



CSC Board Meeting Minutes
Tuesday 12th September 2023 at 7pm in Club House



	Topic	Information	Lead/ Action
1	Present and apologies	Present – SH, MAB, JD, DV, PB Apologies – DF, CT, MW, AE, LP Absent -	MAB
2	Minutes of Meeting of 15 th August 2023	No amendments; approved: JD proposed; DV seconded.	MAB
3	Matters arising from the Minutes.	MW may be able to shift his work pattern and take on safety boat bosun duties (not confirmed yet however). If so can take forward recorded checking system for RIBs and their equipment etc. (item six 1 in Minutes) (MAB to follow through) Safety Boat fire extinguishers can be included in annual checks (DV). MYA – lack of obvious candidates to take on this role. Proposal to just run BICC if we can find someone to coordinate. SH to ask LP. JD to ask DH for any ideas for people and strategy. 2007 and 2011 Honorary Rear Commodore – criteria? Dig into AGM minutes (MAB)	All
4	Treasurer's Report	See note to item. SH to ask DF if we could get another POS reader so can have more than one person collecting money on it at one event. Meantime an old tablet could be used as more generally accessible way to use it. Board approval for fuel storage licence. Subscriptions – suggested 10% increase, including berthing in the harbour. Agreed by Board. Inform members at AGM.	DF, SH
5	Board and appointments	Graham Bull has tendered his resignation to the Board. MAB to update records.	SH
6	RTC Training, Dinghy Bosun and Heritage Member reports	See note to item Ref reimbursement for Ali Taylor Dinghy Instructor course costs, ask Ali to send receipts and confirm proportion to be covered (MAB, DF)	MAB, DF
7	Social Convener update	PB observed that profit on drink for 3 recent events was £4 after liquor licence fee (£10) taken into account. Event organisers are generally vague about numbers and food, and a lot of time taken by volunteers is wasted. Revised catering proposal: For sailing events keep it simple - offer soft drinks, teas/coffees, crisps/chocolate unless very specific event requirements forthcoming. Cold Turkey – ask members to bring a plate of food; no liquor licence AGM – just snacks and bar Burns night – last year rowers organised to raise money (selling tickets) max 35 seated	PB

		Quiz nights – usually well attended and raises money; bar and food.	
8	Membership update	See note to item. New members approved. Possibility to bring volunteering roles more assertively into membership process, including assigning catering etc roles to Dutyman events and allocated as safety/race officer etc duties are now. SH to talk to RE about what is practically feasible with Dutyman.	SH
9	Buildings; Health and Safety	Electrics work outside now finished. Cruisers need to confirm happy with angle. LED bid still pending. Fire extinguishers – will be checked (including safety boat ones) in January Not spotted any more leaks but chasing up builder for those and locks etc	DV
10	Harbourmaster update	Have interest from 5 (4 members) parties to berth boats in harbour. Harbour will be full so probably have to say no to the one non-member. Still no communication from owner of boat in harbour. Bids have been made for cradle.	JD
11	Moorings update	16 th Oct crane out with 27 th and 30 th October as reserve dates	DH
12	Sailing Secretary update	LP will aim to prepare draft sailing programme in November, coordinating together with other activity leads	LP
13	Rowing Update		SH
14	Paddle-boarding and swimming update		
15	Club Development		
16	Promotion Group update		CT
17	Check accident book	Incident involving club member falling into water whilst transferring from cruiser to water taxi (RIB) at end of Cruiser Regatta. No injuries. Recommendation to consider extra crew for water taxi RIB when the conditions are rough.	MAB
18	AOCB	Safety Review update: main risk assessment documentation has been reviewed; have list of actions for the board to be presented; structure of documentation needs to be streamlined in view of multiple activities now taking place at the club. Spending Priorities update: PB to circulate table with explanation of process and SOAP, and ask for feedback/challenge to bring to a Zoom meeting (27 th September 7pm) before next Board meeting, so we can sign off on the prioritisation order, and how much of the list to actually tackle now. Jetskis: We can discourage jetskis but can't ban them. Agreed we put a sign up in clubhouse window with wording as CT suggests, and to include something about "rogue" swimmers (MAB). JD to make simple sign for grass at top of slipway. QR code can be included for paying slipway and visitor fees (SH). AGM reports to be ready by next board meeting	All
19	Date & Location of next meeting	10 th October 7pm clubhouse	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)

Allison Elder (also Swimming lead)

Paul Briggs (also Social Convener)

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

August/September 2023

Membership: Subscriptions this year are significantly up on recent years with several new family memberships still coming in. Subscriptions and small craft dues are currently **£14,484.50**

Subscriptions: We have held subscriptions at the current rate for some years but several impending costs cannot be avoided such as: new electricity contract in February, slipway repairs, harbour bar dredging & other maintenance matters. While club funds are healthy, unexpected costs such as the new outboard engine this season can change that situation rapidly. I would therefore like to take to the AGM the proposal to raise the subscription fee by 10%. This would also apply to dinghy storage. Moorings fees are a separate matter and the current rate is reasonable if the moorings are occupied. It is more important that we have full moorings rather than trying to maximise income from the diminishing number of moorings holders.

RYA/Crown Estates – recording and notification of temporary racing marks: Following the intimation from the RYA that the CE now require notification of all racing marks and that such are to be deployed for a 6-month period only, the requirement to notify the local harbour authority became apparent. This has been discussed with Inverness Harbour Trust and the chief executive has given reassurance that our temporary racing marks do not interfere with harbour operations. He did note however that any change in use of the North-shore deep-water channel might require the harbour trust to review our temporary marks. The CE currently make no charge for temporary racing marks and the notification process is managed by RYA Scotland but there is the potential for the CE to see this as another money-spinner in the future.

Point of Sale card reader: This has been used at several events and has worked satisfactorily. However, it can only be linked by Bluetooth to one other device at a time which limits our ability to track payments. All card payments to date have been applied to the catering cost heading.

Quest: The first Quest has been purchased since when there have been more donations toward the Quest fund. No action should be taken to purchase a second Quest until at least the first Wanderer has been sold and further decisions should be taken in the knowledge of the price raised for the first Wanderer sale.

Health & Safety: I am in correspondence with the RYA to ensure our policy is appropriate especially considering the slipway incident. My interpretation is that it was not RIDDOR reportable but I will clarify that with the RYA. I will also seek their advice on signage for the slipway harbour and their view on harbour jumpers. Exploring this topic reveals that we should have a fuel storage licence (storing between 30 & 275 litres of petrol). We comply with the storage requirements but a licence will be £46 annually from the Highland Council. I seek board approval to go ahead with this.

Exceptional expenditure: There have been no items of exceptional expenditure since the last board meeting.

Balances as at 05/09/2023 are:	Sept	August
Bank account:	£51,587.97	£51,774.76
PayPal:	£302.36	£73.75
Total:	<u>£51,890.33</u>	£51,848.51

05/09/2023

Note to Item 6:

RTC PRINCIPAL/DINGHY BOSUN/HERITAGE MEMBER UPDATE TO THE BOARD FOR THE 12 SEPTEMBER 2023 MEETING

DINGHY BOSUN

At the time of writing (4 September), the club dinghies are all serviceable. Lake T requires a gel coat repair to the hull on the starboard quarter as a result of contact with the harbour wall during training; the damage is above the water line and the boat is still usable.

Minstrel is due to be used on Tuesday (5 September) at Improvers by one of the 2 potential buyers.

The Quest has been tested 'cat rigged' (mainsail only - reefed) in 20 knot winds and sails well as a single hander on all points of sail (noticeably better than a Wanderer) including tacking in significant waves; this means the Quest could be used as a single hander for the large or less mobile sailor.

RTC

INSTRUCTORS

Ali Taylor qualified on 1 September as a Dinghy Instructor & Race Coach Level 1 following a 5-day course at Loch Insh. I've encouraged him to request a grant from the Board towards his costs to be covered from training income.

The powerboat instructors' Continuous Professional Development went ahead on 2 September (4 club PBIs, 2 sea scouts) and focused on dinghy rescue techniques. RYA Scotland is probably going to waive their fees (£25/student).

We have an OnBoard instructors' training day on 30 September and there will be no charge to the club.

FORMAL TRAINING

The formal training programme has concluded although there are 3 adult dinghy students yet to be assessed to confirm they have reached Level 2.

We have issued 56 RYA certificates this year (dinghy & powerboat) which is probably a record (51 in 2022). This may increase to 59 following the assessments mentioned above.

Dates have been set in July 2024 for junior Stage 1 and Junior Week following requests from parents.

INFORMAL TRAINING

Dolphins and Improvers are due to conclude this week. Both activities have proved popular with Improvers running at capacity (generally 6 students but can be extended to 9 in 6 boats) and Dolphins running at up to 15 sailors (capacity is 18 sailors in 12 boats).

CI powerboat is planning a half day informal Safety Officer training on 28 October (shore-based).

HERITAGE

I have been booked to do a talk for the Fortrose & Rosemarkie Local Heritage Group on 9 September 2024 (!).

Richard Jenner

04/09/23

Note to Item 8: Membership Report for Board meeting of 12th September 2023

New members:

Steve and Sharona Parker - Family

Charlie Torley - Junior

Hanako Cameron – Individual

James Nicholson and Sarah Hodgson - Family

Sarah MacLean and Gordon Linklater - Family

Subscriptions and storage charges - are now being applied at the reduced "Post 1 September" rates.

Helen Jenner