



CSC Board Meeting Minutes
Tuesday 28th June 2022 at 7pm by Zoom



	Topic	Information	Lead/ Action
1	Present and apologies	Present – SH, DF, MAB, DV, DH, JD, LP, CS Apologies – CT Absent - MW	MAB
2	Minutes of Meeting of 3 rd May 2022	Approved by LP seconded by DF	MAB
3	Matters arising from the Minutes.	Check state of play on action points, bring forward any outstanding Clash of dates with Fun day and Ness Cup 28 th August. Possibility to run an RNLI Open Day (instead of fun day) for 27 th – ask RNLI. MW knows Coxswain. MAB to follow-up CYCA dates – LP to ask Richard Evans to ensure CYCA dates in club calendar Winds/tides session by Graham Bull now scheduled DV will follow-up on clubhouse key box in galley	MAB, MW, LP, DV
4	Treasurer's Report	See note to item. L2B here not being v responsive. May need to go elsewhere but PAD needs to be consistent with other Highland ones. Proceeds from fun day expected to get us over the line with fundraising. Fire compliance question from insurances. Dion can't do fire compliance certificate but chap in Nairn can, to ensure all compliant with current legislation. DV says evacuation box always worked until last week (when alarm went off without reason) but may be outdated. Probably need fire risk assessment. SH can dig out info on this as has done it before. Compliance more to do with building and alarms (DF), sensors etc to fit with new Scottish legislation. MacGregors can do testing but not compliance certificates. DV spoke to Alec Mann – suggest may not need to change as use hasn't changed. DF to phone chap in Nairn and see what requirement might be. SUP payments for courses – question raised about how to convert course participants to members? Wind/tides session may draw some of them in. CS said ratio of non-members:members is about 2:3. Have follow-up questionnaires for fun day to follow-up (SH). Key will be having activities on offer for SUP.	SH, DF
5	Board, Committee and appointments	CS welcomed to Board	SH
6	RTC Training report	See note to item from Richard Jenner (RJ), RTC Principal. NB PBI course – Board approval needed for fees to be set as follows: 2-3 external students @ £250 and 3-4 club members @ £80-£100. MAB to follow up with RJ	MAB
7	Membership update	See note 7a to item from Helen Jenner (HJ), Membership Secretary. Memberships approved.	SH, MAB

		<p>RYA census – we don't collect disability and ethnicity data. Perhaps next year membership data should include this. Bring up in January in time for new membership year.</p> <p>Dinghy park – action for unpaid for dinghies – have two months to pay up and we can then take action to dispose of their property. Propose template to say pay up or we will take action. SH to draft letter.</p> <p>See also further note 7b to item MAB to inform HJ as membership sec (note)</p>	
8	Buildings; Health and Safety	<p>Loft work outstanding but should be finished next month. Fire alarm issue as per item 4.</p> <p>Agreed copy of balcony key should be kept in galley key safe.</p> <p>Outside painting – SH: could be done easily by some volunteers who were keen early on in the year. SH can organise vols; but DV could organise paint and materials etc. after end of term and have list of jobs. For high bits DV can get Alex who did gutters. DV will make plan.</p>	SH, DV
9	Harbourmaster update	<p>JD has written to Miss Adventure owners and has proof of delivery. Owners have had more than stated 28 days to remove the vessel; no acknowledgement received. Suggest skip, angle grinders, cut it up. JD (with DH) to visit vessel owners so they are clear of our intention to dispose of the vessel and our intention to charge costs back to owners. JD to e-mail Police Scotland to confirm they have no interest in the matter. If once invoiced for the cost of disposal owner's don't pay, Board to consider Small Claims action.</p> <p>Harbour bar no progress yet.</p>	JD, DH
10	Moorings update	<p>Review Sea Scouts agreement re harbour/mooring fees</p> <p>Peter Jansen – not quibbling just asking for a discount off £350. DH said FreeByrd on mooring that would cost more normally. Pioner is established arrangement including unlimited use of clubhouse. Mooring for Freebyrd also covered, and action of putting boat on mooring constitutes agreement. Discount between mid and inner mooring £170, so already a good discount. DH to go back and say thinks we have agreement, but doesn't want any ill feeling.</p>	DH
11	Sailing Secretary update	<p>Dinghy Regatta and Ness Cup issues:</p> <p>Dutyman and Team-up confusion – LP and RE working on wording</p> <ul style="list-style-type: none"> • Volunteers – have RO, SO and ASO for regatta, some possibilities for Ness Cup. Beach master, registration. • RNLI Liz Watson fundraising • Alcohol licence – Highland Council not helpful but LP will fill form tomorrow for occasional licence • Publicity. • Prizes Caley Marina offering inflatable life jacket (?Fun day auction?). CS has contacts to get bag of generic water sports gifts. CS could get for fun day free lesson voucher. Gael Force vouchers 	LP, CS

		<ul style="list-style-type: none"> Awards for sailing racing series: question of how to handle this with number of cancellations due to weather and/or low participation Communications about racing protocols – when is cancelled, responsibility of RO. But usually there is no RO. System failing because of lack of volunteers. 	
12	Rowing Update	Lots of regular rowing activity and steady stream coming to try out. We're attending Avoch Regatta on 16th July. Hoping to get some PBL2 qualified rowers to do the Meikle conversion so we can do coaching from there.	SH
13	Paddle-boarding and swimming update	SCA long training programme CS has now done core competences module and training. Final assessment 23/7 which allows not to have to bring external coaches in at club. Socials is difficult – Coastal Leadership Course but challenging criteria. Water Skills Academy has more accommodating courses. Adventure guide allows for socials in sea and river. Looking into using own kit for lessons insurance-wise. Ready for SUP FB page. Graham is already qualified and could do socials, must be other members who are able to share this.	CS
14	Club Development Group update	Volunteering – RYA Volunteer Framework meeting 13 th June Inverness; offer by RYA to help CSC support thinking on volunteering. MAB to follow-up	MAB
15	Promotion Group update	Routine publicity associated with club activities continues to be addressed.	CT
16	Club-level activity safety and good-practice standards and management	Links with volunteer management and activity leads. Communications and member awareness of responsibilities for own and dependents' safety and competence when participating in club organised activities. MAB to look at scope of issues and suggest actions with small group	MAB
17	AOCB	<ul style="list-style-type: none"> Club radios 2 radios and one charger purchased by Steve Bramwell. Agreed that two radios per boat policy is unworkable and unsafe with current resources. New radios have long battery life so one should be sufficient. Info to be shared with activity leads to disseminate (Sailing Sec (LP), Rowing lead (SH), SUP lead (CS)) New Welfare Officer has been identified – Donna Allan. In the process of switching responsibilities and RYA bureaucracy (MAB) Safeguarding Policy Update (draft attached) – approved by board; to be updated on website and change WO name and contacts once formally processed by RYA (MAB) Fun day arrangements in hand LP would like to instigate a regular Saturday morning social event in the clubhouse – will identify dates and put in the calendar 	LP, SH, CS, MAB
18	Date & Location of next meeting	29th August 7pm at 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 (also Club Welfare Officer)

Board General Members and Trustees:

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)

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

Mike Wilson – MW

Chris Taylor – CT

Claire Scott – CS (also SUP lead)

Social Convenor – Vacant

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

June 2022

Membership: Membership income is presently (24/06/2022) £8,751.50 to which should be added income from dinghy storage currently at £4085 for a total of £12,836.50 compared to £11,404.50 at last report. From the June newsletter it seems that there should either be some more income from dinghies or spaces in the dinghy park!

Extraordinary expenditure: VHF failures have required the purchase of 2 new handheld VHF's for £525 and a new charger.

Bank Accounts: The secretary has full banking access!

PayPal: I have made no progress with PayPal in spite of several phone calls and having forwarded what appeared to be the correct documentation. I will continue to work at it.

Defibrillator Fund: Having confirmed that earlier donors this season were happy for their donations to go towards this fund, we are now sitting at £1418. Recent contact with Lucky2BHere indicates a problem in that the founder of the charity is currently in ill-health causing some delays. They did undertake to let me have details of alternative suppliers but I await further communication from them. From the funds raised, more than £400 will be suitable to claim gift aid.

Balances as at 25/02/2022

Bank account: £ 58,169.96

PayPal: £245.88

Total: £58,415.84

Note to Item 6 - RTC UPDATE TO THE BOARD 26 APRIL 2022 (Richard Jenner, RTC Principal)

In brief, all activities are fully subscribed with waiting lists for some, the prolonged excessively windy weather has played havoc with the schedule and re-scheduling has stretched volunteer support. RYA Scotland has appointed a new Regional Development Officer North (Aberdeen based) and a part-time Regional Activity Coordinator (also Aberdeen based).

The missing Topaz rudder assembly was returned (found under the covers of a Topaz after all covers had been removed previously in the search).

I have an offer to conduct a 3-day Power Boat Instructors' course in August with a day-long pre-assessment in July (all dates TBD). The instructor costs are £720 (4 days), and the moderator costs are likely to be £180 (ie £900 total). The course capacity is 6. Progress on this has been stalled since mid-May awaiting a newsletter to gauge interest. It would also be useful if the Board could agree a

subsidy for CSC members (with 6 students, the up-front cost is £150 each – we may be able to sell vacant space at £250/student to other clubs).

The Regional Activity Coordinator is Kian Sterritt who has been in-touch. His remit is to help with junior retention by providing a pathway for progression including encouraging juniors to race & travel. He is probably going to come to the club on 21 July to help with Dolphins – if this firms-up, I will put on an afternoon session for the more advanced juniors. RYA Scotland will also run a one day 'festival' probably on 27 or 28 August, possibly at Lochcarron SC, and this will be a 'bring your bag' day where juniors will be provided with boats for on the water fun.

As the school holidays approach, the formal training programme is becoming very busy.

Richard Jenner

RTC Principal

21/06/22

Note to Item 7a – Membership Report for CSC Board meeting 28.6.2022 (Helen Jenner, Membership Secretary)

1. New members to report:

Jasper Thomas – Junior

Stuart Davies and Gwenda Diack – Family

Innes MacDonald – Junior

Ian and Joan Columbine – Family

Geoff and So Wan Arnold – Family

Joy Nelson – Individual

Sally Lawson – Individual

Jane Young – Individual

Tim Gomersall – Individual

Helen Urquhart – Individual

Samantha Marwick – Individual

Clare Bagley and Sandy Hunter - Family

David Guthrie – Senior Individual

Ed Heywood-Lonsdale – Individual

Anna Campbell – Individual

Lorna Mudie – Individual

Laurie Symon – Individual

2. RYA Annual Membership Census

This has been completed and submitted to the RYA.

3. Dinghy Park

Club member Tom Donald still has a Laser in the dinghy park for which he has not paid storage in spite of repeated reminders.

Former Club member Kyle Murray contacted the Club on 9 May to “confess” to still having a Laser in the dinghy park in spite of not having renewed his membership in 2021. It had not been possible to work out who the owner of this boat was during the dinghy park survey earlier this year. The boat has now been identified and labelled. In spite of having been sent the membership form and link to payment for subs and boat storage he has not rejoined. I have sent him an email letting him know that I would refer this to the Board. We have an email address and current postal address for him.

Note to Item 7b – potential membership application

The commodore received information from another local club about a member they had expelled that may seek membership of CSC. This was shared with the club's Welfare Officer (and Secretary) and Treasurer as office bearers.

The Welfare Officer asked for advice from the RYA Welfare team and their advice was that if they applied, we should not accept them to the membership.

The potential applicant approached the club through the Welfare Officer and asked for a meeting to put their side of the story.

The Welfare officer, Commodore and Treasurer met with them in mid-May 22.

After the meeting we concluded that we had to put the interests of our members first and, if an application for membership was made, we would recommend to the board that it should refuse membership as per clauses 16-18 of the Constitution.

The potential applicant asked us if we would support an application and we said no.

The potential applicant acknowledged our response.