



**Draft**

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

**Tuesday 8 March 2011**

**Present:** Helen Jenner, Richard Jenner, Pam Hogan, Helen Morgan, David Pocock, James Burns, Marisa Astill-Brown, Gavin Campsie and George Hogg.

### **Agenda Item**

### **Action**

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

Helen welcomed the committee to the meeting. Apologies were received from Mairi Macleod.

#### **2. Minutes of meeting of 18 January 2011**

Approval of the minute was proposed by Richard and seconded by Pam.

#### **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:

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|--|------------------------|
| ○ <b>AP3 (8/6/10)</b> GC to arrange energy efficiency survey for clubhouse.  | <b>GC</b>              |
| ○ <b>AP7 (17/8/10)</b> Helen to update the list of Regatta jobs for next year to assist with planning.   | <b>HM</b>              |
| ○ <b>AP10 (2/11/10)</b> To secure an internet connection for the club house (amended to remove reference to BT).   | <b>GC</b>              |
| ○ <b>AP15 (2/11/10)</b> Richard to refresh his training strategy for after 2011.   | <b>RJ</b>              |
| ○ <b>AP3 (7/10/10)</b> George to circulate list of club jobs for comment and any further additions.  | <b>GH</b>              |
| ○ <b>AP1 (18/1/11)</b> Crown Estate fee to be charged with craning in billing.   | <b>AM</b>              |
| ○ <b>AP3 (18/1/11)</b> Marisa, David and Helen J to get together to discuss management of the dinghy park.   | <b>MA-B/<br/>DP/HJ</b> |
| ○ <b>AP10 (18/1/11)</b> Richard undertook to paint the stairs.   | <b>RJ</b>              |
| ○ <b>AP11 (18/1/11)</b> Helen M and Mairi to look into preparing certificates for presentation.  | <b>MA-B/HJ</b>         |
| ○ <b>AP12 (18/1/11)</b> Richard to proceed with sale of GP14.  | <b>RJ</b>              |
| ○ <b>AP16 (18/1/11)</b> Helen M to investigate possibility of a "sign up system" on the web site for recreational sailing and dry suit die-hards events. | <b>HM</b>              |
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- James confirmed that the remedial pointing work on the harbour walls is underway and proceeding satisfactorily.
  - Helen J confirmed that she is willing to do the email newsletter in future.
  - Helen M updated on her thinking about involving cruisers in Friday night sailing. Various other options for involving cruisers were discussed. Helen to ask Richard Evans to include a section on the web site for

- those looking for opportunities to crew **(AP1)**. HM
- David confirmed that the previously agreed works in the dinghy park had been undertaken for £25 – thanks in part to a donation of chain by Gavin. He also confirmed that 2 ladders in the harbour were being replaced and that a 3<sup>rd</sup> would be fitted – hopefully for the figure agreed for the 2. Finally the harbour bar, wall and slip clearance works were all to be done for £150. These amount to a reasonable saving on the previously estimated costs.

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

The book was checked and there are no new entries. There were no other H&S issues raised.

#### 5. Finance Report

George spoke to the report circulated to the Committee by Alan Munro ahead of the meeting. In essence this identified an expected deficit of £4,000. Of this approximately £3,000 relates to Trots expenditure, leaving an expected reduction in the general reserves of £1,000. Whilst tight the Committee were reasonably comfortable with this at the moment as some items of expenditure will be reduced and some limited additional income is likely. In discussion Helen M agreed to speak to Richard Evans about including the membership form on the web site, producing a “beginner’s guide” to accessing the web site and Members area **(AP2)**. Helen M will get herself, Richard Evans and Jon Shepherd together to review how the web site development is going **(AP3)**. All to get back to Helen M with any other web related issues **(AP4)**. Helen J is to speak to Jon Shepherd about a few members who have apparently not received reminders for membership renewals **(AP5)**. In addition the following specific points were discussed:

- Membership renewals – updated figures had been circulated. In essence we are in a better position now than at this time last year. HM
- Club Insurance – Richard spoke to this. He has been looking into the Club’s insurance policy and particularly in the light of cover which is available through Highland Council. The current policy is a good one but relatively expensive. We’re committed to the current insurers until Summer 2012. It was agreed that Richard should review our current coverage prior to the renewal date in June to inform any changes ahead of August this year under the current policy **(AP6)**.. Next year we’ll review the provider. HM  
All
- Treasurer/Book-keeper/Secretary – Helen J advised the Committee that Alan has resigned as Treasurer and Committee member. In spite of several attempts it has not been possible to find someone to take on the Treasurer role as it has been previously undertaken. As a result it has been agreed to split the current role into a Treasurer and Book-keeper. George has agreed to take on the role of Treasurer. This leaves the role of Secretary which Mairi has agreed to take on for the next meeting in May. There is to be one more attempt to secure a book-keeper from within the membership. Helen J and George will agree a letter to go out with membership renewals **(AP7)**. If unsuccessful then we will contract in someone to fulfil this role. The financial consequences of this will be pointed out to the membership. George will develop further the description of the two financial roles **(AP8)**. HJ  
RJ  
HJ/GH  
GH

## 6. Update on Club House Works

Gavin updated the Committee on progress. Given other pressures on him in recent months he has not progressed things as much as he'd hoped. He has instructed the successful contractor to proceed with replacing the balcony. It was noted that a window pane in the club house room is cracked and Gavin will ask the contractor doing the balcony to repair this at the same time as doing the balcony **(AP9)**. It was noted that Mairi has circulated a date in early April when she plans to paint the club house. It was agreed to organise a work day to undertake a range of minor tasks in the Club house and around the harbour. This to be held on 17 April – the same day as the postponed Cold Turkey race. Pam agreed to put on a free buffet lunch that day and organise a bar licence for afterwards **(AP10)**.

GC

PH

## 7. Preparation for Upcoming Sailing Season Including Update on Handbook

Helen updated the Committee. As discussed earlier she will meet with Richard E and Jon to review web site progress including the handbook. She has decided to plan recreational sailing on the 2<sup>nd</sup> and 4<sup>th</sup> Friday of each month during the season. In addition she will pull together a sub-committee to organise the Regatta and possibly other major sailing events **(AP11)**. Helen and Helen will get together to agree race officers for key events **(AP12)**. Having had a number of travellers at last year's Regatta we don't expect to get many this year. Richard offered to pass Helen contact details for the Feva and Optimist classes **(AP13)**. Helen is also keen to see if some of those previously taking adverts in the paper handbook would consider sponsoring some trophies. She will also investigate a possible supplier of trophies **(AP14)**.

HM  
HM/HJ

RJ

HM

## 8. Training Charges

Richard referred to an email he'd previously put round the Committee. He confirmed that he will continue the previous policy of charging club members for power boat training to cover costs to encourage take up of training. He proposes to provide training to other clubs at twice the basic rate. This is still below commercial charges but is a contribution to promoting sailing and will have indirect benefits for our members. For his navigation and seamanship course he proposed to charge £20 on top of costs per person. Finally for dinghy training he plans to keep charges as previously. Training for "Dolphins" and "Champs" will take place on Thursday every 2<sup>nd</sup> week and it is proposed to cover fuel costs only. The Committee agreed to these proposals.

## 9. AOCB

- It was agreed that Pam will pass details of the coming bingo night to Helen J who will then circulate details to members **(AP15)**.
- Pam invited comments on when the Cleaner should visit the Club. It was agreed that this should continue as previously ie twice per week and after major events.
- Helen J noted that she had identified an alternative electricity supplier and agreed this by email circulation. The new supplier, EON, should save the Club some £100 per year.
- Helen noted that the Club had now opted for a smaller bin which will save the Club money although members will have to organise to remove rubbish after big events.

PH/HJ

- It was noted that Alan Munro has agreed to take on grass cutting around the Club. Cover has been agreed whilst Alan is away during May.

Date of Next Meeting: Tuesday 17 May 2011 @ 1930.