



Main Committee/Board Minutes
Thursday 13 January 2022 at 7pm by Zoom



| | Topic | Information | Lead/Action |
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| 1 | Present and apologies | Present – SH, DF, MAB, DV, DH, JD, MW, CT, LP No apologies and no absences | MAB |
| 2 | Minutes of Meeting of 15 November 2021 | Approved without amendment. Proposed by JD, seconded DF | MAB |
| 3 | Matters arising from the Minutes. | Membership proposal approved at AGM Skip – DH was waiting for thumbs up on costs, now received from DF. MW suggested that chain could be taken to scrapyards in Inverness and get money for it that could be off-set against costs of skip. MW agreed to organise. DH noted that a work-party would be required to load the skip and could load a trailer with metal chains etc at the same time. | DH, MW |
| 4 | Treasurer's Report | See note to item. DF noted that Joe Duncan bill yet to be received/paid. DF reported that when went round clubhouse attic recently noticed that west end gable door in poor shape, not sealed, water ingress on floor. There is scheduled to be a Green Energy walk around next week so this will be picked up. Expenditure therefore anticipated to get door situation fixed. | DF |
| 5 | Training report | See note to item. Agreed to change of title for RJ to RYA Training Principal. MAB to check with RJ that he is content or amend as necessary, then check that website reflects this with Richard Evans. | RJ MAB |
| 6 | Club boats | See note to item. | RJ |
| 7 | Membership update | See note to item. | HJ |
| 8 | Board, Committee and appointments | Harbour Master Role See note to item, JD and DH discussion paper with three options. JD summarised that harbour includes slipway, moorings and craning boats in and out of the water, and further: <ul style="list-style-type: none"> - Noted the need to write to Peter Illingworth (PI) to thank him. SH agreed to write to PI. - Recalled that PI was paid £400 / year for this role but now as a SCIO CSC cannot pay. - The whole role is a large commitment, and splitting the role is possible (as per discussion document) - JD feels most able to help with harbour. However, he strongly emphasised that he would have a conflict of interest with his work role for marine licences as the sites are next to sites of special conservation, so somebody else would have to do correspondence for such matters, which was agreed without equivocation. - DH noted that whoever is in charge of the moorings can liaise with the Harbour Master about craning/winter storage. He is happy to take on such a moorings role. | SH, JD, DH, MAB, LP |

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| | | <p>- DH also noted the need for a qualified banksman. Malcolm Wilson was able to step in for craning out last time, but it is a full day's work. He is willing to help with craning in, but unable to commit to dates, though he may be able to propose a stand-in if necessary. However, in the long-term someone needs to be trained up for this role.</p> <p>So Option 2 was agreed as the way forward with JD as Harbour Master and DH as Moorings Convenor.</p> <p>DH reported that the short-term future for the moorings is probably fine, but in the medium term it is more doubtful (see item 10). Atlantic Divers is a small outfit, perhaps myopic wrt regulations, aging work force. We may have to drop them, and costs will rise if we are looking to the longer term.</p> <p>This needs to feed into the development plan.</p> <p>Social Convener Role</p> <p>There has been relatively little social activity recently, given the pandemic. However hopefully this year there will be more.</p> <p>Trina McEwan seems happy to do events but not other aspects of the role eg clubhouse bookings. JD was doing these as Commodore; MAB will take this on. SH noted that a number of people eg rowing coxes have Teamup admin rights, so by and large events can be booked on the calendar by quite a few members.</p> <p>Discussed the idea of getting a small team to organise social events. JD noted that for larger events we have opened the bar, requiring the occasional licence. Anyone can apply for an occasional licence. Need to ask Trina what she is prepared to do. DV and SH noted that swimmers and rowers are often keen to help with events.</p> <p>Sailing Secretary Role</p> <p>LP volunteered to take a proactive role. SH reported that last year's Sailing Subcommittee (Ben Yeats, Chrissie Lane and Calum Pearson) are willing to continue. Ben has offered to do more. MW also happy to join committee. MW suggested it could shift to become events committee so should be more coordinated and more inclusive across the club. LP suggested to tap into some of the regular SOs and new sailors. MAB suggested to throw in the tasks associated with Social Convenor and have a wider subcommittee group to plan and manage a programme of events, as it might better capture and reflect the inclusive, more diverse nature of the club the development group had identified as the direction of travel. SH noted this could promote the idea of wider water sports too.</p> <p>Board agreed to look at idea of having a single events subgroup as described.</p> <p>SH mentioned the need to communicate with members; CT added the need to think about the scope, responsibilities, defining the group, and bringing this back to the board before communicating a clear message out to membership.</p> <p>LP volunteered to take the lead to gather a small group together (LP, MW and existing sailing subcommittee) for ideas.</p> | |
| 9 | Membership renewal process | <p>Helen Jenner (HJ), SH and Richard Evans (RE) working on letters, website etc, these nearly complete, forms reflect the new structure. RE has made a clearer process so it flows better. What remains is for Dutyman to be updated with new fields on eg newsletters etc. and new boat storage option fees. HJ and RE meeting Fri to discuss</p> | HJ, SH, DF |

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| | | <p>Dutyman fields. Hopefully next week ready to go live and can ask existing members to renew.</p> <p>DF has been going through this with RE too; the new forms are on One Drive; DF can update and HJ can see who has paid.</p> | |
| 10 | Moorings update | <p>DH reported that having laid a total of 17 winter risers we have already lost 5, and only two outer risers remain. We need 11 as a bare minimum to meet the demand that we had last season.</p> <p>Atlantic Divers have offered to come on 27th January to trawl through mooring lines to find the lost risers. However, the chances of finding them is small as they have probably been buried by storms and silt. 2 RIBs will be needed, however Ness is currently out of action.</p> <p>JD/DH further elaborated that the thickness of line is an issue – thicker is harder to tie - divers wanted to tie stuff on, so wanted smaller buoys and 6mm line (not the preferred 10mm). Also we need GPS position for ones that are left - DH to organise. Lesson for the future so can start looking in right place when this happens.</p> <p>LP reported that steering on Ness is tight. Talked to Gael Force; maybe corrosion. LP will talk to Robin Witheridge to see what used for Beaulieu and then order parts. Will work with Richard Jenner.</p> <p>DF noted that we have mooring surplus, so we should use it in whatever way makes sense to ensure we can attract cruisers.</p> | JD, DH , LP |
| 11 | Development Plan | <p>See brief note to item.</p> <p>Agreed next steps to re-activate Development Group (DG) starting with taking the objectives forward to a costed action plan; agreed Board approval of actions proposed by DG could be carried out by e-mail.</p> <p>JD stated that he is not prepared to continue chairing it. SH responded that a meeting of the new group would be convened as above, and a new Chair would be identified from within the group.</p> <p>Harbour webcam/weather station:</p> <p>LP reported that she had asked Gregor Fisher for quotations for a solar powered system, which she will follow up. She noted that in her researches looking at other sports clubs using such systems, one showed a business case that actually improved membership numbers, as it was seen as a perk.</p> | SH , LP |
| 12 | Club Comms | <p>Options for way forward.</p> <p>CT delivered a presentation – see attached.</p> <p>Next steps – small sub-group and Marketing Coordinator to be set up, all agreed. CT volunteered to take this on, and to start with a simple marketing plan. CT also happy to work on monthly newsletter. He emphasised that much of the effort needed here is time not money.</p> | CT |
| 13 | 2022 Sailing Programme | <p>See item 8 and Event Programme Management Subcommittee (LP, MW etc initially); and start with skeleton programme of events initially and quickly that can then be padded out slightly slower time.</p> <p>BICC and Cruiser regatta dates not fixed yet but may need to be reconfigured if MYA not available. OK for CSC as they stand, however.</p> <p>Note that other MYA Programme events are already scheduled and confirmed.</p> | LP , MW |

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| 14 | Dinghy Park management | <p>LP reported that HJ (Membership Secretary) is proposing to send tags for folk to put on their dinghies to show that they've paid appropriate membership fees for storage.</p> <p>HJ doesn't want to be Dinghy Park Coordinator any more.</p> <p>LP volunteered to set up a system for linking boats with owners; she noted the need for audit and emergency information in the Race Office.</p> <p>MW offered help with equipment to help replace ties etc</p> <p>JD noted that when looking at abandoned equipment the tender for JayJay was yet to be disposed of.</p> <p>Comms to members will be needed at some stage to identify non-boat gear lying around.</p> | LP, MW |
| 15 | CASC wind-up and SCIO update | <p>See note to item</p> <p>1 – MAB as Board Secretary nominated as the principal contact with OSCR to replace RJ. MAB to liaise with RJ for handover.</p> <p>2 – Notify OSCR of change in Constitution. MAB to action.</p> <p>3 - The register of Trustees and ex-Trustees to be updated by the Club Secretary in the SCIO folder of the Club One Drive. MAB to action.</p> <p>Annual Return to OSCR must be compiled, approved, and submitted before June 2022. SH noted this should be started sooner rather than later. DF reported he has scanned copy of accounts already. Most info from AGM report; CT noted that will be important to reflect where we are, be upbeat etc</p> <p>MAB to start on pulling together info for report – JD happy to look at and give info based on his tenure as Commodore.</p> <p>CASC – DF to transfer remaining funds to new bank account, then close old account when CASC has formally closed.</p> | SH, MAB, DF |
| 16 | Rescheduling 2021 trophy awards | <p>Agreed would be good to have a face to face event at start of sailing season. CT suggested to kick off the season with eg fun day, BBQ and prize-giving. This was handed over to the new Event Programme Management Subcommittee (LP, MW etc initially).</p> <p>Tim Lloyd is organising the engraving of the trophies</p> | LP, MW |
| 17 | Agenda planning for future board meetings | <p>CT proposed that the Board could consider a broad agenda plan over the year to cover the key issues.</p> <p>SH noted that the DG will be key in informing such a plan.</p> <p>MAB thought it might also provide the opportunity to reflect back on planning as the year progresses.</p> | SH |
| 18 | AOCB | | MAB |
| 19 | Date & Location of next meeting | <p>7pm 21st February 2022</p> <p>Clubhouse if Covid rules permit. Otherwise Zoom.</p> | MAB |

Officers of the Club/ Office Bearers of the SCIO:

Sandra Hogg – Commodore – SH (also Commodore under the SCIO Constitution and Rowing Secretary)

Treasurer – David Finlayson – DF (also Treasurer under the SCIO Constitution)

Secretary – Marisa Astill-Brown – MAB (also Secretary under the SCIO Constitution and Club Welfare Officer)

Committee/Board General members:

David Vincent – DV – (also Health and Safety Officer and Building Custodian)

Diarmid Hogan – DH – (also Cruiser Liaison and Moorings Convenor)

James Dargie – JD (also Rear Commodore and Harbour Master)

Mike Wilson – MW

Chris Taylor – CT

Lisa Pattenden – LP (also Safety Boat Bosun)

Sailing Secretary – Vacant

Social Convenor – Vacant

Note to Item 4 – Treasurer's Report

January 2022

Membership: Two members have submitted PayPal subscriptions already one student and one new family.

Moorings: Moorings fees will need to be decided for 2022. This will be dependent on likely uptake of moorings vs. work required to commission/maintain moorings. There is a moorings reserve surplus of £3280. Options are to maintain current fee or to reduce keep the cruiser offering attractive.

Refuse: Monthly refuse collection seems satisfactory while clubhouse activities are curtailed and we have not suffered from the public stuffing the bins. Recommendation to maintain monthly collections which amounts to a saving of about £12pm.

Extraordinary expenditure: The legal fees related to the SCIO transfer have been paid and fully reimbursed by the council via the ward discretionary fund. A commitment has been made to acquire a second-hand Topaz for training at a cost of £1000. The boat is lying in Skye and will be collected by the treasurer before the start of the sailing season. There are indeterminate costs of dredging and preparation thereof. It would be helpful if board members would advise of any other likely large items of expenditure.

Insurance claim: The member's Laser, damaged during grass cutting, has now been repaired and returned to the club. The insurers agreed to meet the full cost of £426 which has been reimbursed by them. (RYA recommended insurance now from Zurich who previously offered the council's insurance and they remain very easy to deal with) There was no excess.

Account signatories: presently DFF, SH, JD & RJ. I propose, as a minimum, to replace RJ with MA-B +/- AN Other/s. This requires a wet signature but otherwise should be straightforward as identities can now be checked electronically. Proposal that RJ remains until at least MA-B is on the account.

Old account: The old bank account requires to be closed. Signatories remain DFF, RJ & GH. The only outstanding question is timing and whether the transfer process is now regarded as complete.

PayPal: This is still operating under the name of a former treasurer. It is now possible to open a charity PayPal account which may be easier for the club as this should allow more directors to manage it and allow dual authorisation. However, it would require details of all directors (please see attached paper from PayPal) The only hitch may be that we would want to use the same email address (treasurer@chanonry.org.uk) which might mean closing the old account before opening the new one with the risk of not having an active PayPal account for some time. The treasurer is in discussion with PayPal as to how this might be handled and will update the board at the meeting.

Green grant: An application was made to HIE for their "greening the infrastructure" grants. Due to the very short timescale, the treasurer, commodore and secretary took an executive decision to apply before bringing it to the board. The application was unsuccessful but as part of the application an energy efficiency survey has been commissioned through Zero Waste Scotland thanks to SH. This is in process and will be looking at areas such as insulation, heating, lighting, windows etc. The board will be updated as this develops. There are no cost implications at present.

HMRC: The treasurer has been in contact with HMRC re the potential for CGT on the transfer of assets from the CASC to the SCIO. Since the transfer is to another similar body with similar charitable/community aims there should be no CGT liability.

HMRC have also asked the club to submit a corporation tax return and this is in process. Since the only trading activity of the club is through catering sales with minimal profit there should be no corporation tax liability. Should HMRC start to cause problems it is possible that the club will need to find a professional accountant to assist.

Balances as at 06/01/2022

Old account: £ 1,809.49

New account: £ 54,059.70

PayPal: £589.94

Total: £56,459.13

Note to Item 5

Richard J has produced an RYA 2022 formal training programme that is on the club calendar and includes 4 RYA first aid courses (27 places taken, 5 left), a PBL2 course for our aspirant DIs, a DI course (fully booked with 6 club members), an adult Level 1 & level 2 course (both fully booked with 6 students, 4 of who are new members), a 5 'short day' junior Stage 1 course and the usual 5 day Junior week plus 11 Dolphins sessions. We already have some sign-ups for Dolphins and Junior Week. We may add formal events provided there is demand and supply (SIs/DIs/PBIs). Unless the board wants a change, we will continue to charge £30/person/per/day for formal training events including Junior Week (which is a hybrid event - some formal, some informal training) while Dolphins (formal pathway) will remain FOC.

Under the new training concept produced during the development workshops, Richard J is only taking responsibility for RYA formal courses and is seeking his 'job title' to be renamed as RYA Principal or RTC (Recognised Training Centre) Principal to differentiate from the old term 'Training Principal' (part of the CASC constitution) which came to imply that he took the lead for all training activity. The membership survey showed a strong interest in informal training and how that is managed (or not managed) needs to be seen as a separate issue.

Richard Jenner

Note to Item 6

The new Topaz mast has been duly modified and will be employed in the single handed boat (ex - Herz). With considerable support from the instructors, we intend to winterize the training dinghies on 15 January. Spars and foils will be placed in the male changing room while sails and covers will be strung-up in the female changing as per previous practice. Aware that both rooms are still in use for changing, especially by the open water swimmers, we will ensure that adequate changing space is maintained.

We have yet to take delivery of Topaz #6.

Richard Jenner

Note to Item 7

Membership report January 2022

New member Isobel Harrison - Associate.

We also have payment for one new Junior membership and one Family membership but no forms yet so these people will be added once we have their forms.

The membership renewal process is not yet finalised, it is hoped to start the process before the end of this month.

Helen (Jenner)

Membership Secretary

Note to Item 8

Harbourmaster role – discussion document

Current Harbourmaster role

The current Harbourmaster role has three areas of focus:

Harbour:

- Safety inspections
- Arranging maintenance to ladders, guardrails
- Allocating berths to boats applying to use the harbour; and ensuring terms and conditions of berthing are made known to and agreed to by berth holders.
- Keeping Harbour piers clear of clutter to minimise risk to persons using the harbour area.
- Maintenance of navigation details for Harbour and surrounds.
- Organising removal of shoal at Harbour mouth (subject to Marine Licence)
- Organising cleaning of slipways with pressure washer.
- Organising repair or replacement of east slipway (subject to Marine Licence)
- Acceptance of new proposed arrivals (cruisers or motorboats) to the club (ensuring membership is in place before arrival, ensuring arrivals will be in seaworthy condition, evidence of insurance, and awareness of

responsibilities and expectations). Ensuring all vessels using moorings have signed a Mooring lease, and that signed copies are archived in Club OneDrive storage.

Moorings:

- Coordinating maintenance to and preparation of mooring risers and winter risers and maintain, on the club One Drive, a schedule of all maintenance activities including a detailed log of all component replacements.
- Consideration to design of mooring scheme and components.
- Organising dive operations for commission, decommission and inspection of moorings and arranging from within the club membership the requisite work party in support of said diving operation. Note dive operations are contractor led.
- Allocation of vessels to moorings.
- Liaison with vessel owners as to:
 - dates for dive operations
 - dates for when skipper-provided mooring strops are to me made available at the club
 - when de-commissioned mooring strops are available for removal from the harbour area
 - confirmation of anticipated mooring fees (in conjunction with Treasurer

Cruiser craning and winter storage:

- Act as Slinger Banksman by obtaining and maintaining qualification to direct craning operations in the spring and autumn; alternatively, to arrange for a qualified Slinger Banksman to direct craning.
- To plan craning operations taking account of tides, daylight hours, positioning of boats for storage, positioning of crane.
- Book crane.
- To undertake and update risk assessments for craning operations.
- Liaison with vessel owners around dates for craning to ensure all are in a state of readiness.

Options for future Harbourmaster role

Option 1: retain status quo with all responsibilities resting on one individual; this is an onerous undertaking for any one individual.

Option 2: split the role into two: Harbour; and Moorings / Craning / Winter storage.

Option3: split the role into three: Harbour; Moorings; and Craning/ winter storage.

James Dargie and Diarmid Hogan – January 2022

Note to Item 11

Re-cap on purpose and progress of Development Group (DG)

See website for detail, however briefly:

Purpose: *What do we continue to do but better; what do we do differently; and what are our priorities?*

Progress:

- *Overall goal – More members, more diversity, more water sports and more participation*
- *Broad Objectives, not exhaustive, need further unpacking. Eg volunteering and comms referred to and implied but not yet addressed*

Richard Jenner has stood down from the development group, which now consists of JD, SH, MAB, CT, Ollie Bull and LP (new to group).

Note to Item 15

Richard Jenner reports the following from a conversation with Joe Duncan:

The council has signed the SCIO related paperwork and Joe has submitted the transfer of the deeds to the land registry and has had an acknowledgement. He also submitted the transfer of the lease but this has bounced back as apparently the form was not the correct one. He's about to submit the lease on the correct form and will let me know once this has been acknowledged. This then starts the 2 week 'clock' before the CASC can be wound-up.

Joe will, of course, be submitting his bill once the lease registration has been acknowledged (although I suspect it may take him some time).