



**CSC Board Meeting FINAL Minutes**  
**Monday 23<sup>rd</sup> January 2023 at 7pm CSC Clubhouse**



	Topic	Information	Lead/ Action
1	Present and apologies	Present – SH, DF, MAB, DV, JD, MW, CT, CS, GB, Louise Allen Apologies – LP Absent - AE	MAB
2	Minutes of Meeting of 24 <sup>th</sup> October 2022	Amended as needed and approved: JD proposed, DF seconded.	MAB
3	Matters arising from the Minutes.	Proposal to stack inflated club SUPs on wall rack in men's changing room. <b>CS</b> to measure up and source. Brian Pahlmann to bring up Hey Girls initiative resources when he next comes.	<b>CS</b>
4	Treasurer's Report	See note to item. Following decisions discussed: <ul style="list-style-type: none"> <li>Formal course fees – Junior increase from £30 to £35/day - <b>Agreed</b></li> <li>Adult increase £30 to £45/day - <b>Agreed</b></li> <li>Charging for informal courses? (Dolphins, Improvers +/- SUPs). <b>Agreed not to charge</b></li> <li>Charging for use of club boats? (dinghies &amp; SUPs). <b>No agreement reached: need to consider in wider membership fees discussion.</b></li> </ul> Miss Adventure: <b>JD</b> to draft offer and will attend case management session with Sheriff on 22/2.	<b>JD</b>
5	Board and appointments	Welcome to new Board members Graham Bull and Allison Elder. Louise Allen invited to attend this meeting and was introduced to the Board members. She has kindly offered to help with book-keeping. ( <b>MAB</b> to drop AE e-mail as it's possible she's not receiving group e-mails)	SH, <b>MAB</b>
6	RTC Training report	Nothing to report.	RJ
7	Membership update	See notes to item from Helen Jenner (HJ), Membership Secretary. New members approved. (As per item 4 Board agreement from previous e-communication that Membership fees are to stay the same for 2023) Timeframe for setting 2024 membership fees: agreed should look at setting before AGM for outgoing Board, to coincide with end of financial year ie last meeting before AGM.	HJ
8	Buildings; Health and Safety	Lights in club room and ladies' changing room. <b>DV</b> can source spare tubes in meantime before getting all lights changed with energy efficient solution: LED lighting 75% grant available over £2,600, remainder repayable over 6 years. Energy efficiency report recommended last yr. Board agreed. <b>DV</b> can get electrician to provide quote.  Door upstairs still needs to be fixed, <b>DV</b> will attend to immediately.  Outside painting started by club member John Paul but weather holding things up.	<b>DV</b>

		<p>Safety issues around loft ladder raised – DV will get this re-fixed asap.</p> <p>Electrician lined up to check electric certificate for insurance. Includes outside socket.</p> <p>Men's shower taped off – DV to get electrician to check too.</p>	
9	Harbourmaster update	<p>Harbour bar – draft plan on hold. JD will return to this after court case.</p> <p>Noted will need to replace slipway afterwards.</p>	JD
10	Moorings update	See note to item – looking to support total of 12 moorings for coming season	DH
11	Sailing Secretary update	<p>See note to item. Agreed meeting needed in Oct/Nov to coordinate programme scheduling across activities.</p> <p>Two Fun Days May and August (MAB to look at tides/dates).</p> <p>Agreed Sundays better if possible; was felt to replace a normal Sunday afternoon sailing with an Open Day should not be too contentious.</p> <p>Shakedown sail to be first Sunday sailing 9<sup>th</sup> April</p> <p>Cruiser Regatta and Ness Cup moved to same weekend OK.</p>	LP, MAB
12	Rowing Update	<p>Still rowing going on though less with bad weather.</p> <p>Burns Night – fully booked, fundraising for new oars.</p> <p>Chanonry Maid due for refit in March in Sea Scouts hut in Avoch</p>	SH
13	Paddle-boarding and swimming update	<p>See above ref storage.</p> <p>Club SUP boards to be available for now only under the supervision of a SUP coach.</p>	CS
14	Club Development Group update	<ul style="list-style-type: none"> <li>MAB to step down from leading the Development Group.</li> <li>Agreed to disband group in current form. But Development to remain as item on Board meeting agendas</li> <li>Ideas for Members' Forum – Agreed to hold event before start of season – probably March. Brian Pahlmann (RYAS (N) Devt Officer) has offered to facilitate. Need to be clear what we want out of it. Volunteering etc. CT and CS to help SH. Agreed should do another member survey. First send out what we had from previous survey.</li> <li>SH to check Brian's availability. Survey to be worked around that.</li> </ul>	SH, CS, CT
15	Promotion Group update	Nothing to report other than usual activities.	CT
16	Check accident book	No new incidents	MAB
17	AOCB	<ul style="list-style-type: none"> <li>Club e-mail addresses: Graham has highlighted the need for a bit of a re-think about club e-mail addresses. Now we have a greater range of activities and responsibilities there is a need for a better communication structure to ensure that folks who are organising activities are visible and easily accessible to members to communicate with, without necessarily having to filter through the info@ or training@ addresses, for example, as happens now. In the meantime GB to ask Richard E to set him up as graham@chanonry.org.uk</li> <li>Proposal for two new RS Quest dinghies circulated. Board agreed to proposal. Brian Pahlmann has offered support in this area too. SH has experience in seeking funding, can help. Di Agnew – Ward Manager for Black Isle – may know of possible funding sources. MAB to follow through.</li> <li>MAB to start work on the Trustees Annual Report shortly</li> </ul>	GB, MAB

18	Date & Location of next meeting	16 <sup>th</sup> March 7pm Club house	MAB
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Office Bearers and Trustees of the SCIO:

Sandra Hogg – Commodore – SH (also Rowing Secretary)

Treasurer – David Finlayson – DF

Secretary – Marisa Astill-Brown – MAB

Board General Members and Trustees:

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

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

Lisa Pattenden – LP (also Sailing Secretary and Safety Boat Bosun)

Mike Wilson – MW

Chris Taylor – CT (Promotion Group lead)

Claire Scott – CS (also SUP lead)

Graham Bull

Allison Elder (also Swimming lead)

*Social Convenor – Vacant*

**Notes to Item 4: Treasurer's Report (DF) January 2023**

**Membership:** Membership subscription rates and fees for boat storage will remain unchanged for 2023. Renewals to date are satisfactory.

**Book-keeper:** Louise Allen has stepped up to the mark to assist the treasurer with book-keeping particularly while the treasurer is absent in the early part of the new subscription year. She has view-only access to the bank and PayPal accounts.

**Financial procedures & budgets:** The treasurer & commodore are looking at creating a clear set of financial instructions to accompany authorisation for those who may be expected to purchase on behalf of the club both on account and for later reimbursement. It has also been suggested that we have budgets set for each season and a request has been made to those most likely to make demands on club funds for expected expenditure. Decisions are required on:

Formal course fees – Junior increase from £30 to £35/day

Adult increase £30 to £45/day

Charging for informal courses? (Dolphins, Improvers +/- SUPs)

Charging for use of club boats? (dinghies & SUPs).

**PayPal:** The new PayPal account is set up with the Treasurer, Commodore, and Secretary as authorised users. Louise has view-only access. The account has been set up as a charity account and should give a slightly more favourable rate of commission on transactions. It is not possible to set this account up to require two users to authorise payments. All club disbursements should be made from the bank account unless there are extenuating circumstances.

**Defibrillator fund:** Lucky2BeHere (05/01) indicate continuing supply problems but they think the devices have reached the US distributors.

**Point of Sale card reader:** ePoS devices discussed at previous board meeting are most likely to be of value for major events (e.g., regatta, Burns Supper). The Lloyds Bank Cardnet mPOS, currently on a 1-year trial, is free to BoS customers. It uses a smartphone/tablet app via Bluetooth. There is no minimum contract, commission 1.75%. All major cards accepted inc. Amex (1.1%). No receipt printer. Receipts are sent via email or SMS. Since the free mPoS offer may be limited, I have taken the executive decision to order one. Should we terminate within 6 months there is

a fee of £200. At 12 months the device is ours to keep but there will be feedback questionnaires. Considerations: location/security/authorised users/training/increased book-keeping complexity compared to aggregated cash

**Miss Adventure:** Claim INV-SG572-22 has been disputed by the respondents. The Sheriff has requested the parties to attempt resolution anent which he will hold a virtual hearing.

Balances as at 22/01/2023

Bank account: £58,284.27

PayPal: £1,724.81

**Total: £60,009.08**

**David Finlayson**  
**Treasurer**

#### **Notes to Item 7: Membership Report for CSC Board meeting (Helen Jenner, Membership Secretary)**

New members to report:

Brian and Dickson and Martina Eastwood - Family membership

Brian Lunn and Julie Scherczer - Family membership

Membership renewals are underway.

Helen Jenner  
Membership Secretary

#### **Note to Item 10**

Crane-in of club cruisers is planned for Friday, 21 April 2023. MacDuff Crane Hire have confirmed our booking. I have notified Atlantic Diving of the programme and have requested that they plan for the first week in April to deploy our moorings. Likewise I have confirmed with Peter Jensen (Sea Scout Bosun) that we would require the use of the Pioneer workboat and he has undertaken to have it back on the water by late March.

We currently have 15 No. winter risers on the water and 9 No. club cruiser owners wishing to take a mooring this next season. This uptake may increase to 10 No. depending on what the owner of Malita (currently in harbour) plans for the summer. Depending on the condition of the summer risers currently on shore I would hope to deploy a minimum of 12 No. units such to provide spare capacity for visitors or new members.

Tim McKeggie has confirmed that he will carry out a detailed technical inspection of our existing risers to determine any recommended remedial/replacement works and I would hope to have this finalised y w/e 26 February 2023.

**Diarmid Hogan**  
**Moorings Convener**

#### **Note to Item 11**

1. Planning of next season coordination head meeting – there are several training events that are preventing the scheduling of big season items due to clashes. Obviously we have to work around those things but a coordination between all areas of the club needs to be made before as this wasn't something I could find easily and when creating the draft season schedule 2023 was identified to me in the sub-committee meeting as clashes. [So my request is that we have a meeting sometime in Oct/Nov to get together and ensure we are all working from the same page on calendaring events for the following season.](#)
2. Need to define Open Days – will those be held on a Saturday, how many will we have? Will the scheduling come in January after the draft season schedule is out to prevent clashes?

3. We are plugging in back up dates for the big events (Ness Cup, Dinghy Regatta etc) to account for any possible weather cancellations.
4. We are planning to (Richard Evans has volunteered to produce) a 'What's Coming This Season' document to put through to the newsletter, on the website and on Facebook for dissemination to the members.
5. We would like to propose a combination weekend with the Cruiser Cup (Sat) and Ness Cup (Sun) to make a sort of Harbour Festival (name designation to be determined, this was Graham's idea and seemed to be a very good one to combine these and create some buzz for the sailing side and club PR)