

Chanonry Sailing Club
Minutes of Main Committee Meeting

7.30pm the Clubhouse

24/04/2015

Present

Mike Wilson(MW), Helen Jenner(HJ), Richard Jenner(RJ), Hanako Cameron(HC), Diarmid Hogan(DH), Peter Illingworth(PI), David Finlayson(DF), Alan Hardie(AH), Steve Bramwell(SB)

Apologies

J Witheridge, D McLeod, M Macleod, T Lloyd

1 Minutes of the 24/02/2015 meeting were approved without change

2 Matters Arising

A RIBs 1 Repairs. See Training Report.

RJ further updated that there are minor leaks in sponsons which do not as yet need addressed, otherwise the RIBs are functioning well. Bill awaited from Caley Marine. Richard reminded us that replacement of RIBs/ engines will eventually be required in the future but is not imminent, and towards this end there is a Club RIB reserve fund building.

2 Responsibility

After due consideration RJ has agreed to be the point of contact for the Main Committee for as long as he remains on the Committee.

This Agenda item now closed

B Race Marks

MW stated these are now in place and thanks to Mike Gough and the SSC for this work. DF emphasised the need for itemised bills from GaelForce and this was noted.

C RNLI/ Club Open Day 4th July 2015 and Ness Cup 5/07/2015

MW updated the Committee on plans for the Open Day. A working group of committee volunteers are working towards all aspects of organisation and had met two days before to get planning off the ground.

Advertising would be key to drawing in the public and included an article in Chatterbox (submitted), plans to advertise on MFR and extensive leafletting and posters in shops , caravan sites, B&B's and public places.

Catering for both events will be by the RNLI Ladies (JW will be liaising with them).

Attractions will include the Coastguard, RNLI Flood rescue team (but not the lifeboats) GaelForce, (?Caley marine). The Sea Scouts will be asked to do demos and help with water taxis.

A selection of Club dinghies will be displayed with owners standing beside them to answer questions, but it will not be practical to offer sailing experience at this event. We will offer advice on how interested folk can get access to sailing experience.

Chanonry Maid will be available to do trial rows for the public and we are hoping that Avoch Skifties and Ardersier will come over to increase the capacity for rides as well as the possibility of a race near the clubhouse.

The Nessie Trophy and Cruiser Regatta will be run on the afternoon adding to the spectacle and should bring in additional funds for RNLI through catering.

A further meeting of the planning group will occur early June.

It was confirmed that The Ness Cup is an Open Regatta with entry fees going to the RNLI and will be widely advertised to clubs around the Moray Firth and also to Inverness Marina. HC and HJ have been recruiting members for the race organisation on the day

Ness Cup prizes to be purchased from the RNLI. Bar Licence required for thirsty sailors after Ness Cup Catering for Ness Cup now agreed with Social Convenor and team.

3 Discussion of Reports from Sections- please see separately tabled reports incorporated into this minute.

Treasurer DF

The Club finances are healthy. All expenditure MUST be approved by the Treasurer prior to purchase and fully itemised accounts are required for audit purposes.

Membership Secretary HJ

Helen intimated that there are several new members and others interested in joining CSC- both sailing and rowing.

The Committee considered possible ways of encouraging the next generation of young sailors including the use of our current young DI's as coaches and role models. This should form part of the Club Development Plan.

Harbour Master PI

Following a successful Crane In , peter reported back on several achievements in and around the harbour.

1 Harbour Bar dug out at a cost of £180 by Steven Grigor

2 Essential maintenance of the moorings is in progress eg cleaning mussels off risers

3 Oil Spillage Procedures are under active consideration. Its thought that absorbent pads and booms across the harbour mouth could be deployed in the event of oil spillage. Action PI and DM to discuss and bring back to committee.

4 The application for an open fishing boat to hire one of the vacant Club moorings was considered. It was decided that this could be agreed provided the owner became a full member of CSC as the moorings are for members only.

5 Permanent Moorings WITHIN the harbour

PI had been approached by a returning member for permission to again mooring his boat against the inner harbour wall.

The following clarification regarding mooring on the Inner harbour wall was obtained after discussion.

1 The facility if granted to be allowed only to full members of CSC

2 The Committee agreed that up to a maximum of 3 boats only should be allowed this option for the 2015 season only.

3 Owners occupying a space on the harbour wall do so entirely at their own risk and should confirm in writing to the harbour master that they have informed their Insurance company of their intention to do so.

4 Owners of boats on the harbour wall must ensure that they are easily contactable by the HM and must with reasonable notice be prepared to move their boats in the event that essential harbour maintenance or Club events require this.

5 The Committee will reconsider prior to the AGM whether to continue to offer harbour wall berths to members for 2016 and subsequent seasons.

Sailing Secretary Report HC

Magnus Henry is to become part of the SailWave administration team.

Richard Jenner is holding Race Officer Training Courses FOC for members – the first ones being Tuesday 19th and Thursday 21st May

Organisation of Open events and Laser championships is well under way.

Kyle Cameron has been selected to represent Scotland at the Optimist Class Championships at Rutland Water in May. The Committee agreed that this was a fantastic achievement and wish Kyle the very best in the competition.

RJ pointed out that Kyle may be eligible for a short notice Grant from Ross and Cromarty Sports Council towards covering some of his travel and competing expenses. RJ and HC and SB agreed to progress this application for the May 13th Grant Committee deadline

Training RJ

The new Topaz covers have arrived. Discussion on sails- see report.

Robin Paris (N E Development Officer for the RYA) will be holding a training course at CSC weekend 16 and 17 May and wishes to meet to discuss the Club development Plan. The bigger issue of how and if to grow the Club needs further discussion within the Club but the preliminary form has since been submitted to robin as a basis for the weekends discussion.

RJ had proposed changes to the fee structure to abolish all charges for the hiring of club dinghies by members considered competent to sail them and this was unanimously agreed by committee in the spirit of inclusivity we wish to encourage in CSC.

Cruisers DH

Ronnie Macdonald has volunteered Carefree for the Committee Boat at the Laser Nationals.

The “Spirit of Affric” talk went really well and DH anticipates further events being organised.

Rowing Skiff SB for MM

Regular rowing sessions are starting to happen with better weather and we hope to build on this to get competitive teams up and running.

We still hope to host a regatta later on in the year for which catering will be required, however as the location is never certain for rowing event- Avoch and Rosemarkie are better in SW breezes- we would still hope to base catering and any evening event in the Clubhouse. MM will discuss with JW as and when firmer plans are made.

Social and Catering MW for JW

MW thanked HJ and JW for the extensive work carried out in the Galley to comply with food hygiene and Allergy standards. Also thanks to Donnie Mcleod for help with structural work.

4 Items for Discussion

a Dinghy Park AH

Alan stated that in view of the critical shortage of space in the dinghy park and the limited options for increasing storage its now vital we arrange for all unused boats to be removed by their owners.

It was agreed that

1 we need to tag all boats in the park and to identify those belonging to current members.

2 After cross checking with HJ (membership) all boats considered to be abandoned will be advertised in the North Star and if no response from an owner is received within one month then the Club will take active measures to dispose of abandoned boats.

3 Alan agreed to purchase suitable tags and to draw full recommendations to be sent to the Club members to explain the reasons for tagging and the rules for disposal.

HJ to provide AH with a list of members and their boats. Labelled tags identifying the boat/ owner to be issued to owners who will then be expected to attach them to the boat/ trolley within an acceptable time frame.

AOB

1 HC reminded us that the Race Office is rather untidy with a lot of equipment from the Skiff and moorings activity over the winter. She would give the area a general tidy but felt that this space was important as a race office. The committee agreed to discuss possible redesign of the area at a subsequent meeting.

Action: all equipment stored in the Race office to be kept tidy and any unnecessary equipment to be removed/ stored in the loft.

2 MW informed the Committee of his concerns about protection of individual members identity on emails circulated both inside and outwith the Club.

He reminded Committee members that they represent the club in all mailings associated with the operation of the club. As such they have duty to protect the privacy and honour the identity of our members.

DONM Tuesday 1st September 2015 , 7.30pm at the Clubhouse

Treasurer's report April 2015

1. Membership:- membership subscriptions have been successfully collected by a combination of cash, BACS, PayPal and direct debit. Maintaining direct debits accurately still requires members to renew details at the start of each year and this is particularly important for anyone changing membership category.
2. PayPal:- the PayPal account is now linked to the Bank of Scotland account so that funds can be directly transferred into the Bank of Scotland acc.
3. Variation of Authority:- the Bank of Scotland is still processing the variation of authority forms. This means that cheque signatories remain as last year and the current finance team can only make payments by BACS, PayPal or cash.
4. Insurance:- the training principals report made mention of impending new requirements for insurance standards for recognised training centres. We already had £10million public liability via the council policy but what was missing was the personal/professional indemnity cover for volunteer instructors. This is not required this year but I have taken an executive decision to add this cover for the current season so that instructors are fully supported. The additional premium will be £150 but that will not be payable until next year. Should we at any time introduce external instructors who are paid we should insure that they, in addition, carry their own personal/professional indemnity.
5. Gael Force:- unitemised invoices still appear from Gael Force. I am informed that we are not unique in this difficulty and that it is due to a new system at that firm. They will endeavour to provide an itemised invoice in future.
There is a current invoice for £966.90 which appears to relate to purchases of marks and ground tackle by the sailing committee. It includes a delivery charge of £45 – we should try and avoid these.
I await a further substantial bill for harbour and moorings items.
I think there is still a lack of control of who accesses credit at Gael Force and it would be helpful to know whether this, and credit at Caley, have ever been formally discussed in committee.
6. RIB repairs:- RIB maintenance has been paid apart from recent steering gear work.
I await an invoice for the hull repairs which we expect to be covered by insurance.
7. Income/expenditure:- in spite of recent major outgoings, funds remain healthy but it is vital that all major items are discussed in advance. I am happy to clear petrol, catering and basic maintenance items but any significant capital expenditure should be cleared via committee decision.

Membership Report for SCS Main Committee meeting 23 April 2015

1. The final deadline for renewals this year was 1 April so the 2015 renewals are complete. Any previous members wishing to return will now be required to pay a joining fee.

2. New members to report since the last Committee Meeting are:

Oliver Lloyd – Student

Michael Blackburn – Ordinary. He has an Enterprise dinghy which is not yet at the Club.

Peter and Christelle Smith – Senior Family. Peter has a Laser 1 which is in the dinghy park.

Paul Davidson – Ordinary. He has a Blaze dinghy which is in the dinghy park.

Ben, Rosie and Jamie Martin – 3 Junior memberships.

3. Items for decision – none.

Harbour and Moorings report - April 2015

All returning cruisers and those using club winter storage facilities which used the crane in facility this spring have been returned to the water and cradles removed from the hard standing areas.

The new life rings and associated bits have all finally arrived. These will be fitted over the next few days once fixings/mounts have been purchased.

The foot of the ladder on the south wall requires to be re-bolted to the wall. This will be undertaken during a low tide period.

The moorings have been inspected by diver. A small amount of diver maintenance work was required on the Outer trots and the Mid trots. All essential works have been done although a small amount of non essential work remains. ie. resetting of an anchor and antifouling (scrapping off) of mussel growth.

All Inner trot chain top risers have been replaced this winter. There is corrosion wear on the lower risers some of which may need attention next winter, depending on the diver report at the end of the 2015 season.

All Strops returned have been refitted although there are a few still being chased. We currently have 32 fitted although that may increase by a couple once non returns have been delivered to the harbour.

There has been a request for mooring of an open fishing boat for the season and queries as to full mooring within the harbour, both of which I will raise under AOB.

As raised before, spillage containment has been investigated and will also be raised under AOB.

Sailing report

as of 20th April for the Committee meeting on 23rd April 2015

1. Race marks were allocated back on the water by Michael Gough with the SSC members' help (Richard Evans, Magnus Henry, and Mike Wilson)
2. The racing season started.
3. The club members have been very responsible for the duties.
4. The following event organizers were updated. Preparation for the events has been under way by each organizers with Richard Evans' help.
 - 5 July, Ness Cup: Hanako Cameron
 - 18/19 July, Scottish Laser Championship: Magnus Henry & Ross Slater; and
 - 1/2 August, Dinghy Regatta: Tim Lloyd.

Hanako Cameron

Sailing Secretary on behalf of the Sailing Sub Committee



TRAINING REPORT FOR THE COMMITTEE MEETING 23 APRIL 2015

The only decision item for 'training' is to confirm course charges.

Charges. We have 3 categories of training charges:

Our **first** category is **training in support of club activities**; ie safety boat training (formal courses & skills sessions) and race officer training. The committee decision several years ago was not to charge for the RO or safety boat skills sessions to remove a bar to participation. The club incurs some minor costs (petrol etc) in running some of this training. We also decided to charge a nominal fee for the formal courses (PBL2 & the RYA Safety Boat Course) to cover the costs of the RYA publications and the petrol used. The last Safety Boat course was charged at £15 to include the RYA certificate and we are currently charging £30 for members doing the PBL2 (and £60 for members of other clubs) and this includes a log book, start powerboating hand book and a photo certificate. The national centre at Cumbrae and Findhorn Marina charge £280 for each of these courses. **My recommendation is that we maintain the current charges unless the RYA publications increase significantly** as we need to encourage members to do duties while at the same time not offering 'free' formal training which could encourage some to join the club just to do their £560 worth of powerboat courses for the cost of a membership fee!

The **second** category is **formal dinghy courses**. The fees for these - basically £30/day - were set in February 2008 and have remained unchanged for 7 years. When these fees were agreed there was a considerable hike however there was evidence that parents were treating the junior summer courses as cheap child minding and adults were joining the club to attend a course then never to be seen again. For comparison, Cumbrae charge £190 for a 2 day module compared to £60 at Chanonry. Of course to sail at Chanonry you do need to pay a membership and we do not provide some of the equipment (wet suits etc) that Cumbrae does. Findhorn Marina charges the same as Cumbrae. **I recommend we leave the fees where they are** for another year. Generally we have a net income from this funding stream as the instructors are not paid but now days most of it is ploughed back in to training equipment.

The last category is **informal (less formal) dinghy training & coaching**. This year this will be Dolphins and Race Team. In the past we have charged £3 for Dolphins & £5 for Race Team to cover petrol (same charge whether you use your own or a club boat). However, we do not charge for racing or recreational training where petrol is also used. The administration of these small cash charges is a bit cumbersome although I always like it when the child rather than the parent

presents the £1 coins as it is a good lesson in practical economics. Nevertheless, **I think these charges are an anomaly and I recommend that we drop them.**

PBL2 & RIBs. Our first PBL2 course of the year ran on 4/5 April with 3 Chanonry students and 3 from Loch Broom; the course was taught by Helen Jenner & John Crossley. By the time of our meeting Helen should have delivered 2 safety boat skills sessions. Beaulys's steering issues have been sorted (new cable and head unit) and Ness's tendency to drop the raised engine over time has also been fixed. Apart from a leaking front sponson, Beaulys & trailer are spot-on. Ness also has a sponson leak and is operating on a 'broken' key and the trailer needs a new jockey wheel clamp. The throttle on Ness is a bit 'all or nothing' but the boat is acceptable for safety duties.

Inspection. RYA Scotland has informed me that Simon Paterson will conduct the training centre inspection; I've been in direct touch but a date has yet to be agreed.

Insurance. The RYA has issued updated 'guidelines' for levels of training centre liability insurance cover. David Finlayson has confirmed that we meet both the present and announced future requirements for public liability. We have also been warned of a pending requirement to provide professional indemnity insurance for instructors and David has put this in place now for an additional £150 on the annual premium.

Sails & Covers. We agreed in January that I could order 5 new Topaz covers and 4 new Topaz Uno mainsails and the orders have been placed. The 5 covers from RainandSun will cost a bit under £350 delivered after negotiation and should arrive before our meeting. The sails were a bit more complicated. In the end Rooster were only able to supply one (for £155 delivered) plus 4 sets of sail numbers (£38.40). We've placed an order for 3 sails with SailRegister who will match Rooster's price (although there may be a delivery charge) and the sails should arrive before the end of May. The total bill will be a little under £1008 which is close to the £1000 estimate.

Training Programme. The on-line programme & calendar are reasonably up-to-date and I'm offering RO training on 19 & 21 May (evenings). There is a steady trickle of enquiries about courses.

Champion Club support. The Champion Club support has been firmed-up. Robin Paris will work with 4 of our aspirant coaches (Natalie Dunton, Thomas Hardie, Magnus Henry & Ross Slater) on 16 May and work with Richard Evans on 17 May. This is at no cost to Chanonry.

Race Coach Level 2. The RCL2 course is scheduled for 11/12 August and in addition to the 4 aspirants named above, 'Dee' Lloyd will also take part; this leaves just one place to be filled from elsewhere. The cost will be £150/student (I'm assuming the club will not make a facility or petrol charge) and Steve Bramwell has kindly agreed to make a Sports Council bid for £100/student to off-set the costs.

Richard Jenner
Training Principal

Rowing Update

We held a very successful training day and BBQ with instructor Neil Macgregor last Saturday and there was a good turnout of rowers. After the BBQ we moved to Avoch and Neil took out crews and gave them some instruction in correct rowing technique, timing and seating positions.

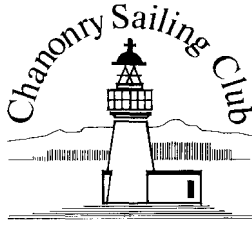
We have introduced weekly rowing – Wednesdays during the day and Thursdays at 7pm - after club members requested it. Despite this, it is still proving difficult to gather crews from within the club and this may have to be reduced to a Thursday evening session. It is hoped that interest will pick up once the weather starts to get warmer.

At this stage, the skiff is being used more for recreational rowing and there does not seem to be much of an appetite in the club for serious competitions and the formation of teams but this will hopefully change if we encourage more local people to get involved. This is the next step for rowing at the club and various ways of publicising it need to be considered. A couple of possibilities are:

- 1) A mention in Chatterbox
- 2) Offering taster rowing sessions at the Open Day
- 3) Advertising on Moray Firth Radio
- 4) Posters around Fortrose

Before a second rowing skiff is considered, we do need to gauge the level of interest and demand for another boat and if we have enough storage space/willing volunteers to carry out repairs on a regular basis.

We hope to organise a larger event, involving a few clubs, at Rosemarkie beach later on in the season.



Social and Catering Report for the Committee Meeting 23/04/2015

Following the inspection by the Highland Council the club is now registered with the local authority and as such will be liable to occasional hygiene inspection.

There is a list of things which we need to do when serving food - With Helen's help I have put up some notices. The most onerous concerns allergens - see below.

Allergens

New laws mean that we now need to know what allergens are in everything we serve. I have a form to fill in for each event listing each food served and will need to ask the chefs to complete this. N.B. it is not sufficient to list "stock cube" or "Worcester sauce". the labels of each product used must be scanned for allergens. We have also completed one for the snacks which are sold. We have put up a sign stating "**FOOD ALLERGIES and INTOLERANCES, Please ask servers about your requirements before ordering**" which is sufficient to cover us as long as we know the answer!

ACTION POINTS

With the help of Donnie and Helen a number of tasks identified by the inspection have been completed as follows.

- Clean the ventaxia fan - Done thanks to Helen.
- Label the shelves in the fridge - Done thanks to Helen.
- Put up allergen advice sign - Done thanks to Helen.
- Buy a food temperature probe to measure the temperature of all food served - Done JW.
- Varnish the wood on the used plate rack - Done thanks to Donnie.
- Chain the urn to the wall so that it cannot tip - Done thanks to Donnie.
- Glue back the Formica edge at the side of the sink - Done thanks to Donnie.
- Complete an allergen form listing all items for sale and on the menu - Action JW.
- Fit fly screens to the two opening windows beside the kitchen door - Action JW.
- Get some of our regular servers to do a food hygiene course. There needs to be someone present who has done a food hygiene course (we can arrange to do these

on line) We will need several people to do this , preferably some non sailors as well - Action JW.

I have also been put in touch with the "Weights and Measures" section at the Highland Council who will inspect the bar area at some point. No problems are anticipated.

Events where catering is being planned include:

- 24 / 25 / 26 April. Having difficulty getting help. In particular I need someone to cover the bacon roll shift on Saturday;
- 21st June - Club Championships; Liaising with Hanako;
- 5th July - Ness Cup;. Will discuss requirements with Mike;
- 18th / 19th July - Scottish Laser Championship; In contact with Magnus Henry and organising volunteers etc.;
- 1st / 2nd August - CSC Dinghy Regatta; Will discuss requirements with Mike;
- 12th Sept BICC: Will discuss requirements with Diarmid.

Cruiser Report – 23 April 2015

Winter presentations

On 27 March Chanonry hosted a well-attended presentation given by our colleague Donald Fraser concerning the self- build of his steel-hulled blue water cruiser 'Spirit of Affric' and his subsequent round the world trip sailing her.

Feedback confirms that the presentation was very well received with attendees representing all the local sailing clubs.

If Donald was in agreement I would propose inviting him back next close of season to do a presentation just on the boat building aspects of getting her from drawing board to water.

Crane in

The crane in of all cruisers was successfully completed over Saturday 18 April and Monday 20 April. Thank you to Peter Illingworth and his support staff.

Upcoming events

- The first in the MYA race series happens on 9 May at Cromarty Boat Club. Racing on the day is officiated by Chanonry.
- Nairn hosts its cruiser regatta over the weekend of 16/17 May. The Saturday race counts towards the overall MYA race series.
- The North Kessock Community Pier group is holding an open day on Saturday, 23 May which includes various fund raising events and a yacht race. Significant discounts are available in the marina to any visiting boats staying overnight.

Diarmid Hogan
Cruiser Liaison