



DRAFT

CHANONRY SAILING CLUB COMMITTEE MEETING MINUTES

Tuesday 18th March 2008

Present: Richard Jenner (Chair), Jon Shepherd, George Hogg, Richard Robinson, Pam Moncur, Diarmid Hogan, Helen Jenner and Roxby Robson.

Agenda Item

Action

1. Welcome & Apologies

Apologies were received from Shane Rankin and Pam Moncur. It was noted that Ken Ferguson has now resigned from his post as Training Principal and is therefore effectively no longer a member of the Committee.

2. Minutes of meeting of 12 February 2008

The minutes were proposed for agreement by DH, seconded by JS and approved by those present.

3. Action Points & Matters arising

- All action points were discharged with the exception of the following which were carried forward:
 - **AP3 (20/11/7)** RJ and GH to circulate proposed list of meeting dates for the year ahead. **RJ/GH**
 - **AP15 (20/11/7)** RR/JS/RE to consider and recommend a telephone/internet package. **RR/JS/RE**
 - **AP 7 (12/2/8)** HJ and Helen Robinson to work up details of Grenville's Race. **HJ/HR**
- It was agreed not to get a second insurance valuation of the club house on the basis of the advice received that as it would be calculated on the same basis as the first valuation it was unlikely to lead to a significantly different conclusion. RJ to look to get the valuation confirmed in writing for the Club's insurers (**AP 1**). **RJ**
- Sale of the Lettoch land was discussed in brief. It was noted that the issue of the boundary of the club's ownership on the road side still needs to be resolved. Joe Duncan is continuing to pursue this on our behalf.

4. Accident Book

It was noted that there were no new entries in the Accident book.

5. Approval of draft Health & Safety Policy

Richard J introduced the most recent draft policy he had circulated. He confirmed that had taken account of board discussion at the previous Committee meeting and comments received following the meeting. Our insurers were also now requiring sight of the Policy. All agreed that there is

a need for a policy. In the discussion the point was made that we not only need a policy but also need an “active safety management culture”. There is a particular role for the Committee collectively and individually to reinforce this culture. It was agreed that all Committee meeting agendas should include a Safety Management item as well as the Accident Book report **(AP 2)**. Concerns were particularly raised over the responsibility being put on the shoulders of the Race Officer and whether those undertaking this role either fully understood what was being asked of them or were sufficiently experienced/knowledgeable to undertake this. The possibility of employing someone(s) to undertake these roles was discussed. The consensus was that we were being reasonable in what we ask of the Race Officer but that we should at Race Officer training raise the profile of the H&S side of the role. It was agreed that Helen would look for opportunities to raise awareness of their responsibilities with Race and Safety Officers **(AP 3)**.

GH

HJ

There has been particular concern over children being left by their parents at club events and a reminder that an adult responsible for the child should be at the club at all times during events involving children will be put onto the sign-on form by Helen **(AP 4)**.

HJ

The principle of the policy as drafted was agreed with it being left that any further drafting comments should be forwarded to Richard J **(AP 5)** to enable him to issue version one of the Policy by 1 April which would remain a ‘living’ document **(AP 6)**.

All

RJ

6. Committee Membership

It was noted that on the back of Ken’s resignation the Committee now had 5 vacancies being the Training Principal and 4 General members. Richard J confirmed that he will carry the Training Principal role as well as Commodore until the AGM in October. Thereafter he would continue with one but not both of these. It was agreed that it was important both to spread the work load and to ensure succession planning that we should seek some new committee members. A number of names were identified and Richard J and Helen agreed to contact these to sound them out **(AP 7)**.

RJ/HJ

Roxby suggested that we may want to pay someone to undertake some of the training roles and Richard J look into this option and others for filling the Training Principal role beyond the AGM **(AP 8)**..

RJ

7. Marketing Role

Richard R introduced this item. He outlined what he perceived would be a useful role in relation to working with our sponsors, marketing use of the club house and generally fund raising. It was generally agreed that this would be a useful role to develop if someone appropriate could be identified. Helen agreed to check with the possible new Committee members to see if any of them would be interested in this role **(AP 9)**.

HJ

Richard R also agreed to check out our insurance policy regarding letting of the club house for functions **(AP 10)**.

RR

8. Project Management Overview

Richard J introduced this item based on proposals previously discussed and commented on by the Committee. In discussion it was recognised that considerable progress has been made on the Development Plan but not in all its parts. The approach proposed by Richard J was agreed. It was felt that this would not only serve to set out how projects are being managed

but would also keep track of achievements and avoid losing sight of aspects of the Plan not being currently progressed. All to provide any detailed comment to Richard J (**AP 11**) following which he will finalise the Plan (**AP 12**) – although it was recognised that as a working document it will be under constant review.

**All
RJ**

9. Update on Handbook

Helen updated the Committee on the 2008 Handbook which has been posted out to members. She advised that the Handbook had cost some £500 but that with advertising revenue of some £600 it was effectively self-financing.

10. Planning for Ness Cup/Lifeboat Event

Helen updated the Committee on planning for this event. Much of the detail is still to be thought through. Helen will identify roles for people on the day (**AP 13**).

HJ

11. Finance Report

Richard R updated the Committee on the financial position. Funds have been coming in for the trot moorings. 27 of the 30 available have now been let. This is better than anticipated at the previous meeting and will mean that the Club will not be required to provide as much bridging finance as previously believed. It was recognised that if we are to review the Club's fees and what members are entitled to and take options to the AGM then work will have to start on this shortly. Richard R, George and Jon agreed to consider these matters further (**AP 14**).

RR/GH/JS

12. Membership Applications

The Committee approved an application received for associate membership from Allan Stuart.

13. AOCB

- Roxby raised his concerns over the use of e-mails by the Committee to consider issues, he cited the exchanges over the H&S policy as an example. Richard J reassured him that no significant decisions would be taken by e-mail other than over membership applications as previously agreed. E-mails would be used as a way of inputting comments on points of detail and circulating papers for decisions to be taken at meetings.
- The report from the Club's insurers following their surveyor's recent visit has been received. This is as expected by Richard J following his discussions during the inspection with the surveyor. There are a number of detailed actions required as a result of the report. It was agreed that Richard R would pull together a table drawing the actions required out of the report and identifying who would be leading on these actions and when they need to be undertaken by (**AP 15**).

RR

17 Date of Next Meeting

Tuesday 19th August at 7.30pm.