



Main Committee/Board Minutes
Monday 15 March 2021 at 7pm by Zoom



	Topic	Information	Action
1	Present and apologies	Present – HJ, RJ, DV, PI, DH, JD, SH, DF Apologies – CL	
2	Minutes of Meeting of 18 January 2021	Approved without amendment. Proposed DF, seconded SH	HJ
3	Matters arising from the Minutes.	None.	All
4	Committee and appointments	Noted that the vacancies for Sailing Secretary, Social Convenor and Safety Boat Bosun remain. HJ reported that Marisa Astill-Brown is willing to be co-opted as a General Member/Trustee of the Committee/ Board. Agreed. HJ to tell Marisa.	HJ - done
5	Treasurer's Report	See note to item and reserves policy below. The treasurer's report was noted. The reserves policy was adopted as at the wording below. This to be stored on the Club One Drive. DF reported that Richard Evans had been removed as a signatory on the Club bank account and SH added. Club Insurance policy – DF reported that expanding the types of watersports organised by the Club would not present an issue with the Club insurers but that they needed to be informed of any types of Club activity added. DF reported that the Club's insurers had raised the possibility of adding cyber insurance to the policy at additional cost. On balance it was felt that this was not necessary, however DF would discuss this with Richard Evans who is the Club webmaster before a final decision would be made.	DF HJ - done
6	Moorings, craning and harbour	To update and decide on further way forward for the following: (a) Removal of harbour bar (progress with MS-LOT licence application) – PI reported that he had been in touch with Marine Scotland who said that this would be counted as a dredging operation requiring testing of the material to be removed and agreement on where the material removed would be deposited. The work would require a licence from Marine Scotland which would take time but it was felt that, if the application was made correctly, a licence would not be refused. PI stated that, practically speaking, it would not be possible to obtain the licence and carry out the work until next winter. The cost of obtaining the licence was not known and would depend on what classification of the operation Marine Scotland decided was appropriate. (b) Slipway - PI said that an agreement was needed on the scope of the work to be done on the slipway.	PI,JD

		<p>It was likely that a licence from Marine Scotland would be required depending on what was to be done.</p> <p>Pending this decision PI would try pressure washing the slime covered parts of the slipway, RJ offered to help with his "disc" pressure washer.</p> <p>(c) Moorings work -PI had been in touch with the diving team who will not start work again until at least mid-April. The Sea Scout Pioner work boat was still not available. It may be possible to hire a Pioner from Caley Marina – PI to enquire. PI had also been told that a member of the dive team had a suitable boat which may be available.</p> <p>Craning – PI felt that this could be achieved with a designated team with social distancing, however raising masts with distancing posed more challenges. Some cruiser owners had considered the possibility of craning in at Fortrose then taking their boats to Inverness Marina for mast lifting.</p> <p>(d) Plans to consult with mooring holders/ cruiser owners – PI initially to convene a group (himself, DH and JD) to discuss.</p> <p>(e) Thoughts around the void under the hard standing – PI suggested that a radar survey needed to be carried out but that this could not be carried out until the cruisers had been removed from the car park i.e. after crane-in.</p> <p>(f) Maintenance to ladders update – no further work had been carried out.</p> <p>Agreed – PI to work with the Club Covid group (represented by RJ, JD and DH) on how to carry out activities while conforming to Covid restrictions on group size and distancing. The appropriate restrictions may be those relevant for work rather than leisure.</p>	
7	SCIO update	<p>RJ reported –</p> <p>The updated clauses to the constitution (concerning virtual meetings) agreed at the AGM were sent to OSCR on 7 March and accepted by OSCR on 11 March. As subsequently requested by OSCR the whole revised constitution had also been provided. The trustees annual report (TAR) had been approved by the board and was available to view on a public part of the Club's website. The TAR was submitted to OSCR on 8 March.</p> <p>Once the conveyancing of the deeds was completed and the harbour lease is assigned, the trustees can accept the assets register and wind-up the old association. It was very important that we inform HMRC that we are winding-up the CASC and that all assets have been transferred to the SCIO to avoid issues with capital gains tax!</p> <p>Advancement of the Heritage of Fortrose Harbour</p> <p>RJ was updating the written history 2 chapters at a time and this work should be completed in early April and the files uploaded to the Club's website. In tandem, RJ was giving 3 talks on the harbour by Zoom open to all and had a good response for the first talk on 7 March (15 attendees). The 2nd talk it</p>	RJ

		<p>was scheduled for 21 March @ 4pm - details on the Club calendar.</p> <p>Re the conveyancing of the Clubhouse deeds – Joe Duncan had informed RJ that the Highland Council Legal Department had not yet been instructed in this matter by the Estates Department. It was suggested that letters to the heads of the Council Legal and Estates departments may be appropriate but was decided that it would be more appropriate to write to the Black Isle councillors requesting that they apply pressure to the relevant Council departments to expedite matters which had been much delayed. RJ to provide a form of wording to JD for an email to the Councillors.</p> <p>Re the Assets Register – agreed that HJ should circulate the Assets Register around the Board for approval, it would then be recorded as the Assets Register of the SCIO on the Club One Drive.</p>	<p>RJ</p> <p>HJ- done</p>
8	Sailing and rowing programme	<p>SH confirmed that Club coastal rowing would not be possible under COVID restrictions yet but may be able to start up some time in May.</p> <p>Dinghy Sailing – agreed that, for the time being, Club organised dinghy sailing would be informal racing with recreational sailing only and single household safety crews. Given the limited number of these crews it was further decided that, at least until the end of April, activities would be scheduled only on Friday evenings and Sunday afternoons. Team Up was to be used for sign-up, those volunteering for safety duties could put a note to this effect in TeamUp.</p> <p>It would be assumed that the RIBs would be used for safety unless there were not enough participants to launch and recover them. In this case, conditions permitting and if there was a suitably experienced helm, Meikle might be used.</p> <p>The proposed dates for the Ness Cup and Scottish Skiff traveller event (amended to the last week of July) could go in the diary but be kept under review. HJ to pass all this to Richard Evans.</p>	<p>HJ, SH</p> <p>HJ - done</p>
9	Club development plan	<p>JD reported that the focus groups have been meeting and would report back to the development group on 22 March.</p>	<p>JD</p>
10	"Tuck" shop	<p>To agree to arrangements for stocking of the "tuck shop" once the Clubhouse can be opened. In recent years this has been done by HJ who is willing to continue. Agreed</p>	<p>HJ</p>
11	Membership update	<p>Noted that membership renewal process is now almost complete. A few members have "downsized", hopefully temporarily, to Associate membership. Interestingly the number of no-renewers was exactly the same as last year at 19 memberships. New Student member Alice Nightingale.</p>	<p>HJ</p>
12	AOCB	<p>RJ proposed thanks to Sandra and George Hogg who had run a highly successful Club Zoom quiz on 13 March – thanks agreed and expressed.</p> <p>The Board noted with sadness the recent death of Club member and ex-Commodore Helen Rowson. It</p>	<p>All</p>

		had not been possible to contact her family but there was to be a commemorative event on 1 May at the Touchstone Maze in Strathpeffer which, COVID restrictions permitting, some Club members may wish to attend.	
13	Date & Location of next meeting	Thursday 29 April at 7pm by Zoom.	HJ

Officers of the Club/ Office Bearers of the SCIO:

James Dargie – Commodore – JD (also Commodore under the SCIO Constitution)
Treasurer – David Finlayson – DF (also Treasurer under the SCIO Constitution)
Secretary – Helen Jenner – HJ (also Secretary under the SCIO Constitution and Membership Secretary)
Sailing Secretary – Vacant
Training Principal – Richard Jenner – RJ (also General Member of the SCIO Board and Chief Instructor Dinghy & dinghy bosun)
Social Convenor – Vacant

Committee/Board General members:

Peter Illingworth – PI – (also Harbourmaster, Moorings and Craning co-ordinator)
Sandra Hogg – SH – (also Rowing Secretary)
Chrissie Lane – CL – (also Club Merchandise)
David Vincent – DV – (also Health and Safety Officer and Building Custodian)
Diarmid Hogan – DH – (also Cruiser Liaison)

NOTES

Item 5 Treasurer’s Report

Membership: Membership subscriptions have held up very well. Allowing for some members choosing to downgrade to Associate status pending a return to sailing and some becoming seniors, subscription in come for the 20/21 year is £8,730

Refuse: We are still on hold re paying for council refuse uplift.

Bank Signatories: Sandra Hogg is now confirmed as a signatory on the bank account and I propose to remove Richard Evans and would like committee approval.

Reserve Policy: To be discussed and confirmed at next meeting

Balances as at 09/03/2021

Old account: £ 1,421.09

New account: £ 51,459.16

PayPal: £2,600.37

Total: £55,480.65

David Finlayson

Treasurer

Reserves policy – taken under Treasurer’s Report

The trustees have identified the need for reserves designated from unrestricted funds. The policy is reviewed annually as soon as practical after the AGM.

General reserves

The trustees believe that around six months of annual expenditure, including routine maintenance and replacement of equipment, is an appropriate level of reserves to cover timing of differences between receipts and payments, allow for any unexpected items of expenditure or reduction of income, meet contractual obligations and respond to unexpected opportunities that can further our aims. Annual expenditure was £19,760 in the financial year to 30 September 2020 and the general reserve of £10,000 meets the policy.

Safety boat reserve

The trustees recognise the need to hold reserves to cover the replacement costs of our safety boats when they come to the end of their working lives. We have two Humber RIBS, Ness (purchased 3 July 2007, reengined 29 February 2016) and Beaully (purchased 12 March 2010) and a light support boat, Meikle (purchased 2020). We expect the Humber boats to have a working life of around 20 years and a replacement cost of around £20,000. The safety boat reserve policy adds £2,000 annually to the reserve. At 15 March 2021 the reserve stands at £18,275.

Moorings reserve

At 15 March 2021 there is a small sum (£322) in the mooring reserve. The trustees will review the policy for a moorings reserve in 2021.

The trustees reserve the right to designate reserves for particular purposes from time to time.

Actions carried out between meetings