



Main Committee Meeting Minutes 07.11.2018

	Topic	Information	Action
1	Present and apologies	Present – DM, DF, SH, RE, JD, AH, JW, RW, CL, CP, RJ, PI, HJ Apologies - none	
2	Committee	To appoint a Vice-Commodore. DM reported that he had not been able to find a Commodore to take over from him at the 2018 AGM. He intends, when possible, to attend meetings in 2019 in the capacity of Rear Commodore. James Dargie volunteered to take on the role of Vice-Commodore, the Committee gratefully accepted his offer.	DM
3	Minutes of Previous Meeting	Approved without amendment. Proposed RW, seconded JW.	HJ
4	Matters Arising	RJ asked whether a Club Safety Officer had been appointed. DM intends to ask a Club member whether he would be willing to take on this role and that of Building Guardian and will report back. RW reported that the new cover for Ness is on order and is expected shortly.	DM RW
5	Treasurer's Report	See Note to Item 5 below. DF further reported that Club member David Gibb has now examined the accounts in advance of the AGM and expressed his thanks for this.	DF
6	Training Report	See Note to Item 6 below, Training Report. RJ explained that several Club volunteers have asked for places on an RYA First Aid course planned for late March 2019. Some require this for their instructor or coach qualifications, a further couple are regular volunteers and feel that the course would be beneficial. The cost per head will be £70. For some there may be partial grant funding from Ross & Cromarty Sports Council although given the cuts to their funds this is uncertain. The maximum number of places on the course is 12. RJ asked for approval in principle for grant funding from the Club for up to £420 so that participants would not be asked to pay more than half the cost. The Committee agreed to this. RJ to ask Steve Bramwell (Club Grants Application Co-ordinator) to enquire with R&CSC whether they may have funds available.	RJ
7	Cruiser storage ashore	DM reported that he has had an enquiry from a prospective member requesting to be able to store his	

		<p>cruiser ashore at the Club over the winter with the intention of leasing a mooring in 2019.</p> <p>It was noted that permission to store cruisers ashore is linked to the holding of a mooring lease.</p> <p>The Committee agreed with the proviso that he must become a Club member first and sign a mooring lease. The lease term is February to February. If this person wishes to bring his boat to the Club before February 2019 he will be asked to pay a proportion of a lease fee to cover the period to February.</p> <p>PI to contact the person.</p>	DM/PI
8	SCIO	<p>RJ reported that the SCIO working group had a productive meeting and ran through the contents of the report at the note below regarding the proposed way forward and timetable for this.</p> <p>The Committee agreed to the timetable and thanked the group for their work.</p>	RJ
9	AGM	<p>Agreed:</p> <p>AGM to start at 7pm to be followed by refreshments (FOC) and Prizegiving, the Bar will be open.</p> <p>Committee members who wish to submit reports should send them to HJ in the first instance, she will forward them to DM for his Commodore's report and to RE for the Club website.</p>	HJ
10	Prizes	<p>CL and RE suggested that "Buff" style neckwear with the Club logo would make good prizes. CL had a sample to hand. For the prizegiving they would be awarded to 1st places and discretionary award winners only. The Committee agreed.</p> <p>CL suggested that for the future a new supplier of Club merchandise might be a good idea and undertook to look into this, AH to forward the details of a possible supplier to her.</p>	RE, /CL/AH
11	Discretionary awards for AGM/ prizegiving	<p>Cruiserscope trophy – JD had only one entry, from Jamie Norman – agreed that he would be the winner.</p> <p>Adult trainee – none this year.</p> <p>Junior Trainee – RJ to consult with the dinghy instructors and inform the Committee of the decision.</p> <p>Adult and Junior Endeavour – Committee agreed Junior Endeavour Oliver Bull and Senior Endeavour Calum Pearson in recognition of the help they had both given to the Club this year.</p>	HJ
12	Facilities and access for those with a physical disability.	<p>See note from RE below outlining information and potential sources of help in regard to supporting physically disabled people at the club.</p> <p>While the Committee agreed that improving the Club facilities for those with disabilities was desirable an assessment would first need to be done of what the demand might be and what adaptations would be practical. DM reported that he had recently been</p>	

		speaking to a Club member who was interested in this area, he would ask this person whether they would be willing to undertake the research and then report back.	RE/DM
13	SFRS Community Asset Register	To agree whether to progress a registration of Club assets with the new Scottish Fire and Rescue Service Community Assets register. The Committee felt that the type of help which may be required and the fact that it would probably be at short notice would make registration impractical given the fact that the Club RIBs require at least 4 people to launch and recover and are not suitable for moving by road to any location other than Fortrose. The short notice availability of suitably qualified helms could also not be guaranteed.	SH
14	Committee communications	To note the impending move to a Google Group for the committee to replace the current Yahoo! one after the 7 November. The new group email address is CSCCttee@googlegroups.com Noted.	RE
15	Moorings and Crane-out.	The Committee noted DM's report of the recent moorings meeting. PI suggested that a further meeting before the 2019 crane-in would be a good idea – agreed. DM thanked Tim McKeggie who had stood in at short notice to coordinate crane-out when PI had been temporarily incapacitated.	DM/PI
16	Membership update	To note new members: Amanda MacLennan and Giles Drake-Brockman – both Rowing members. Noted.	HJ
17	Accident Book	No incidents recorded.	HJ
18	AOCB	a) DM reported that the Avoch Sea Scouts have offered to transfer the ownership of their 4 Topaz dinghies to the Club in return for a modest donation. The Committee agreed with thanks and with the proviso that the Club/ Sea Scout sponsorship agreement be amended accordingly. A donation of £200 was agreed. DM to speak to Derek Martin, the Sea Scout leader. b) SH reported that the Club rowing group would like cushions for the rowing skiffs and would be willing to organise a fund-raising quiz evening. Agreed and JW undertook to provide catering support. c) RE reported that in the absence of racing last Sunday (too windy) he and the sailors present got together to discuss the way forward for dinghy racing next year. It was agreed that courses could be more flexible if the Club had some inflatable marks which could be laid and recovered on the day. The Committee also felt that this could be a good idea. RE to research products and prices and report back. It was also suggested that junior and novice sailors might be encouraged to take up racing if experienced sailors offered crewing opportunities. It was agreed that this was a good idea.	DM SH/JW RE

		<p>d) JW asked whether a Burns Supper was wanted in 2019 – agreed yes and date 25 January.</p> <p>e) CP reported that the summer solstice in 2019 falls on a Friday and suggested an “enhanced” Social Sailing evening to include a BBQ – agreed.</p> <p>f) DF suggested that to facilitate the membership renewal process in the New Year it would be a good idea to set the 2019 subscription rates at this meeting. This was agreed and rates will be held at the 2018 amounts.</p> <p>g) RW reported that the Club RIBs and their trailers need to go under cover for repairs and maintenance. Agreed that DM would seek permission from the Sea Scouts for her to go to the Sea Scout Centre in Avoch – agreed and subsequently confirmed by the Sea Scout Leader.</p>	<p>JW</p> <p>CP</p> <p>DF/HJ</p>
19	Date & Location of next meeting	Wednesday 9 January 2019 at 7.30pm in the Clubhouse.	HJ

Committee:

Commodore – Donnie McLeod – DM

Treasurer – David Finlayson – DF

Secretary – Helen Jenner – HJ (also Membership Secretary)

Sailing Secretary – Richard Evans – RE (also Coaching and Webmaster)

Training Principal – Richard Jenner – RJ (also Chief Instructor Dinghy & dinghy bosun)

Social Convenor – Janet Witheridge

General members:

Robin Witheridge – RW (RIB Convenor)

Peter Illingworth – PI – Harbourmaster, Moorings and Craning co-ordinator

James Dargie – JD – Cruiser Liaison

Sandra Hogg – SH – Rowing Captain

Alan Hardie – AH – Dinghy Park Co-ordinator

Chrissie Lane – CL

Calum Pearson – CP – Social Sailing

Notes to items

Item 5 – Treasurer’s report

Treasurer’s report Nov 2018/AGM

Membership: this has held up against last year’s income due in no small part to the late addition of new members via the University of the Highlands and Islands and I hope this is an area of membership which could be sustained.

Sailing event income is slightly down on last year but nonetheless is still satisfactory.

Training income is down but this is to be balanced against significantly lower training costs.

Catering and social event income is somewhat higher than last year with only a modest increase in costs and I think that Janet and Robin are to be complimented on maintaining this vital part of club activity.

Fuel duty refund was successfully applied for again resulting in a refund of £304. I anticipate this level of refund will continue.

Cleaning costs have increased this year but this seems unavoidable to maintain the club in useable condition.

Moorings have, as planned, been essentially self-funding although the small numbers of boats on moorings does call the viability of moorings in to question. It is possible that if little work is required on moorings next year the cost of mooring might reduce and attract new members.

There is an exceptional cost of website maintenance and this is because Richard Evans has kindly been subbing the club by failing to submit timeous claims for the support he gives us by arranging our web presence.

The major increase in costs however has been insurance. The previous Highland Council administered scheme came to an end and, while Zurich would continue a clubs' policy, it became apparent that the wording of there policy did not give the committee "comfort". With advice from the RYA insurance has reverted to the insurers used prior to the inception of the council policy. While expensive the relative costs are similar to those being paid prior to the council scheme and service from AJG Gallagher to date has been excellent although I am pleased to say I have not had to test their claims handling!

Overall members will see that the club has returned a modest surplus of £3,144 compared to £4,720 last year.

David Finlayson
Treasurer

Item 6 – Training Report

TRAINING REPORT FOR 2018 AGM

Shore-based training was run in January and February covering a variety of subjects by Richard Evans and Richard Jenner. There was some demand for follow up sessions during the summer however other commitments did not allow any to take place.

Certificates. We have issued 30 RYA certificates this year: 17 x dinghy certificates for various stages or levels; 9 x powerboat; 4 x assistant dinghy instructor (a 5th is pending – see below under instructors). This represents a creditable effort from our volunteer instructors.

Instructors. A 2-day course was conducted for aspirant assistant dinghy instructors (ADIs) on Saturdays in March and April and following practice with 'real' students, **Calum Pearson**, **Marisa Astill-Brown** and **Gregor Fisher** have been awarded their ADI certificates; **Kyle Cameron** has also achieved the required standard but will have to wait until his 14th birthday (17 December) to be issued with his certificate. All 4 have made very useful contributions to training this year.

Adult dinghy training uptake for the Level 1 & 2 course was only 2 students. It was decided that as both students were already members, the course should go ahead with the secondary objective of giving the ADIs in training an opportunity to practise on real students (under supervision).

Junior week (16 – 20 July) went well with 11 students (4 new members – all local bar one who was staying on holiday with one of the others). The weather was largely cooperative and as a first, certainly in recent years, 4 students achieved Stage 4 certificates using a combination of Topaz Uno + and the Wanderers. The week generated **30 whole-day duties**. Some of these were covered by parents but the majority by the instructors – **Richard Jenner, Helen Jenner, Richard Evans, Dee Lloyd, Dom Lloyd & Gregor Fisher**. Of note, **David Vincent** (neither a parent of a participant nor an instructor), helped for the entire week and we were given additional support by **Kyle Cameron** and **Oliver Bull** who sailed along with the students.

Powerboat training ran 2 courses in April and August thanks to **Helen Jenner** and **John Crossley**. There were also 2 safety boat skills sessions early in the season.

Race Coaching. 16 sessions were provided between March and September to a mix of adult and junior participants; average attendance 5. The main emphasis was on learning how to make your boat go better and some sailors also learnt about racing rules and tactics. By the end of the season more juniors started to make the transition from Dolphins and we hope to see them making progress at this level next year. There has been a noticeable performance improvement in racing achievements by the more advanced participants. Thanks to the coaches giving their time: **Jack Evans, Thomas Hardie, Magnus Henry** and **Richard Evans** (lead coach).

Dolphins. There were 9 Dolphins evenings although sailing was lost on 2 occasions as it was too windy. The last session on 6 September was the best with 8 sailors.

Coastal Rowing. 'Training' is assisting the lead rowers develop a 2-day training programme for new coxswains which will be delivered this winter as a combination of shore-based and on-the-water activity.

RYA annual inspection was on 24 June and went very well with the only action (to be completed by the next inspection) being to adopt an **Equalities Policy** (this has been drafted and adopted by the Committee). Preparation for this year's inspection was complicated by a totally new RYA inspection document because of GDPR issued just weeks before we were inspected; it should be easier next year!

Programme for 2019. The first PBL2 course will be on 23 & 24 March. We're running a RYA First Aid courses principally for instructor currency on 30 March. There is an early junior Stage 1 dinghy course programmed for 18 & 19 May and Junior Week will be 15 – 19 July.

Long Term. The long-term prospect for the Recognised Training Centre remains tenuous due to a shortage of senior instructors (only 1 active in 2018) and a significant number of key instructors and coaches are now claiming their state pensions. We need volunteers prepared to enter the formal instructor pathway.

Richard Jenner
Training Principal

Item 8 - SCIO

Dear Chanonry Sailing Club Member,

LEGAL STRUCTURE CHANGE FOR CHANONRY SAILING CLUB?

You are receiving this briefing note because your committee is proposing a significant change to the legal status of our club; such a change would require membership support through a formal vote at a members' meeting as per the club's constitution. This note covers 'what?', 'why?', 'how?' and 'when?'.

WHAT?

Currently, Chanonry Sailing Club is an **unincorporated voluntary organisation** with a governing constitution. The club is also a **Community Amateur Sports Club (CASC)**.

CASC status means the club is registered with HM Revenue & Customs (HMRC) and this provides some tax relief.

The committee proposes that the club changes its status to a **Scottish Charitable Incorporated Organisation (SCIO)**.

WHY?

As an unincorporated organisation the club has no legal status – in law the club is a collection of individuals. Any property is legally owned by individuals on behalf of the members and any undertakings are also by individuals on behalf of members and this increases the risk of personal liability for members and those involved in running the club and any of its activities. As an example, the lease for the harbour and dinghy park is held by the serving Commodore, Treasurer and Secretary who are personally liable for fulfilling the conditions of the lease. The clubhouse Title Deeds show the same three officers as holding the Title. The committee could be personally liable for debts if the organisation were unable to meet its debts and liabilities out of its own resources. Personal liability has been given as a reason by several members for not undertaking a committee post.

The committee believes that the club should seek **incorporation**. An incorporated organisation has a legal identity of its own. This means that it can own property and enter into contracts in its own name. Incorporation means the liability of committee members is limited (in most cases), providing they act lawfully, and members are not liable to contribute to the assets if it is wound up.

The committee believes that the most appropriate incorporated legal structure is a Scottish Charitable Incorporated Organisation (**SCIO**). The Royal Yachting Association also recommends that clubs consider becoming SCIOs.

SCIOs have been purpose built for the charity sector in Scotland. It provides for limited liability and a separate legal identity to organisations that want to become charities but do not want or need the complex structure of company law. They are regulated by the Office of the Charity Regulator (**OSCR**).

A charity is a voluntary organisation which has been set up only for charitable purposes and to provide public benefit.

Advantages

- Tax relief on surpluses and donations
- Access to funding only available to charities
- Rates relief for premises
- Special VAT concessions

Disadvantages

- Restrictions on spending
- Cannot engage in party political activities
- Must adhere to legislation
- Trustees have specific duties under legislation

All charities must submit an annual return and accounts to OSCR and seek their permission to make certain changes.

HOW?

The club would be a '**2-tier**' SCIO which involves trustees (at least 3) and members. The format would be very similar to today's club with an elected committee (known as a board) who are the Charity Trustees. Trustees are responsible for the control of management and administration. Committees subordinate to the board would be possible similar to the current sub-committees.

We would need to **apply to OSCR** to be incorporated as a SCIO. This would require a **new constitution** to be submitted. This would be the beginning of an **implementation phase** that would be completed once assets and liabilities had been legally transferred and the current association wound-up.

Practically, we will need a single **General Meeting** to agree to the setting up of a new legal body. This includes agreeing to a new constitution and to the transfer of assets and liabilities to the SCIO and the winding up ('dissolution') of the current association to complete implementation. Dissolution is covered in paragraphs 76 & 77 of the current constitution and requires a two-thirds majority of those present at General Meeting with voting rights.

The transfer of moveable and heritable property to the SCIO would incur some legal expenses.

WHEN?

The committee intends to provide members with access to a draft SCIO constitution by **3 January 2019**. The draft would be available on the website and in printed form in the clubhouse. A newsletter to all members through email (and post for those with voting rights but no registered email address) will alert you to the availability of the draft and how to raise questions or concerns. This would be that start of a **consultation period** that would finish on **3 March 2019**. Questions and answers would be visible to all members during the consultation period in the members' area of the website. The committee will call an **Extraordinary General Meeting** as per the current constitution to be held in **March 2019** with a resolution to enter the implementation phase (and all that entails as described above).

If there is agreement to go ahead, the implementation period could last for 12 months.

More information on SCIOs can be found here:

<https://www.oscr.org.uk/becoming-a-charity/becoming-a-scio>

<https://scvo.org.uk/setting-up-a-charity/decide-on-structure/scio>

FAQs

Q: Why do we need to incorporate now, we've managed without problem for 62 years?

A: While a well-managed unincorporated association can limit the risks to committee members our club holds a number of assets and carries out risky activities. The current climate is more litigious than it has been in the past.

Q: Why can't the liabilities of committee members be covered by insurance?

A: The club has taken out trustee indemnity insurance, but this cannot cover all of the potential liabilities of the trustees. It does not cover personal liability of trustees for contractual claims, not provide protection against financial claims or debt which the organisation cannot meet.

Q: Are sailing and water sports charitable activities?

A: Yes. One of the charitable purposes is the "advancement of public participation in sport".

Q: Will it cost us more to run a SCIO?

A: There are no fees to set up a SCIO but we would incur legal fees to transfer the heritable property. Once the SCIO is running there should be no extra costs except we may need to pay for the independent examination of the accounts.

Q: Will we need a more complex accounting system as a charity?

A: Receipt & payment accounts, as used by the club at present, are acceptable for our level of turnover.

Q: What are the duties of charity trustees and SCIO members?

A: Trustees must operate in a manner consistent with the charity's purpose, act with care and diligence and manage any conflict of interest between the charity and any person or organisation who appoints trustees. Members are subject to some of the same duties as charity trustees, specifically, they must act in the interests of the SCIO, and seek, in good faith, to ensure the SCIO acts in a manner which is consistent with its charitable purposes.

Item 12 - Working with people with Disabilities

To discuss the improvement of facilities and access to clubs' resources for those with a physical disability. Does the club wish to make improvements to its infrastructure and resources that will enable physically disabled people to take part in club activities?

The Scottish Centre of Sailability Excellence is at Castle Semple Centre; part of Clyde Muirshiel Regional Park. www.clydemuirshiel.co.uk

Contact David Hill (Senior Instructor)

01505 842882 david.hill@clydemuirshiel.co.uk

Only 5% of disabled are physically affected; i.e. hands/feet/limbs.

Remember the Open aspect of our constitution.

Don't need instructors – just enthusiastic volunteers.

The **Sailability** and **Powerability Schemes** cater for a wide range of disabilities. To become part of one or both Schemes does not mean that we need to provide for all forms of disability.

The application to become recognized in a Scheme involves completion of a self-assessment on which we would specify what disabilities we want to support with activities – it might just be going out with members in their boats for partially sighted or deaf etc.

Check out local groups for potential demand.

Charitable Funding is available – search SCVO site for links.

The achievement schemes are aimed at children and there is no reason why adults shouldn't take part in the mainstream instructed RYA training schemes.

Check Euan's Guide – Disabled Access Reviews – “Trip Advisor” for disabled facilities.

<https://www.euansguide.com/>

Boats – Hansa 303 recommended over the Challenger trimaran.

Sailability & Powerability Log Book free from RYA - 02380 604247

and RYA website: <http://www.rya.org.uk/programmes/rya-sailability/Pages/hub.aspx>

Item 15 – Moorings meeting notes

This was a good meeting and several issues were addressed in a positive manner.

We discussed some concerning issues associate with the preparation of the strops for the spring launch in. Due to different hard eyes supplied to us we found that not all of our shackles fitted and so considerable time and effort was wasted in rummaging around. To prevent this happening again Peter Illingworth will make up a standard specification for all mooring fittings tailored to our three distinct lines of trots and we will also have a dry run with all fittings a week prior to the divers coming in to hopefully ensure no surprises on the day.

The lift out for 2018 will take place on 26th September and Peter will be in charge of the operation. Please note that it is essential that boat owners have prepare their boat and mast for the lift in. If your boat is not ready for the designated lift in time then you may lose your place in the order. If you think you may require assistance with any preparation work then contact Peter (pgillingworth@gmail.com or myself donniemcleod2@gmail.com prior to the lift in date.

Our divers will be in to assist with bringing in our risers and strops on the 9th October. We will require assistance from two experienced and qualified, power boat 2 minimum, rib drivers to help with the risers and strops. On shore we will need assistance from two others to dismantle the risers and strops. If you are able to help out then please contact Peter as soon as you can. The more help we get then the easier the job.

At the end of the meeting a request was made to extend the season by launching in about mid April and lift out in mid October. This had considerable support so Peter will look to arrange our Spring and Autumn activities accordingly.

Donnie McLeod

Commodore Chanonry Sailing Club