



CSC Board Meeting Minutes
Thursday 16th March 2023 at 7pm CSC Clubhouse



| | Topic | Information | Lead/ Action |
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| 1 | Present and apologies | Present – SH, DF, MAB, DV, JD, LP, MW, GB Apologies – AE, CT, CS Absent - | MAB |
| 2 | Minutes of Meeting of 23 rd January 2023 | To amend as needed and approve. Approved by MW, seconded by DF | MAB |
| 3 | Matters arising from the Minutes. | <u>Updates:</u> PAD – installed etc – DF to inform main funders. CT/SH have discussed doing publicity around it. Training to use it – a Monday or Thursday evening in April 7pm 1.5-2hrs up to 12 people. Could run another and make donation to L2BH. Key people (training, safety) + spaces for neighbours (incl Sea Scouts). (eg Mon 17 th or 24 th April). Could offer venue for future training. Will be checked monthly (DV). SUP storage: summer – stack on sides behind benches in men’s changing room; otherwise – bag and store elsewhere GB is now on coaching@chanonry.org.uk Quest update. Cost of boats has risen, checking current prices; a number of potential funders for match-funding have been identified and applications ongoing. RYAS Devt Officer (N) Brian Pahlmann also supporting with advice. | DF |
| 4 | Treasurer’s Report | See note to item. Budget forecast (attached) very rough. | DF |
| 5 | Board and appointments | Nothing to report | SH |
| 6 | RTC Training report | See note to item. Board agrees with Richard Jenner’s approach outlined ref informal training. Abandoned Laser spars – Board agrees in principal can be used to repair Topaz booms. Member sent letter July 2022 – asking to take away and pay membership. He said he would but didn’t. We can now write notice of intent letter (SH) registered post we will say intention to sell or dispose then 6 weeks (tell him boat damaged and worthless after it blew over into another club member’s boat and our intention to use it to mend club boats; remind him is liable if damages other boats). | RJ SH |
| 7 | Membership update | See note to item. Board confirms new members. Exit survey to be carried out for those who don’t renew but not quite yet. | HJ |
| 8 | Buildings; Health and Safety | £30-40 per light, electrician to provide quote for installation. Outside power is needed for cruisers. Certificate will be given this month. DV to ask what cost of radiant heaters in changing rooms (with timed switches). Lamp outside to be taken down. Check outside socket can be turned off from inside clubhouse. (DV) Loft ladder – DV will get local guy to look it as not obvious what the fix is. Also will look at door. | DV |

[illegible]

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| | | risk assessment tree is logical, that info on it is easily accessible to members and volunteers; that mechanisms exist to ensure club equipment etc is sound and that skilled roles are taken on by suitably qualified and experienced (competent) volunteers; and to ensure that opportunities exist and are easily accessible for members to train and gain experience in these roles. This process will generate, in addition to policy and RA documents, action points for the Board, in terms of remedial maintenance tasks, establishing mechanisms to ensure regular checks are carried out and recorded, and areas of general member communication and awareness-raising. We will propose that Safety is a standard item on Board meeting agendas. Idea is that Health and Safety is not just a bunch of documents that are created then forgotten; they need to be part of a dynamic mechanism to deliver a safe environment for the activities the club offers. | |
| 18 | Date & Location of next meeting | Tuesday 25 th April 2023 7pm Club house | MAB |

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 – GB

Allison Elder – AE (also Swimming lead)

Social Convenor – Vacant

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

Membership: Renewals to date are (inc. dinghy/small craft storage) £11,137.00. This compares to £10,291.50 at the same stage last year.

Book-keeper: Louise Allen managed the accounts very well in my absence and is continuing with the book-keeping meantime.

Financial procedures & budgets: The treasurer & commodore will meet on 21st March to look at budgets.

Defibrillator: The defibrillator is now installed. Training for up to 20 participants can be done on a Monday or Thursday evening. Lucky2BeHere suggest initial training for key club members and suggest inviting our neighbours if interested.

Point of Sale card reader: The mPOS has been obtained and is set up to accept Mastercard, Visa & Amex. Initial use has been satisfactory. Since it is free as part of a trial, the treasurer has already completed one feedback questionnaire.

Miss Adventure: Claim INV-SG572-22 ongoing but a resolution seems in sight.

Exceptional expenditure: An electrical certificate was required for insurance purposes and this has led to some additional costs to rectify defects but the total is expected to be in the region of £500. There will also be some exterior painting costs. The RIB outboards require onsite servicing by Caley and this will be just over £1000.

Balances as at 10/03/2023

Bank account: £62,732.58

PayPal: £0.00

Total: £62,732.58

David Finlayson
Treasurer

Reserves and Designated Funds 2023

This sets out the demands on our funds for the year from exceptional projects to develop and improve the club. It assumes that everyday running costs are met from income. It will help explain to donors and funders why we are holding a particular level of reserves and funds and may help them to see where funding gaps are and how they can help us meet our funding requirements. https://www.oscr.org.uk/media/2681/v10-charity-reserves-factsheet_pdf.pdf

| Balance at 1 October 2022 | £59,772 | Notes |
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| Reserves | | |
| General reserve | £10,000 | Representing 6 months running costs to allow for unforeseen emergencies or other unexpected needs, for example an unexpected repair bill |
| Mooring reserve | £3,800 | For removal of ground tackle if/when that becomes necessary |
| Safety Boat reserve | £22,275 | Increasing at £2k per year against the cost of replacement safety boats/engines |
| Total | £36,075 | |
| Designated Funds | | |
| RS Quest project | £6,000 | club contribution of £9k, less sale of wanders of £3k estimate from ZWS report less grant funding of 75%, waiting for quote |
| Lighting efficiency project | £655 | Best guess from James |
| Harbour shoal removal | £10,000 | Best guess, waiting for better guess from Ivan |
| Slipway repairs | £5,000 | Total cost estimate £850 but £700 raised from Burns Night |
| Oars | £150 | |
| Defibrillator project | £2,417 | Actual cost paid this year |
| Total | £24,222 | |
| Restricted Funds | | |
| Any grants we get in | £0 | |
| Any restricted fundraising and donations eg defibb | £0 | |
| Total | £0 | |
| Available funds | -£525 | |
| Potential future funding demands/projects | | |
| Radiant heaters | £5,000 | Best guess to replace all ageing heaters with radiant panels. Could just do changing rooms initially at £1000? |

Notes to Item 6 - RECOGNIZED TRAINING CENTRE PRINCIPAL'S UPDATE TO THE BOARD 16 MARCH 2023

LIABILITIES FOR INFORMAL DINGHY & POWERBOAT TRAINING

The RYA held a 75-minute workshop at the Affiliated Clubs' _Conference on the topic of when training is not training. There is a serious concern over liability and safety for informal practical dinghy & powerboat training at clubs that are also RTCs. This is because participants may reasonably expect the same standards of safety and instruction that they receive on formal courses when there may be no mechanism (or protocol) in place to ensure this. In this

situation, there is a large grey area over liability and insurance. The fallback is likely to be that liability would be with the board if the informal training is advertised as a club activity.

Practically, I have had few concerns at Chanonry because advertised informal club practical dinghy & powerboat training has been led by a qualified instructor and 'RYA ratios' _have been applied. However, this has not been documented so my proposal is to amend the RTC handbook to make it clear that advertised club informal dinghy & powerboat training (which includes coaching) must be led by a qualified adult, must adhere to the RYA ratios and must be agreed by the RTC Principal. This would clearly place the liability with me as it is for formal training. I would also write to all instructors and coaches explaining the protocol.

If the board accepts this approach, it is important that the board does not agree directly any club dinghy or powerboat informal training or coaching without contacting me first.

ABANDONED LASER

Tom Donald owns the Laser in the dinghy park that blew on to a skiff earlier this year causing a large dint in the Laser. Despite numerous reminders, Tom Donald did not pay to store a boat last year (although he did pay a membership fee) and has not renewed this year. I believe his dinghy has been abandoned and is therefore forfeit. It is in poor condition. I would like to claim the spars and re-use them to replace Topaz booms (4 of which have large holes in them and cost £400 each from Topper plus delivery). May I have the go ahead please?

TRAINING COURSE BOOKINGS

We have a healthy interest in formal powerboat training (5 on 11/12 March, 6 on 25/26 March and 8/9 April). Adult dinghy course bookings are lagging (May dates) and I will be giving these a push. There will also be informal powerboat skills sessions early season.

RE-INSTATING CLUB DINGHIES

I have created an event to re-instate the club dinghies on 8 April and will be giving this a push too.

Richard Jenner

RTC Principal, 11/03/23

Notes to Item 7: 14 March 2023 Chanonry Sailing Club Membership Report

New members:

Nigel and Ilka Friedrichs-Braun – Family

Bill and Julie Baxter – Family

David Mack – Family (addition to previous Individual membership for Heather Mack)

Samantha Thomas – family

James Moir – Individual

David and Morn Proudfoot – Family

Membership renewals:

There are 29 memberships still to renew, these members have not responded to reminders so far. A few are "habitual" late renewers. I will send them each one further individual reminder, informing them that if they do not renew or respond by 28 March they will be removed from the Club membership.

I will send Sandra, as requested, the names of those who have not renewed by the end of this week (17 March) and an indication of which activities they have expressed an interest in.

Helen Jenner

Membership Secretary

Note to Item 10: Moorings update (March 2023)

All of last year's summer risers have been inspected. Minor chain replacement together with a couple of new swivels were required and work has been completed. All replacement parts sourced from existing stock.

In addition three new risers have been assembled again using parts from existing stock.

The divers are due on 5th April to deploy the moorings. A work party has been organised in support of these diving activities. Total summer risers to be deployed 14 No.

Our inspection identified several of the rope-based summer risers are showing signs of wear especially in the area of the splices which are particularly subject to chafing, and it is therefore envisaged that up to 5 No will need replacing before the 2024 season. This work would usually need to be carried out by the likes of GaelForce.

We have also largely exhausted our stock of long-link chain, and this will need to be replenished at some stage.

Diarmid

Note to Item 14 – Chanonry Conversation feedback

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| <p>IMPROVE / dream wish list :</p> <p>Evening activities – open the bar Open days every month Zero carbon Sustainability – financials Changing rooms Harbour as a leisure facility Disabled access Make volunteering rewarding Green credentials Duty list – wider pool of volunteers Get rid of shingle bank Improve slipway Better communication for volunteers Upgrade club house Intermediate club boats More social stuff Into session for members More participation in sailing events by members Weather stations Warmer changing rooms Lockers Regular peer paddles Bigger car park Wider slip / less slippery New members intro to club Web cam Coffee machine Bigger dingy store Tractor winch Better changing rooms More storage space Crewing opps Green solar / battery elec boats Wider team of volunteers Fundraising events Comfier club house seats External power supply Wifi Better showers</p> | <p>GOOD STUFF:</p> <p>Communications Nice boats Website Very welcoming to newcomers Inclusive Young people coming through Joining process What's on calendar Variety of activities Clubhouse facilities Club boats Training Cost Comms Socials Friendly Informal Variety of activities Location Open all hours training Open days Website Film nights Winter training Dolphins / seals Location Safety boat cover Club house Comms & booking system Training ops continuous development Equipment hire Radios and safety gear Diversity Cake ! Burns night Racing Regatta and fun days Committee are excellent !</p> |
| <p>VOLUNTEERING:</p> <p>More info about what's needed More encouragement – to learn how to do a role On the job training Attract younger members</p> | <p>Need to be flexible options Include chats and coffee after Good for mental health – getting out the house Have volunteering days / make it fun . BBQ</p> |

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| Availability of volunteers versus activities Advertise opportunities on the website Small role / short effort Cross activity volunteering Include volunteering info / ops in new member inductions | Advertise on facebook and website List of roles on line, large to small Yearly volunteering programme ? Volunteer coordinator on committee? Incentives / recognition |
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Note to Item 17A – Club RIBs servicing report (LP)

Ness is great, clean bill of health after changing out the throttle cables and servicing.

Beaulieu, servicing done however the gearbox shaft had excessive oil on it. This can be, 1. Bad gearbox seal (best case scenario) or 2. Corroded/cracked gearbox.

Caley engineer stated just getting it to them would cost around £500 then 4 hours at £70/hr to perform deeper unsoection and if possible repair.

I spoke to my connection at Caley and he gave me a name & number to call for cheaper option. I have spoken to the guy and he can arrange a pickup and have a look. Worst case scenario he has the gearbox case for this engine type and can do the repair. But he is looking cheaper in the long run, £50 to transport (their trailer) and then the repair. I'd prefer we go with him, Craig is his name, as he is closer and won't be as expensive. If the engine is a write off, we are looking at £6500 for a new engine. So I did weigh out that option.

Currently, worst case scenario, if engine seizes, they need only put additional oil in to get it back to the club.

Note to Item 17B – Members' Survey feedback (CT)

39 responses received to date. Another push on comms is needed to encourage further responses. A full report will be shared when we close the survey.

- Overall satisfaction remains very high 90%. Members rated their overall satisfaction at 5/5 (80%) or 4/5 (10%)
- 87% say that they are 'very likely' to renew membership for 2024
- 40% expect to have more involvement in activities in 2023, over 2022. The remainder (60%) expect to have the same level of involvement as 2022.
- Training (across all activities) is consistently reported as being very important to members
- There appears to be a latent interest in volunteering although people are unsure how to start.

Areas where members feel improvements are required are familiar to the board: slipway, changing rooms and toilets being frequently mentioned. Numerous comments on parking, but these tend to reflect a general busyness, rather than any specific suggested solutions.

Note – I noted several additional issues at the Chanonry Conversation that have not been mentioned so far in the member survey responses. These included, but not limited to: Greening the club; Aprez (more social activity taking place after on the water activity); wifi; and comfier seats in the clubhouse. There was consensus that an introduction session for new members would be very well received.