



### Main Committee Meeting Minutes 22.03.2018

|   | Topic   | Information   | Action          |
|---|---|---|-----------------|
| 1 | Present and apologies                               | Apologies – Calum Pearson, David Finlayson, Chrissie Lane, James Dargie<br>Present- Donnie McLeod (DM), Richard Evans (RE), Alan Hardie(AH), Sandra Hogg (SH), Janet Witheridge(JW), Robin Witheridge (RW), Peter Illingworth (PI), Helen Jenner (HJ), Richard Jenner (RJ)  | N/A             |
| 2 | Committee   | DM to sound out Club members regarding the post of Vice-Commodore.  | DM              |
| 3 | Minutes of Previous Meeting                         | Accepted as correct proposed by RW, seconded by RY.   | HJ              |
| 4 | Matters Arising                                     | The Committee agreed to the proposed expenditure on safety equipment for the Rowing Skiffs.<br><br>Club Health and Safety Policy – RJ reported that he has reviewed and updated the policy and that RE was helping with the formatting of the document. The relevant extract will be laminated and displayed in the Clubhouse.  | SH/JD<br><br>RJ |
| 5 | Treasurer's Report, Mooring Fees and Club Insurance | See Treasurer's report at notes to Item 5 below.<br>It was agreed that mooring fees for 2018 would be held at 2017 rates.<br>Club Insurance – the club's current policy with Zurich is no longer administered through Highland Council, this had led to a loss of "user friendliness" and the definitions of some of the cover was more vague than the Committee felt comfortable with. The alternative policy with Gallagher Heath (the "RYA" policy), although more expensive, was considered to provide better certainty and levels of customer service. Given the need for a timely decision and in the absence of DF the Committee agreed to delegate the decision on whether to continue with cover from Zurich or to insure with Gallagher Heath to DF and DM. | DF/DM           |
| 6 | Open Day  | JW reported that the Lifeboat Committee is aware of the date for this. She requested help with setting up in the Clubhouse on the previous evening.<br>As neither RJ nor RE would be present on the day it was felt that organising sailing "tasters" was not viable. DM offered to contact David Bell (who is a  | JW/SH/HJ/DM     |

|     |  |   |          |
|-----|--|---|----------|
|     |  | <p>dinghy senior instructor) to ask whether he would be willing to run dinghy sessions on the day.</p> <p>SH said that the Rowing Skiffs would be in attendance and able to offer tasters.</p> <p>HJ undertook to organise crews for both Club RIBs to provide boat trips and/or safety cover as required on the day.</p> <p>DM reported that Avoch Sea Scouts would plan to be present with on the water activities.</p>   |          |
| 7   | Letter from Club member David Gibb regarding a grant application to Caring and Sharing See copy of letter from Club member David Gibb below at note to Item 7. | <p>After careful consideration the Committee agreed that, before responding to Mr Gibb, DM would review the application in liaison with Steve Bramwell. If anything in the application could have been misconstrued he would write to Caring and Sharing explaining the relationship between the Sailing Club and the rowing group and offering to return the donation.</p> <p>Once this had been done and any appropriate action taken he would reply to Mr Gibb informing him of the outcome.</p> | DM       |
| 8   | GDPR – see Note below.   | The Committee agreed that HJ and SH would work together on this, recruiting help from other members as appropriate. In particular help from RE would be invaluable as changes will need to be made to the information gathered from members in Dutyman.   | HJ/SH    |
| 9   | Club Governance - see Note below   | The Committee agreed that a small group of Committee members would look at the pros and cons of applying for SCIO status and report their findings to the Committee. The group to consist of RJ, RW and DF.   | RJ/RW/DF |
| 10  | BYSRC – see Note below   | The Committee decided not to proceed with an application as there appeared to be no tangible benefit to the Club at this time.  | RJ       |
| 11  | Scottish Coastal Rowing Association (SCRA) - see Note below.   | The Committee agreed that an application for membership should be made.   | SH       |
| 12  | Club Communications - See Notes from RE below.   | RE referred to the Minutes of 15.03.2018 below. He highlighted the advantages of Team Up over Big tent and Google Calendars and also the existence of Cloud storage available to Committee members. RE undertook to provide Committee Members with the access permissions relevant to their respective areas of responsibility.   | RE       |
| 12a | Mooring Fees and Craning Insurance   | <p>Mooring fees- as at Item 5.</p> <p>Craning Insurance – PI to clarify with DF.</p> <p>Crane-in – PI reported that crane-in was now planned for two of the three dates 30 April, 1 and 2 May.</p>  | PI       |
| 13  | Membership update  | New members to be notified to Committee – David MacDonald, Stuart Hercher, William Hart.  | HJ       |

|    |                                 |   |        |
|----|---------------------------------|---|--------|
|    |                                 | HJ reported a larger than usual number of members not renewing. There seemed to be no single reason for this although a few Associate members who had been used to paying by Direct debit had not renewed their memberships. As usual it can be expected that some juniors will rejoin once junior training activities begin.   |        |
| 14 | AGM Date                        | Decided - Friday 7 December in the evening.   | HJ     |
| 15 | Grass Cutting                   | AH explained that grass cutting has been happening on an ad hoc basis. This is alright for moving between the rows of dinghies but a more concerted effort is required for mowing underneath boats. AH agreed to nominate 3 dates for work parties and to pass these to RE for the Club Calendar.   | AH     |
| 16 | Data Projector                  | To note a Committee decision taken to buy a new data projector to replace the old one which was beyond economic repair – Noted.   | RJ     |
| 17 | R&CSC Grant application.        | To note that the Committee had agreed to a grant application to Ross & Cromarty Sports Council for Kyle Cameron who has been invited to attend the GBR Team Selection Trial 2018 from IOCA (International Optimist Class Association) UK – Noted.   | HJ     |
| 18 | Accident Book                   | To note new incidents and agree appropriate action - None   | HJ     |
| 19 | AOCB                            | RE requested that Committee members take note of an email sent by him on behalf of himself and RJ following on from their attendance in February at the RYA Scotland Conference weekend.<br>RE requested that the east slipway be treated for weed and slime – PI agreed to action this.<br>JW brought the upcoming RNLI Quiz on 13 April to the notice of the Committee. RE to put this on the Club website. | PI/ RE |
| 20 | Date & Location of next meeting | Tuesday 8 May at 7.30pm 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 RIB and dinghy bosun)

Social Convenor – Janet Witheridge

#### General members:

Robin Witheridge – RW

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

## **Notes to items**

### **Item 5 – Treasurer's report**

#### Treasurer's report March 2018

Membership fee: the majority of members have now paid with membership income sitting at **£10,460.00**. This is approximately £1500 less than last year's total. There are a few members still to pay but unless we have more new members joining during the season overall subscription income is likely to be significantly down this year. This is not due to non-collection of DDs.

Moorings Fees: Update should be available by the time of the meeting as I plan to meet the harbourmaster and commodore on 14<sup>th</sup> March. I have one outstanding invoice for the autumn craning and further reminder has been sent. This is however for a member who has not yet renewed for the coming year raising the possibility of boats being left on the hard without paid up membership. In the absence of firm costs for likely works required, I think that the moorings fees should remain the same as last year.

Electricity: I have renewed the contract with Scottish Hydro for a further two years with a further discount on their quoted rate after discussing with them on the telephone.

Refuse: There has been a modest increase in Highland Council refuse charges.

Insurance: Highland Council no longer administer the CASC insurance scheme. Zurich offer to continue the scheme but the policy wording was obscure and needed significant discussion with them to ensure that they understood our activities.

The RYA scheme specifically for sailing clubs seems more appropriate although the wording of the two policies is vastly different making direct comparison difficult. Nonetheless I think the RYA policy is probably more appropriate.

Rowing safety: safety equipment is essential and the club is in funds to cover this. I wonder if it is worthwhile buying Hammar kits for old lifejackets. They are expensive to replace and this would be an ongoing cost. New lifejackets can be bought more cheaply and this might be a better option. Since however dinghy sailors provide their own buoyancy aids I do wonder whether the club needs to provide an extensive number of lifejackets for rowers. Likewise the spare hat!

David Finlayson  
Treasurer

### **Club insurance.**

#### Background:

Previously insured under RYA type policy through Heath Lambert.

Changed to Highland Council (THC) administered policy from Zurich at 30-50% cost saving.

This policy has been very good value with all claims honoured. Particularly easy to administer due to help from THC.

THC no longer offer this service.

Claim process found to be very prolonged when dealing direct with Zurich although claim honoured.

Zurich will continue cover at £2100 but policy wording has given some cause for concern. Officers & Directors cover will be extra.

RYA recommend sailing club specific policy via Gallagher Heath.

Policy directly relates to watersports activities but like for like will cost £2600.

Addition of cover for officers and directors £431.

Options:

Continue with Zurich for lower premium (and cover) with potential difficulty in claims

Change to Gallagher Heath at approx. 50% increase in premium for a sailing club specific policy.

(Neither quote covers trophies or small items such as VHF handhelds or other kit when out of the clubhouse.)

In spite of increased costs (~£3000) the RYA/Gallagher Heath offering appears to offer greater "comfort" to the club and its officers.

#### Item 7 – Letter from David Gibb

9th March 2018

Donnie Mcleod Commodore Chanonry Sailing Club

Dear Donnie

When attending the club's AGM in November I was surprised to hear that the club had received a grant from Caring and Sharing in connection with the building of the club's second rowing skiff.

Initially I was surprised that a relatively small charity would consider funding a sailing club which has funds of its own. On considering the matter further I became increasingly angry that the club had thought it appropriate to apply to a charity such as Caring and Sharing the purposes of which as stated in the Scottish Charity Register web site are: "The advancement of the arts, heritage, culture or science, The relief of those in need by reason of age, ill health, disability, financial hardship or other disadvantage". I cannot understand how the committee could possibly consider that the club activities fell within the charities purposes.

Recently I have become aware of information regarding the grant application which raises very serious issues. The application was not made in the name of Chanonry Sailing Club. The application was in the name of a group calling itself Fortrose and Rosemarkie Community Rowing Club. The grant was paid to CSC as the rowing club did not have a bank account. Caring and Sharing interestingly describe the skiff as a community asset.

Based on the community asset comment my concern is that Caring and Sharing are not aware that CSC own the skiffs and that CSC cash reserves covered a considerable part of the total costs of the two skiffs built by CSC. In addition if they had been aware that the grant was in fact for CSC they would have been aware that CSC had ample funds to cover the costs of the trailer and boat cover specifically referred to in the application.

I am seriously concerned that the club has secured funds through a very questionable arrangement which could well be considered to be fraud. This should be of particular concern to officers and committee members of the club as during the period when the application was submitted and the grant received the Objects of the club as stated in the constitution referred only to sailing.

This issue raises a number of questions including:

1. Why was the application not made in the club's name?
2. To what extent was the committee aware of the details of the application?
3. Who signed the application?
4. Does the club have a copy of documents relating to the application and if not why not?
5. Why does Caring & Sharing describe the skiff as being a 'Community asset'?
6. Who or what is the 'Fortrose and Rosemarkie Community Rowing Club'?
7. Is this the same group describing itself as Fortrose Community Rowing?
8. Has this rowing club been in contact with other granting organisations and consequently giving a misleading impression as to the ownership of the skiffs?

In summery I believe the following actions are essential:

a) The Committee reviews the governance and details of the Caring and Sharing application including seeking answers to the questions above. b) In future all grant applications must be in the name of Chanonry Sailing Club and must be reviewed by at least three officers of the club before submission. c) There must be clarity that the rowing group is a sub-group of CSC and not a separate organisation. d) The grant from Caring and Sharing must be repaid immediately

I believe this is a very important issue and I will not hesitate to take further action if it is not addressed promptly and appropriately. The good name of the club is at stake and this issue must not be swept under the carpet.

Yours sincerely

David A B Gibb

#### Item 8 – GDPR

Implementation of the General Data Protection Regulations (GDPR). We need to be compliant by 25 May. At the very least we need a nominated Data Protection Officer, a short DP policy containing a Privacy Statement and a Consent Form which all members will need to return well before 25 May. There are templates and guidance documents available so I suggest the action for the committee should be to appoint a Data Protection Officer and ask that person to form a small working group (3?) to draft an implementation plan including the above documents.

#### Item 9 – Club Governance

Note from RJ - I think we need a discussion about the risks of remaining an unincorporated body and consideration whether a Scottish Charitable Incorporated Organisation would be a better model for the club. As part of this we should check what liability cover our insurance provides to office bearers.

#### Item 11

Scottish Coastal Rowing Association (SCRA)? SH had thought we were members but it appears not. Cost £60 per year.

Similar to RYA it helps to develop the sport and is entirely volunteer led.

Among other activities, the SCRA

- collates advice and information for building and using skiffs on <https://scottishcoastalrowing.org/>

- supplies building advice and puts new clubs in touch with nearby established clubs
- publishes coastal rowing news on <https://www.facebook.com/OfficialSCRA/>
- issues safety advice and spreads good practice
- has over 1500 members on facebook/ Scottish Coastal Rowing Group
- is the worldwide class association for the St Ayles skiff
- runs coxing, umpiring and race organisers courses in various locations
- organises in partnership with a local body a World Championship every 3 years
- organises a Freshwater Sprint Regatta and AGM at the end of every season
- represents the sport with various government bodies and other rowing race organisers
- publishes and maintains a calendar of events
- issues Rules of Racing for coastal rowing in Scotland
- supplies and advises umpires and race organisers for new clubs
- hires out race marks for regattas
- builds a community of communities

#### Item 11 – BYSRC


RYA Champion Clubs have become defunct to be replaced by the British Youth Sailing Recognised Clubs. Should we apply for recognition?

#### Item 12 – Club Communications

##### Single Topic – Club Communications

##### Committee Meeting Minutes 15.03.2018











































|          | <u>Topic</u>                       | <u>Information</u>  | <u>Action</u> |
|----------|------------------------------------|---|---------------|
|          | <u>Present and apologies</u>       | Present- RE, DF, HJ, JD, JW, RW, SH<br>Apologies – DM, CL, RJ, PI, AH   |               |
| <u>1</u> | <u>Introduction</u><br><u>RE</u>   | <p>As part of a discussion on Social Sailing activity during a recent sailing sub-committee meeting, we ventured into the general topic of club communications and decided we needed a subsequent meeting with attendees representing all club activities.</p> <p>RE communicated this to Donnie and suggested we needed this meeting today. Donnie asked RE to chair a single topic meeting before the next main committee meeting on 22 March so that we can report back then.</p> <p>Objective: to discuss communication needs and the tools/options available to us generally, for each of our main activities and also Membership, Treasurer and Social. We need to be sure that we communicate inclusively and that we protect Members' personal data in the process.</p> |               |
| <u>2</u> | <u>What We've Got</u><br><u>RE</u> | <p>RE Highlighted this as:</p> <p><u>MEMBERS</u></p> <p><u>ACTIVITIES</u></p> <p><u>COMMITTEE(S)</u></p> <p><u>INFORMATION</u></p> <p><u>SYSTEMS &amp; PROCESSES</u></p>  |               |

|          | <u>Topic</u>                    | <u>Information</u>  | <u>Action</u>   |
|----------|---------------------------------|---|---|
| <u>3</u> | <u>Our Systems</u><br><u>RE</u> | RE depicted these in a chart and explained the various elements and their interaction with each other.  |   |
| <u>4</u> | <u>Discussion</u><br><u>ALL</u> | <p>RE started this with a slide showing</p>  <p>The slide content is as follows:</p> <ul style="list-style-type: none"> <li><b>General</b> <ul style="list-style-type: none"> <li>• Membership <ul style="list-style-type: none"> <li>– Notifications</li> <li>– Self help opt-in</li> </ul> </li> <li>• Newsletters</li> <li>• Subscriptions</li> <li>• Social Events</li> <li>• ...</li> </ul> </li> <li><b>By Activity</b> <ul style="list-style-type: none"> <li>• Activity News</li> <li>• Promotion <ul style="list-style-type: none"> <li>– Events</li> <li>– Sessions</li> <li>– Work Parties</li> </ul> </li> <li>• Volunteers</li> <li>• ...</li> </ul> </li> </ul> <p><b>Tools</b></p> <ul style="list-style-type: none"> <li>• Email</li> <li>• Website</li> <li>• Facebook (&amp; Twitter???)</li> <li>• Calendars</li> </ul>  |   |
|          | <u>Actions</u>                  | <p>Wide ranging discussion ensued and it was:</p> <ol style="list-style-type: none"> <li><u>NOTED that GDPR would be on the agenda for next week's committee meeting and decisions about GDPR related issues had to await the outcome.</u></li> <li><u>AGREED that we needed to focus Club communications carefully using a hierarchy of:</u> <ol style="list-style-type: none"> <li><u>General all-member constitutional and club level management – email (paper for those opted put)</u></li> <li><u>General Newsletters - email (paper for those opted put) and the CSC Facebook page/groups</u></li> <li><u>Promotional material at activity level – members' interest opted into on DutyMan – email and Facebook activity group</u></li> </ol> </li> <li><u>NOTED that with careful consideration (GDPR work) DutyMan can be configured to allow Members to choose whether or not to receive activity focussed email communications. This in addition to the existing general opt-in or out for receiving emails. Noted that only 1 member has currently done that and a handful of members do not have email addresses.</u></li> <li><u>AGREED that we probably did not require fields in DutyMan - subject to the forthcoming considerations for GDPR - for:</u> <ol style="list-style-type: none"> <li><u>"2108 Paid" – possible to use the "Member" field instead</u></li> <li><u>"Committee" – volunteering</u></li> </ol> </li> </ol> | <p><u>Committee</u></p> <p><u>Committee and Activity Leads</u></p> <p><u>Committee (GDPR)</u></p> |



|          | <u>Topic</u>        | <u>Information</u>   | <u>Action</u>                        |
|----------|---------------------|--|--------------------------------------|
|          |                     | <p>iii. <u>General communications opt-in – the pre-existing email opt-in field available to the Membership Secretary can be used.</u></p> <p>iv. <u>Boats – there was support for using Sailwave to record all members' boats.</u></p> <p>e) <u>AGREED that Sandra would review the TEAMUP calendar system as a possible replacement for BigTent. RE to supply web links for SH.</u><br/> [Post meeting note – SH has reviewed TEAMUP and wants to move Skiff Calendar and promotion to it and the existing “Chanonry SC - Fortrose Community Rowing” Facebook group. SH and RE are planning how best to do that]</p> <p>f) <u>NOTED the existence of OneDrive folders (in the Microsoft cloud) for the Committee – see image appended to these notes. (these are free to use)</u></p> | <p>SH</p> <p>RE</p> <p>Committee</p> |
|          |                     | <p>g) <u>AGREED that these folders ought to be used by Committee Members for their working files for club business and that they provided secure storage and contingency and also continuity for subsequent post holders.</u></p> <p>h) <u>AGREED that Committee Members would be given permissions and a link to access the folders and that the Treasurer folder would be restricted to the Treasurer.</u><br/> [Post meeting note – RE can/will provide guidance on accessing the folders.]</p>   | <p>Committee</p> <p>RE</p>           |
| <u>5</u> | <u>Kyle Cameron</u> | <p><u>Although the item had not been on the agenda those present AGREED that they supported Kyle's application to Ross &amp; Cromarty Sports Council for funding towards his 2018 involvement in the IOCA (UK) Team Selection Trials and GBR Ranking Events 2018.</u><br/> <u>DF, with Steve Bramwell, to resolve uncertainty over the mileages for the Grafham Water and Weymouth ranking events to enable the application to be submitted by the deadline next week.</u></p>   | <p>DF</p>                            |
| <u>6</u> | <u>Closing</u>      | <p><u>RE thanked everyone for attending and would provide a note of the meeting for presentation to the Committee on the 22 March.</u></p>   | <p>RE</p> <p>HJ</p>                  |

#### Appendix – Current OneDrive Committee folders:

| Name ^   | Status  | Date modified    |
|--|---|------------------|
|  Commodore            |   | 30/09/2017 11:27 |
|  Harbour Master       |   | 12/07/2017 12:21 |
|  Heritage Documents   |   | 14/03/2018 16:24 |
|  Membership           |   | 02/01/2018 14:52 |
|  Moorings Association |   | 28/08/2017 10:38 |
|  Newsletters          |   | 08/01/2018 17:52 |
|  Policies             |   | 14/02/2018 17:35 |
|  Sailing              |   | 02/03/2018 11:44 |
|  Secretary            |   | 08/03/2018 09:36 |
|  Social               |   | 22/12/2016 10:44 |
|  St Ayles Skiff       |   | 16/02/2018 12:39 |
|  Training & Coaching  |   | 14/12/2017 14:39 |
|  Treasurer            |   | 15/03/2017 22:01 |
|  Webmaster            |   | 13/03/2018 12:33 |