



Main Committee Meeting Minutes 14.08.2018

	Topic	Information	Action
1	Present and apologies	Apologies – AH Present – DM, RE, DF, CP, SH, CL, RJ, RW, JW, JD, PI, HJ	
2	Committee	To appoint a Vice-Commodore. DM reported that he was still seeking a volunteer.	DM
3	Minutes of Previous Meeting	Minutes approved with one amendment at item 17. Proposed RW, seconded RE.	HJ
4	Matters Arising	<p>Club Health and Safety Policy – DM to check with Mike Wilson whether he is willing to continue as Club Health and Safety Officer. If not to ask David Vincent whether he would be willing to take over.</p> <p>Grass Cutting – DM reported that the Club mower needed replacing. The Committee agreed. PI to look into costs in consultation with AH and report to the Committee.</p> <p>RNLI day/ Open Day – DM reported that this had gone well although the number of public attending seemed reduced compared to previous years.</p> <p>SCIO – RJ suggested a timeline for progressing this. RJ, RW and DF, assisted by SH, to produce a draft constitution in time for the next Committee Meeting. Membership to be briefed at the 2018 AGM on reasons to consider becoming a SCIO. AGM to be followed by a consultation period leading up to an EGM to be held in March 2019. The draft Constitution and briefing notes to be made available to all members following the AGM. The Committee agreed to this.</p>	<p>DM</p> <p>PI</p> <p>RJ, RW, DF, SH</p>
5	Treasurer's Report	<p>At note to item 5.</p> <p>The Committee agreed that the Club would make a contribution to the costs of catering for Grenville's Sail of £250.</p> <p>Further to his report:</p> <p>DF informed the Committee that Dinghy Regatta income had been £750 including income from catering and that income from Training had been good.</p>	DF
6	Training Report	Further to the report:	

		<p>RE reported that Sunday morning race Coaching had been run with support from Thomas Hardie, Magnus Henry and Jack Evans – the Committee thanked them and RE.</p> <p>CL raised the possibility of the Club forming a relationship with Fortrose Academy with the intention of encouraging regular participation in sailing amongst the students. RJ explained that providing regular activities in the time allocated by the Academy for sports would require a level of volunteer effort which he thought the Club would struggle to provide and that it would be wrong to raise expectations then not be able to fulfil them. He also explained that the future of the Club as an RYA Recognised Training Centre hung by a thread as he was the only active Senior Instructor (SI - an essential requirement for recognition) seemingly with no prospect of a replacement. After much discussion the Committee agreed that in 2019 the Club would concentrate training effort on juniors and would aim to provide an early season Junior Stage 1 course to give those students the maximum opportunity to sail during the season. CL would liaise with the Academy to try to produce candidates and RJ undertook to continue for a further year (subject to re-election as Training Principal). Continuance beyond 2019 of the Club as a Recognised Training centre would hinge on volunteers entering the formal instructor pathway towards SI.</p>	RJ, CL
7	Cover for Ness	<p>Agreed that a new RIB cover was needed for Ness. RW to source this.</p> <p>RJ reported that the backrest on Beaully requires replacing. The Committee agreed. RW to look into what type of backrest would be satisfactory and source this.</p> <p>The Committee agreed that the RIBs and their trailers need a thorough service and some repairs. This could be largely done on a “self-help” basis but may require some professional work. This could be done one boat at a time during the winter in the Avoch Sea Scout Centre. RW to coordinate this, DM to liaise with the Sea Scouts regarding availability of their facilities.</p>	<p>RW</p> <p>RW</p> <p>RW, DM</p>
8	Club Equality Policy	<p>Policy when adopted & signed to be published on the Club website (under the 'Committee tab') with a printed copy to be kept with the Constitution in the Clubroom library.</p> <p>Copy of policy appended below.</p> <p>Policy adopted.</p>	RJ
9	Moorings and Crane-out.	<p>PI requested a decision on whether members taking a mooring lease part way through the lease period (12 months starting in February) should be charged</p>	

		<p>a reduced mooring fee. The Committee agreed to a 25% reduction for new leases from 1 August.</p> <p>PI has Crane-out dates planned for 26 September with 8 October as back-up. He would aim to have the craning completed in one working day. RE to publish dates on website.</p> <p>PI reported that a dived inspection of the moorings was required and that further work would be needed depending on the outcome of the inspection.</p> <p>PI to organize a meeting of those who are willing to help with craning and moorings matters to explain, confirm and coordinate the work required.</p>	<p>RE</p> <p>PI</p> <p>PI</p>
10	Membership update	<p>New members to be notified to Committee; Michael Reid (Ordinary), Joe Hallwood (Family), Viv and Steve Hill (Family Senior), Matthew Curran (Ordinary), Sunny Bradbury (Ordinary), Connor Atherton (Junior), Alexander Elder (Junior), Magnus Ford (Junior), Anne McDonald (Rowing), Chris Taylor (Family), Annette Davidson (Rowing), Sharon Patience (Rowing), Mark Coulson (Ordinary).</p>	HJ
11	Accident Book	<p>7.6.18 Helen Jenner got a fish hook in her finger while clearing moorings material which had been left close to the shore next to the east slipway, obstructing access for the RIBs during training for novice sailors. First aid applied by herself, no further action required but it was noted that moorings material should not be left close to the slipway pending being taken ashore.</p> <p>22.7.17 Roddy Henry sustained a cut to his scalp while crewing for Mike Wilson. First aid applied, no further action required.</p> <p>4.8.18 Kyle Cameron sustained a bloody nose while beaching his boat. No further action required.</p>	HJ
12	AOCB	<p>Noted with thanks – a donation of £25 from Ross-shire Chanonry Scout Group.</p> <p>RE informed the Committee that Club dinghy burgees are now available to buy and have also been used as prizes. Thanks to CL for sourcing these.</p> <p>CL asked for suggestions for prizes for the Club prizegiving. Agreed that “Bufs” would be popular. CL to progress this.</p> <p>JD reported that only 6 boats had competed at the Cruiser regatta and that there had been a suggestion to stop running this event and concentrate on the Black Isle Challenge Cup. However, the social side of the event had been successful and much appreciated by the visiting crews. Agreed to keep running both events.</p> <p>It was suggested that for the affordability of prizes the current entry fee of £10 per boat was too low. JD to seek guidance from Diarmid Hogan on how</p>	CL

		these compare with other clubs in the MYA group and what other clubs do about prizes. RE requested that all 2019 key dates be decided by December as he would not be available pre-season to coordinate the calendar.	JD All
13	Date & Location of next meeting	Wednesday 7 November 2018 at 19.30 in the Clubhouse.	DM/HJ

Committee:

Commodore – Donnie McLeod – DM
Treasurer – David Finlayson – DF
Secretary – Helen Jenner – HJ (also Membership Secretary)
Sailing Secretary – Richard Evans – RE (also Coaching and Webmaster)
Training Principal – Richard Jenner – RJ (also Chief Instructor Dinghy & dinghy bosun)
Social Convenor – Janet Witheridge

General members:

Robin Witheridge – RW – RIB Convenor
Peter Illingworth – PI – Harbourmaster, Moorings and Craning co-ordinator
James Dargie – JD – Cruiser Liaison
Sandra Hogg – SH – Rowing Captain
Alan Hardie – AH – Dinghy Park Co-ordinator
Chrissie Lane – CL
Calum Pearson – CP – Social Sailing

Notes to items

Item 5 – Treasurer's report

Membership income has gradually increased over the summer and is now sitting at £11,840.00

Catering: expenditure of £1762 vs income of £2890

Moorings Fees: craning and mooring has been completed for the spring. Craning at £612 is matched by income of £622. Moorings income is £5962 against expenditure of £5858

Insurance: The Walker Bay 8 donated by Richard Jenner has been added to the club's fleet at no extra cost.

Open Day: raised £490 income and £88 from souvenirs for the RNLI

Grenville's sail: income £130. Helen Robinson has paid £450 to the Rosemarkie beach café and committee will need to decide the appropriate contribution to Helen.

Exceptional expenses: failure of handheld VHF's required purchase of a new iCom set and battery pack. This is a safety issue but has the advantage of ensuring compatibility across all working sets. The old sets remain available for shore use only.

Bank Balance at 13th August £41,430 compared to £41,626 at the same point in the season last year.

David Finlayson
Treasurer

Item 6 – Training Report

Formal dinghy training courses have been completed for this season. While the uptake for the **adult** Level 1 & 2 course was only 2 students, it was decided that as they were both members the course should go ahead with the secondary objective of giving the assistant dinghy instructors (ADIs) in training an opportunity to practise on real students (under supervision). Some ADIs also practised during Dolphins with the result that **Calum Pearson, Marisa Astill-Brown** and **Gregor Fisher** have been awarded their ADI certificates; **Kyle Cameron** has also achieved the required standard but will have to wait until his 14th birthday to be issued with his certificate.

Junior week (16 – 20 July) went well with 11 students (4 new members – all local bar one who was staying on holiday with one of the others). The weather was largely cooperative and as a first, certainly in recent years, 4 students achieved Stage 4 certificates using a combination of Topaz Uno + and the Wanderers. The week generated **30 whole-day duties**. Some of these were covered by parents but the majority by the instructors – **Richard J, Helen J, Richard E, Dee Lloyd, Dom Lloyd & Gregor Fisher**. Of note, **David Vincent** (neither a parent of a participant nor an instructor), helped for the entire week and we were given additional support by **Kyle Cameron** and **Oliver Bull** who sailed along with the students.

Powerboat training continues with a 2nd course scheduled for 27 & 28 August. Sunday **race coaching** and fortnightly Thursday evening **Dolphins** are also continuing.

Lastly, the **RYA annual inspection** on 24 June (following a successful visit by RYA Scotland the previous day on developing club racing) went very well with the only action (to be completed by the next inspection) being to adopt an **Equalities Policy** (a recent RYA requirement). A draft policy has been submitted to the Committee for agreement.

Richard Jenner
Training Principal
7 August 2018

Item 8 – Club Equality Policy (unformatted paste)

CHANONRY SAILING CLUB EQUALITY POLICY

Policy Statement Chanonry Sailing Club (the Club) endorses the principle of sports equality and will strive to ensure that everyone who wishes to be involved in sailing and coastal rowing, whether as casual participants, Club members, volunteers, coaches or office-bearers in the Club:

- has a genuine and equal opportunity to participate to the full extent of their own ambitions and

abilities, without regard to their age, sex, gender identity, disability, marital or civil partnership status, pregnancy or maternity, religion, race, ethnic origin, socioeconomic status or sexual orientation; and • can be assured of an environment in which their rights, dignity and individual worth are respected, and in particular that they are able to enjoy their sport without the threat of intimidation, victimisation, harassment or abuse.

Legal obligations The Club is committed to avoid and eliminate unfair discrimination of any kind for sailing and coastal rowing participants, and will under no circumstances condone unlawful discriminatory practices. The organisation takes a zero tolerance approach to harassment.

Positive action The principle of Sports Equality goes further than simply complying with legislation. It entails taking positive steps to counteract the effects of physical or cultural barriers – whether real or perceived – that restrict the opportunity for all sections of the community to participate equally and fully. The Club will therefore seek to institute, support or contribute to appropriate measures or initiatives that enable access to sailing and coastal rowing and participation in associated activities by people from any group that is under-represented in the sport or has difficulty accessing it.

Implementation The following steps will be taken to publicise this policy and promote sports equality in sailing and coastal rowing :-

- A copy of this document will be published on the Club Website.
- The Club Commodore will take overall responsibility for ensuring that the policy is observed.
- The Committee will take full account of the policy in arriving at all decisions in relation to activities of the Club.
- The Club will collaborate fully (while observing Data Privacy) with any surveys or other initiatives designed to assess the level of participation of different sections of the community in sailing and coastal rowing and will take account of the findings in developing measures to promote and enhance sports equality in sailing and coastal rowing.

Complaints and compliance The Club regards all of the forms of discriminatory behaviour as unacceptable and is concerned to ensure that individuals feel able to raise any bona fide grievance or complaint related to such behaviour without fear of being penalised for doing so. The Club supports the The RYA Racing Charter which promotes rule observance, sportsmanship and good communication between organisers and competitors while participating in racing.

Appropriate disciplinary action will be taken against any member who violates the Club Equality Policy. Any person who believes that they have been treated in a way that they consider to be in breach of this policy by an individual member of the Club, should first complain to that person. If this does not resolve the matter, or in the case of allegations of discriminatory behaviour against the Club itself, the person may raise the matter by writing directly to the Commodore. Contact details are available through the website. The Commodore will investigate the complaint personally or appoint a Committee member to do so. The investigation will be conducted impartially, confidentially, and without avoidable delay. Any person against whom a complaint has been made will be informed of what is alleged and given the opportunity to present their side of the matter. The outcome of the investigation will be notified to the parties in writing and reported to the Club Committee. If the investigation reveals unacceptable discriminatory behaviour on the part of an individual member the Committee may impose sanctions on that person or organization in line with the Club Constitution. Sanctions may range from a written reminder concerning future conduct up

to and including temporary or permanent expulsion from Club membership. In deciding what sanction is appropriate in a particular case the Committee will consider the severity of the matter and take account of any mitigating circumstances. Where the violation of the Equality Policy by way of harassment, victimisation or discrimination amount to a criminal offence, the appropriate authority will be informed. In the event that an individual or organisation associated with The Club is subject to allegations of unlawful discrimination in a court or tribunal, the Club Committee will cooperate fully with any investigation carried out by the relevant lawful authorities and, subject to the outcome, may consider taking action as above in relation to the matter concerned.