



DRAFT

CHANONRY SAILING CLUB COMMITTEE MEETING MINUTES

Tuesday 20th November 2007

Present: Richard Jenner (Chair), Roxby Robson, Jon Shepherd, George Hogg, Richard Robinson, Diarmid Hogan and Helen Jenner.

Agenda Item

Action

Prior to formally opening the meeting Richard J informed the Committee of the death of member Grenville Robinson. Richard will put an e-mail around the club informing them of this and advising of the funeral arrangements.

1. Welcome & Apologies

Apologies were received from Pam Moncur. No word had been received from Ken Ferguson, although it is understood that Ken is having difficulties in receiving e-mails.

2. Minutes of meeting of 13th September 2007

The minutes were agreed subject to amending the draft to identify Paul Bartlett by his correct surname under item 17.

3. Action Points & Matters arising

- Richard J gave an update on sale of the Toppers. 3 have now sold – 2 of which will be retained within the club. The fourth Topper – Poppet – has been on loan to the club. Her owner has now confirmed that the club may sell her on his behalf, and there has been an expression of interest.
- Richard J advised that an estimate should have been received for the repairs to the East slip. This has not arrived and Richard will speak to Shane Rankin who is leading on this project so he can pursue the estimate **AP1**. **RJ**
- Quotes for the electrical work to be carried out within the club house have been received and it was confirmed that as the two quotes were very similar that Mike Wilson has been authorised to accept the quote by the company he has greatest confidence in.
- It was agreed that the Accident Book and any other safety items should be addressed at the top of future agendas once the initial formalities are over **AP2**. **GH**

4. Conduct of Business

Richard J introduced this item for discussion. He was keen to sound out the Committee on how it would like to conduct its business. After some discussion the following were agreed:

- That e-mails be used for exchanging information and dealing with simple procedural issues eg approval of membership applications. Items

requiring debate should be dealt with in meetings.

- That we should look to restrict evening meetings to 2 hours.
- That we should look to identify a calendar of meetings for the year ahead. The frequency of meetings will vary with the needs of the annual cycle of business. Richard J and George to put together a proposed list of dates **AP3**.
- That much of the projects/business will be driven forwards by sub-committees. Under the constitution such sub-committees must include at least one Committee member in their membership.

RJ/GH

5. Project Management

Richard J spoke to his previously circulated draft project progress sheet. This was a first stab at identifying a framework to keep track of projects delivering the Club's Development Plan. After discussion it was agreed that this was the right approach to be taken to managing and reporting on the programme of projects and activities delivering the Development Plan. It was agreed that the linkage between the individual projects/activities and the Development Plan should be made clearer and that they should be grouped according under appropriate themes. It was agreed that Richard will now prepare a second draft of his document to reflect the discussion **AP4**.

RJ

6. Harbour Survey Update

George reported that he had now received a copy of the survey undertaken of the harbour structure by Wallace Stone on behalf of Highland Council and the Club. In general the report concludes that the structure is in good condition considering its age and form of construction. There is a general deterioration of the masonry facings and cracking/distortion of the masonry at several places in the structure. There is ground water leakage through the back wall of the harbour. Finally there is spalling of the 2 sets of stone steps which present a hazard to users.

The recommendation of the report is that the work on the steps be done as a matter of urgency, and that monitoring be put in place over a 2 year period to both confirm any further movement in the walls and whether any voids have arisen in the rubble fill behind the stone walls.

It was agreed that George and Dave Pocock – the new harbourmaster – should meet with Tony Usher of Highland Council to discuss the report and associated issues **AP5**. George also agreed to circulate copies of the report to the Committee, Dave and other appropriate members for their information **AP6**.

GH/DP

GH

7. Production of 2008 Handbook

Helen J spoke to this item. It is time to begin the process of collating the Handbook for next year. Helen's intention is to have the handbook posted out to members by 15th March. In order to achieve this contributions for the handbook need to be with Helen by the 1st February. The following contributors were identified:

Membership list –	Jon
Advertising -	Helen J
Social Programme -	Pam
Training Programme –	Ken
Cruising Programme –	Roxby

Safety Boat/Race Officer duties - Ken/Alan/Helen **AP7**

JS/HJ/PM
KF/RoR/
AS

Helen is also planning to look at revamping the design of the handbook. Helen will speak to Phil Slater to seek his assistance in this **AP8**

HJ

Helen also advised that proposed dates for the Regatta is the weekend of the 2/3 August and that the Ness cup is planned for 8 June.

8. Finance Report

Richard R spoke to this report. His budget forecasts a deficit of £5,000 for the current year although as this includes a capital investment of £10,000 for the Trot moorings project it reflects a similar ongoing cost basis to previous years.

Richard then went on to propose increases for the subscriptions of approximately 5%. Although probably slightly above inflation this reflects the fact that the Club is facing increased outlay on a number of projects. Following discussion his proposed figures were agreed. The opportunity to do a more fundamental review of membership categories, entitlements and subscriptions was considered. Although there is support to undertake this review it was felt more appropriate that this should not be rushed and should probably result in proposals being presented to the AGM next year for implementation in 2009. The subscriptions were agreed as follows:

Family -	£105
Ordinary -	£85
Junior -	£12
Student -	£20
Associate -	£25
Affiliate -	As negotiated.

It was additionally agreed that the penalty for late payment after the end of March should remain at £12.50 and that eligibility for Junior membership should be increased to up to age 18. Helen will consider and circulate proposals for how what the arrangements should be for new members joining later in the year **AP9**.

HJ

9. Adequacy of Insurance Cover

David Gibb, through Shane, has raised the issue of adequacy of the insurance cover for the club house. Cover is currently at £150,000. It is considered by some that this is no longer adequate given recent increases in building costs. It was agreed that Roxby will speak to member James Burns for his advice **AP10**. It was then agreed that if James is able to advise on an appropriate level of cover that Richard R should adjust our cover appropriately **AP11**.

RoR

RR

10. Plans for Wisp

Roxby introduced a short paper with proposals which had been earlier circulated to the Committee. He noted that there had been a disappointing level of use of Wisp in the past season and his proposals were designed to increase usage. In particular this would include keeping Wisp out on a mooring rather than within the harbour. The Committee agreed to Roxby's proposals **AP12**

RoR

11. Membership Applications

In line with the discussion under item 4 above it was agreed that Jon would circulate the proposed new members names by e-mail to the Committee for their approval **AP13**.

JS

12. Accident Book

The accident book was checked and it was noted that there were no new entries.

13. AOCB

The award of the Cruiser Scope, Senior Endeavour and Junior Endeavour trophies were discussed. These trophies are for the Committee to award. Recipients for two of the trophies were agreed with nominations for the third trophy discussed and any further nominations invited to Helen/Richard by Sunday 25th November **AP 14**.

All

Richard R reported that the pay phone in the club house is costing £60/quarter. Whilst a phone is necessary for safety purposes it does seem expensive. It was agreed that Richard R/Jon/Richard Evans should consider what alternative phone/web packages might be available **AP15**.

RR/JS/RE

At Pam's behest the issue of booking for the ceilidh & prize giving was discussed. To date numbers are very low but it is hoped that there will be a late uptake. It was recognised however that this doesn't make organising the event easy for Pam and runs the real risk of the event making a loss. Committee members were urged to ensure that they had confirmed their attendance to Pam and also to promote the event to other members **AP16**.

All

It was agreed, at Tim McKeggie's suggestion that a Sub-committee consisting of Roxby, Mike Burns, Mike Martin and Tim be established to manage the Trot moorings project and subsequently manage them **AP17**.

**RoR/MB/
MM/TM**

The issue of filling vacant committee spaces was discussed. It was agreed that we should not co-opt unless to fill a clear and specific need. It was recognised that where committee members or officers with specific roles are to retire from the Committee there would be an advantage in co-opting someone to shadow that role if it is not to be taken on by anyone on the Committee.

14. Date of Next Meeting

It was agreed that the next meeting should be on Tuesday 12th February 2008.