



Main Committee Meeting Minutes 9.12.15

Topic	Information	Action
Present and apologies	Present: Mike Wilson (MW), David Finlayson (DF), Helen Jenner (HJ), Janet Witheridge (JW), Amanda Tickle (AT), Donnie McLeod (DM), Peter Illingworth (PI) Apologies: Tim Lloyd, Mairi MacLeod, Alan Hardie	
Approval of Minutes of Previous Meeting	The Minutes were approved with two minor amendments not altering the meaning. Proposer DF Seconder JW	
Matters Arising from Previous Meeting not otherwise on the Agenda	<p>a) 60th anniversary celebration working group – recruitment of members. <i>MW, JW and DF to form a working group and report their proposals to the next meeting</i></p> <p>b) RIB report – how to encourage better husbandry of RIBs . <i>Decided:</i> <i>that a Safety Boat area will be set up as part of the remodelling of the Race Office. This to include space for the handheld VHF's, the RIB keys, the RIB logbooks and a laminated checklist for safety boat crews. HJ to produce laminated checklist. DM to include this in the remodelling plans.</i></p> <p>c) RIB report – progress report on discussions with Derek Martin on use/ ownership of the Pioneer. <i>DM reported on a meeting with Derek Martin of the Sea Scouts and Richard Jenner (RJ).</i> <i>Options were considered and it was decided that the Pioneer, fitted with the outboard currently on RIB Ness, would be the sole property of Avoch Sea Scouts, to be made available to the Club for mooring work and occasional safety duties as required. This arrangement will need to be made clear in an update to the sponsorship agreement between the Club and the Sea Scouts. RJ and DM to liaise with Derek Martin to agree a form of</i></p>	<p>MW, JW, DF</p> <p>DM, HJ</p> <p>DM & RJ</p>

	<p>wording.</p> <p>Decided: A new outboard to be sourced and fitted to Ness. RJ had agreed to research the sourcing, cost and fitting of an engine and report to the committee.</p>	RJ
Committee vacancies	<p>Secretary – HJ co-opted as Secretary.</p> <p>Robin Witheridge co-opted as a General Member.</p> <p>This leaves a vacancy for Sailing Secretary and the possibility of recruiting one further General Member.</p>	
2016 Subscription rates	<p>It was decided to leave the current rates as in 2015 with the addition of a Family Associate plus Rowing category. This category would allow two adults in a family to join the Club together and the children of adult rowing members to join in without the need to join as separate members. 2016 subscription rate £46, joining fee £15, Senior rate £36. HJ to amend the membership application form accordingly.</p>	HJ
2016 Sailing Calendar	<p>To decide how much of the Sailing Calendar can be decided at this time and agree dates and arrangements accordingly.</p> <p>Dates agreed for 2016:</p> <p>Dinghy Regatta 6/7 August</p> <p>Keelboat Regatta 13 August</p> <p>Black Isle Challenge Cup 10 September</p> <p>Grenville's sail 27 August</p> <p>Decided that all other sailing calendar dates could be left to the Sailing Sub Committee (SSC) to decide in time for the 2016 season. MW will call a meeting of the SSC to decide a way forward for 2016.</p> <p>Noted that Adrian Hodges had very kindly offered to put dates into Dutyman so that duties could be allocated.</p>	MW
Mooring leases, the way forward	<p>Update on progress with new mooring leases (2017 onwards)</p> <p>Having consulted the solicitor who helped draw up the current mooring leases, PI put forward 2 options for the leases from 2017 onwards.</p> <p>The options were:</p> <p>a) Annual leases which would have to be</p>	

	<p><i>renewed and signed individually every year.</i></p> <p><i>b) Ongoing rolling leases to paid for annually.</i></p> <p><i>The committee agreed to adopt Option 2 as this would not require fresh signatures from every mooring holder each year. Holders would have the annual option whether to allow the lease to continue or to relinquish it.</i></p> <p><i>PI to draw up a draft of the terms and conditions of the leases.</i></p>	PI
Mooring diving operations, the way forward	<p>PI explained that owing to regulations concerning diving operations the Club can no longer continue with diving operations as previously.</p> <p><i>Regulations require a Dive Supervisor, top and bottom divers, 2 dive boats and 2 First Aiders. This will require a professional dive team.</i></p> <p><i>PI is researching the availability of such teams in the region and will report back to the Committee.</i></p>	PI
Craning operations, the way forward	<p>To comply with HSE requirements, changes are needed to the way we use the crane.</p> <p><i>PI explained that current craning operations at the Club do not conform with safety regulations.</i></p> <p><i>A detailed lift plan and risk assessment are required for craning operations. These are already carried out for each lift day.</i></p> <p><i>A craning team should be recruited from members, although it was acknowledged that boat owners will want to be involved in the craning of their own boats. The craning area needs to be cordoned off and those involved will be required to wear hard hats and hi-viz clothing (this would be provided by the Club). It is also recommended that footwear with reinforced toecaps be worn. These measures to be put in place in time for crane-in 2016.</i></p> <p><i>PI also commented that an alternative to the current arrangements would be to ask a crane hire company (Las Plant) to conduct lifts as 'contract lifts' in which the crane company would take over the organization. However the Club would continue to carry similar legal liabilities as currently and the cost of lifts would increase.</i></p> <p><i>In addition a ground survey for the crane pad area</i></p>	PI

	<p><i>needs to be commissioned to establish the condition of the area as it is known that there are voids. Remedial action may be required. The Committee agreed that PI should obtain quotes for this survey.</i></p> <p><i>PI queried whether the Club holds sufficient liability insurance to cover craning operations. DF thought that the cover is sufficient but will check with the Club insurer.</i></p> <p><i>MW suggested that once the ways ahead on the lease, mooring and craning matters have been decided and agreed by the Committee it would be advisable to hold a meeting of the mooring holders to explain what is required.</i></p>	<p>PI</p> <p>DF</p>
The "George" bench	<p>Decision on funding/ budget and commissioning. <i>It was agreed that Chainsaw Creations will be commissioned to provide a bench/picnic table to a budget of £250, the cost to be covered out of Club funds. HJ to liaise with Chainsaw Creations.</i></p>	HJ
Club Appointments	<p>All positions as 2015 except: <i>Richard Jenner confirmed as Safety Boat Convenor (with thanks to Ken Ferguson for his work over the past several years) and Club Dinghy Bosun. Steve Bramwell confirmed as Grant Application Coordinator.</i> <i>MW offered to stand-in as Club Health and Safety Officer and AT agreed to stand-in Club Welfare Officer (including Child Protection) until replacements can be found.</i></p>	HJ
Accident book	<p>To note any accidents or near misses recorded and decide on remedial action as necessary. <i>None recorded.</i></p>	
AOBC	<p><i>a) JW suggested a social event to be held on Saturday 23 January in the format of a Burns Night Supper. The committee agreed, JW to make arrangements and give HJ details for a Dutyman email to the membership and Richard Evans details for the Club website. (Date subsequently revised to Friday 22 January).</i></p>	JW

	<p><i>b) DM reported that the ingress of water around the loft external door is between the frame and surrounding blockwork. He will seal this once the weather is drier.</i></p> <p><i>c) AT reported that the RYA is being informed of the changes of Club Training Principal (Amanda Tickle) and Chief Instructor Dinghy (Rob Bashford) and that a handover between Richard Jenner and herself is underway to be completed early in 2016.</i></p> <p><i>d) HJ reported that Richard Jenner has had favourable quotes for replacement from the printer of the 4 interpretation boards on the front of the clubhouse (these having degraded seriously and sooner than expected).</i></p> <p><i>Club member Bryan Smith had generously offered to sponsor the boards to the value of £200 on the condition that his company Podiatry Plus be added to the sponsors acknowledged on the boards.</i></p> <p><i>The committee was pleased to accept Bryan's offer and agreed that Richard should go ahead with ordering new boards in polycarbonate (quoted at £200 exc. VAT plus sundry costs for revision of the graphics and the cost of mounting to be met by the Club). The boards could be re-dedicated as part of the Club's 60th Anniversary celebrations.</i></p>	<p>DM</p> <p>RJ</p>
Date & Location of next meeting	Wednesday 27 th January at 7.30pm in the Clubhouse.	Sec