

SUSSEX YACHT CLUB
MINUTES OF THE MEETING OF THE MAIN COMMITTEE
Held Monday 23rd October 2017

DRAFT

The meeting commenced at: 20.03 hours

Summary of Actions

Item No	Item	Who	When	Status
1286.1	Matters Arising/Purchase outside office	LW	November	
1286.3	Matters Arising/Centenary Photo	IB	November	
1286.5	Matters Arising/SDP Heads of Terms	TL	Immediate	
1286.9 (ii)	Matters Arising/E Cigarettes Rule Alteration	TL	Immediate	
1287.1	General Meeting/Running Order	TL	Immediate	
1287.5	General Meeting/Oversight Committee Report	KH	Immediate	
1287.7	General Meeting/Tony Curtis attendance	TL	Immediate	
1288	Finance/Draft Audited Accounts	DN/LW	November	
1289.2	AGM/Percy Ludgate	All Directors	November	
1289.3	AGM/Log/Distance	SL	Immediate	
1289.4	AGM/Honorary Members	All Directors	November	
1293.1	Marketing/New Members details	JB	Immediate	
1293.2	Marketing/Volunteers Directory	All Directors	Immediate	
1293.3	Marketing/Sailing Section	HF/SL	Immediate	
1295.5	Barco/Fobs & Readers	HF/GW	Immediate	
1297.1	Dinghy Section/Icicle Race	KH	Immediate	

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

Number Item

1285 MINUTES OF PREVIOUS MEETING

All agreed as a true summary.

Proposed: Commodore; In favour: Unanimous

1286 MATTERS ARISING

1286.1 Finance

This related to an item raised in April about purchasing outside the office and a request that KK would discuss with LW so that LW could produce a procedure for the office to follow.

Action: LW to report in November.

1286.2 Disability Shower

The handle for the disability shower has been provided and the Boatswain's team have been asked to put it up.

1286.3 Centenary Photo

A suggestion was made to have the Board meeting in December at The Schooner followed by Commodore's drinks. Past Commodores would be invited. IB will ask about availability in December.

Action: IB to report in November

1286.4 CASC – Collate Information

DN reported that the numbers are slowly improving. The total received by the previous week was 186 which represents 18% of those sent out. From the reports received to date over 55% would meet the criteria of 12+ events per year. A reminder for completion will be issued in In the Wind.

1286.5 SDP Proposal – Heads of Terms

SL is still awaiting sight of Heads of Terms. It was confirmed that these are 'company confidential' and not for disclosure to the public. An agreement stands for all parties that reasonable care must be taken that this information does not reach public domain.

Action: TL will send to SL

1286.6 EPOS till

The EPOS system was discussed later in the meeting.

1286.7 Training Section

HF reported that training days have been checked for noise level and there is no overlap with events at the moment. KH is being kept informed by the Steward.

1286.8 Picture Donation

TL confirmed that a letter to the owners of the picture had been sent.

1286.9 E Cigarettes

1286.9 (i) TL reported that this subject was previously covered at a former meeting in March 2015. A ban was put in place for the restaurant and wooden floor area in the lounge. A further proposal to ban throughout the whole building was held at the time but it was not carried as the Commodore exercised his casting vote against the motion. Currently e cigarettes are permitted elsewhere in the building.

A proposal to ban e-cigarettes from all interior areas in the club was made.

Proposed: SV; Seconded: In favour: 12; Abstain: 2 (LW, GR)

1286.9 (ii) TL stated that a Rule alteration has to be shown on the noticeboard for 7 days before it can be undertaken.

Action: TL

1287 GENERAL MEETING

1287.1 DN asked if a running order could be produced to assist the Directors with preparation.

Action: TL

1287.2 It was confirmed by TK that this is a single issue meeting for the proposal of the sale of land. TK and SV will speak on the day and the SDP committee will meet on 30th October so they are prepared and all topics are covered.

1287.3 SV will give a broad strokes presentation and a timeline list of SDP committee members and all professionals involved will be included.

1287.4 It was considered that a full opportunity has made been available for everyone to bring questions in advance and some members are due to attend the next SDP meeting to raise questions. It was reiterated that the meeting will not be for a discussion of questions that should have been brought in advance.

1287.5 Tony Curtis or Vernon Hardman will be requested to write a report for the Oversight Committee.

Action: KH

1287.6 DN requested that the risk element be noted so transparency is assured. DN further stated that VAT reclamation is not assured. It is not an easy situation but counsel has been sought and the club has erred on the side of caution. This will be revisited at the last possible opportunity.

1287.7 TL advised that a number of proxies have stated that Tony Curtis will vote on their behalf and TL will ensure that TC is going to attend.

Action: TL

1288 Finance – Approval of Draft Audited Accounts

1288.1 DN reported on a meeting with the auditor and the auditors firmly believe the process is too rushed. An extended process is preferable and recommended.

1288.2 LW commented that accounts are usually done so quickly to get the papers out by Christmas. LW requested that the Commodore defers the vote on the approval of draft audited accounts until the November meeting. SV stated his approval.

1288.3 All Board members were asked to read the document thoroughly and any questions were requested via email to LW, DN and TL before the next board meeting. DN advised that he was in the office when the auditors were on site and answered some of their questions.

1288.4 LW summarised an executive view of the draft accounts and confirmed that the bottom line in the set of accounts was £145,000 surplus which represented nearly the largest surplus ever. DN stated that the current accounting method shows fluctuation. LW stated that the surplus was due to the lid being put on everything with no spending on buildings maintenance or moorings.

1288.5 Membership income increased due to services only being available to members and also the Open Day this year was very profitable with over 40 new members.

1288.6 DN said the auditors have proposed that we capitalise the Harbour Assist cost as it is general accounting policy to do this. It would be written off over 4 years.

1288.7 DN referred also to the Barco loan and the auditors feel that the club should retain the loan and start charging a modest interest of 1.5% over base rate. Advice was not to make any move to write it off. DS requested that the accounts name the loan as being to Barco rather than unnamed.

1288.8 LW asked if the Board needs to pass a motion before any interest is charged. It was considered that the interest should begin immediately and not be retrospective. DN further commented that this would support the club's CASC status.

Action: DN & LW to bring motion to Board in November

1288.9 Questions were requested to be emailed to LW and DN via the office for November board meeting.

1289 AGM Matters

1289.1 Update on Officers

Flag Officer nominations received so far are: TK for Commodore, KH Vice Commodore, DN Rear Commodore and Honorary Treasurer, DT Rear Commodore. Four Director retirements were noted; DS, DG, DT, DN. DS and Miles Mayall have been nominated for Directorship. TL confirmed that more forms are awaited.

1289.2 Percy Ludgate consideration

TL asked for Directors to give considerations to potential recipient of Percy Ludgate Trophy and reiterated that it is given to someone who the club considers has made an outstanding contribution to the club. This cannot be awarded to a Director. TL requested that the nominees be discussed at November meeting in complete secrecy. The nominator will ensure the recipient is at the AGM without knowledge as to why, and the nominator will need to write a speech for Commodore as to why nominated.

1289.3 Log and distance cup entries

TL requested nominations for the Windflower, Mathey and Compass cups. SL will advertise through sailing section to get entries in. These cups are for distances travelled and nicely presented logs (can be electronic). The President decides who receives the cups.

Action: SL

1289.4 Honorary Members consideration

TL requested that if any Director feels someone outside the club should be nominated as an Honorary Member that they bring the name to next Board meeting. TL asked that suggestions should be sent to him in advance for inclusion on the agenda.

Action: All Directors

1290 SDP

1290.1 Proposal for funds release dependent on GM

TK presented a request from the SDP Committee for a release of funds up to £50,000 for reports and consultants to be instructed immediately after the General Meeting conditional upon a resolution being passed on 4th November. A paper was previously issued to the Board.

Proposed TK; Seconded: SV

Vote: In favour: Unanimous

1291 MMC/BMC

1291.1 TK reported that a meeting took place earlier in the evening to consider marina proposals for redevelopment of Southwick prior to a meeting with the other local operators next week.

1292 Staff Matters

1292.1 TK reported that the staff appraisal process will conclude in November. A report of the outcome will follow.

1293 Marketing

Proposal to accept the New Members List:

Proposed: HF; Seconded: SV; In favour: Unanimous

1293.1 HF requested that JB emails the new member contacts to her from the October list.
Action: JB

1293.2 HF reported that new members are being encouraged to become involved in the Volunteers Directory. This is now available on the website. SV requested Directors to check for accuracy.
Action: All Directors

1293.3 NP asked HF whether the club volunteers are correctly targeting students over full paying members when allocating crew to boats. Full members wishing to crew should receive priority. Guy Stansell will be asked how to incorporate the members.
Action HF, to discuss with Sailing Section via Sam Lippett to include in Sailing Section AGM.

1293.4 TL reported that the Yacht Club Secretaries meeting discussed a buddy system that has been trialled where a member has 2 or 3 buddies throughout the year. The buddy is responsible for getting them out and involved in sailing and social events. TL felt this might take the pressure off HF. HF has attempted to include new members with existing members at club nights.

1294 Royal Escape Race

SV had nothing to report.

1295 Barco

1295.1 GW reported that September did not achieve a surplus due to a few unexpected items. Timing was unfortunate with the laundry being paid 4 weekly September incurred two payments in one month. The result was a loss of £107.

1295.2 October however is proceeding with takings and bookings to date up. DN reported that progress has been made. With a reduced £5,000 loss over last 9 months, DN felt that a lot of good things are on the horizon and the trend is now in the right direction. LW further noted that the 9 months stated does not include the most seasonal profitable period of Christmas which is coming up. He stated that the turnover and proportion of wet sales over the 9 month period was £119,640 out of total of £191,000.

1295.3 DN stated that the change of prices in the bar would make a big difference. New prices are currently being put in place for the new system with different prices for members and non-members.

1295.4 TL reported that other yacht clubs' gross margins have a lowest figure of 57% and a highest of 68%, with an average of 62%. TL noted that if SYC is aiming for 55% then it is lower than other clubs.

1295.5 IB reported that NS was working on pricing now and by Prize giving on 18 November the new till will be in and working. There will also be two tills available at no extra cost. NS wished to have one reader per till and fobs would be handed over. SV gave his feelings of disquiet that this could end in confusion with wrong fobs being returned. It was agreed that House and Barco to discuss.
Action: HF & GW

1295.6 DN reported that Barco is now running on the new accounting system as of 1st October and that early assessment is that it is working well.

1295.7 SV confirmed that pricing is for NS to decide as she is closest to matters, but that approval from House & Barco is also required. It was considered that the Board needs no involvement. DN stated that the Board may set a realistic financial framework.

1296 Sailing Section

1296.1 SL not present and her report was read by TL.

1296.2 Prize-giving tickets are now on sale and have been advertised. £28 per person for 3-course menu & disco. A discounted price of £23 for University of Sussex students.

1296.3 Mark 1 was reported as being off-station following the storms at the weekend. It was rescued by a kind kite surfer who prevented a scavenger taking more than he had done already (the shackles) and the boatswains will collect from his driveway this week.

1296.4 Sailing section AGM has been set for 11th November @ 4.30pm at the clubhouse (allowing sufficient time post Pursuit racing for those to attend). The agenda will include 2018 calendar and rating / handicap systems for 2018.

1296.5 The Pursuit race on 4th November has been moved to 11th November, as requested.

1296.6 Peter Jenkins has resigned from the sailing section committee; Antony Tomkins has expressed interest in joining the committee.

1296.7 SL confirmed she is happy to encourage entries for the sailing log trophies in the next Sailing Newsletter.

1296.8 Barts Bash raised £136 for the Andrew Simpson Sailing Foundation. Thanks to all that participated and donated.

1297 Dinghy Section

1297.1 KH reported that the Icicle series has now started, but unfortunately the first one did not take place due to the weather. KH further noted that the race booked for 4th November needs changing due to the General Meeting.

Action: KH

1297.2 In the absence of a Dinghy Captain KH stated that the section is mostly run through Training now.

1298 Training Section

1298.1 KH reported that the summer training finished with on the water courses which were all very successful.

1298.2 With regard to the winter courses, the day skipper course is full, the yacht master is nearly full, and others including First Aid and VHF are all well attended.

1298.3 An inspection was held last month by the RYA who looked at audits procedures and undertook spot checks. They wished to establish if things were being done properly and KH was pleased to report that the Training Section passed with flying colours.

1298.4 LW reported from a financial aspect that training turnover between 2016 and 2017 has doubled, expenditure has doubled, and everything has been accrued correctly. LW asked if training has doubled and KH responded that it has not doubled, but occupancy was now up from 60% - 80% over the year with hardly any cancellations.

1298.5 LW asked if the level of activity can be sustained. It was noted that a great proportion of activity is from volunteers and that more volunteers are required. It was considered that the Directory will be a useful tool in this regard.

1299 Sailability

DT reported that Sailability have now reached the end of the season and therefore there was no report.

1300 House

1300.1 HF reported that the Comments book was empty but in future she will be putting emails into book.

1300.2 Time being called at the bar was discussed and staff will be asked to ensure that time is correctly called.

1300.3 The issue of E-cigarettes was dealt with earlier in the meeting and no more was added.

1300.4 HF reported that questions have been raised about 'own food' being brought to the balcony and picnic area. NS feels she can provide food and wished for a blanket ban. KH commented that half the attendees of a recent course did not get their order of food within the given time.

1300.5 IB confirmed that it was agreed at the AGM that consumption of own food outside was acceptable. SV considered that if NS wants to take over food for a training event she needs to liaise with KH. If she is unable to guarantee to deliver then the ban is not acceptable.

1301 Sailing Through History

DS stated that there is nothing to report.

1302 Correspondence

1302.1 TL reported that Turn to Starboard have written to again thank the Club for their donation of £1000 in respect of the Round Britain Challenge 2017 which has now been successfully completed with the SYC pennant flying throughout.

1302.2 TL stated that the Secretary of State is interested in introducing a coastal path around England. A consultation paper from East head to Shoreham has been published and comments are invited by 22nd November 2017. A link to the website will go out with the Minutes and TL requested that Directors take a look. Currently the paper goes from Chichester to the footbridge in Shoreham and subsequently does not affect yacht club land. This will fall into the next section.

1302.3 TL reported that Adur District Council have now published the latest version of local plan for impact and sites for consideration are now being requested. A link will be provided with the Minutes.

1303 Any Other Business

1303.1 KH reminded Directors that lectures will be running during the winter and confirmed that dates have been booked in the calendar.

1303.2 JB requested that Directors give their responses for the Commodore's party on 26th October and noted that around 70 people have booked to attend.

1303.3 TL reported that Cowes week for 2018 will be 4th – 11th August and the Round the Island Race will be on 7th July.

1303.4 SV stated that an unacceptable item had been put on Facebook by a previous member. He posted a strong response and it was subsequently removed.

1303.5 IB requested that the New Years Eve event be promoted throughout the Board and the Club in order to ensure it is a success.

1303.6 SV questioned the date booked for the AGM in January as the RYA wish to do a club workshop on the same date. It was agreed to move the AGM to Saturday 17th February 2018.

There being no further business, the meeting closed at: 21.48 hrs

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

Commodore

23 October 2017

Date of Next Meeting: Monday 20th November 2017 RER 2000 Shoreham
Monday 18th December 2017 RER 2000 Shoreham