culture of Sailability and sessions are being managed better with bookings being taken. Some sailing is ad hoc but basically if members book they get a boat and if you don't they have to wait.
- 1240.2 Sailability is desperately short of dinghy skippers and suggestions or ideas were requested. No qualifications are required and KH can sign them off under a Duty of Care as long as he sees them.
- 1240.3 HF reported she had spoken with KH about the Volunteer Directory which will be launched on the Open Day. There is hope that this will pick up some dinghy sailors.
- 1240.4 KH requested a second hoist point on A pontoon and reported that there is currently a dinghy locked to it which needs to be moved. It takes about 20 minutes to change people in and out of a boat and with high dependency people this is taking a longer time. TL will speak to Charlie Withers to move the dinghy.
- 1240.5 Sailability Social events are working well and integration is the main objective.

1241 HOUSE

- 1241.1 IB reported that no comments were recorded in the 'comments book'. The 'sign in book' has had pleasant and friendly comments about the welcoming atmosphere and lovely food.
- 1241.2 Bar staff are being asked to smarten up and remember to smile. NS is considering name badges, uniforms or smart tops and TL suggested we state a particular colour for the girls.
- 1241.3 It was noted that tidying up is required generally in the restaurant and bar area.

1242 SAILING THROUGH HISTORY

- 1242.1 DS presented two sets of minutes to be read.

- 1242.2 DS gave a brief report on the meeting with the Heritage Lottery Fund in London wherein they requested more information.
- 1242.3 The meeting with the port revealed that the port's planning has changed considerably. This is considered of benefit in Southwick as SYC will not now be in competition with other outlets.
- 1242.4 A meeting will now be held to consider whether another consultant is required and any proposal will be brought back for ratification to the main Board.

1243 CORRESPONDENCE

- 1243.1 TL reported that John Underwood's daughter had written a card of thanks for all the donations made in his memory.
- 1243.2 Mike Twell had sent in an email which was discussed. It was considered that the friendliness or lack of friendliness within the club depends on the day and is not an ongoing situation. TL was asked to compile a reply to Mike Twell confirming that his concerns were raised at main board.
Action: TL
- 1243.3 SV asked that not only staff in the bar should welcome people, but also all board members. He considered this can often be an issue at the weekends when strangers visit the club.
- 1243.4 Signage was suggested that could direct new members to the bar, restaurant and toilets.

1244 ANY OTHER BUSINESS

- 1244.1 NP requested that the maintenance team be asked to put a new lighting tube in the RER above where the Commodore sits.
Action: TL (Done and closed)
- 1244.2 DS requested support for the 52nd Pactolus race and noted it is a long tradition which has gone on longer than the Royal Escape race. DS advised that to date he had received no interest. SV confirmed it will be published in In the Wind.
- 1244.3 HF said that the Crew noticeboard does not work in its current format and she will update the board noting HF as the main point of contact. A spreadsheet will be created which will show a history of involvement and which will also aid CASC recording.
- 1244.4 GW referred to a photograph taken in 1896 of the original directors and committee and the replica taken in the same format in the centenary year. The intention is to do a third one for 125th year anniversary which needs to be done this year. The original and previous pictures were taken in the downstairs room in the Schooner Inn, Southwick. Every director was requested to attend, dressed in Cowes rig with whatever is the equivalent for ladies. Some ex-Presidents and Vice Presidents will also be invited. IB is sorting out dates with the Schooner Inn. GW requested that everyone makes themselves available for the chosen date. TL stated that September is historically always the best attended month for Board meetings and suggested that would ensure the most directors are present.
Action: IB

Date of Next Meeting: Monday 17th July 2017 2000 RER Shoreham
Monday 18th September 2017 RER 2000 Shoreham

There being no further business, the meeting closed at: 21.53 hrs

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

Commodore

26th June 2017
