



**Main Committee/Board Meeting Minutes**  
**Monday 21 February 2022 at 7pm by Zoom**



	Topic	Information	Lead/ Action
1	Present and apologies	Present – SH, DF, MAB, DH, JD, MW, CT, LP Apologies – DV; no absences	MAB
2	Minutes of Meeting of 13 January 2022	Approved without amendments. Proposed DF, seconded CT.	MAB
3	Matters arising from the Minutes.	Poor condition of west end gable door in attic reported by DF. <b>MAB</b> to ask DV if could come up with proposal to fix it Gregor has not come back to LP with quotations for solar-powered webcam/weather station; <b>LP</b> will keep following up. Richard Evans has ideas too.	<b>MAB, DV</b>  <b>LP</b>
4	Treasurer's Report	See note to item.  Happy with member income at this stage in year.  Mooring – agree to leave fees as are.  Waiting for Tim M to give DF invoice for metal detector, that has now been purchased.  Waiting for old bank account to close.  Paypal still unresolved.  Zero Waste Assessment report briefly discussed. Agreed not to do anything new; fluorescent tubes can be replaced with modern ones when they fail. Development Group could consider infra-red heating in changing rooms, but this would have the effect of increasing not decreasing our power consumption.  Insurance cover is for up to 249 members, should still be OK even with increased membership numbers (about 160 members last year).  Cyber Insurance discussed. This would cover legal costs, penalties (GDPR breach; investigation to manage comms; ransomware attacks etc.). Range of views on perceptions of risk (including liability) club faces. Perhaps more advice needed. DF to find out more from Gallagher, and Richard Evans's views, with his IT involvement and experience. SH felt that problem more likely to be with information on individuals' computers. Suggestion that should have audit of where data is and where breaches may be. LP has experience of this and can do GDPR checks, which she will check with SH.  Insurance for a PAD (see item 8) £250 excess if it is in a cabinet.	DF
5	Board, Committee and appointments	Note: For the time being, Helen Jenner is happy to take responsibility for keeping the tuck shop, hand soap, toilet rolls and hand towels stocked; and MAB is taking clubhouse bookings and liaising with the cleaner.  Social Convener – last year Trina McEwan was helping out with some catering; however she is not renewing this year. For now we	

		<p>will run with seeking volunteers to sign up for specific tasks listed for individual events.</p> <p>LP has volunteered to be Sailing Secretary.</p> <p>Also see item 14</p>	LP
6	Training report	<p>See note to item from Richard Jenner (RJ), RTC Principal.</p> <p>Suggestion from CT that given how quickly places are being booked up, including from new members, that we should actively communicate with members to bring them up to speed and tell them that if they want their kids to join they need to sign up. CT to follow up.</p>	<p>RJ</p> <p>CT</p>
7	Membership update	<p>See note to item from Helen Jenner (HJ), Membership Secretary.</p> <p>Discussed the viability of having an exit survey for leaving members. JD noted that terms &amp; conditions of joining would allow; providing names/addresses not included then not GPDR issue. CT agreed to look at questions for exit survey.</p>	<p>HJ</p> <p>CT</p>
8	Buildings; Health and Safety  First Aid equipment	<p>DV reports that Fire Safety Checks are due; he will action these. He will also fix the broken toilet roll holder in the ladies' toilet.</p> <p>Ensure we have a system for checking First Aid kits regularly (DV has volunteered to do this) (MAB to check with RJ ref First Aid kits on RIBs plus rowing skiffs)</p> <p>Agreed to buy pulse oximeters + TPAs for RIB and skiff First Aid kits – MAB to source/cost</p> <p>Discussion on AED. Agreed is good for community. Increasingly makes sense especially with more First Aid trained people. Opportunity if can't get funds to do community fundraising to raise profile. DF to get in touch with Lucky2bhere and get them to advise and all costs etc. by next meeting</p>	<p>DV</p> <p>MAB, DV</p> <p>MAB</p> <p>DF</p>
9	Harbourmaster Report	<p>See note to item.</p> <p>Miss Adventure – next steps for her disposal. JD has asked HJ to tell if not renewed membership by deadline (1 May); or if they do renew then try and get something done by crane-in. Winter storage conditions are clear – that property will be removed after crane-in. This is now included in terms &amp; conditions. DH has been attempting to make further contact and will continue to follow up.</p>	JD, DH
10	Seasonal berthing in harbour and other harbour usage	Revised form of words circulated since last meeting agreed by the board. JD to arrange with Richard Evans for it to go on website.	JD
11	Moorings update	<p>See attached notes. Ideally want to get divers in before last two weeks in March.</p> <p>LP to check whether any of the trailers in dinghy park are likely to need to go; thought to be unlikely.</p> <p>DH spoke to owners of white dinghy at W end of dinghy park: they are coming to dispose of it</p>	DH, LP
12	Club Development Group update	See note to item	MAB
13	Promotion Group update	See note to item.	CT

14	Events Programme Subgroup	<p>See note to item</p> <p>MW, LP and SH met and agreed that the events subgroup needs to be a separate entity from sailing secretary/subcommittee so we don't have volunteer burnout.</p> <p>Events group to provide cross-over support and agree to the oversight of events. It would oversee:</p> <ol style="list-style-type: none"> <li>1. Note the events/dates for the season.</li> <li>2. Ask for help in each area (catering, registration/guidance persons, safety/race officer/key roles.</li> <li>3. Have a list of people from each area of the club who are noted volunteers or who have stated they would be.</li> </ol> <p>People want to help but given a vague idea it falls short. So we need to get a schedule. This way the direction is clear for volunteers to be able to commit.</p> <p>LP plans to create the sailing schedule with Richard Evans this week and the Sailing Committee will meet again on 11 March.</p>	LP, MW
15	Safety boats update	LP worked with much-appreciated help from Richard Jenner on Ness and the steering issue has now been fixed.	LP
16	Dinghy Park management update	Dinghy Park boat inventory has now been completed by LP, Helen Jenner and Ivan Murphy. Ivan has agreed to be the new Dinghy Park Coordinator. Tags on all boats (just two uncertain but checking). Trailers as yet unidentified. May ask members to identify. Kayaks and windsurfers can probably be identified by HJ. Will then put dinghy park plan in Race Office so can identify owners of boats when needed after storms etc.	LP
17	CASC wind-up and SCIO update	<p>OSCR Principal Contact has been changed to MAB.</p> <p>OSCR has been notified of the change in the Constitution and it has been accepted by them.</p> <p>Work on TAR is ongoing (MAB) (due by June).</p> <p>Trustee/ex-trustee register in One Drive has been updated.</p> <p>Richard Jenner reports that Joe has submitted his bill which has been paid. The lease transfer is complete, the club house deeds have yet to complete registration (can take years) but the submission was OK. Basically, we are there.</p> <p>As per item 4 bank a/c form closure form has gone in, no money left, but still nothing has happened. CASC is no longer, once bank account is closed. DF to chase up.</p> <p>HMRC informed all up to date.</p>	MAB, DF
18	AOCB	<p>SUP – Claire Scott would like to programme some peer social paddles to coincide with high tide, fortnightly. She is concerned about who has liability or responsibility for events. If it's a club organised activity which is open to any members then must be organised by somebody from club. If it is a member-organised activity then up to their own devices.</p> <p>Rowing skiffs do a risk assessment; if sessions for SUPs going out together are put on calendar they can do risk assessments likewise. Should look out for opportunities provided by multiple</p>	MAB

		<p>activities going on concurrently where could share resources eg safety cover when recreational sailing on a Friday evening.</p> <p>Coaching for SUP – Claire to get costing; if can get reduced fee then could charge members for sessions. Same principles to apply across disciplines as already have for eg sailing training etc.</p> <p>Swimmers – using the club regularly. But would be good to engage them and see what sort of things they might like to do with club support. Something for Development Group. If we get a big cohort of swimmers in the club it would be good to get one on the Board.</p> <p>Richard Evans has been looking at One Drive. MS and Google can give more space for storage. Looking particularly at the Google option; can use Google meet instead of Zoom etc.</p>	
19	Date & Location of next meeting	28 <sup>th</sup> March 7pm Clubhouse	MAB

#### Officers of the Club/ Office Bearers of the SCIO:

Sandra Hogg – Commodore – SH (also Commodore under the SCIO Constitution and Rowing Secretary)

Treasurer – David Finlayson – DF (also Treasurer under the SCIO Constitution)

Secretary – Marisa Astill-Brown – MAB (also Secretary under the SCIO Constitution and Club Welfare Officer)

#### Committee/Board General members:

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

Diarmid Hogan – DH – (also Cruiser Liaison and Moorings Convener)

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

Mike Wilson – MW

Chris Taylor – CT

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

*Social Convenor – Vacant*

#### **Note to Item 4 – Treasurer’s Report (DF)**

##### **February 2022**

**Membership:** Membership income is presently (16/02/2022) £4,760 to which should be added income from dinghy storage currently at £ 2235 for a total of £6995. This is comparable to previous years for this stage in the renewal process giving some confidence in the adjustments to the subscriptions and fees. There has only been one query about an apparent increase in rates for certain groups but this member has subsequently renewed after explanations of the reasoning as given at, and approved by, the AGM.

**Moorings:** In the absence of any further information about moorings costs for the coming season due to weather-related delays, I recommend keeping mooring fees the same as last year.

**Extraordinary expenditure:** The legal fees related to the transfer of the title for the clubhouse and reassignment of the harbour lease to the SCIO have now been paid in the sum of £3584.00.

**Bank Accounts:** The process of adding and removing signatories has started and the treasurer has had acknowledgement of the request to close the old account, which request was countersigned by Richard Jenner. The request to add Marisa has been sent off but not yet confirmed.

**PayPal:** I have been unable to make progress with changing the PayPal account in spite of uploading my identifying documents. I will continue to try and work on this. Meantime this is the only vulnerability in the accounts as it has been set up to only require a single signatory for expenditure or other actions. I propose to transfer funds promptly to the bank account retaining only a small amount in the PayPal account in case refunds are required.

**Zero-waste Scotland:** Treasurer met with an advisor from ZWS to do a survey of the clubhouse. The club has already taken steps to mitigate its environmental footprint with point of use water heating for showers, some loft insulation and fluorescent lighting. Electricity bills are already low but changing to LED lighting might be cost effective. Changing heating to infra-red would be likely to improve comfort for members but might have the adverse effect of raising bills. There were no other simple measures we could take. The energy efficiency report has been circulated.

Suggest changing any fluorescent tubes as they break but the wider expenditure to convert to LEDs cannot be justified at present. I do not think that infra-red heating is viable either although members may wish to discuss as part of the development plan to make the environment more welcoming.

**HMRC:** A corporation tax return for the 20/21 accounting year has been submitted as requested by HMRC and acknowledged

**Insurance:** Preliminary notice of insurance renewal has come (due 01/04/2022) The Topaz (still to be paid for and collected by the treasurer) will be added. The brokers have suggested cyber-insurance at £116 and the paper on that is attached for the board to consider.

Balances as at 16/02/2022

Old account: £ 0.00

New account: £ 56,318.86 (after payment of legal fees)

PayPal: £481.09

**Total: £56,799.95**

#### **Note to Item 6- RTC UPDATE TO THE BOARD AS AT 17 FEBRUARY 2022 (Richard Jenner, RTC Principal)**

##### **First Aid**

We've contracted for 32 places with Compass Sea School at a cost of £2000 (£62.50/place versus £100 individually in Inverness).

We've agreed a fee of £35 for instructors and £50 for all other members.

The first 2 courses 10 & 11 February were full (16 members total).

There is currently one place left on both 12 & 13 March.

##### **Powerboat**

We have a PBL2 course on 19 & 20 February supported by 3 instructors so we have 7 signed-up with the intention to use both RIBs and Meikle. Cost £35/place

We are scheduling a 2nd PBL2 on 16/17 April with 3 places to support Loch Shin SC (£70/place). We may also be able to offer 3 places to club members subject to instructor availability – in this case we would use Meikle in place of the 2nd RIB on Sunday afternoon if there is racing scheduled.

##### **RYA Dinghy Instructor Course & Annual Inspection**

The DI course is scheduled from 2 – 6 April.

Tim Lloyd has dropped-out, so we have 5 out of 6 places filled.

Jane Campbell-Morrison MBE will deliver the course at a cost of £180/day = £900

Richard Hermon will moderate (£180) and also carry out the RTC inspection.

RYA Scotland is pay Jane & Richard's travel costs.

We are charging £80/place to members and £35 for Ali Taylor who will attend the whole course to gain an Assistant DI ticket (too young for a DI ticket). The club will need to pick-up £645 unless we can fill place 6 (either internally or externally).

Compass Sea School can provide 'Safe & Fun' for £5/student (ie at cost).

##### **Adult Dinghy**

We have a L1 course 14/15 May – fully subscribed (6) including 4 new members.

We have a L2 course 28/29 May – again fully subscribed.

##### **Junior Dinghy**

We have a S1 course 11/12 June with 3 out of 6 places taken (all new members). Cost £60/place.

We are running a 2nd S1, afternoons from 11 -15 July with 5 out of 6 places taken (all new members). Cost £75/place.

Dolphins starts on 21 April with the last session on 1 September (11 sessions). These are signing-up well (9 out of 18 places taken already).

Junior week will be 26 – 29 July. Twelve of the 18 places are already taken. Cost £150/place.

### **Instructor Continuous Professional Development**

Four Chanonry SIs/DIs have signed up for CPD at Loch Insh on 27 March (cost £25/head).

### **RYA Publications**

I attended a virtual RYA Training Conference on 5 February and obtained a 50% discount code on publications and ordered sufficient training material for the whole year at a cost of £335.19.

### **Note to Item 7 – Membership Report for CSC Board meeting 21.02.2022 (Helen Jenner, Membership Secretary)**

New members:

- Craig and Angela Stuart – Family
- John Stephens – Individual
- Allan Matheson – Individual
- Claire Ellis and Robin Frimer – Family
- Donna Allan – Family with daughter Kirstin who was previously a Junior member
- Laura Murphy – Family with Ivan Murphy who was previously an Individual member
- Claire Robertson – Family with children Aileas and Cameron who were previously Junior members
- Claire MacPhee – Family with Gordon Robinson who was previously an Individual member

Membership renewals:

- On 23 January the initial email went out informing members that renewals were due.
- Subsequently a further reminder email has been sent to all members.
- At 18 February just under half of memberships were fully renewed i.e. all dues paid and details updated.
- Of those not fully renewed I am waiting for 18 who have paid but not updated their details.
- 17 members have informed me that they are not renewing – these have been removed from the membership and recorded in the “ex-members” document on the Club OneDrive
- Rather than annoy the whole membership by sending out another “scattergun” email I will, over the next few days, separately email those who have not yet renewed.

### **Note to Item 9 – Harbourmaster report (JD)**

JD working with Richard Evans to update website content on relevant to the harbour, this has included drafting t&cs for winter cruiser storage and harbour berthing, and will include an updated section on Navigation. Next tasks:

- a safety inspection, we currently have one ladder with missing lower section (maybe Peter has it... ), and at least one other where the bolts at the base are coming out of the wall.
- need a couple of new chains on the wall for attaching warps.
- start work on options around shoal removal and the required marine licence.

### **Note to Item 12 - Club Development Group (CDG) (MAB)**

The CDG (MAB, SH, JD, LP, CT) met on 31<sup>st</sup> January. MAB has taken on the lead role for this group. It was agreed that next steps were to prioritise activities ahead of the season, and had a long discussion about our main assets – club member volunteers. Agreed that key activities had to involve focusing on engaging members in a supportive and social way that encourages them to take proactive ownership and responsibility for their club.

Idea is to have a two-pronged approach: firstly looking at things to try this season, working closely with the events programming subgroup, developing a volunteer management system and identifying the “low hanging fruits”; and secondly to look at the longer term plans with respect to identifying priorities, monitoring trends, and remaining adaptable.

At our next meeting (23<sup>rd</sup> February) we hope to establish how we might coordinate with the events programming subgroup; work on a prioritised action plan based on the objectives developed so far, focusing first on actions for the upcoming season; and to work on developing a volunteer management system.

**Note to Item 13 – Promotion Group (CT)**

The Promotion Group has had its first meeting, primarily to bring those involved up to speed and gauge views. Next meeting is set for 10 March and will start to review the website. Good uptake on PR in Ross-shire and Highland news on the back of a release I issued about Sandra's appointment as chair. Working on another about Ollie's success with the 29er squad. Ross-shire are very keen for stories from us. Costs nothing and good for raising awareness. Filming planned with Sandra on site at the club for a short update for members to help make the board more visible. Aiming to get a Feb newsletter out to members. I'll draft something for consideration. Have also been working on editing drone footage of the fun days from last year that we can use to promote fun days in 2022.