



CHANONRY SAILING CLUB COMMITTEE MEETING MINUTES

Tuesday 19th August 2008

Present: Richard Jenner (Chair), Jon Shepherd, George Hogg, Richard Robinson, Pam Moncur, Diarmid Hogan, Helen Jenner, Roxby Robson, Dave Dunton, David Pocock, and Caireen Gourlay.

Agenda Item

Action

1. Welcome & Apologies

Apologies were received from Sarah Dunton.

2. Minutes of meeting of 12 February 2008

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

3. Action Points & Matters arising

- All action points were discharged or addressed on the agenda with the exception of the following which were carried forward:
 - **AP15 (20/11/7)** RR/JS/RE to consider and recommend a telephone/internet package. It was agreed to put this on hold until we're clearer about what is needed. **RR/JS/RE**
 - **AP 12 (18/3/8)** RJ to update project plan in the light of any comments received and circulate. **RJ**
- AP3 (20/11/7) – it was agreed to follow annual meeting cycle as proposed by RJ and GH.
- AP7 (12/2/8) – it was agreed that Grenville's sail had been a very successful event and that in principle it would be good to hold it again.
- AP1 (18/3/8) – RJ updated the Committee on the insurance valuation and the decision, taken following an e-mail exchange, to go with the recommendation of the insurance company's surveyor.
- AP3 (18/3/8) – a discussion into the training/experience needs of Race and Safety Officers was held. It was agreed to revise the membership application form to invite new applicants for membership to contribute to the running of the club (**AP1**). It was further agreed that further Race Officer/Powerboat/Safety Boat training opportunities should be offered. The Safety and Race Officer training should be offered at no cost to trainees (**AP2**). The questionnaire issued to members in November was also discussed and it was agreed to revise the presentation/wording to try to encourage a better return rate (**AP3**). It was finally agreed that the process undertaken each year to judge the appropriateness of those undertaking Race/Safety Officer duties should be better recorded as evidence of the process being undertaken (**AP4**). **JS**
RJ
HJ
HJ
- AP8 (18/3/8) – RJ updated on his investigations into other means of

delivering training. In summary his conclusion is that continuance of the current system of training being managed and usually delivered by volunteers from within the Club is most appropriate.

4. Accident Book

It was noted that there were 4 new entries in the Accident book. These were reviewed and in relation to 3 of these there was no need to revise current procedures. In relation to the fourth it was noted that this had highlighted the need for onshore cover to supervise youngsters during training events. The Training Principal to consider this and action any required changes **(AP5)**.

RJ

5. Funding Working Group Recommendations

RR introduced the paper from the Funding Working Group. In essence the Group had highlighted the need to improve the forecasting of income and expenditure and the importance of maintaining adequate reserves given the nature of the activities and assets of the Club. The Group essentially proposed that the basic membership be reduced and members pay additional sums in accordance with services/facilities incurred. The range of sources of income should be broadened with income from letting of facilities and sponsorship being particularly pursued. Finally in order to ensure that sailing at the Club is reasonably affordable to as broad a range of society as possible a confidential bursary arrangement should be put in place.

Following a full discussion it was agreed that the membership should be consulted ahead of taking a recommendation to the forthcoming AGM. The consultation should set out the need for increased income and present two options. The first being a straight increase in the membership fee across the board. The second option being a more sophisticated approach intended to achieve a fairer distribution of the costs associated with the Club **(AP6)**.

RR/GH/DP/
JS

During the discussion it was further agreed that a joining/rejoining fee should be introduced. This joining fee should be used to fund the provision of Race/Safety Officer training **(AP7)**.

RR/RJ

The problem of the late payment of renewal fees was also discussed. It was agreed that a more robust approach needs to be taken in future. An invoice will be sent out with the questionnaire in November **(AP8)**. Where fees are not paid within the required timescale those defaulting will forfeit all the rights of membership and will have to pay an additional rejoining fee should they wish to become members again. Amongst other things those not paying will not be invited to the AGM nor will they be entitled to vote should they attend **(AP9)**.

JS

GH

6. AGM Preparations

- Fee changes – it was agreed that the consultation paper referred to in the previous item should factor an inflationary increase into the flat rate fee option **(AP10)**.
- Office bearers/Committee members' election – RJ advised the Committee of his decision not to stand again as Commodore in favour of continuing his role as Training Principal. All Committee members, other than RoR who is at the end of his 3 year term, indicated their intention of continuing beyond the AGM. In the case of Office bearers this, of course, is subject to re-election. It was

RR

noted that, subject to re-election, the Secretary, Treasurer, Social Convenor and Sailing Secretary will all reach the end of their 3 year term in office at the 2009 AGM. It was agreed that all Committee members should look to identify likely candidates for the role of Commodore and as general Committee members **(AP11)**.

All

- GH outlined the timescale for preparation for the AGM. The AGM is on 24 October so papers will have to be posted out on 8 October at the latest. In order to achieve this the mail merged notices should be with the Secretary by 1 October **(AP12)**. The draft agenda for the AGM was discussed and agreed.
- It was agreed that those former members who have not yet paid this year's membership fee should not be invited to the AGM and should not be entitled to vote if they do attend.
- RJ invited the Committee to consider and raise with him any nominations for honorary membership **(AP13)**. There is not requirement to award any honorary memberships.

JS

All

7. Lettoch Wish List

RJ introduced this item. Whilst not yet completed it is expected that the sale of the Lettoch land will be concluded shortly. Given this windfall comes from the demise of an earlier sailing club it was agreed that it was incumbent on the Club to invest any income in tangible assets of lasting benefit to the Club. In discussion it was agreed that the Club's depleted reserves should benefit. This will still leave a significant sum remaining. In discussion upgrading of the clubhouse, pontoons in the harbour, computer/software for race management/training were all identified as possible projects. The Committee to think about this further to allow decisions to be made once the sale has been completed **(AP14)**.

All

8. RYA Inspection of the Training Centre

RJ reported that the inspection had been undertaken the previous week and that it had gone extremely well. Only one minor item was picked up on and that has already been addressed. The Committee expressed its appreciation of the high standard Richard is achieving on the training front.

9. Update on Trot Moorings

It was reported that the trot moorings project has now been completed. Of the 36 moorings available for lease 32 have been let with a further mooring occupied by Wisp. The 4 visitor moorings have been used over the Summer and it is expected that their use will increase once the new Almanac is out raising awareness of their availability.

10. Finance Report

RR updated the Committee on the Club's financial position. With most of this year's expenditure incurred there is about £10k remaining in the account. Following the Club's investment in the trot moorings this is about half of what was in the account prior to this project. Given the speed with which moorings have been let however there has been less of a draw down on Club funds than had been earlier anticipated. Given the scale of assets owned or managed by the Club it is agreed that reserves need to be increased and clearly designated within the accounts. The issue of insurance cover for Committee members was touched on and it was agreed that this should be properly explored at a future meeting.

Consideration could be given to changing the status of the Club from a Voluntary Association to a Company Limited by Guarantee (**AP15**). RJ reported that although training fees had been increased significantly this year, particularly for non-members, there had been no noticeable impact on demand.

RR/GH

11. AOCB

There was none.

17 Date of Next Meeting

It was agreed that there were a number of issues that had to be discussed in advance of the AGM including the recommendation to be made on fees, the election of Office-bearers and Committee members and any nominations for honorary membership. It was therefore agreed to meet on Thursday 18 September at the 7.30pm.