



Main Committee Meeting Minutes 09.05.2016

Topic	Information	Action
Present and apologies	Present: Mike Wilson (MW), Helen Jenner (HJ), Alan Hardie (AH), Amanda Tickle (AT), Donnie McLeod (DM), Peter Ilingworth (PI) Apologies: Tim Lloyd (TL), Mairi MacLeod (MM), David Finlayson (DF), Janet Witheridge (JW), Robin Witheridge (RW),	
Approval of Minutes of Previous Meeting	The Minutes were approved with no amendments. Proposed MW, seconded AH.	
Matters Arising from Previous Meeting not otherwise on the Agenda	<p>a) Progress report on 60th Anniversary celebration – including commemorative benches. <i>The event had been a success, the guest list is at Appendix B to these minutes. An article is being written for publication in the local Chatterbox magazine. The Committee thanked DF and JW for their hard work in organising the event and to DF and Kyle Cameron for their piping on the day.</i></p> <p>b) Progress report on Race Office remodelling. <i>There had been no installation of an electricity supply yet to the new keys/ radio cupboard. DM offered to organise a group of volunteers to do some decorating in the race Office.</i></p> <p>c) Moorings/craning update <i>PI reported that a diver survey of the moorings had been completed. One outer mooring is to be de-commissioned and 2 of the outer risers had sunk into the mud, these would need to be reinstated at a future date. The inner moorings had already been made ready for use this season. Craning had been postponed again because of the delay in diving work, the new planned dates are 19 & 20 May. PI reported that he had received enquiries from 2 potential new members wishing to take up moorings. Post meeting note – the diving work was completed on 9 & 10 May and the pick-ups have been fitted on the outer and mid moorings. Crane-in confirmed for 19 & 20 May. The potential 2 new members have joined the Club.</i></p> <p>d) Progress report on Lifeboat Day including PTBO.</p>	DM

	<p><i>Given the new planned crane-in dates parking was not expected to be a problem, if however crane-in was further delayed because of poor weather the event would be able to go ahead but with careful marshalling to prevent cars being parked around the harbour area.</i></p> <p><i>AT confirmed the attendance of the Search and Rescue helicopter (operational requirements permitting). She had also prepared a Mailchimp email advertising the event for distribution to the Club membership. AT requested a Club mailing list, HJ undertook to provide this from the Dutyman membership database.</i></p> <p><i>AT reported that she had also been extensively promoting the event locally including information sent to Moray Firth Radio.</i></p> <p><i>AT had already received some bookings for the Push the Boat Out sessions. It was hoped that these would be filled by pre-booking but acknowledged that it was likely that last-minute vacant slots may be filled on the day.</i></p> <p><i>RW had advised the Committee, further to his offer to provide trips in his Drascombe that he would no longer be able to do this.</i></p> <p><i>Post meeting note – list provided by HJ and Mailchimp mail sent out by AT on 13 May.</i></p> <p>e) Club communications – use of Mailchimp for Club newsletters.</p> <p><i>See d) above, an initial Mailchimp mail was sent out on 13 May.</i></p>	AT,HJ
Temporary Membership for dinghy course trainees.	<p>a) MW proposed that prospective new Club members should pay a Temporary Membership fee on top of their Dinghy course fee and then pay the balance of the relevant subscription rate if they decided to continue as Club members.</p> <p><i>Decided – that, a “Special Offer” be offered to people on the 2016 PTBO dinghy taster sessions. This offer would be that if they signed-up to a Junior Stage 1 course or Adult Level 1 course they would only be charged the course fee plus a Temporary membership fee. If they then decided to continue as Club members they would have to pay the balance of the relevant membership subscription.</i></p> <p>AT explained that from comments she had received from some prospective members the addition of the current Joining Fees to the subscription was the “last straw” in their decision whether or not to join the Club.</p>	

	<p><i>Decided – subject to the agreement of the Treasurer who was not present, with immediate effect to remove all joining fees and to reimburse those members who had already joined in 2016.</i></p> <p><i>Actions – membership forms to be updated accordingly</i></p> <p><i>Members as above to be reimbursed</i></p> <p><i>Post meeting note – DF (Treasurer) agreed to this proposal by email. The relevant members have been told by email that they will be reimbursed.</i></p>	<p>HJ – done 13.5.16 DF</p>
Treasurer's report	<p>At Appendix A below.</p> <p>DF wished to add that he had experienced spam emails to the "treasurer@chanonry.org.uk" address and advised other committee members with Club email addresses to look out for these.</p> <p><i>PI wished it to be noted that the funds being used for expenditure on the moorings were those which had been "earmarked" for the refurbishment of the moorings within the current lease period.</i></p>	
Training update	<p>At Appendix C.</p> <p><i>Also see item above on Temporary Memberships for prospective new members taking Level 1 and Stage 1 dinghy training courses.</i></p>	
Ness Cup	<p>JW had requested confirmation of the Ness Cup date and the nomination of a Club point of contact for the Lifeboat committee for this event.</p> <p><i>MW to be the point of contact.</i></p> <p><i>It was noted that the delay to crane-in would mean that the cruiser sailors would not be ready in time to compete on 22 May. As the event is one for cruisers and dinghies together it was decided to find an alternative date.</i></p> <p><i>Sunday 5 June was identified as having suitable tide times and no immediately evident clash of dates.</i></p> <p><i>Post meeting note – it was later realised that the Club Musto Skiff fleet would be away at their World Championships on that date. Ben Yeats intends to contact MW and Richard Evans to request an alternative date. As the Musto Skiff sailors are strong supporters of the Ness Cup it would be considered whether a further suitable alternative date can be found.</i></p>	<p>MW</p> <p>MW, RE?</p>
Committee vacancies and Club Appointments	<p>Sailing Secretary and Cruiser Liaison Member – <i>no-one had yet come forward to volunteer for these important posts.</i></p> <p>General members – <i>1 place still vacant</i></p> <p><i>Post meeting note – Club member James Dargie has kindly volunteered for the Cruiser Liaison Member vacancy, this</i></p>	

	<i>also fills the remaining General member vacancy.</i>	
Accident book	To note any accidents or near misses recorded and decide on remedial action as necessary. <i>None recorded.</i>	
AOCB	<p>AH asked whether a new Club flag could be sourced as the current one had become very frayed and worn.</p> <p><i>Richard Evans had already undertaken to order new race flags and to order a new Club flag at the same time. MW to "chase" RE.</i></p> <p>Noted – that a new flagstaff is needed for the Starter's Box.</p> <p><i>Post meeting note – AH has delivered a 6 metre metal pole to the Club. MW has some angle iron for the cross-piece. These to be made into a new flagstaff and installed. PI said he would be able to help with this once after crane-in had taken place.</i></p> <p>DM – requested for consideration at a future meeting:</p> <ul style="list-style-type: none"> a) The possibility of an honorarium being instigated for the Harbourmaster. b) The possibility of the Club acquiring a barge and lifting gear for use on moorings work and which might also provide a useful platform in the harbour. 	<p>MW</p> <p>PI</p> <p>HJ for adding to next Agenda</p>
Date & Location of next meeting	<i>Thursday 7 July 2016 at 7.30pm in the Clubhouse</i>	Sec

Appendix A - Treasurer's report

Treasurer's report May 2016

1. Diamond Jubilee:- this event appears to have been a success. In addition to positive feedback from attendees, three donations of £50 were made by cheque as well as £80 in cash on the day and £88 in the RNLI boat. To be set against that are the expenses of £353.05 plus the cost of the benches which have not yet been invoiced. I think that this does represent a good use of club funds and created a feel good factor.
2. Luke Patience: contact has been made with his management team through RYA Scotland with an initial positive response. No decision as to whether they would accept however probably due to uncertainty re his team position. Since that has now been confirmed I am hopeful that I will be able to pin them down for a date after Rio.

3. Moorings:- considerable costs already incurred for moorings maintenance/refurbishment. Hardware total £4411.38 of which £630.91 is invoiced but not yet paid. Dive works do not yet have a definite cost but the total for this year will, as expected, deplete the moorings reserve with a possibility of exceeding it.
4. Rowing skiff:- the maintenance of Chanonry Maid is done and build of the second skiff progresses. Much had been bought by the builders without invoicing the club. I think this has now been rectified with a recent claim for £300. A second trailer should be the only remaining big expense for the second skiff. Steve Bramwell has estimated £200 every second year for each boat for maintenance. Given the average age of the skiff group there must be some concern about ongoing maintenance should the novelty wear off.

The current bank balance is £44,867.44 which is £4000 less than last month but this is after paying for the bulk of moorings hardware.

David Finlayson

Treasurer

Appendix B – Guest list for Diamond Jubilee event

David and Mary Pocock **Past Commodore**

Michael Evans

Helen Morgan

Steve & Liz Aisthorpe (née Jane Evans)

Richard and Val **Evans**

Jack Evans

Graham Hamilton

Cliff Furlong

Laurie Watkins

Ronnie and Morag **Wilson** **Past Commodore**

Mike and Frances Armitage

Una and **Alex Henserson** **Past Commodore**

David Macintyre

Silvia Macdonald (in memory of Taff)

Anne Phillips Fortrose and Rosemarkie Community Council.

Helen Robinson

Peter and Valerie Jones

Alex and Jude Alex Burns-
Smith

David Finlayson

Peter and Christelle Smith

Alan Hardie

Shona Whyte

Jamie and Alice Norman

Willie and Grace Meikle

Helen Rowson Past Commodore

Kathleen and James MacKenzie	Sister of Past Commodore George Taylor
Jackie Stevens	
Iain Mackenzie	
Robert Mary and Jack Taylor	Son of past Commodore George
Jessie Grigor	Wife of past commodore John
Ewan and Liz Smith	Past Commodore
Marjorie Taylor	Wife of past commodore George
Marnie (née Taylor) and David Vincent	
	Daughter of past Commodore George Taylor
Catriona McLean	Daughter of past Commodore George Taylor
Catriona McLean	Past Commodore
Joan Maxwell	
Vint and Lesley Grant	
Bob and Marion Tonkin	
David Gibb	
Catherine Morton	
Bill Anderson	
Liz Watson	
Andrew Hince	
Kyle, Hanako and David Camweon	
Mike Wilson	
Mike and Helen Martin	Past Commodore
Doug and Fran Stewart	
Cath Martin	
Murray Kirkwood	
Robin and Janet Witheridge	
David and Pam Macintyre	
Mike Wilson Snr	

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Apologies

Nany Cameron	
Martin McWhirr	
Iain A C Brown	
Ian T Hay	
Mike Burns	
Steve and Morag Bramwell	
Richard and Helen Jenner	
Hugh Patience	
Neil MacGregor	
Garve and Janet Amos	
Roddy and Shona Henry	
Edith and Stuart Robertson	
George A.Dundas.	Past Commodore

Additional Apologies by default

- 1 Julie Ferguson
- 2 Vicky and Paul Nairn

Appendix C – Chanonry Sailing Club Training Update – May 2016

RYA Admin Requirements

As an RYA Recognized Training Centre (RTC) we have a number of hoops to jump through with regards to the administrative side of training. We now have an updated 'Operating Procedures Document' for 2016 which needs to be read and signed for by all CSC Instructors. We also have updated 'Guidelines for Safeguarding Members of Vulnerable Groups'. The documents are held in the Race Office in an A4 binder.

Club Dinghies

Richard and Helen have spent a lot of their time over recent weeks sorting out the Club dinghies and ensuring that they are ready for the season - many thanks for doing this as I appreciate that this is no easy task! As you know we have various 'marks' of dinghy and not all masts etc are a universal fit. Although we have tried to keep specific parts with each dinghy already this seems to have fallen by the way-side. So in an attempt to get some sort of system in place which we can adopt easily we will be looking to colour-code dinghies/masts/sails/books/tillers/centre boards and so on with coloured tape. The idea is that when one of the youngsters (or indeed adults) allocates themselves a dinghy they should ensure that they have the same colour-coded equipment on that dinghy. I'll start colour-coding over the next 2 weeks we can see how it goes. Hopefully this system will enable us to keep better control of defects, missing items etc.

Dinghy Defects Log

We now have a 'Dinghy Defects Log' (white A5 folder) located in the Race Office for recording all issues/defects, missing items etc for the Club dinghies. It is early in the season but already we have had a number of issues/breakages. With a busy training programme lined up we need to ensure that we keep on top of any defects/breakages and that we have spares available or on order.

Push The Boat Out Event - Saturday 21st May 2016

The Push The Boat Out (PTBO) event is nearly here which this year is combined with our RNLI Open Day. We have a couple of volunteers however we probably could do with more. I will send out a detailed brief next week (timings, duties, risk assessment etc). Main 'issues' outstanding are:

1. More volunteers needed – any Committee members available?
2. Display boards – does anyone know where we can get some?

3. Not many people have signed up despite the advertising. I think people will just turn up on the day. Can we borrow wetsuits from the Sea Scouts to cater for this?
4. Who is coordinating? I have heard nothing back.
5. Can we use MailChimp to send out a reminder? I will need an excel spreadsheet of membership emails.

Instructor Currency and Availability

Natalie and Georgina will not be around this summer so we are going to be short of qualified volunteers. I have had several communications with Ewan Stirling – he was last

looking at sorting a date in July for organising a DI course (Dominic and Claire H) but I have heard nothing back (I have chased him 3 times by email). I cannot touch base with other dinghy clubs until I have a provisional date.

PVG

Most of the instructors are now PVG Scheme registered through the RYA – details in RTC folder in Race Office.

Work Experience Request

We have had a request from Cailean Morgan (through his mum Valarie Morgan) to see if we could accommodate Cailean on work experience the week of the 10th July 2016 (until the 16th July). Cailean is 17 and is looking to go to University this year to study something outdoor related. I have spoken with Richard J and I have subsequently agreed to do this on a non-payment (Cailean) basis. We shall set up a temporary free membership for Cailean for the week and I will put together a programme which will cover: administrative and management side of running a sailing club, organising events (Scottish Laser is that weekend), assisting with Dolphins/Champs/race team events etc. It will involve a couple of hours on Monday, Wednesday and Friday. I will act as the POC and responsible adult/chaperone. Having an extra pair of hands will be useful that week as we have a busy sailing programme and we will be in the final stages (prep) for the Scottish Laser event.

RYA Inspection 2016

Robin Nicol has been allocated as our RYA Inspector. I contacted Robin on the 28th April 2016 by email and sent a copy of our training programme. I am waiting to hear back.

Upcoming Courses 2016

The following gives an update on the upcoming courses:

Adult Dinghy Level 1: 28th/29th May 2016 - 4 out of 4 places taken

Adult Dinghy Level 2: 11th/12th June 2016 - 4 out of 4 places taken

Adult Dinghy Level 3: 25th/26th June 2016 - 5 out of 4 places taken

Seamanship Skills: 9th/10th July 2016 - 3 out of 4 places taken

Day Sailing: 23rd/24th July 2016 - 3 out of 4 places taken

Junior Dinghy Stage 1: 4th/5th July 2016 – 1 out of 6 places taken

Youth Week: 18th-22nd July 2016 – 6 out of 8 places taken