



CSC Board Meeting FINAL Minutes
11th January 2024 at 7pm in Club House



	Topic	Information	Lead/ Action
1	Present and apologies	Present – SH, DF, MAB, JD, MW, PB, CT, DV Apologies – AE, LP Absent -	MAB
2	Minutes of Meeting of 10 th October 2023	To amend as needed and approve. Approved – CT; seconded DF	MAB
3	Matters arising from the Minutes.	Safety Boat bosun – MW happy to work on boats over winter but not be named bosun yet. SH to contact members regarding odd jobs; proposal to do a google form to go out to all members once they've rejoined and paid, and ask them to fill it in; to include skills, interests. PB put loft ladder loop back. MAB yet to check with fire service. Paddle boarding? No lead; unclear how many SUPers there are and what interest. Perhaps CS might be persuaded to run courses.	All
4	Treasurer's Report	See note to item.	DF
5	Board and appointments	Succession plan for after this year. SH proposing to step down as Commodore; MAB to step away from Secretary and to RTC Principal; JD and CT to step down from Board. Would be good to identify replacements early on so can start becoming involved.	SH
6	RTC Training, Dinghy Bosun and Heritage Member reports	RTC Course fees proposal (see note): all agreed. MAB to work out mechanics of charging for Dolphins etc with DF	RJ
7	Social Convener update	PB will be away for a few weeks. Burns Night in hand; Quiz Night – catering will need to be arranged (SH to follow up); licence will be needed.	
8	Membership update	See note to item. Members approved.	HJ
9	Buildings; Health and Safety	Men's toilet is fixed; outside electrics now working. DF has submitted application for funding to Business Energy Scotland for LED lights. DV to make snagging list, put it on OneDrive. Member has offered to pay for clearing gutters. DV can organise.	DV
10	Harbourmaster update	Rowers' box: JD and Gavin to agree where it is to go. Harbour/slipway signage: JD to reword – simplifying and perhaps including graphics. Vessel insurance cover: Starchild's owner's insurer not prepared to pay for recovery. Discussion about insurance cover for cruisers; potential for reputational risk for club. Proposed all should include recovery insurance (currently we do not check this, just ask them to confirm). Would be good to go forward on this basis from now when come back onto moorings in Spring. But must be communicated to cruiser owners first. (JD and DF) Starchild – JD to draft e-mail to owner to ask plans, check on assumptions etc.	JD

		Dinghy park space – post for GT boat is temporary for winter (takes 3 spaces); space for tenders for up to 12 cruisers, currently occupied by solid SUPs, dinghy road bases x 3, road base for rowing skiff; proposal for JD to meet with Ivan; “harbourmaster’s tender” should be disposed of (JD);	
11	Moorings update		DH
12	Sailing Secretary update	Current draft sailing programme has a Solo Class One Day event, a Musto Skiff regatta, and a dinghy regatta. Suggestion that the dinghy regatta may move (so not so close to the Musto Skiff event), and could make it a wider, open event, possibly include rowing too (call it a Club Regatta). Sailing subcommittee to take forward. With the extra regatta and Solo events, it was felt one fun day would be enough – 9 th June has good tide times.	LP
13	Rowing Update	Round Black Isle row to be organised probably in May. CSC would probably be a staging post.	SH
14	Paddle-boarding and swimming update	We agreed that we would wait and see what membership renewals look like from paddleboarders before making a decision on what we offer / what we do with club SUPs, so we might want to come back to this in March. Swimmers: numbers are growing and there are a few more keen to join the club this year.	AE
15	Club Development	Initiative Prioritisation update from PB: We have the master spreadsheet, added column for comments from tonight, another for status of SOAP; need to use it for change agenda. Top of list is East Slipway. But need an owner for this (and other ones). Need to get to specifics with them and then resources (people /expertise /money). Ivan has got some advice for slipway – there is a concrete that will work for repairing and some of existing concrete OK for fixing matting to. SH has found potential donor for slipway. Dedicate a session to ones that have been started, build on them. Need owners though. Start with Slipway. Need a licence – general licence. DF, JD, MW, Ivan meeting to get going. If Ivan is happy to take on ownership. 2 or 3 scenarios, pros, cons, costs. Others – Safeguarding: could be broken up into bite sized chunks. Eg stairlift phase 1; webcam/weather station (?LP owner); shower fix more of a maintenance issue not really for this list; solar panel to charge radio, can then power webcam/weather station.	PB
16	Promotion Group update	Nothing new to report.	CT
17	Check accident book	Nothing new.	MAB
18	AOCB	<ul style="list-style-type: none"> • RYA Scotland Connected Club Conference 2nd March Perth – Affiliation process changing – see notes to item. Agreed that new process should be manageable. • Complaints handling (to satisfy Affiliation process) – SH/MAB to finalise • UHI Inverness Campus Refreshers Event (30/1 12 – 4pm) nobody available to attend. • Duty volunteer choice and SO management: members can choose dates until 3 weeks into March to sign up thereafter. 	All

		<ul style="list-style-type: none"> Boat Jumble Sale: Simon Sims is interested to hold one. Agreed he needs to organise and check date with Board (MAB to let him know). Operational and routine alternatives for Board meetings: PB proposed that alternate Board meetings for routine items with operational needs Health and Safety Review: ran out of time; to be presented at next Board meeting 	
19	Date & Location of next meeting	Monday 12 th February at 7pm in the clubhouse; specifically to look at the Initiatives Prioritisation framework and H & S Review	MAB

Office Bearers and Trustees of the SCIO:

Sandra Hogg – Commodore – SH (also Rowing Secretary)

Treasurer – David Finlayson – DF

Secretary – Marisa Astill-Brown – MAB

Board General Members and Trustees:

David Vincent – DV – (also Health and Safety Officer and Building Custodian)

James Dargie – JD (also Rear Commodore and Harbour Master)

Lisa Pattenden – LP (also Sailing Secretary and Safety Boat Bosun)

Mike Wilson – MW

Chris Taylor – CT (Promotion Group lead)

Allison Elder (also Swimming lead)

Paul Briggs (also Social Convener)

Notes to Item 4: Treasurer's Report (DF)

January 2024

Zoom account: the Zoom account has been renewed at a cost of £128.00

Dutyman: The Dutyman account will renew in February at a cost of £126

Electricity Supply: The existing contract is due to end on 29/02/2024. Using comparison site Utility Bidder, a more favourable contract has been obtained with British Gas Lite which should save £350-400pa. SSE were not prepared to attempt to match the BGL offer. Transfer should take place on 29/02 for a 24-month term.

Moorings: There has been some modest expenditure on tackle for moorings and there will be a fee for splicing new risers. Unless the Spring dive produces unexpected problems, moorings expenditure will be within the limits of the moorings reserve.

One member remains in arrears for craning & winter storage.

Fuel duty: Claim not made last year as did not reach the necessary £250. A claim will be made once the claim reaches above that figure.

Petrol Storage Certificate: Highland council website indicated that they needed an email application. Email sent but no reply. Further email sent.

Balances as at 10/01/2024 are:	Jan	Oct
Bank account:	£39,756.95	£52,654.30
PayPal:	£1,559.68	£0.00
Total:	£41,313.63	<u>£52,654.30</u>
10/01/2024		

Note to Item 6: Course Fees Proposal

PROPOSED RTC COURSE FEES 2024

The RTC Principal is responsible for proposing course fees annually to the Board for their approval. Training income covers training materials (whiteboard pens, flipcharts, RYA publications including certificates that form part of a course etc), grants towards instructor costs for attending relevant courses or development training and, currently, all expenditure on club dinghies (even though the boats are being widely used for non-training club activities). Additionally, it is reasonable for the training budget to contribute to the general running costs of the club although there is no consistent policy across the club in this regard. Of note, it is a condition of our RYA Recognition that we only offer RYA courses to members (otherwise we would have to pay an annual recognition fee) and training contributes indirectly to club income by attracting new members or retaining existing ones (especially juniors).

For **2024** the following fees are proposed per student:

- Adult RYA dinghy courses - **£100/level/weekend** (was £90 in 2022 and £60 in 2021)
- Junior RYA dinghy courses- **£100/stage/ 5 'short' days** (no change)
- Junior Week (can include stage training) - **£175/5 full days or £35/day for part weeks** (no change from 2023, was £150/£30 in 2022)
- Race Coaching (Ollie & Graham Bull) - **£10/day** (previously an evening activity with no charge but now an all-day activity and the instructors believe a small charge is appropriate to contribute towards the costs of training race coaches)
- Pre-race Sunday Coaching - **£5/session** (a revitalized activity to be led by Charlie Brecknell to training safety standards).
- Dolphins & Improvers - **£5/session** (the Board did not accept a proposal last year to charge for these activities, but the instructors suggest there should be a charge to reflect the value they provide). The mechanism for collecting these fees needs to be discussed but with up to 180 Dolphin slots per season and around 90 Improvers slots, there is the potential for worthwhile income.
- PBL2 - **£40** (no change from 2023 was £35 in 2022)
- RYA Safety Boat Course - **£10** (no change – members do this course to equip themselves for safety duties and the fee covers the costs of RYA materials)
- Club Safety Officer course – this is a new club developed one-day course and we recommend that there is **no charge** as members will undertake it to do SO duties.

As we have put training dates on the calendar and are receiving enquiries, it would be very helpful if the Board could conclude their deliberations in January.

Richard Jenner
RTC Principal
12 December 2023

Note to Item 8: Membership Report for Board meeting of 11th January 2024

New members since the Board meeting of 10 October 2023:

Catherine Sclater - Senior Individual
Ewen MacNiven - Senior Individual
Ivan Brazier - Senior Individual
Kay Grant - Individual

The 2024 membership renewal process has started, email sent out on 8 January and letters to the 2 members without email posted on 9 January.

Notes to Item 18 - AOCB:

Changes to RYA Affiliation

Excerpt from RYA website:

During the next renewal cycle from **January 2024**, you will be asked to complete seven questions:

- Is there a nominated individual(s) responsible for the welfare and well-being of members and participants?
- Is there an in date Safeguarding Policy and Procedure in place and in use?
- Do you carry out Criminal Records Disclosure Checks for staff and volunteers in regulated activity?
- Do you have Safety Management systems in place to coordinate and oversee affiliate delivered activities?
- Do you have an Equality Policy in place and in use?
- Do you have a complaint handling process in place?
- Does your affiliate deliver racing activity?
 - If yes, are you aware of your anti-doping responsibilities in line with the RYA Sail Clean Strategy?

Rest assured, we're not expecting all affiliates to be able to answer 'yes' in all these areas at the moment. **2024-25** will be a transition year where we'll support you with advice and resources to help you understand how to be fully ready for the [changes](#).

At the end of the transition year (**April 2025**), you will again be asked to complete the self-assessment form. By this point, you will need to have completed all the necessary changes. Organisations that do not successfully complete the requirements at this time will be unable to complete the affiliation renewal process.

Chanonry Sailing Club – Harbour and Slipway Safety Signage

Recommendation

Signage be procured and installed as follows:

Slipways

Two identically worded signs as follows:

- "CAUTION SLIPPERY AND UNEVEN SURFACES. ACCESS TO THE SLIPWAY IS AT YOUR OWN RISK; CHANONRY SAILING CLUB ACCEPTS NO LIABILITY FOR ANY DAMAGE, LOSS, ACCIDENT, INJURY OR DEATH, HOWEVER CAUSED."

To be placed near the top of each slipway.

Additionally, near top of East slipway:

- "NON-MEMBERS MUST PAY LAUNCH FEE - PLEASE NO JET SKIS."

Harbour

Two signs to be worded as follows:

- "DANGER - CAUTION SLIPPERY AND UNEVEN SURFACES. ACCESS TO THE HARBOUR IS AT YOUR OWN RISK; CHANONRY SAILING CLUB ACCEPTS NO LIABILITY FOR ANY DAMAGE, LOSS, ACCIDENT, INJURY OR DEATH, HOWEVER CAUSED. VESSEL BERTHING ONLY BY PRIOR PERMISSION OF HARBOURMASTER; FEES PAYABLE."
- "DANGER - VARIABLE WATER DEPTHS; CHANONRY SAILING CLUB ACCEPTS NO LIABILITY FOR ANY DAMAGE, LOSS, ACCIDENT, INJURY OR DEATH, HOWEVER CAUSED"

The first sign may be best attached to the railings around the steps at the corner closest to the clubhouse. The second sign should go at the far end of the harbour but the Harbour is a listed structure so attaching it will need careful consideration (possibly attach to the railings around the steps – but I'd imagine it would be quickly kicked to pieces by miscreants).

Cruisers

A single sign to be hung from a suitably positioned cruiser ashore for winter storage:

- "DANGER –OWNERS ACCESS TO VESSELS ONLY; CHANONRY SAILING CLUB ACCEPTS NO LIABILITY FOR ANY DAMAGE, LOSS, ACCIDENT, INJURY OR DEATH, HOWEVER CAUSED."

Personally, I'm wary of the cruiser sign and wonder if it might encourage vandalism or damage to the vessel it is hung from