



CSC Board Meeting Minutes
Tuesday 25th April 2023 at 7pm by Zoom



	Topic	Information	Lead/ Action
1	Present and apologies	Present – SH, DF, MAB, DV, JD, LP, CS, GB Apologies – MW, AE, CT Absent -	MAB
2	Minutes of Meeting of 16 th March 2023	To amend as needed and approve. Proposed – DF; seconded CS.	MAB
3	Matters arising from the Minutes.	None	All
4	Treasurer's Report	<p>See note to item.</p> <p><u>12 month planning forecast:</u> Cashflow projections – useful for financial planning. LP pointed out that safety boat trailers are potentially dangerous as they may collapse on slipway, and is pricing replacements. Cash flow projections need to reflect trailers etc but we need to prioritise.</p> <p>Member Laser and Finn disposals: Charlie got in touch with Tom, and is giving Laser to club to dispose of, £100 into club funds (being directed into the Quest fundraising pot), and other various spares from Laser, including spares to repair club Topaz booms. DF happy to take away remainder for disposal. Finn road base has been taken to join Finn, bought by Charlie.</p> <p>Thanks to JD for managing Miss Adventure saga, now concluded.</p> <p>Defibrillator training – on 17th excellent training. DF has had follow-up from Ailsa from Skye to register device.</p>	DF
5	Board and appointments		SH
6	RTC Training, Dinghy Bosun and Heritage Member reports	See note to item	RJ
7	Membership update	See note to item. 45 members from last year not renewed – SH has sent them exit survey. Numbers looking good. New structure seems to be working well.	HJ
8	Buildings; Health and Safety	<p>Electrician needs to do final bit, and provide certificate.</p> <p>Problems with front door lock but is not actually broken, just seems to be a bit temperamental, needs greasing every so often and replace the key every now and then.</p> <p>LED replacement quote just needs more details, which we should get 75% grant on.</p> <p>John Paul is painting, needs a bit more help from volunteers.</p>	DV

		Disabled toilet – member pointed out that arthritis prevents from being able to use ordinary turn lock; could be lever lock. (DV)	
9	Harbourmaster update	See note to item. Slipway construction and repair is a licensable activity so we are likely to need license from Marine Scotland – costing a few thousand pounds perhaps – but penalties can be £50k.	JD
10	Moorings update	See note to item. Possibly another couple of cruisers on their way.	DH
11	Sailing Secretary update	See note to item. Dinghy Regatta plan in progress. Liquor license requires paying ahead. Duty man issues – some don't know what to do or just don't turn up, some get upset. Cruiser people – want more inclusion; will discuss with sailing sub-committee.	LP
12	Rowing Update	Ordered new oars, waiting for arrival. Chanonry Maid going in for refurbishment.	SH
13	Paddle-boarding and swimming update	CS/GB agreed CS do beginner courses, GB intermediate courses on Wednesday evenings, starting 10 th May. When finalised will put on calendar. GB hoping to offer trips and coaching within these sessions.	CS
14	Club Development	Good number of new members at induction event on 23 rd April. Useful, v relaxed, ran through activities, what you can/can't do with membership, conditions of use of dinghies, how other activities work. Event to be repeated. Seemed that folks felt they belonged. Should do one later in summer.	SH
15	Promotion Group update	Good press releases for defibrillator.	CT
16	Check accident book	No new entries	MAB
17	AOCB	<ul style="list-style-type: none"> Fun Day 4th June – leads to be identified for sailing, SUP (CS), swim, row (not SH), safety boats (JD), catering (SH); safety plan (MAB), and fundraising activities Fundraising for dinghies – applications to three funding agencies have been submitted; QR code for fundraising at club events and activities has been generated and poster to go up in clubhouse. (MAB) Kessock swim – GB and LP taking RIB down and back. Event leader asking for extra crew member to help. Working out passage/safety plan. CS to join. Will need to get support to get boat out of water at end of evening. Gordon Robinson happy to help. Unsupervised juniors using club house – e-mail from HJ seeing juniors accessing clubhouse, thought some might have been members but not all. Juniors not meant to have access to code and be using clubhouse without adult. Maybe next newsletter reminder to parents. If continues to be problem change code and say why. 	All
18	Date & Location of next meeting	10 th July in clubhouse 7pm	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) April 2023

April 2023

Membership: Renewals to date are (inc. dinghy/small craft storage) £13,060. This compares to £11,404.50 at the same stage last year.

Defibrillator: Defibrillator training took place on 17th April. The ongoing costs of the defibrillator will be pads every 2-3 years (~£60) and battery every 5 years (~£240). Lucky2BHere will be able to help with both of these.

mPOS: The mPOS device is working satisfactorily but payments do not have any attribution when they appear in the bank account. Members using the device to take payment should take a note of what payments have been made for the treasurer and book-keeper. In the absence of such notes, by default, all mPOS payments will be attributed to the Catering & Social funds.

Wi-Fi: The Wi-Fi with a 4G SIM contract from "3" has been set up with a strong signal in the clubhouse and a reasonable signal as far as the starter's box. The initial contract is frozen for 12 months at £18.33 ex VAT. The treasurer is still sorting out the direct debit.

Miss Adventure: This case has concluded with an out of court settlement in favour of the club. The respondents' payment of £544.94 has been confirmed. Many thanks are due to James Dargie for representing the club at Sheriff Court hearings and aiding the satisfactory conclusion of the claim.

Exceptional expenditure: The outboard motor on Beauly has been leaking oil. While probably repairable it was decided it should be replaced for the following reasons:- safety critical, club cannot afford rescue craft unreliability; potential further repairs costs; reputational & financial risk of oil leaks (both club members & third parties) A new engine has been fitted (£7,198.62) to be met from safety boat reserves. The old engine will be donated to the Sea Scouts as part of the quid pro quo relationship we have regarding the use of their Pioner, trailer & shed.

Insurance: The new engine has been added to the insurance schedule. There is an additional premium of £56.57. The insurers have confirmed that cover is intact for club participation in the Kessock Swim with the proviso that only club members crew the boat.

Cash Flow projections: As part of grant application, cash flow projections were required and these have been prepared using templates sourced by the Commodore. The forecast for the next 12 months has been prepared including as many of the big spend items as possible and relevant cells are annotated. These spreadsheets can be easily modified to show more, or less, detail.

Bank error: The treasurer mistakenly added an extra 0 to a recent payment which was counter-signed before the mistake was noticed. Fortunately, the payment was to a trusted supplier and the monies were refunded within 12 hours. Authorised signatories should take care when setting up and authorising payments which, unlike cheques, do not require the sum to be entered twice.

Balances as at 20/04/2023

Bank account: £53,114.96

PayPal: £171.75

Total: £53,286.71

David Finlayson

Treasurer

Notes to Item 6 - RTC PRINCIPAL/DINGHY BOSUN/HERITAGE MEMBER UPDATE TO THE BOARD 25 APRIL 2023

RTC

ONBOARD

We formally became part of the RYA OnBoard programme on 12 April, only the 7th club in Scotland to do so. We have undertaken to run junior dinghy activities (which we do already via Dolphins, Junior Week and Improvers) in addition to the Stage courses and to offer open days or taster sessions. The OnBoard approach is to teach sailing in a method that helps youngsters (8 - 18) develop 6 key attributes: creativity, teamwork, communication, determination, independence and confidence within the framework of the RYA Youth Sailing Scheme. We have received a pack-up from the RYA with training material (including a flag) and now have an OnBoard logo on the website in the training activities area.

RTC HANDBOOK

The RTC handbook has been reissued and sent to all instructors. It covers the liabilities for informal dinghy & powerboat training as agreed by the board in March, includes a paragraph on OnBoard and has other minor updates such as the location of the AED and the change of engine on Beaulieu to 40 hp.

POWERBOAT COURSES

Since your last meeting we have run a Safety Boat course (5 students) and a PBL2 course (limited to 3 students as we only had one RIB at the time). The extra course in June is fully booked with 6 students. All 4 new PBIs who qualified last year have now taught on a formal course.

DINGHY COURSE BOOKINGS

The May adult L1 course now has 5 students booked (all new members). The L2 course has 3 booked.

DOLPHINS

The first Dolphins session of the season will be on 27 April and is fully booked with 18 juniors, several of whom are new members.

DINGHY BOSUN

There was good support for the 8 April event to reinstate the club dinghies. There is some minor work still to be done on the 2 Wanderers but both boats are usable. I'm arranging with David Jack (ex-club member) to have the 2 Wanderer road bases returned (he has kindly been storing them off-site) and these will be refurbished in preparation for the sale of the boats (they will need new tyres and possibly wheels too as per my budget submission).

We were 3 mast head floats short of a full set and 2 have been purchased (the supplier didn't have stock for all 3).

All 5 corroded Topaz booms have been repaired. Three of them have been rebuilt on to damaged Laser topmast sections and 2 have been sleeved internally with a metre each of old Topper mast. I will carry on collecting broken Laser mast sections. Of the 6 masts, 3 are definitely sound but the old sea scout masts (the ones that won't split) are less certain.

HERITAGE

I gave a Heritage related talk to 20 members of the Rotary Club Inverness Loch Ness on 19 April and was able to show them a photo of the AED (they had contributed £250 to the fund). Their president designate (Bryan Smith, ex-club member) has kindly offered to be a referee for our grant bids for the RS Quests.

Richard Jenner

20 April 2023

Notes to Item 7: Membership Report for Board meeting of 25 April 2023

New members since the last Board meeting:

Andy Sarjeant – Individual
Toria and Jonathan Richards – Family
Caroline Leitch – Individual
Patricia Hannam and Alastair martin – Family
Fiona Keyes and Andy Robb – Family (subs waived on grounds that Andy had provided support to diving operations using his own RIB when one of the Club RIBs was not serviceable)
Sue King – Individual
Iona and Jamie Lambie – 2 x Junior
Ed Heywood-Lonsdale – Individual (effectively a renewal but renewed after the 28March deadline)
Orla McAteer – Individual
Morven and David Moffatt - Family

Membership renewals – the renewal process is now complete. The list of members who have not removed is available on the Club OneDrive. A total of 45 memberships have not removed, there are brief notes of explanation on the list of Ex-members.

For context – we have 37 new membership “lines” already this year, some of which will be two members in a Family membership and some will include juniors in Family memberships.

Helen Jenner

Membership Secretary

Note to Item 9: Harbour Master's Update 23rd April 2023

An update on matters arising from disposal of the vessel Miss Adventure: Mr Foster and Miss Simpson settled out of court and transferred an agreed fee of £554.94 to the Club's Bank account. The Sherriff then discharged the Case management discussion scheduled for 19th April and then dismissed the Case. This brings matters to a close. We should make mention of this in the next newsletter in the context that the Club will not tolerate abandonment of property and will always seek to recover costs.

I will write to Peter Illingworth to notify him that we will seek to dispose of the cradle belonging to him which we have moved so it is adjacent to the harbour. Sea Scouts have expressed an interest in this and are going to take some measurements and see if Freebyrd might fit on it during the winter. Depending on Peter's response (if any) (and that of Sea Scouts and we can consider our position). We know that it is a good fit for a fin keel Hurley 22 and is a saleable item, even if it does not work for Sea Scouts.

Myself and Ivan Murphy will attempt a repair to the worst section of slipway, soon. Ivan is also investigating whether we could cap the slipway with mini mesh GRP bolted onto the current structure. The Board needs to consider whether it wants to trial this I can give a verbal update around risk.

The harbour master's attentions will now switch to project plan for removal of the shoal area at the harbour mouth.

James Dargie

Note to Item 10: Moorings update (April 2023)

As planned the divers successfully deployed 13 No summer risers on 5 April 2023. This provides two spare moorings on each of the inner and outer strings and one on the mid string. Atlantic Diving have submitted their invoice for the works, and such has been authorised for payment by the Treasurer.

Seven club boats were craned in on 21 April 2023. All cradles/trailers have now been removed from the club parking area.

Both Atlantic Diving and MacDuff Cranes are to be commended on their level of service during the above two operations.

Diarmid

Note to Item 11: Sailing Secretary / PB Bosun update (April 2023)

Sailing

- Intention to inspect race marks as well as, install 2 missing race marks is under way (M. Wilson and I discussed TBD a few hours before racing on a Sunday)
- I inspected race flags and horn. I will need to order some replacement flags and we need to figure out either a new horn or new system to charge it. It loses its charge quite quickly.
- slowly trudging thru duty assignments. We will figure out a process in which no shows are responded to. It's mostly a process issue in my opinion.
- G. Campsie has agreed to consult as necessary on Cruisers but has decided not to attend regular sub-committee meetings.
- Final preparation on events is pending.

Bosun

- Ness had a damaged prop. Richard Jenner sourced a new prop within our stores and replaced on Saturday.
- Beaulieu ran its first outing and performed well.
- trailers are in need of repair/replace. My fear is there will be an immediate need on the ramp if we don't have a less corroded/rusted set up.