



CHANONRY SAILING CLUB COMMITTEE MEETING MINUTES

Tuesday 18 January 2011

Present: Helen Jenner, Richard Jenner, Pam Hogan, Helen Morgan, David Pocock, Alan Munro, Mairi Macleod, James Burns, Marisa Astill-Brown, Gavin Campsie and George Hogg.

Agenda Item

Action

1. Welcome & Apologies

Helen welcomed the committee and particularly the new members to the meeting. Helen particularly thanked Pam for organising soup and sandwiches. Apologies were received from Miles Mack.

2. Minutes of meeting of 7 December 2010

The minute was proposed by RJ and seconded by MA-B.

3. Action Points & Matters arising

All action points were discharged or addressed on the agenda with the exception of the following which were carried forward:

- **AP3 (8/6/10)** GC to arrange energy efficiency survey for clubhouse. **GC**
 - **AP7 (17/8/10)** Helen to update the list of Regatta jobs for next year to assist with planning. **HM**
 - **AP10 (2/11/10)** To secure a BT internet connection for the club house. **GC**
 - **AP15 (2/11/10)** Richard to refresh his training strategy for after 2011. **RJ**
 - **AP3 (7/10/10)** George to circulate list of club jobs for comment and any further additions. **GH**
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- Gavin confirmed that can remove the coin box in the clubhouse if we wish. It was agreed to leave it meantime.
 - Richard committed to arranging for the slip to be power hosed by March ahead of the season starting.
 - Gavin advised that he'd received a quote for painting the Club room of £1,450.
 - Pam advised that she is considering running a bingo and/or quiz night. She plans to have a cleanup of the kitchen area on 4 March ahead of a social night.
 - Richard confirmed that he had bought the wet & dry vacuum cleaner for £139.
 - It was confirmed that due to weather condition the Cold Turkey race has been deferred to 17 April.

4. Accident Book/H&S Issues

The book was checked and there are no new entries. There were no other

H&S issues raised.

5. Updates on Progress on Electronic Communications and Membership Renewals

Helen M confirmed that the new web site is up and running. All members were encouraged to access and use it. There is still quite a lot of information to be uploaded including, for example, past minutes and agendas. Helen also confirmed that Jon Shepherd, Membership Secretary, is in the process of issuing membership renewals. The paper ones have been sent out and emailed ones are being issued. Membership can now be paid by PayPal. It was agreed that the deadline for renewal of membership of 14 February should be enforced. It was also agreed that the Crown Estate fee should be charged when billing for Crane in **(AP1)**.

AM

6. Harbours Heritage Update

Richard updated the Committee on this exciting project. He tabled proofs of the 4 notices. There will be some further editing of the text to allow font size to be increased. The boards should be ready by mid-February and will be mounted for an unveiling ceremony around May.

7. Finance Report

Alan introduced this item by speaking to the finance interim report and “tea leaves” documents which he’d circulated ahead of the meeting. The finance interim report document was noted.

The “tea leaves” document is Alan’s first attempt at forecasting a budget for the 2010/11 year. Based on 2009/10 year expenditure this shows an anticipated surplus of £5,850. This was then discussed by the Committee during which it was noted that the anticipated surplus did not include any element of inflation on 2009/10 costs. The calculation does include a sinking fund of £2,600 pa for safety boat replacement. On the other hand the expenditure does include a figure of £1,179 expenditure on trots last year which should be paid from the £9,544 previously identified by the Committee as the accrued reserves for the trots at the end of last financial year. The overall reserves position was discussed. Cash in the bank represents around 1.5x annual expenditure. However if the above reserves for the trots are discounted the general reserves are around annual expenditure. Given the assets owned/managed by the Club this may be on the tight side. The Committee agreed to then discuss the various spending proposals with a view to utilising the £5,850 “surplus”.

Following discussion on items 8 – 11 below the following decisions were made by the Committee:

Item	Sum £	Notes
From anticipated 2011 Surplus		
Harbour Stonework	3,500	Possibility of splitting the cost of this work over two financial years if necessary.
Repair Balcony	2,500	A second quote to be obtained.
External Paintwork	2,500	Defer payment decision until March meeting and until after balcony repaired. If can’t afford it all then do woodwork as the priority – guesstimate of £1,400. A second quote to

		be obtained.
From anticipated annual expenditure		
Dinghy park works	300	To be funded out of savings from not getting prizes this year. Might reduce costs by utilising 2 nd hand wire rope.
Internal paintwork	400	A budget of up to £400 to purchase materials. To be funded out of savings from not getting prizes this year.
Replace 2 harbour ladders	800	As 2 ladders replaced last year this figure will already be included in anticipated expenditure.
Bar removal at harbour entrance and clear harbour wall	300	Bar removal of £200 included in last year's expenditure and should be regarded as annual maintenance.

8. Recommendations for Improving Dinghy Park

David spoke to his paper which had been circulated ahead of the meeting. Ideally we might resurface the dinghy park and allocated parking bays to members for their dinghies. Realistically however it was agreed that we should move forward this year by replacing some of the tie down ropes with steel wire and particularly on the harbour wall to improve this space for use. Following discussion Marisa agreed to take on the role of Dinghy Park Monitor **(AP2)**. In the light of the Committee discussion David, Helen J and Marisa agreed to get together to discuss management of the dinghy park **(AP3)**. Any particularly bright ideas which Committee members might have for management of the dinghy park should be emailed to Marisa for consideration **(AP4)**. Storage of cruisers during the sailing season if being sold was discussed and the Committee reaffirmed its earlier position that this should not be permitted.

MA-B
MA-B/
DP/HJ

All

9. Update on Harbour Works and Approval of Costs

George updated the Committee on his, James and David's investigations into necessary works into maintenance/repair of the harbour wall stonework. Trevor Pocock is willing to undertake the required work for the sum of £3,500. This will include repairing all missing and loose pointing with lime mortar and repairing where stones have fallen out or fractured. All inside and outside walls of the harbour including the wall between the harbour and the dinghy park will be done. James confirmed that having investigated the price quoted for similar work with quantity surveyors at his work that the figure quoted represents very good value for money. Whilst David has been involved in identifying what work needs done he has declared an interest in the proposed contractor and not played any part in judging the value for money or the recommendation to the Committee from George and James that we should proceed with Trevor Pocock. Following discussion and consideration of the finances the Committee agreed to now proceed with this work which, weather permitting, should be undertaken over the remainder of the Winter **(AP5)**.

GH/JB/DP

David then updated the Committee on further works required to replace two harbour ladders and the gravel bar at the harbour entrance. Removal of the bar, estimated at £200 should be regarded as ongoing annual maintenance. The current ladders are deteriorating and will need to be removed if they are not to become a safety hazard. The estimated cost to

replace the 2 ladders is £800. It was agreed that David should proceed to replace the 2 ladders and remove the bar **(AP6)**.

DP

David then referred to his earlier circulated email setting out some options for installation of a camera linked to the internet. This would both act as a deterrent for those up to mischief around the harbour but should also enable members to check prevailing weather conditions remotely. The Committee generally supported the proposal but deferred it for the present until the financial position becomes clearer.

10. Update on Clubhouse Works

Gavin updated the Committee in relation to a number of outstanding matters. A joiner has looked at the balcony and considers it unsafe due to deterioration of some of the timber. To strip off and investigate the timber structure - £640. If having done this all of the timbers require replacement then this will cost an additional £1,800. These prices are exclusive of VAT. It was agreed that no access should be allowed to the balcony until it has been confirmed as safe **(AP6)**. Following discussion of finances and subject a further quote it was agreed to go ahead with this work **(AP7)**.

GC
GC

A quote has been obtained for the external paintwork (woodwork and harling) of £2,500. The woodwork only would cost around £1,400. Ideally the Committee would like both to proceed but the woodwork to avoid further deterioration should be regarded as the priority. James agreed to get a second quote for this work from a painter he knows **(AP8)**. Following discussion of finances it was agreed to defer this work to the March meeting and in the light of the cost of the repair of the balcony and available funds.

JB

Internal decorating of the clubhouse was discussed. It is not currently felt that the quote of £1,450 to paint the Club room is currently affordable. It was felt that this work could be undertaken by club members with materials only being purchased. The Committee agreed to a budget of up to £400 for materials and Mairi will look into what can be done for this with the Club room and kitchen/bar as the priority **(AP9)**. Richard undertook to decorate the stairs **(AP10)**.

MM
RJ

11. Race Prizes

Helen M spoke to an earlier emailed proposal for race prizes. In discussion it was agreed that there is enough silverware for the Club's events. The issue is around the "keeper" prizes awarded. In recent years the Club has commissioned pottery mugs. Last year this cost approximately £600. Following discussion it was agreed that keeper prizes should only be available for events which include a specific entrance fee eg Regatta (Ness cup an exception as the income is donated to RNLI). The entrance fee should cover the cost of prizes. For other events Helen and Mairi agreed to look into preparing certificates to be presented as prizes **(AP11)**.

HM/MM

12. GP 14s

RJ introduced this item. The Club currently owns two GP 14s. These are used for training purposes and are available to members. Both dinghies require work on them. His proposal is to sell one of the dinghies and use any funds received to do up the other as a basic training boat which would also be available to members to sail. It was agreed that Richard should proceed with this **(AP12)**.

RJ

13. AOCB

- It was noted that we needed someone to undertake grass cutting. This needs done on a weekly basis over the growing season. All to consider and get back to Helen with any suggestions as to who might either undertake to do this or undertake to organise a rota of members **(AP13)**. **All**
- Mairi reminded members that she has been tasked with issuing short email updates on various issues to members. She will do so shortly on a number of items from the agenda for this meeting. All to get back to Mairi with any items for inclusion **(AP14)**. **All**
- David and James agreed to get together to have a discussion about reinvigorating the cruiser side of the Club **(AP15)**. **DP/JB**
- Helen M raised the issue of both attendance at recreational sailing events and the dry suit die-hards series. There is an issue with both events of volunteers turning up to run the event and the safety boat to find there are no entrants or a very poor turnout. Helen undertook to speak to Richard Evans about whether there might be a web based “sign-up system” which could ensure in advance that there would be sufficient participants to make an event worthwhile **(AP16)**. **HM**

Date of Next Meeting: Tuesday 8 March 2011 @ 1930. To particularly consider the “handbook”, review membership renewals and consider financial position.