



CSC Board Meeting Minutes
Monday 3 May 2022 at 7pm at CSC Clubhouse



	Topic	Information	Lead/ Action
1	Present and apologies	Present – SH, DF, MAB, DV, DH, JD, CT Apologies – LP, MW Absent -	MAB
2	Minutes of Meeting of 28 March 2022	Approved by MAB seconded by DF	MAB
3	Matters arising from the Minutes.	Check state of play on action points, bring forward any outstanding. DF reported that intruder alarm issue is fine – not needed; nor are daily inspections. Cyber-insurance – agreed to leave it for now.	All
4	Treasurer's Report	See note to item. £855 has been raised towards the defibrillator, which includes a £200 donation from Bryan Smith on behalf of the Inverness Rotary. For the fun day takings DF proposed we take catering costs from ordinary club running costs as they are fairly minimal. Still to come may be a corporate donation from some swimming members. Memberships receipts are now up to £8,164, so actually ahead of where we usually are by this stage of the year. Coastal radio licence will renew shortly. But NB DF is licensee not club. Topaz rudder has reappeared so will not need replacing. As soon as MAB on internet banking Janet and Jenners can be removed as signatories. Card reader – number of practical considerations. SH knows of local trust that has started using one so will see what their experience is. Can get contracted ones or pay as you go (1.7%) Fun day insurance for boats – will park this for now.	DF
5	Board, Committee and appointments	Claire Scott is happy to join the Board so SH proposed and there was unanimous agreement to co-opt her. MAB to get in touch with her, point her to info about being a Trustee; and arrange with RE for her to have access to OneDrive Social convener – it is felt that particularly after a successful fun day this function will organically grow.	SH, MAB
6	RTC Training report	See note to item from Richard Jenner (RJ), RTC Principal. Club boat maintenance - new member has specifically identified this as an area to help out with; has signed up for Improvers, so MAB will follow up.	RJ MAB
7	Membership update	See note to item from Helen Jenner (HJ), Membership Secretary.	HJ
8	Buildings; Health and Safety	LP going to give DV list for First Aid kits Fire Extinguishers being tested Weds 4th May – they get fixed as part of the process. DV will chase local resident who has offered to fix leak in loft.	DV, LP

9	Harbourmaster update	<p>See attachments ref. harbour issues</p> <p>Carry forward bar proposal, JD not yet had time to develop.</p> <p>Miss Adventure – paperwork owners signed would have it removed by 1 May. But it hasn't been removed. RYA legal advice is to do what we said we would do – cheapest option. Joe Duncan feels no prob to put on truck and put on his drive. JD draft letter and then can take with him + someone else (DH volunteered to accompany him). RYA suggests cheapest option. Need to give reasonable time. Our intention laid out in letter: ie cut up and put in skip. Give him 1 month advance warning before we act.</p> <p>Paddleboard Yoga – local resident has raised objections about peace, tranquility etc of harbour. JD to reply to say we are happy about it. Cc to the community council.</p>	JD
10	Moorings update	<p>See attached report.</p> <p>Crown Estates – DF: will pay for 14 risers. 9 already taken. DH will try to get 5 strops ready for remainder.</p> <p>Bay raider going this week.</p>	DH
11	Sailing Secretary update	<p>Fire extinguishers replaced on the RIBs; First Aid Kit checklists not completed yet. I'll have that done this weekend.</p> <p>Ness Cup date has changed as we had mistakenly scheduled it on 12 June, HW is not the right time for that date, it is now changed to 28 August.</p> <p>Richard Evans is going to give us a Sailwave class. It is in TeamUp and will be open to others as well.</p> <p>DH noted that CYCA programmed events not on calendar</p>	LP
12	Rowing Update	<p>Nothing much to report. Good weekend at Loch Awe social and competitive rowing. Some regattas coming. Sunday rowing team is keen.</p>	SH
13	Paddle-boarding and swimming update	<p>See note to item</p> <p>Seem to be various paddle board standards/qualifications eg SCA, WCA. SCA seem to be quite high level. See standards point (16).</p> <p>Sutherland Adventure Company training well received.</p> <p>SH met with swimmers, happy with using facilities. Would like to organise a longer swim to Avoch with support; training on winds/tides. MAB to get in touch with CS and Graham Bull to see if they might be able to provide such training, with suggested mentors</p>	CS MAB
14	Club Development Group update	<p>Development Group has been distracted by immediate tasks relating to start of season activities. However it will re-group and return to addressing club development at a strategic level. But slowly over summer as members busy with club activities. List of prioritised improvements to clubhouse started; responsibility for immediate actions here to return to Board level.</p> <p>The question of paying for expenses for folks to be able to bring their special boats over for eg fun days was discussed. On balance it was felt to be too risky a precedent to set.</p> <p>DH reported kids jumping on the Optimists stored on the harbour wall, and the question of CCTV for the harbour – this is something LP was following up with Gregor Fisher?</p>	MAB LP
15	Promotion Group update	See attachment	CT

16	Club-level activity safety and good-practice standards and management	<p>See note to item about power boat instructor training. Agreed we would like to move ahead with setting up a course that suitably qualified members might be able to participate in. MAB to liaise with RTC Principal.</p> <p>Safety Boat sessions have been programmed in for June. MAB to follow up with any other resources forthcoming from RYA.</p> <p>Non-sailing leads to consider drawing up club safety and good practice guidelines drawing on RTC guidelines. MAB to send RTC guidelines to different activity leads to use as basis for drawing up guidelines for own discipline.</p>	MAB
17	Keys	<p>There are a few keys held by individuals including:</p> <ul style="list-style-type: none"> • cleaners cupboard and bar (held by social sec. now passed to David via Marisa, and cleaner) • trophy cupboard (held by Tim Lloyd and Richard Evans) • at least one other locked cupboard in the galley <p>I think it would be helpful to keep track of, and make available when needed, these keys by keeping them in a locked key safe on the premises. Spare keys could be kept here too. I propose a combination lock key safe with the code could be made available to board members only. Cost around £40.</p> <p>Board agreed. DV actioning key safe. To be located in galley with combination available to board members only.</p>	SH DV
18	Rowing Trophy/s	<p>The rowers are keen to have a competition that could be awarded at the prize giving. The idea is for a 2 km challenge that could be competed for during the year by various crews, recording their times on a leader board. It would give some in-club competition and drive improvement for those that are interested. It could be split into gender categories (mixed, male, female crews) and/or age. Does the board support this?</p> <p>Board supports this.</p> <p>Are there any spare trophies that could be re-purposed?</p> <p>Looking at existing trophies, it was agreed it would be better to get new skiff-appropriate trophies eg DF has friend who could possibly make wooden skiff models as trophies.</p>	SH DF
19	Discount for low income	<p>Following the last board discussion DF and SH have discussed discounts for people on low incomes. The proposal is to:</p> <ul style="list-style-type: none"> • Offer a budget membership for those on benefits (list of benefits copied from Highlife Highland). • On the website have an option to contact, in confidence, the treasurer to access a budget membership fee • Set budget fee at £10 Individual, £15 family (no other concessions apply) • Waive boat storage fees <p>Agreed. Access by contact with Treasurer.</p> <p>MAB to check this is consistent with club constitution</p>	SH MAB
20	AOCB	<p>Brief reflections on fun day for future reference</p> <p>QR code for taking money not well advertised – could have had them eg on tables where people sitting eating/chatting</p> <p>Buckets for donations at point of going for RIB rides etc</p> <p>Information point and collection of identity + contact details</p> <p>Car parking very busy.</p>	MAB

21	Date & Location of next meeting	7pm 28th June Clubhouse	MAB
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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

Social Convenor – Vacant

Notes to Item 4:

Treasurer's Report (DF)

May 2022

Membership: Membership income is presently (25/04/2022) £7,864.50 to which should be added income from dinghy storage currently at £3540 for a total of £11,404.50 compared to £10,291.50 at last report.

Extraordinary expenditure: Two dive fees have just been paid as the Autumn invoice from Andy Holborrow was never sent. His fees have remained at £1300 for a day's diving. These costs will be covered by moorings fees.

The base station VHF in the starter's box failed requiring urgent replacement at a cost of £179.95. This is a safety critical item for which I agreed expenditure without seeking board approval. Thanks are due to Steve Bramwell for his prompt attention to this.

A Topaz rudder has gone missing. A replacement will be in excess of £300. While not safety critical it is "mission critical" for the club and training especially as early turnout of juniors to Dolphins has been high. I have told Richard Jenner that a replacement should be purchased if the original does not reappear.

I seek retrospective board approval for both of these purchases.

Bank Accounts: The process of adding and removing signatories has progressed and internet banking access for the secretary is awaited imminently!

PayPal: Progress with changing the PayPal account seems to require a letter on club note paper confirming name and address of the previous contact name, name and address of the new contact name, reason for change of contact and signed by club officer/s. I have put this in hand with what I think to be the correct document to be signed by the Commodore and secretary.

HMRC: HMRC have confirmed the closure of the CASC and that no further action is required by the club. I have had no further word about the status of the corporation tax return.

Insurance: Insurers have confirmed that we do not need to have an intruder alarm and that our current inspection protocols are satisfactory.

Insurers have also commented on the use of members' boats for club functions such as fun days (appendix 1) The board is invited to consider this particularly in light of discussions regarding possible use of a member's Drascombe.

Card readers: It has been suggested that a card reader might make payment easier on event days given that folk tend to carry less cash and may not have it to hand if in water-going rig. The board is invited to consider this (appendix 2)

Balances as at 25/02/2022

Bank account: £ 55,117.59

PayPal: £424.61

Total: £55,542.20

Use of card readers

Card readers pros & cons

Pros

- Take payments without cash
- Reduce cash held on premises
- Reduce visits to bank to pay in cash
- Meet expectation of purchasers
- Keeps record of sales

Cons

- Initial and/or contract cost
- % deduction per transaction
- Need link to mobile phone or WiFi
- Need to train user/s in reader/app/connection
- Doesn't identify purchaser

Insurance cover for fun days – email from insurers.

“Dear David

Apologies for the delay I have been on leave, the hiring charges for this year have increased from £ 576 to £ 662 which amends the Insurers quote, therefore the additional premium for the craning operation is amended to £ 148.29 including tax @ 12%. Please find attached the temporary endorsement providing this cover and our invoice - this will be added to the existing direct debit with Insurers.

Regarding the fun day, we can confirm that taster sessions for potential new members signed in a temporary members would be covered but we are only covering the club boats listed in the schedule - any members boats being used for taster sessions are not insured - if the club would want these vessels insured under the club insurance whilst on loan to the club for this activity only, then we can add the insurance for the fun day whilst being used for this purpose - this would not include any personal use by the owner as they are expected to insure their own vessel for their own use. We would need to know a description of each boat and the value and that they are on loan for just the 1 day only and we can then provide a quote. If members are happy for their boats to be used by third parties and are insured that is up to them as no cover will be provided by the club but **we tend to find in the event of any accident involving damage or liability then the members expect the club to cover their costs rather than claim under their own insurance.**

Await your further advises.

Kind regards

Claire Thornton Dip.CII – Senior Account Handler
SME & Personal Lines”

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

The RTC passed the annual RYA Inspection on 5 April with no action items (the inspector made a point of checking RIB fire extinguishers, so it was good that these had been replaced).

Four members passed the DI moderation on 6 April (Chris, Graham, Oli & Kyle) and Ali (too young for the DI course) obtained his ADI certificate having attended part of the course and then local orientation. Unfortunately, Simon Sims has had to withdraw from volunteering to instruct which means we have only one active SI and only 2 PBIs; we should prioritize finding at least 2 more PBIs.

Helen & John ran the second PBL2 course of the season on 16 & 17 April. Three of the students were from Loch Shin SC; the other 2 (one drop-out due to Covid) were club members (Orla & John S).

The first Dolphins of the season (21 April) had 17 attend (4 new to the club); as it was very gusty and cold, we stayed ashore and did rigging and dry drills. There are 15 signed-up at present for the next session on 28 April.

There were a few equipment failures during the DI course – all rivets on topaz that failed due to age – and these have all been repaired. The new Topaz ('Freya') is in very good condition just requiring a little fettling (which is done) and I sailed her in the races on 10 April with a 'podium' in the second race. Rather worryingly, a complete Topaz

rudder assembly is missing (it was there when we recommissioned the boats) and a search of the club house has failed to locate it. We have a spare blade, but the tiller, extension and stock will cost over £320 to replace. I will order the parts next week if the rudder has not been found.

We have RYA Level 1 & 2 courses in May and they are fully subscribed.

Richard Jenner

RTC Principal

Note to Item 7 – Membership Report for CSC Board meeting 3.5.2022 (Helen Jenner, Membership Secretary)

New members to report:

Alice Brockington and Ellis Ash – Family

Mary-Anne Carter – Individual

Simon and Trine Hammock – Family

Shelley McEwan – Individual

Richard Robinson – Senior Individual

Fraser Swaffield – Junior

The 2022 membership renewal process is now complete. The final list of past members who did not renew is available on the Club One Drive in the membership folder.

Note to Item 13 – SUP Update (Claire Scott, SUP Lead)

Myself and Graham attended and passed our SCA two day Coastal leadership training in Lossie last week.

Graham having coaching qualifications already and also his navigation and first aid in place is looking to sit his assessment relatively soon, dates are being checked with Jim Gibson.

I have to complete 12 lead training sessions before assessment, complete an online CNTP module plus a 2 day first aid as the RYA I completed this year isn't enough.

We have the structure in place to offer social paddles once this is completed.

Graham already has a SUP coaching qualification and is likely to be able to use the leadership qualification depending on availability sooner than I will due to having more experience and not needing to complete the 12 hours of practise before assessment.

We have several coaches in place that we can use in the interim to offer lessons for the club. We have this planned for 16 people for the fun day 1st May and when writing this as yet I don't know how that went, The weather's looking a little ropery for beginners. Fingers crossed.

The web page and email address are up and running.

We use the SUP Inverness Facebook forum plus other local ones to advertise events already and will forward all club socials via this when they are up and running.

I have a contact from another sailing club down south that had a tonne of ideas to share on how they built membership and additional SUP offerings which I'd like to raise soon over a coffee with Sandra, including self-assessed skills booklets, basic skill testing intro lessons for all new members.

So, in summary there is headway. It's just going to be a process that can't be rushed regarding getting me on the water as there are a lot of hoops for me to jump through with the SCA..

I'm already on the CNTP course. It completes on 6th May. Then I'm looking to get a date for the first aid course whilst also blocking out the 12 sessions I need to log before assessment, The SCA (Jim) says it's unlikely they have time to do my assessment before September!

In addition to this. I'm putting myself through the SCA coaching qualification with might just happen faster. The online module ends 30th May. I'm waiting for an assessment date for this and imagine it'll be less of a wait than the Coastal leadership.

Note to Item 16 - info on costs etc of club members qualifying as Powerboat Instructors (Richard & Helen Jenner)

The course is 3 days with a pre-assessment and independent end of course moderation.

Maximum number of students is 6 in 2 RIBs. Minimum age 16.

Pre-requisites: Personal RYA membership, PBL2, First Aid, Health declaration, probably Safe and Fun although the RYA website does not mention this. Students should also have 5 years of logged experience or one year if driving a powerboat is part of their normal daily work. This may be flexible, when I (Helen) did my PBI course I certainly didn't have that much experience but passed the pre-assessment ok. I don't know how strictly the RYA enforces this requirement these days.

Cost - most commercial centres are charging £595 per student to include the pre-assessment on the first day and moderation. This does not include travel, accommodation or lunches.

Jane Campbell Morrison recently qualified as a Powerboat Trainer so is now qualified to run the course - before she can do this though she has to run a monitored course so we don't know yet when she will become "fully" qualified.

IF Jane could teach the course at Chanonry she would probably be charging £180/ day, there may also be travel expenses for her.

The moderator would probably also charge £180 plus travel expenses.

However, for the recent DI course RYA Scotland paid for travel expenses for the instructor and moderator - this might be possible again.

So - best case costs would be $£180 \times 4 = £720$ spread over 6 students = £120 each. Of course we may not be able to achieve "best case" !

We would envisage probably 2 Chanonry students topped-up by 4 from other clubs in the region. It would need "advertising" to the other clubs well in advance of the course so that their candidates had time to get their pre-requisites in place.