CSC Board Meeting
7.00 pm, 8 September 2025, Clubhouse
Minutes

	Topic	Information	Lead/ Action
1	Present and apologies	Present – SH, MAB, TL, PB, AE, SD Apologies – DF, RH, ABH Absent – MW	SD
2	Minutes of Meeting of 28th July 2025	To amend as needed and approve Proposed – MAB Seconded - AE	SD

3	Matters arising from the Minutes	Check state of play on action points, bring forward any outstanding issues
		• Paddleboards – potential to be purchased by sea scouts, offered to scouts but they don't wish to purchase them
		  ○ Carried over till next Spring when we can advertise them and the weather will be better and a sale more likely.
		• Newsletter - ask for volunteer Buildings/ H&S lead, also need to remind members to use calendar to book in advance if they intend to sail
		  ○ Completed, though no volunteer for Buildings / H&S lead – try again in next Newsletter
		• Filing - New Role Descriptions still to be updated
		  ○ Carried over
		• Dishwasher
		  ○ feedback from the Victorian themed day was that a dishwasher would have been very useful.
		  AP - contact an electrician to get prices for connections and determine the best location. Follow up with Gerry the electrician and also ask about PAT testing.
		• Code of conduct – carried over
			SH
			
			AE
			
			SH/SD

4	Treasurer's Report	See note to item	DF
5	Grounds update		
6	RTC Training update	See note to item	MAB
7	Social Convener update		
8	Membership update	See note to item All new members approved	SH
9	Buildings; Health/ Safety	Advertise roles in Newsletter	SH
10	Harbourmaster update		

11	Moorings update	• See note to item • Also - Bob Russell mooring	DF SH
12	Sailing Subcom update		
13	Rowing Update		
14	Paddle-boarding and swimming update	Potential to recruit non-members who swam at the regatta	
15	Club Development	Club initiatives update • Pier improvement project ○ WD Harley fee proposal 250721 - WD Harley Fee Proposal - chanonry jetty.pdf ○ £2k grant received from NHI towards Phase 1 ○ WD Harley now appointed – see appointment letter 030925 - CSC - Slipway Technical Partner - Award.pdf ○ Phase 1 outputs to include ▪ a topographical survey (including setting up area) ▪ an engineer's inspection report following a site visit ▪ a report on the environmental impact of any proposed action ▪ an architect's report following a survey and site visits AP - Need to check on lease of slipway from Highland Council. PB agreed to ask his architect if he could advise on the best contact at the Council AP - Agreed to approach Sarah at SportScotland for advice on their approach to the grey area around the lease • Changing rooms upgrade ○ We are ready to appoint the Architect to start measuring up ○ Meeting with SportSctland / RYA – see note to item AP - Agreed to contact the Architect to start the measuring and design process AP – Sarah at SportScotland to be contacted re her offer of advice on designs from other similar projects • PB offered to manage one of the projects if required • The visit from SportScotland was discussed. It was agreed to set up a focus group meeting to explore the needs and aspirations for each activity. The date was set for Thursday 9th October in the clubhouse. AP – book room AP - write a short introductory statement to send out as an invite to selected group representatives to include: training, swimming, rowing, power boats, cruisers, Sea Scouts, mobility issues, age diversity AP – ask Brian Pahlmann if he would facilitate. PB offered to facilitate if Brian not available	SD PB SH TL TL TL SD SH SH
16	Check accident book	One to report: While on safety boat duty one member required a plaster to a cut on their hand due to a sharp edge on a paddle. The paddle was removed for repair.	SD
17	AOCB		

			1. The Grand Boating and Bathing extravaganza, 23 August 2025 – Fun Day with a Victorian theme Agreed that the day was a success with lots of people in and on the water. The format worked well with the swim first. Swimming event was a success, and the safety cover worked well. A £50 donation was made to MERT who provided excellent first aid cover for the whole day enabling club members to focus on other tasks.	SH
			2. New burgees and buffs – update from Helen Jenner I have found a supplier for "Buffs, but the minimum order is 100. However, the total cost would be only around £260 so if the Club sells them for £10 which was the price for the other ones, if we sold just 30 the Club would be breaking even and the rest would be pure profit if sold or could be used as prizes. No luck so far on a printer for burgees. Purchases were deferred to next season in case of a potential name change for the club. AP – inform Helen of the decision	SH SD
			3. New requirements from OSCR for all Trustees Name, address, tel no , DOB, email address, date appointed. You do not need to submit the details for people who ceased to be a charity trustee before 30 June 2025. AP - Secretary to circulate a spreadsheet for completion	SD
			4. New club laptop – update from Richard Evans Club Laptop and Windows security The current setup for the laptop has two usernames defined. One standard user without a Microsoft ID and another standard administrator user that logs in with the Microsoft ID webmaster@chanonry.org.uk. Sailwave files for the current year are currently stored in the "public" folders on the laptop to provide access by both accounts. If security is not 100% that might allow a hacker (via internet or even sitting at the keyboard) to access to our OneDrive. Once Windows 10 support ends in October, each time the computer is used its contents and any connected remote storage will face increasing risk of security breaches. Using Sailwave race results software We collect personal data for the open events, e.g. name, address, email addresses, phone numbers, emergency contact (name and tel.), and whether someone has a medical condition that, if they are injured, the emergency services might ask about. After events, the sensitive bits could be removed apart from the contact details of winners required for chasing up return of trophies for the next time the event is run. So, for a time the sensitive data would be stored and could be open to security vulnerabilities. Those winners' contact details need to be stored in another way if they are removed from Sailwave files. The risks and my peace of mind will be much improved if we can run Windows 11 and any future versions of it. A new laptop or minicomputer likely to have sufficient performance for our needs would cost between £400 and £500. AP – ask in the next newsletter if anyone has a suitable computer they could donate.	SH SH
			5. PVG scheme update from Richard Jenner	

		We have 26 members in the scheme (and none pending). The breakdown is: Rowing Coaches: 5 RYA Instructors/coaches: 17 Safety Boat Crew (junior activities): 3 Club Welfare Officer 1 *In a recent newsletter, VSDS revealed some interesting statistics comparing the first quarter of this year to the same period last year.* • *PVG scheme applications rose by 70%.* • *Enrolment of new organisations increased by 217%.* • *Training availability from our team grew by 27%, while the number of signatories trained surged by 206%.* The next significant change will start on 1 April 2026 when a 5-year validity period will be introduced for PVG certificates. There is no information yet on how this will affect those already in the scheme, but I suspect an increase in workload. We will have 5 scheme members whose certificates will be more that 5 years old on 1 April 2026. 6. Feedback from members on condition of the changing rooms after use is that they could be a bit cleaner AP – discuss with cleaner 7. Highland People's Power We have received an invite from HPP to take part in a community power scheme, by having solar panels fitted to the roof of the clubhouse AP – it was agreed to fill in the expression of interest form 8. Date of AGM – 5 December AP – book room	DF SD SD
18	Date/Location next meeting	7.00pm, Monday 3 November in the clubhouse AP – book room	SD

Office Bearers and Trustees of the SCIO:
Commodore – Sandra Hogg SH (also Rowing Secretary)
Treasurer – David Finlayson – DF
Secretary – Stuart Davies SD

Board General Members and Trustees:
Mike Wilson – MW (also Safety Boat Bosun)
Marisa Astill-Brown – MAB (Also RTC Principal)

Allison Elder – AE (also Swimming lead)
Paul Briggs – PB

Anna Bell-Higgs – ABH

Roddy Henry – RH
Tim Lloyd – TL

Note to agenda item 4

September 2025

Membership subscriptions: Memberships income remains healthy at £10,224 with boat storage/harbour dues £5,741.20 total £ 15,985.20 (c.f. total last season £15,591)
Exceptional expenditure: A donation of £50.00 has been made to MERT for providing cover at the Victorian Extravaganza.
Income: income has been boosted by successful on the water events (Mustos, Regatta, Victorian Extravaganza).
Exceptional income: The commodore has negotiated with the council ward manager for support towards changing room redesign and a restricted grant of £920 has been received towards that part of future developments. The slipway group have obtained a grant of £2000 from the North Highland Initiative towards the scoping works for slipway redevelopment.
Insurance: Although insurance for swimming was not covered by the entry fees there was a significant surplus from catering and tombola.
Moorings: The moorings holders met to discuss the future. There is no longer an adequate number of moorings holder to maintain moorings. Dive inspections are not planned. With neither outgoings nor income, the moorings reserve will be used to maintain at least one mooring (uninspected) next season while plans are made to manage ground tackle. Securing a suitable workboat is a problem. There may be residual scrap value in the ground tackle. Some owners will remain berthed in the harbour and there may be some boats on the hard but there will be a loss of winter storage income. It is to be hoped that existing owners planning marina berths will wish to remain club members.

Balances as at 02/09/2025 are:	**July**	**September**	
Bank account:	£48,146.12	£51,161.80	
PayPal:	£558.47	£91.88	
Total:	**£48,704.59**	**£51,253.68**	(not inc. NHI £2000)

Note to agenda item 6

RTC Principal report for CSC Board meeting 8th September 2025

Sailing

Improvers and Dolphins have been significantly disrupted by high winds in July and August, with two sessions of each having to be cancelled. Nevertheless, as usually happens at this time of year, we have had a surge of attendance at both when they have taken place, and our last two Dolphins sessions of the season were oversubscribed. We have gained a large number of younger, junior sailors over the summer months, both from a strong cohort that completed their RYA Stages 1 and 2 with us, and new junior members who had completed their Stage 1 at other sailing centres such as Findhorn Watersports or Loch Insh – where we have had to direct the overflow demand for our beginners courses. This bodes well for the future of our junior sailors, and, importantly, is engaging more families with the club.

Power/Safety Boating

At the time of writing the second RYA PBL2 course is scheduled to take place on 6th and 7th September. There are 5 participants, including a parent of a couple of our new junior sailors, who is keen to be able to help out.

Club boats

As the main training season draws to a close I would like to thank Richard Jenner for keeping all the club dinghies, and Mike Wilson for keeping the RIBs, operational, and therefore available for all the training activities we have carried out over the season. They all suffer considerable wear and tear, especially those that are past their prime, and a lot of time and ingenuity is needed to maintain the fleets cost effectively.

Instructors

I would also like to note thanks due to our team of volunteer instructors who have enabled us to deliver a full programme of training activities in sailing and powerboating, under sometimes challenging conditions, but always with good humour and patience.

Note to Agenda item 8

New members to report:

Penny Mackie - Junior

Kenneth and Fiona Paterson - Family

Anna Petersen - Junior

Seoras Mackie - Junior

Note to agenda item 11

Minute of meeting to discuss moorings 7th August 2025

Present: Gavin Campsie, Andrew Henderson, Tim McKeggie, Peter Jansen, Diarmid Hogan, James Dargie, Calum Pearson, David Finlayson

Preamble: Gavin gave a summary of the position with several boats having secured at least winter berthing in the marina leaving, of those present, only Freebyrd and Ranelagh as potential mooring holders. PJ said that the Sea Scouts have been given another boat for which harbour berthing would be suitable and AH said that Ranelagh could also berth in the harbour.

Autumn craning: Craning was discussed and a full-sized crane is neither necessary nor financially viable for only two boats. The options are to lift out to trailers at the club using a Hiab, float onto trailers with a suitable tide or lift to trailer at Inverness Marina. PJ and AH will discuss their options to minimise their costs. Treasurer indicated that the club can help with administering any costs involved but that lifts, as usual, will be at owners' expense. Winter storage if desired will be on previous terms including time-limitations and need for removal of boats from the hard for the start of the sailing season. A boat from Cromarty had enquired about craning and winter storage but this will no longer be available due to lack of a big enough crane. GC has undertaken to inform the owner of this decision.

Mooring winterisation: Following discussion it was decided to winterise the moorings by removing strops but to defer any dive inspections meantime to avoid depleting the moorings reserve.

Spring craning: As above there will be no Spring craning required.

Moorings reinstatement: It is proposed to re-instate 2 or 3 moorings in the Spring at which time a decision can be made about managing top marks on the remainder. It is not proposed to have a Spring dive inspection unless there is an unexpected demand for moorings but moorings will be available for temporary use at members' own risk. Visitors' moorings will not be reinstated. GC will communicate the non-availability of inspected moorings to the potential vessel from Cromarty and JD to to R Russell (RIB). If there are no moorings holders then the club will absorb the cost of any such moorings for the coming season.

Future decommissioning: Eventual decommissioning was discussed and TMcK pointed out the terms of the lease with the Crown Estate (CE) which requires removal of all ground tackle within one calendar month of ending the lease. Since it is not proposed to break the lease with continuation of some moorings next year there is no need to remove ground tackle until such time as the board decides to decommission the moorings. Problems identified are: 1. Difficult diving/seabed conditions to identify all components of

ground tackle, 2. Lack of a suitable workboat close to the club, 3. Dimensions of ground tackle and need for a winch of adequate power, 4. Disposal of scrap.

David Finlayson
Treasurer CSC

Note to agenda item 15

Meeting with SportScotland

- Present: SH & SD, Sarah Robertson (SportScotland), Brian Pahlmann (RYAS)
- A very positive meeting, Sarah seemed to be generally supportive of both projects
- Encouraged us to think of the bigger picture in terms of the wider benefits and outcomes delivered by the projects in relation to increased accessibility, social inclusion, health benefits, community cohesion, personal development etc
- Think of Social Return on Investment (SROI) eg SROI for walking programmes is approx £8 - £9 for every £1 invested
- Building a relationship with SportScotland, keeping them informed on progress and working with them on design and specifications seems to be key to obtaining funding
- Not to focus too much on their SIMD criteria as we are a rural Club with a very wide catchment area
- Our RYA accreditation is a big tick in their box
- Agreed that it was good to split the two projects to make them manageable
- Two funding rounds a year, April and September
- Can fund up to 50% of a 100K max project, with a flexible approach and the ability to make awards but defer project start dates
- Project feasibility, design and application costs are eligible – even if the costs have already been incurred
- Can release money quickly as we need it to help with club cash flow
- Consult with users / community to define wants and needs
- Talk to others who have attracted new users eg Inverness rowing club
- Understand our needs and constraints in terms of keeping the club operational during project delivery
- Slipway
    - They have similar projects that they can share with us – have funded slipways before
    - Think about multi-use needs
- Changing rooms
    - They have similar projects that they can share with us to help us with design and specifiactions
    - They have some specific requirements eg multi-use spaces that can be adapted eg no Urinals
    - Think about

        Adaptability, eg spaces that could be male / female, or adult / junior depending on the need
        dry space cubicles for changing privacy as well as wet spaces for showering
        safeguarding
        Multi-functional spaces that could be divided up eg by lockable partition doors

- Brian Pahlmann from RYA will circulate a link to a webinar on The Power of Sport – are you selling it?