

SUSSEX YACHT CLUB
MINUTES OF THE MEETING OF THE MAIN COMMITTEE
Held Monday 17th July 2017

DRAFT

The meeting commenced at: 20.00 hours

Summary of Actions

Item No	Item	Who	When	Status
1246.3	Matters Arising/Finance	LW	September	
1246.4	Matters Arising/Disabled Shower	TL	Immediate	
1246.12	Matters Arising/AOB/Centenary Photo	LW/GW	Immediate	
1247.1 (vii)	Finance/CASC – Renewal Letter	TL/JB	Immediate	
1247.1 (xi)	Finance/CASC – Collate info	JB/DN		Ongoing
1247.2	Finance/Epos	IB	September	
1249.13	Harbour Assist	DN		Ongoing
1250.3	Open Day attendance	TK	August	
1250.4	Open Day fliers	HF	Immediate	
1250.5	Open Day	HF	Immediate	
1254.2 (i)	Confidential Notes/New Members	JB	Immediate	
1261.1	House	IB	September	

Present:

Terry Kinch (Chair)	TK	Vice Commodore, Chair M&M & BMC Committees
Laurence Woodhams	LW	Rear Commodore, Hon. Treasurer
Kevin Headon	KH	Rear Commodore, Training Principal (arrived at 20.13)
Helen Foster	HF	Director, House Committee (arrived at 20.02)
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 (arrived at 20.02)
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:

Giles Weston	GW	Rear Commodore, Chair Bar & Catering Committee
Steve Vyse	SV	Commodore, Chair Publicity & New Members
David Golding	DG	Director, Buildings Maintenance Committee
Sam Lippett	SL	Director, Sailing Section Captain
Ian Bush	IB	Director, Chair, House Committee

Number Item

1245 MINUTES OF PREVIOUS MEETING

All agreed as a true summary.

Proposed: Vice Commodore; In favour: 9; Against: 0; Abstention: LW

1246 MATTERS ARISING

1246.1 Volunteers Directory

HF reported that she has to add some further detail and it will be completed once she has contacted Spencer Neal. HF intends to launch the Volunteers Directory at the Open Day in August.

1246.2 New Member Support

HF and AM are now contacting new members and any new faces are approached and asked about their interests and offered an opportunity to sail. The emphasis is on making them feel welcome in the club. DN commented that one new member he spoke to did not follow up and it was considered that Sailing Section and HF need to discuss how to move forward. LW suggested the Pursuit Suppers were the best way to get people involved. DN is aware of this and the next Pursuit Supper is on Saturday 12th August. The race has a 15.00 start and will flow naturally into the supper afterwards.

1246.3 Finance

The item related to purchasing outside the office and KK was to discuss with LW so that LW could produce a procedure for the office to follow.

Action: LW Carry over to September for procedure

1246.4 Disability Shower

The disability shower rails have not yet been done. TK will bring them to the clubhouse.

Action: TL to remind TK

1246.5 Finance

There was a question about whether historically the anticipated margin on normal activities was 10% or 20%. TL confirmed expectation was c10%.

1246.6 Confidential Minutes

This matter was undertaken immediately after the previous meeting.

1246.7 Bar Till Software

DN confirmed that the right reports are able to be retrieved from the software without additional expenditure.

1246.8 Staff Matters

JB reported that the item requested was dealt with immediately after the previous meeting.

1246.9 New Members and Publicity

The new member's email addresses were sent to AM and HF and this will continue each month. Sailing Section will have the information passed to them once seen by HF.

1246.10 Dinghy Section

A copy of the notice for the Ferguson race was prepared and sent as requested.

1246.11 Correspondence

TL confirmed that a letter in response was sent to Mike Twell which was gratefully received.

1246.12 AOB

GW had requested 100% Board member attendance for a repeat of the Centenary photo. The September Board meeting date was considered but NP and TK are unable to be present and this will therefore probably have to be undertaken later in the year. LW will visit the Schooner Inn to consider the photograph potential.

Action: LW and GW

1247 FINANCE

1247.1 CASC recording (all sections)

1247.1 (i) LW clarified that maintaining CASC status requires the Club to record activity as a minimum of 50% of the membership has to be active. The HMRC definition of active is for a minimum of 12 activities per annum. The term 'activity' is a broad matter and could be covered by multiple types of 'activity'. Compliance has to be provable through suitable records.

1247.1 (ii) All sections were asked to think about what events and activities were recorded. It was considered it would be useful for sections to note what involvement is happening within their areas of expertise.

1247.1 (iii) KH has efficient recording on his section's activities and it was considered whether a model could be used across other sections. KH stated that everything is recorded with attendance and level of interaction. This information is also reported back to RYA as this helps with funding. KH will share but he is currently using more than one system.

1247.1 (iv) DS requested that logs be kept with crew names every time they go out to sea. Sailing Section will be encouraged to talk to skippers to get crew names recorded.

1247.1 (v) DN noted that if the Club were to lose the CASC status then SYC can be liable for capital gains tax on all properties, and reiterated that this is not just about council tax. Disposal of property would be retrospective. DN wished to raise the warning for Board members to realise they should not leave CASC lightly. LW believed that 4 years ago the net cost to the club would be circa £20k per annum.

1247.1 (vi) DN suggested that the sections be asked how many events they are coming up with. NP stated that the activity levels are varied within the sections and it would be best to ask the section captains to devise their own system for what we need regarding participation levels. DN wanted a snap shot to get a feel of what is happening, and maybe a report could be made on a monthly basis.

1247.1 (vii) TL suggested that membership renewal letters could request information on the slip at the bottom with the number of times the member has dived, cruised, associated activities, etc. This approach was approved as the way forward for CASC and an explanation in this regard will be added in the renewal letter.

Action: TL/JB

1247.1 (viii) DT asked if there should be quarterly updates of data capture as this would provide proof of collation of information and would appease the HMRC in the first instance.

1247.1 (ix) LW noted that the collation of information may require additional office support.

1247.1 (x) A proposal was made to collate the information with regard to active involvement for purposes of recording via renewal:
Proposed LW, Second TK, Unanimous.

1247.1 (xi) JB to work with DN on collating the information.

Action: DN/JB

1247.2 Funds Release – Bar Till Software

IB was not present however the fob frequency is still unknown and the question has been put to Epos for consideration.

Action: IB to report in September.

1248 SOUTHWICK THROUGH HISTORY

1248.1 Funds Release request from DS.

1248.2 DS reported that the Sub-Committee has agreed that the first bid would be put into action and this will be done largely in-house to save costs. £8,000 is required for a linguistic transcriber specialist to look at the notes and the context required and put them correctly into the bid for the given audience. Part of the money is for fund raising consultancy.

1248.3 LW requested that DS speaks to Greg Falvey (Member) to get his briefing.
Proposal for release of £8,000 funds release:

Proposed: DS, Seconded: TK. Carried: Unanimous.

1249 MMC (Harbour Assist)

- 1249.1 TK introduced the proposal for a funds release for Harbour Assist and explained it is for a 'blanket' replacement of the administration system for managing moorings, boatyard, facilities and membership database. Research for a replacement has been ongoing for 2-3 years. It was felt that low cost part-solutions have been tried but they are not viable and did not bring together the current fragmented situation.
- 1249.2 Membership had been an issue but now Harbour Assist are resolving a way to go forward with this.
- 1249.3 TK confirmed that no bespoke additional costs have been identified and that installation of the system is likely to take place in February 2018. DN confirmed that the accounting system will be easier to switch over and he will be available to assist.
- 1249.4 DS considered that he did not understand the implications well enough and would therefore abstain from the vote. DN asked what benefit would be seen for the investment and LW confirmed that there is no staff saving, however the system can be used to generate more accurate invoices so this will be a member benefit. Invoicing is currently not as accurate as it might be because of the disparate systems used. It will also ensure that we track the time of our staff to ensure that they are delivering a member benefit to all members. Members can pay their accounts without using staff time and it will be a more convenient way for members to manage their requests. LW considered this would enable an accurate record of the association between boat and owner.
- 1249.5 It was confirmed that Direct Debiting was not a necessity with the new system.
- 1249.6 NP queried the support and licencing figure of £8,000 per annum as being higher than expected (equating to over £150 per week) and asked how much support is required and what assurances we have about future escalation of costs? TK confirmed that escalation would be index linked to inflation.
- 1249.7 TK confirmed the advance cost is to do with data transfer and getting ready to run live. The greater proportion of the £16,000 set up costs is to ensure that everything works from the outset. The subsequent support is more of a rental/hosting involvement. Back up, data security etc is all covered and provided by Harbour Assist rather than SYC and we do not need to buy any hardware to run it.
- 1249.8 NP expressed concern about an £8,000 commitment each year, plus inflation, requires complete confidence that it is the right way to go. DN stated that the club must be considered as a business and that this will be core with the accounting systems in the modern world.
- 1249.9 NP asked if there is anything else that is not covered and TK confirmed everything is covered, however the Board are satisfied at the moment that this suits our needs. If more detailed reports are required later they would be paid for in addition as bespoke reports. There is a user group to which we can refer for guidance and suggestions.
- 1249.10 LW suggested that a scope document be considered in relation to membership, to ensure its functions are understood and so we may schedule the items we require and ensure everything is in it so we do not pay for something that is not in it.
- 1249.11 TK confirmed we can opt out if it does not work out.
- 1249.12 It was confirmed that there are no modules and the advance cost is about getting our data input. This is a cloud based system and the additional benefits of having user input are huge.

1249.13 DN will consider whether the data can be used to record activity for CASC.

Action: DN

1249.14 TK reported the contract is a rolling situation with no annual or intermediate reviews. TL confirmed it is RPI and we could ask for it to be CPI (or 2.5% whichever is lower) and LW stated that RPI is being phased out. DT asked if we could negotiate for a cap and asked what month it would be based on. TL stated this would be the anniversary of the commencement date. DT felt it was important to get that review date written into the contract.

1249.15 KK questioned whether an increase in costs to members would be required to pay for this. LW believed however it will have a positive ROI in the first year.

Proposal for £16,500 funds release, subject to the contract being granted by Harbour Assist with a CPI calculation capped at 2.5% maximum, for the initial purchase of Harbour Assist with an ongoing cost to the club of £7848 with annual CPI increments or 2.5%, whichever is the lower.

Proposal TK; Second DN. In favour: 8; Abstention: 1 DS

1250 OPEN DAY - 19th August

1250.1 HF reported that a banner is going up on bridge on 4th August for 2 weeks, Natalie Stansell arranged the catering items, the packs for new members are ready to go, and everything is ticking over. A general lack of response and a degree of apathy is the main problem as no one is committing to assisting on the day.

1250.2 HF considered that people are not wanting to join until they know what is happening with the club upheaval and EA problems, and felt that it would be good to have knowledgeable people available on Open Day who can speak about this to prospective new members. Currently the general public are hearing bits and pieces.

1250.3 LW responded that it has always been reiterated that nothing would be engaged in that is detrimental to the club. TK confirmed that he will be present to answer questions.

Action: TK

1250.4 DS felt that SYC should have had fliers available at the Beach Dreams weekend and requested fliers be available to hand out at the next Farmers Market. HF will take fliers to Worthing town centre and the Hospital. It should be reiterated that teas and coffees are free.

Action: HF

1250.5 HF will contact the WSCC What's On Events advertisement and look at all the surrounding areas including Horsham and Crawley.

Action: HF

1251 SDP

TK reported that another meeting took place but the loose proposal was rebutted. TK is hopeful that in the next few weeks there will something more meaningful back from Council which will help us to go forward.

1252 MMC/BMC

1252.1 TK reported that BMC is still on 'covering' watch.

1252.2 MMC is in the same situation. An urgency has been raised however with the Harbour about pontoons at Southwick. At a meeting with Julian Seaman, Harbourmaster, he confirmed that the Port are not in position for another 18 months to 2 years to go ahead but SYC can go ahead alone. TL is getting costings for two elements of the marina, one is for the water that isn't used at the moment as a temporary marina whilst we vacate and our own area is rebuilt. The Harbourmaster will request his staff to undertake detailed soundings and surveys for dredging,

and the Port will manage the dredging. There is a six week time limit at the end of which the position will be reconsidered.

1252.3 LW stated that he considered the Port could take longer than 18m to 2 years and it was confirmed that Sibella is being involved in discussions. TL confirmed that the Port have provided an undertaking that if we start the project the Port will not cause a delay to the project. There will be no time when the equipment has to leave and come back later.

1252.4 NP asked about confidence in the current retaining wall if we vacate our moorings and clear the staging and the dredging is undertaken. TK confirmed that the dredging would be a distance away from the wall. This was not the original idea but Julian is going to have surveys to ensure that a margin is kept before the wall. This may make more water available for moorings.

1252.5 SYC have now taken charge of design. GR asked about the cutting away of piles. TL confirmed that the cutting away of piles is the problem of the Port under the marina build contract, and that the Port will present mud with water ready for new piles and new pontoons.

1252.6 DG reported on the trip hazard from a broken plank at Southwick. TL will task RE to sort this out.

Action: TL (Done next day)

1252.7 Metermacs:

1252.7 (i) Year 1 figures were sent out with papers. DN offered a simple explanation: a saving has been made of £16,000+ in electricity that we previously paid for members each year, together with an ongoing contribution in the units that the members are paying of nearly £7,000 per year. This therefore produces approximately £23,000 coming in each year which equates to only 2.8 years until the system is paid for.

1252.7 (ii) LW stated that consumption could fall and the accounts cannot continue to use what we no longer take from people in the computation.

1252.7 (iii) LW believes that any ongoing problems are mainly down to user failure. The harsh marine environment has an effect and the LCDs need some tweaking. LW believes there must be provision to maintain and replace at end of life cycle.

1252.7 (iv) NP asked whether members were complaining about price of electricity and TL confirmed none had been received. LW stated he had grumbles from 4 people who stay overnight long term.

1252.7 (v) TL stated that the majority of issues are with LCDs and most are being changed this summer.

1252.7 (vi) TL confirmed that 'visitor codes' are used for visitors which are pre-charged with an amount of money.

1252.8 Car parking:

1252.8 (i) A report of a survey done at 08.15 am each morning for six weeks was compiled and issued. It is now possible to identify where the pressure is coming from and the idea of putting a parking zone for consistent overnight users was considered.

1252.8 (ii) TL confirmed that the wind farm workers have paid for their parking although KK considered that some contractors have abused that on occasions.

1252.8 (iii) A suggestion was made as to whether a different set of users would be seen at 09.15 am and whether that should be researched before deciding what to do.

1252.8 (iv) GR considered the problem is worse since the boatyard had a barrier as people are more inclined to come in to the open non-barrier area.

1252.8 (v) Discussion was held around whether to wait until the new building is undertaken with new car parking.

1252.8 (vi) LW noted that it appears there is not a persistent offender but rather a constant demand and questioned what proportion are non-members. LW reminded the Board that the car park was increased as a member benefit for parking at the expense of boat parking which had previously brought in income. LW proposed that non-members are given a stern response.

1252.8 (vii) DN observed that the new large block of flats next door may involve residents requiring car parking spaces.

1252.8 (viii) LW considered a further report will give no different information and in his opinion there was no requirement to repeat the exercise. Nothing conclusive has been identified other than it is a complex problem without a simple solution. TL confirmed that the Boatswain's department already walks around every day and checks the cars and boats.

1252.8 (ix) MMC were not requested do anything further at this time.

1253 STAFFING

1253.1 The item relating to Staffing was deferred to September.

1254 MARKETING

1254.1 HF reported little progress on marketing although contacts with new members are being established.

1254.2 New Members Listing

1254.2(i) Confidential Minutes

1254.2 (ii) It was noted that member only use of the hoist has increased membership uptake.

1254.2 (iii) KK asked about commercial users becoming members to use the hoist and whether this affects the CASC numbers. LW said that nothing they do commercially is applicable for CASC activity. If members use the commercial boats then that activity can be recorded.

1254.2 (iv) Vote for the proposed new members, resignations and former probationary members be accepted by committee, with Confidential Note amendment.

Proposed: TK; In favour: Unanimous; Against: 0; Abstention: 0.

1255 ROYAL ESCAPE RACE

This item was deferred to September.

1256 BARCO

1256.1 IB was not present at the meeting. DN reported on the figures with a loss of £2,900 in June. In six months the overall loss has been £4,500. June was disappointing with not enough overall activity. It is noticeable when local racing events are on and NS has good ideas to increase the attendance.

1256.2 NS reports on a weekly and daily basis and this is now improving. DN reported that July to date shows a healthy net contribution.

1256.3 DN confirmed that to 30th September 2016 there was a cumulative loss of just under £35,000 and since then there has been a £12,500 loss of which £4,000 has been in the last six months. LW reiterated that in Q1 of financial year we lost £8,000, and in Q2 and Q3 we lost £4,000, so the losses

have been reduced to 25% on average. It was agreed that this was because of an increase in events and tighter management.

1256.4 LW asked if there are opportunities for cutting overhead costs. DN reported the chef has left. DN reported the costs relate to sales and staff costs and that NS is monitoring sales and undertaking 'better buying'. DN confirmed that the only way to save staff costs would be to cut opening hours.

1256.5 It was discussed that an increase in turnover is required and AM asked if June and July were bad months last year.

1256.6 KH asked what plans are in process to encourage members rather than offer the premises for outside functions and asked how sections can look at using the facilities. The downside of outside hirers is that availability for members and parking is reduced and ultimately the members are losing their own club. KH encouraged more benefits to the membership and not just functions.

1256.7 TK asked if additional racing can be held to encourage members to still use the facilities when a rally takes place.

1256.8 KH asked about having a winter lecture programme together with winter quiz nights.

1256.9 DN informed the Board that the outgoing chef now needs paying. This will make no difference to results as this was previously accounted for.

1257 SAILING SECTION

1257.1 SL was not present but provided the following report:

1257.2 All is going well. Two yacht clubs will be imminently visiting - Arun YC on 29th July and Channel Sailing Club on 16th September.

1257.3 Confidential Minutes.

1257.4 The next Sailing Section meeting will be on 26th July at 7pm at SYC. Kevin Headon will be joining to discuss planning of future joint dinghy / keelboat events.

1258 DINGHY SECTION

1258.1 KH reported that the second part of the CAT challenge is happening this weekend (22/23 July). Currently the weather looks fair.

1258.2 Dinghy racing is quite weak. DT is now sharing the dinghy captain role to try to move things on and consider future years to improve participation.

1259 TRAINING SECTION

1259.1 Training numbers of people participating are still good.

1259.2 There are still some sailing spaces in September and KH confirmed he will provide information for Open Day.

1259.3 Teams go away for Fed Week in the summer. They are not doing Cowes this year.

1259.4 Family Cadets is very strong with the last one next week with a pirate party. Numbers have been strong during the year.

1259.5 Pay and play on Wednesdays has been successful and some divers have come down. This has built in pace but will end in August as team members are away during August.

1260 SAILABILITY

- 1260.1 Taking part in Fed week. Monthly social is now held in the clubhouse. DT suggested that maybe Sailability could mix with the quiz nights and link socially.
- 1260.2 Boat has been moved that previously restricted the use of the hoist. Sailability are considering purchasing a second hoist as it can take 20 minutes to transfer one person.
- 1260.3 The RYA attended recently and the support amongst Sailability is very strong and enthusiastic.
- 1260.4 John Mactear has taken on a more strategic chair role and Chris Hodges has taken on the role of operations.

1261 HOUSE

JB reported that a number of grateful and glowing emails have been received.

Action: IB to bring to next meeting.

1262 CORRESPONDENCE

None received.

1263 ANY OTHER BUSINESS

1263.1 TL reported on the The History of the Victory Cutter which was written and donated by Dr Chittenden and is available for anyone to read. It was considered that it could possibly be serialised in Wavelength.

1263.2 DN asked why we audit the accounts 3 weeks after year end when other companies take a lot longer. TL said the annual reports are required for AGM and all reports were sent out in one mailing at the beginning of December, so annual reports and accounts need to be approved at the October meeting.

1263.3 AM said there are a lot of non-boat members who still want to have a social membership and requested that the Board think about that for next year. It was considered it may be prudent to wait to see how CASC status is at that time.

Date of Next Meeting: Monday 18th September 2017 RER 2000 Shoreham
Monday 23rd October 2017 RER 2000 Shoreham

There being no further business, the meeting closed at: 22.18 hrs

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

Vice Commodore - Terry Kinch

18 September 2017
