



Draft

CHANONRY SAILING CLUB COMMITTEE MEETING MINUTES

Tuesday 17 May 2011

Present: Helen Jenner, Pam Hogan, Helen Morgan, James Burns, Marisa Astill-Brown, Gavin Campsie, Mairi Macleod and George Hogg.

Agenda Item

Action

1. Welcome & Apologies

Helen welcomed the committee and the new Treasurer, George Hogg and new Secretary, Mairi Macleod, to the meeting. Apologies were received from Richard Jenner and David Pocock.

2. Minutes of meeting of 8 March 2011

Approval of the minute was proposed by Gavin and seconded by Mairi.

3. Action Points & Matters arising

All action points were discharged or addressed on the agenda with the exception of the following which were carried forward:

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| ▪ AP7 (17/8/10) Helen M to update the list of Regatta jobs for next year to assist with planning. | HM |
| ▪ AP10 (2/11/10) To secure an internet connection for the club house (Gavin will make enquiries with BT). | GC |
| ▪ AP3 (7/10/10) George to circulate list of club jobs for comment and any further additions. | GH |
| ▪ AP1 (18/1/11) Crown Estate fee to be charged with craning in billing. | GH |
| ▪ AP11 (18/1/11) Helen M to look into preparing certificates for presentation. | |
| ▪ AP16 (18/1/11) Helen M to investigate possibility of a "sign up system" on the web site for recreational sailing and dry suit die-hards events. | HM |
| ▪ AP6 (8/3/11) Richard J to review current insurance coverage. | HM |
| ▪ AP 11 (8/3/11) Helen M to create a sub-committee to organise the Regatta and possibly other sailing events. | RJ |
| ▪ AP 12 (8/3/11) Helen M and Helen J to agree race officers for key events. | HM |
| | HM/HJ |

4. Accident Book/H&S Issues

The book was checked and there were no new entries. There were no other H&S issues raised.

5. Finance Report

-George thanked Janice for taking up the post of bookkeeper for the Club and updated the committee on the re-organisation of the books.

The following issues were discussed:

-George and Janice have been looking at the management of the accounts and the committee examined the income and expenditure account sheet that shows all income coming into the Club. George stated that he would also like to get a full budget figure on the account sheet.

-George also appraised the committee on the status of membership numbers and explained the way in which the accounts are structured and split into various funds: general, training, social, mooring and harbouring. George felt that the social fund and clubhouse maintenance should not be combined because the social fund would suffer. Pamela would like to keep social events/catering separate from room-hire in order to assess how much money is raised by room-hire. George will look in to this. **(AP1)**

GH

-Helen J felt that Richard J may want an indication of how much fuel was used in training to assess overall cost. George, however, argued that this may add unnecessary complexity to the accounts and may be difficult to assess. George will discuss this issue with Richard J **(AP2)**.

GH/RJ

-George explained that he and Janice are using internet banking as much as possible in the management of the Club Funds and transactions as this is a more efficient way to manage the finances. The Club has been doing this for a few years now and George proposes to continue to do this although strictly it does not accord with the constitution.

-George asked for the bank details of members who may have to have funds reimbursed in the future to speed up the transferring of funds. George highlighted some issues surrounding float money and smaller amounts of cash. George will ensure that members will be given receipts for items they have bought for the Club. Pamela identified some problems with being reimbursed after paying for items herself.

GH

-Trot moorings will be budgeted separately. There are however, issues that must be worked through with the individuals concerned. **(AP 3)**

-To ensure accountability and security, it was agreed that Janice will only make payments after they have been authorised by George and all payments should be processed through him. Helen M suggested that all passwords should be changed if the treasurer is replaced and the committee agreed.

-James felt that Janice may have to join the committee to ensure accountability. This prompted a discussion about Janice joining the Club and whether or not she would have to pay a membership fee. It was agreed that, since Janice is doing a great favour for the Club, George and Helen J will work out a reasonable arrangement for Janice. **(AP4)**

GH/HJ

-It was agreed that all invoices will be issued by Janice so that they can be tracked (apart from membership renewals).

- It was agreed that all signatories should be removed from the club's Bank of Scotland account number 00185099, apart from current signatories George Hogg and Richard Jenner. Janice Illingworth is to be added as a signatory.

6) Lifeboat Day/Ness Cup

-Helen M has sourced sailing mugs from the RNLI website for Ness Cup prizes (£4.95 each).

-Lifeboat Day – Helen J has selected crews for trips around the bay.

-Taster sessions will be run by Richard Jenner.

-About 3 people are needed for general duties around the clubhouse and harbour. Helen J and Marisa will do this and find another Club member to help.**(AP5)**

HJ

-Pam has a license for both days but is trying to find people to help in the bar and man the kitchen for the Ness Cup. Helen J will ask members for assistance with this.**(AP6)**

HJ

-Lifeboat Day – Helen J asked James if it would be possible to get some cruisers in the harbour to add more interest.

7) Club Electronic Communications

This issue has yet to be resolved. Helen J will issue another letter before the Ness Cup to remind members of the various means of communication available to them. Helen J suggested that the best way to communicate is through Dutyman as many members do not use Facebook or Twitter.

Gavin stressed the need for a hard copy of the duties list from Dutyman and an up to date list of members contact details that can be kept in the race office in case members do not turn up for a duty and can be contacted. Helen J therefore, will update the Dutyman list of contacts for the race office. **(AP7)**

HJ

8) Clubhouse Works Update

-Gavin updated the committee about quotes for painting the outside of the clubhouse (excluding balcony). The cheapest quote was £2360.

-Gavin is concerned about the poor condition of the walls in the men's toilets – the walls are in need of repair although they may still last for a couple of years. The cubicle walls may also need to be replaced. George advised that there will not be funds available to deal with these problems this year.

-The committee discussed the possibility of getting the galley painted before Lifeboat Day. Helen J suggested asking Adrian Hodge to help with painting and Gavin will do any plastering work when he can.

-Gavin informed George that funds will be required to buy stain for

the balcony.

AOCB

-Pam will tell the cleaner to continue with cleaning the clubhouse twice a week. Pam would also like to know when the Sea Scouts are using the clubhouse so she can replenish stocks when necessary.

-Richard J thinks that the thermostat for the water tank may not be working. Gavin expressed a reluctance to deal with any difficult electrical problems because of safety concerns. Gavin proposed that the tea urn in the kitchen could be used for supplying hot water for the cleaner.

-Jon Shepherd is resigning as membership secretary. Joanne Fotheringham will replace him.

Next meeting: 26 July