



CSC Board Meeting Minutes
Tuesday 15th August 2023 at 7pm in Club House



	Topic	Information	Lead/ Action
1	Present and apologies	Present – SH, MAB, DV, JD, LP, CT, AE, MW, GB Apologies – DF Absent - None	MAB
2	Minutes of Meeting of 25 th April 2023	No amendments Proposed – LP; seconded – JD.	MAB
3	Matters arising from the Minutes.	None except to be addressed later in this meeting	All
4	Treasurer's Report	See note to item. DF to put spending projection documents on OneDrive. Future Spend Priorities grid from CT. Subgroup (SH, CT, MAB, DF, PB) to take this forward - to identify costs, priorities and resources. Additional issues to consider – Craig an Roan mark, webcam, weather station, Quest no 2. Look at Devt plan and Safety review too.	DF
5	Board and appointments	Claire Scott standing down from Board. Welcome to Paul Briggs (PB), new Social Convener. Introduction to Board and general club management at Board level. PB has been co-opted onto Board (MAB to ask Richard Evans to put PB onto Board e-mail group and OneDrive access) PB first impressions report as Social Convener: Having done Dinghy Regatta and preparing for Cruiser Regatta and Ness Cup. Overarching view is that doing catering in that way is unsustainable – too much effort. Getting volunteers is very time-consuming. Practically end up phoning up individuals. Dutyman list is not up to date. Possibility to assign duties including catering. Catering duties need to be given same priority as other volunteers. Volunteers at Dinghy Regatta were peripheral to event ie not sailors not sailing – felt like “poor relations”. Volunteers still needed for Cruiser Regatta and Ness Cup. Richard Evans has set PB up to use Social@ address. Need to encourage those participating to volunteer in similar events they don't participate in. Actual requirements at events are unclear – no simplicity of ownership – event owner needs to own catering requirements. Closing entries ahead of time would help know approximate numbers in advance. Food could be included in the entry fee. Food itself – safety and other volunteers on the water get food given to them for free - slightly confusing as other volunteers didn't get free food.	MAB
6	RTC Training, Dinghy Bosun and Heritage Member reports	See note to item Report on RS Quest (see note to item) Inspection follow-up to be minuted:	RJ

		<ol style="list-style-type: none"> 1. Board to implement a recorded checking system for the club RIBs and their equipment, including expiry dates for flares, receipt showing Fire Extinguisher in date and first aid items in date. (Could sit with Safety Boat Bosun) 2. RTC intends to implement a one-day Club SO course (in line with ongoing safety review recommendations) 3. We should ensure we do not offer RIB rides as part of fundraising as our vessels are not coded. We can offer members familiarization trips but not for payment or donations. It was further noted that RYAS Trainer (JCM) has also advised the club that 'Rib Rides' should not be offered or undertaken during RYA courses delivered at the club (eg. Junior week etc) for the same reason (ie. club ribs not coded). <p>(see notes a) and b))</p> <p>DV to find out if Fire Extinguisher checks can include Safety Boat ones.</p>	DV
7	Membership update	See note to item. New members approved. Induction session just before start of Fun Day (CT to lead)	HJ
8	Buildings; Health and Safety	<p>External power supply will soon be done, still waiting for equipment.</p> <p>DV going into loft to check leaks. Will also make progress on LED lights in clubroom and lock on disabled loo. NB one of shower brackets in ladies' not working.</p>	DV
9	Harbourmaster update	See note to item Agreed interested parties only to be approached to bid for cruiser cradle if owner does not respond and remove it.	JD
10	Moorings update	Nothing to report	DH
11	Sailing Secretary update	<p>See note to item</p> <p>Question over the amount of effort goes into events – is it worth it?</p> <p>DH won't be continuing MYA so need to either identify new club member to take on or stand down.</p> <p>Honorary Rear Commodore process – LP to ask Joan Maxwell; MAB look in old Committee minutes for rationale and mechanics</p> <p>LP to stop being safety boat bosun. LP thinks one of members who did the PBL2 course this year may be interested in the role; otherwise could advertise amongst membership.</p>	LP MAB
12	Rowing Update	<p>Proposal from the rowers to build a box for oars on the harbour wall, about 4.4m long. It could also function as an additional seat. Gavin is pricing it up but currently looking at around £300 for materials. (This can be added to the spending priorities list)</p> <p>New oars – 3 of them broke, but have been replaced FOC by supplier who acknowledged there was a structural defect.</p>	SH
13	Paddle-boarding and swimming update	<p>SUP SOPs to be brought into Safety Review work (MAB)</p> <p>SUP lead position now vacant. SUP lead issues – need to know what SUP offer members looking for. Predominantly beginners so far but not best location and weather for beginners; also SUPers looking for more social angle.</p>	MAB
14	Club Development	Induction plan for Fun Day (see below) CT	CT
15	Promotion Group update	CT will work on Fun Day publicity	CT
16	Check accident book	Member fall on slipway (Grenville's sail)	

Point of Sale card reader: The mPOS has been in use although it requires some co-ordination with the treasurer to add new users to the device. It tends not to hold its charge particularly well but nonetheless is a useful addition to our financial systems.

Quest: Fund-raising for the Quest went well and the first Quest has been acquired. Transport costs were mitigated by Richard Jenner collecting the boat with a borrowed trailer from Port Edgar and David Finlayson returning the trailer. Donations are still coming in towards a second Quest but this should not be progressed until the first Wanderer has been sold. Permission will be sought from all donors who gave over £20 to seek gift aid relief on donations.

Donation: A generous donation of £350 pounds was made by Aban Outdoor.

Wifi: Wifi is now set up and running within the clubhouse with a signal out to the starter's box. There was a minor glitch with the initial payment causing the system to drop out for a few days but this was resolved by the treasurer and payments are now on direct debit.

Crown Estates: As anticipated, the Crown Estates propose increasing mooring fees from 1st April 2024. The new fee per mooring will be £55. In addition, the annual return for moorings numbers will be required by 28th February each year. Formal agreement to this is required by triple signatures from club officers.

Cash-flow projections: An updated cash-flow projection is attached. Entries are up to date to 9th August 2023 with future entries estimates. Estimates to date have been reasonably accurate. Cash-flow projection suggests £53241 at month end compared to £51848 actual balance to date. It should be noted that this is despite grant aid for new dinghy purchase being less than anticipated.

Exceptional expenditure: A new handheld VHF was required. Larger than expected sums were required for the club boats due to some breakages.

Balances as at 08/08/2023 are very satisfactory since this is after the purchase of the Quest dinghy and before sale of a Wanderer and following the unexpected purchase of a new outboard earlier in the season.

Bank account: £51,774.76
PayPal: £73.75
Total: £51,848.51

09/08/2023

Notes to Item 6:

RTC PRINCIPAL/DINGHY BOSUN/HERITAGE MEMBER UPDATE TO THE BOARD AS AT 9 AUGUST 2023

DINGHY BOSUN

I provided the board with a post Junior Week update on our new Quest; the boat continues to impress and has been used for recreational sailing and club racing as well as junior training. An illustrated rigging guide has been drafted and will be laminated in the next few days after review and will be placed in the boat under the cover. A second Quest remains the goal. We've had 2 enquiries about purchasing Minstrel which I need to follow-up.

We now have 7 Topaz with the gift of the yellow boat ('Marvin' from Marvin Fullerton). We have bought a new cover and a jib (Rooster Pico replacement) plus some blocks so the boat can be used as a junior 2-hander although there are no foot straps for the crew.

Wanderer 'Lake Tekapo' has been converted to centre sheeting for the main and was used extensively during Junior Week. The centre sheeting certainly improves the boat but in complete contrast to the Quest, the boat is a nightmare post capsize.

We have had a number of minor breakages which have all been dealt with. These are age related. Of note, the club boats are in great demand for recreational sailing, improvers and occasionally racing. Most of the Topaz and some of the Teras need the sheets & lines replacing, given the numbers of boats, this will add up to around £250. I will ask those that use the boats to assist in a maintenance day.

RTC PRINCIPAL

INSPECTION

As the board is aware, we had 3 action items from our annual inspection; these have all been cleared. Additionally, I need to make some changes to the RTC handbook (informal comments from the inspector) and will do these once the formal training programme has completed. The RYA has issued a new code of conduct for instructors, and this will be included the handbook update.

JUNIOR TRAINING

We ran three 5-day weeks of junior training this summer including Junior Week for a total of 32 juniors. This has been a massive effort from instructors, volunteers, and some parents. I am being asked for dates for 2024 by parents but have yet to fix any.

We have had excellent support via RYA Scotland for OnBoard training for instructors and a second tutorial session is booked for September.

ADULT DINGHY

The Level 1 course in April was successful (5 students). The Level 2 course was hampered by strong winds and 3 of the 5 students needed further training. They have now reached the point where they should be assessed for certificates and that will be progressed in the next few weeks.

There is a Level 1 or Level 2 course scheduled for this weekend (12/13 August) with 3 students (was 4, one drop out with a broken ankle).

POWERBOAT COURSES

The second PBL2 course in June completed with 6 students. We have now developed a one-day club safety officer course which will be delivered pre-season next year.

INSTRUCTOR DEVELOPMENT

In addition to the OnBoard training, we hope to have powerboat instructor development training again via RYA Scotland; there is likely to be a charge of £25/instructor for this which I would like to cover from training income.

INFORMAL DINGHY TRAINING

Dolphins and Improvers continue to prove popular and draw in participants from over a wide area (eg Kincaig, Forres & Tomatin) illustrating the unique offering the club makes.

Richard Jenner
09/08/23

Note 6a) 3 items for the board that need to be minuted (excerpt from e-mail from RJ).

The first is the need for the board to implement a recorded checking system for the club RIBs and their equipment. We have had two 'A' category (cease operations immediately) notes in the last 3 years as a result of the RIBs. The first was for out of date flares and the second was for faulty fire extinguishers with no record of service or purchase. I do a pre-inspection check on equipment (I arranged with David V for a new first aid kit) but there is a lot to cover with the 18 club dinghies, the various documents I have to produce and the inspection form I have to fill-in so I can miss somethings. Really, the RIBs should be up to standard all the time and not just at inspection.

Second item is the intention to implement a one-day Club SO course. PBL2 does not cover SO duties and we have been firmly reminded that we must not stray off the syllabus for PBL2 as it can be a commercially endorsed qualification. The RYA Safety Boat course is 2 days and covers items (eg kayak & windsurfer rescue) that are not that relevant to the club SOs while not covering much on the management of safety. You have seen the syllabus we have produced for a Club SO course which we now need to develop in to a lesson plan. Within this we have recommended that on completion of the Club SO course, the trainee completes 3 ASO duties (to include some driving) before taking on SO. This is an item that is as much to do with club management and safety as training so we need the support of the board to implement it.

Lastly, as you will have seen, we should stop offering RIB rides as part of fundraising as our vessels are not coded. We can offer members familiarization trips but not for payment or donations. This needs to be recorded.

Note 6 b) (excerpt from e-mail from RJ).

The fire extinguisher receipt (less the VAT element) needs to be available at the club for inspection/proof that extinguishers are in date. I suggest we may need a separate folder that records flare dates, the attached receipt and the expiry date of first aid items carried on the RIBs plus some sort of record of regular checks (does anyone ever look in the grab bags?).

There is a fine collection of rusty fire extinguishers in the side store and these should be disposed of.

Report on our new Quest dinghy to the CSC Trustees.

I collected the Quest on 5 July from JP Watersports at Port Edgar; JP had kindly lent us a road base which David Finlayson returned 2 days later. Both of us were making the journey anyway (more or less) so there was no cost to the club for collection.

The boat comes as an almost bare hull which then has to be fitted out from numerous bags of parts, following the 80 page guide, before it can be rigged. The guide says allow at least 3 hours but the reality for this first in the fleet was nearer 9 hours spread over 3 afternoons. The majority of parts are by Selden and are of very good quality. There were only 2 minor issues. The supplied cottar pins for the spreader verniers were too large for the holes (replaced by s/s bolts) and there were no reefing ties supplied for the sail (ties made from some spare rope). Once built, the boat rigs easily provided it is done in the correct order. It has a number of features not found on any other boats at the club so some induction training will be necessary for those wanting to use it. The first sail (Marisa & me) was on Friday, 14 July in conditions requiring a reef. We found the boat stable and very well balanced on the helm. The cockpit is spacious.

The boat was then used everyday during Junior Week, first by 2 stage four students and then with Calum Pearson in the boat with 2 students. The boat is spacious and it is practical to have an instructor and 2 students in the boat without the instructor getting in the way (unlike in the Wanderer). Later in the week with the syllabus completed, we flew the kite (see attached) and tried various manoeuvres such as heaving to and sailing backwards and using the trapeze (with a borrowed harness); the boat is an excellent training vehicle. We also capsized the boat and it was scoop recovered by 2 of the medium weight juniors and come-up almost dry although the centre board is quite high when the boat is on its side.

The boat was very popular with the juniors and I hope that we can move forward with a second Quest to the same spec.

Richard Jenner

RTC Principal

Notes to Item 7: Membership Report for Board meeting of 15 August 2023

New members since the last Board meeting are as follows:

Ruth and Ally Beaton plus Junior Murray Beaton - Family
David and Morven Moffatt with Juniors Katy and Maisie Moffatt - Family
Douglas Fraser - Individual
Michael and Marie-Claire Stallard with Juniors Ailsa and Struan Stallard - Family
Dawn Balharry - Family
Rosemary Woodhouse - Individual
Jo Jones - Individual
Steven and Kerry Guthrie with Juniors Fraser Guthrie and Kirstin Guthrie - Family
Gavin Cormack and Autumn MacAulay with Juniors Poppy Cormack and Harry Cormack - Family
Karen Blenkinsop - Individual
Linda Macintosh - Individual
Ann Love - Senior Individual
Fiona Chapman - Individual
Nya Gibson-Proudfoot - Student
Stewart and Lucy Tonkin with Juniors Freya Campbell, Imogen Tonkin and Skyla Tonkin - family
Susy Macaulay - Individual
Alan and Carla Towns with Juniors Alaina Towns and Katie Towns - Family
Kenneth and Heather Burnell - Family

Pete and Heather Baker - Family
Hamish and Iona Higgins - Juniors
Seth Hitchin - Junior
Steve Wilson - Individual
Bettina and Nicolas Carter - Juniors
Rory Banning - Junior
Julian and Steffan Wilson - Juniors
Connor Caddick - Individual

Helen Jenner – Membership Secretary

Note to Item 9: Harbour Master's Update 15th August 2023

[1] our electrician has proposed an alternative solution to replacing the external power supply. That involves fitting within the existing lamp post. This is cheaper and less work than demolishing the existing structure, building up a fresh concrete base, procuring and installing a new pedestal, ensuring protection from vehicles, and possibly having to dig a trench to re-route cabling to meet Board requirements [the latter would have meant digging up a public road]

[2] following up on an earlier email to the owner of the cruiser cradle on the west wall of the harbour I have issued by registered and unregistered post (22/7/2023) a letter requiring removal by 22nd September and noting the Club will dispose of the said item after that date. I have also been in contact with both parties who have expressed an interest in the cradle and told them that the Club will invite bids (if the disposal process commences). I have also pointed out to them that they could approach the owner directly to conclude a transfer of ownership before the disposal process begins. Both interested parties have cruising interests. I propose to move to disposal on the 23rd September with a narrow window to bid - does the Board wish to invite bids from those who have expressed interest only, or from the wider membership?

James

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

A strong sailing season this year, so far. Closing on the Dinghy Regatta and several series completed there has been a good amount of participation.

On average our seasonal series of races has had 13+ participants.

The Dinghy Regatta had a total of 24 participants, with 15 of those in the Musto Skiff class.

Will need to go over 'looking back' on the event items that need coverage.

-Participation/volunteering

-value versus actuals

-significance of behind the scenes last minute emergencies & their resolutions

Cruiser Regatta & Ness Cup upcoming

-Aligned with Paul on possible numbers. It is looking to be low, as I have received replies from 3 boats that I know of that will not be attending.

-Ness Cup is aligned to get a Caley extra safety boat, still arranging with them to give Ben use of a Pioneer. Hoping it will be the larger one like the Scouts have. I will know tomorrow.

-Ness Cup will be higher attendance in my opinion.

The Black Isle Challenge Cup

This will be Diarmid's last one that he will organise. I also would like to arrange a gift for he and Pam as they always do an amazing job of organising and providing an authentic Indian meal for all participants!