



## **CHANONRY SAILING CLUB COMMITTEE MEETING MINUTES**

**Tuesday 9 March 2010**

**Present:** Miles Mack, Richard Jenner, Diarmid Hogan, David Pocock, Ian Cameron, Pam Hogan, James Burns, Helen Morgan, and George Hogg.

### **Agenda Item**

### **Action**

#### **1. Welcome & Apologies**

Apologies were received from Mairi MacLeod and Caireen Gourlay (apologies were also subsequently received from Dave Dunton).

#### **2. Minutes of meeting of 26 January 2010**

The minute was agreed.

#### **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:

- **AP4 (13/1/9)** Ian (action transferred from Diarmid) to arrange to replace the current safety boat fire extinguishers with ones supplied by the same company as the club house extinguishers so they can be inspected/maintained as part of the same contract.
  - **AP12 (27/10/9)** Richard J work up a proposal for developing the relationship with the Avoch Sea Scouts for consideration at a future meeting. A draft has been received by Richard and a recommendation will be available for the next Committee meeting.
  - **AP15 (27/10/9)** Pam to spend up to £308 on kitchen equipment.
  - **AP2 (26/1/10)** Helen to prepare some model courses for use in particular wind conditions which she will circulate.
  - **AP4 (26/1/10)** Sale of Wisp to be considered at 8 June meeting if no syndicate comes forward to take it on.
  - **AP5 (26/1/10)** IC to ensure frost stat heaters fitted in vulnerable areas. **IC**
  - **AP8 (26/1/10)** Helen & Pam to form a sub-committee to plan the Open day.
  - **AP10 (26/1/10)** Miles to put out next newsletter with Handbook.
  - **AP13 (26/1/10)** DH to confirm whether insurance policy still requires that a phone be fitted in the clubhouse.
- Ian, advised that we could install "trace" heating around the vulnerable water pipes. Following discussion we agreed to install this to all pipes in the loft. Ian will get a cost and circulate to the Committee by email for

agreement. Ian also agreed to get a quote for external paintwork (AP1).

IC

#### **4. Accident Book/H&S Issues**

There were no new entries in the Accident book, nor were any H&S issues raised.

#### **5. Finance Report**

Diarmid presented a finance report. The Committee were complimentary of the way in which figures were presented. To date payments are exceeding receipts. This is expected to be reversed when the insurance claim for the burst pipes is received. It was agreed that the reserves should be kept in a savings account to produce some modest income (AP2).

DH

The issue of the reserves for the trot moorings was discussed. In particular it was noted that the original project to install the trots had cost £2,400 less than estimated. In these circumstances we considered whether the Club's contribution of £10,000 to enable this project should be reduced to £7,600 to reflect the lower cost of the project. Following discussion it was agreed that the original contribution of £10,000 should stand and therefore that the £2,400 should be retained in the Trots reserves. During the course of this discussion the reporting arrangements between the Moorings Association, as a sub-committee, and the Committee. David P is the link between the two. It was agreed that the Moorings Association should formally report to the Committee at least once a year after the end of the financial year in August and prior to the AGM. The report should update the Committee on the Association's financial position and plans and any other issues of significance. David to alert the Association to this (AP3).

DP

#### **6. Repairs to Harbour Wall**

David P reported on recent damage to some of the stonework on the harbour wall. The Club's legal position and the need for a significant project to repair the stonework of the harbour was discussed. David reported that a patch should be able to be made to limit further damage in the same place in the short term but that this was not a long term solution. It was agreed that David should go ahead to arrange this work on the understanding that it would cost up to £200 (AP4). It was also agreed that David, George and James should get together to review the longer terms position and come back to a future meeting with recommendations (AP6).

DP

GH/DP/JB

#### **7. Update on 2010 Membership Renewal Position**

George spoke to the email from Jon which he had earlier circulated. The numbers who had not renewed were discussed. The Committee felt that whilst the loss of any members is regretful that the numbers in question was not exceptional. Following discussion of the questions raised by Jon it was agreed that Jon should put out a final notice to those who had not yet renewed giving a final renewal date of end of March beyond which a joining fee would be charged. Jon was asked to circulate the relevant names to the Committee who could approach individuals as opportunity presents. It was finally agreed that an email confirmation of the intention to renew would be sufficient and that a signed paper copy was not required. George will relay this back to Jon (AP7).

GH

#### **8. Production of Handbook – 2011 Onwards**

On the back of her current experience of pulling the handbook together Helen proposed that from 2011 onwards we should consider producing the

handbook in an electronic form only. This could involve most section being available as PDF pages on the web site – many of them are already. Personal contact details for members and other more sensitive information would be available on a members only part of the web site. The Committee agreed to this in principle and left it with Helen to work up the proposal in detail and bring back to a future Committee meeting **(AP8)**. During the discussion the issue of securing a broadband connection to the Clubhouse was discussed and it was agreed that Ian should investigate this further and report back to the Committee **(AP9)**.

HM

IC

### **9. Club Timeline**

Miles introduced his proposed timeline. This sets out the key items in the annual cycle of the Club and would be a key tool for both planning and ensuring that things are not overlooked as Committee members change over the years. It was agreed that this was a useful thing to record and maintain. Richard will add the training element to the timeline circulated by Miles and then will forward it to George to maintain the master copy **(AP10)**.

RJ/GH

### **10. Safety Boats**

It was confirmed that the new Humber will be picked up from Caley Marina over the next week or so. Following discussion it was agreed that the new humber be called Beauly and the older one would be called Ness.

The previously agreed Safety Plan was discussed and the importance of implementing this was reaffirmed. In particular Committee members agreed to keep an eye on driving skills and ensure that any incidents/near misses are recorded and fed into any review of the Safety Plan.

During the course of this discussion it was noted that brief job descriptions don't exist for the identified lead roles. George agreed to put together a template which would be circulated to Committee members who would then ask those undertaking these roles to complete the form **(AP11)**.

GH/Al

The training in place to support safety boat use were discussed. Miles agreed to chivvy members likely to take on safety boat duties to attend one of the familiarity sessions being laid on for the new Humber. Members should also be encouraged to undertake Powerboat Level 2 and/or safety boat courses **(AP12)**.

MiM

### **11. Invitation to Host 707 Match Racing Event from Banff SC**

Miles introduced this item. He has been approached by Banff Sailing Club with a proposal that they should run a weekend event based at Chanonry Sailing Club. We discussed the proposal and agreed that this is a good opportunity for the Club and should be a fun event. Miles will reply to Banff SC positively and ask them to contact Helen to agree dates and other details **(AP13)**.

MiM/HM

### **12. Social Events Drinks Licences**

Pam reported that under the new licensing arrangements the Club can apply for 12 licences over a rolling year. The application can take 6 weeks to be approved and therefore we need to apply soon. The events for which a licence might be needed was discussed and Pam will now proceed with the application **(AP14)**.

PH

### 13. Update on Harbours Heritage Project

Richard updated the Committee on this project. The Moray Firth Partnership has offered a grant of £1,000. Richard is also proceeding with a LEADER application. Assuming this is successful there is still a shortfall of around £1,500. There are a number of possible sources for this additional funding. The Committee agreed that the MFP offer should be accepted and the other funding applications pursued. If successful this will be a good project for the Club reinforcing its links to the community.

### 14. AOCB

- The proposed newsletter to go out with the Handbook was discussed. It was agreed that this should be issued and that a number of things including use of Dutyman, Safety Boat issues, crane-in dates etc should be included.
- David reported on "Phantom Island" – the raised area which in recent years has been appearing off the harbour entrance and presents a hazard to boats in low tide conditions. The area is continuing to rise in height.
- The issues revolving around members who do not sail and take out membership to provide storage for their boat over the Summer was discussed. Miles agreed to contact one particular individual to discuss his membership and advise that it couldn't continue unless he was going to actively engage in sailing **(AP15)**.
- The problem of dog litter in the dinghy park was raised. It is noted that the park is used as a dog walking area by local residents and that a fair number of these don't clean up after their dog. David agreed to raise the issue with the Community Council with a view to securing an appropriate notice and/or a dog litter bin **(AP16)**. Committee members will also challenge anyone they see walking their dog in the park and not cleaning up after them.

**MiM**

**DP**

Date of Next Meeting: Tuesday 8 June 2010.