



## **Main Committee Minutes 31 August 2020 by Zoom**

	<b>Topic</b>	<b>Information</b>	<b>Action</b>
1	Present and apologies	Apologies – None Present – HJ, RJ, JD, JW, RE, SH, DH, DF, PI, CL, DV, CP, RW	
2	Minutes of Meeting of 15 June 2020	Approved without amendment – proposed by RW, seconded by RE	HJ
3	Matters arising from the Minutes.	<p>Item numbers refer to the items listed in the minutes of the meeting of 15 June 2020.</p> <p>Item 4 – DF confirmed that a payment had been made to Sea Scouts as agreed.</p> <p>Item 5 – closed.</p> <p>Item 9 – complete.</p> <p>Item 10 – complete.</p> <p>Item 7 – complete.</p> <p>Item 8 – JD intends to make a call for interested parties who wish to participate in the Club Development Group at the end of September, with a view to convening the Group mid-October.</p> <p>Item 11 – DF reported that Martin McFarlane has paid membership subs for this year and had taken his tender and mast away.</p> <p>HJ reported that Mike Duffy had removed his dinghy.</p> <p>HJ reported that, in spite of promises to do so, Tom Donald had not paid subs or completed a membership form and that his Laser is still in the dinghy park.</p> <p>Item 3 – RE reported that the purchase of a Lomo race mark had not been completed.</p> <p>DV reported that he had not yet found anyone to clear the Clubhouse gutters and would continue to pursue this.</p>	All
4	Treasurer's Report	<p>See note to item.</p> <p>DF reported that the old bank account needs to be kept until the Club "CASC" has been dissolved but that, in practice, nearly all business is now being done using the new "SCIO" account.</p> <p>Agreed that DF would transfer the balance from the old account into the new one, reserving £1,000 to cover any "last minute" expenses.</p> <p>DF requested that members who have previously made payments into the old account by BACS be asked to contact him for details of</p>	DF

		the new account. This to be done via an item in a forthcoming Club newsletter.	
5	Moorings , harbour and slipway update	<p>Moorings - PI proposed that moorings inspection be left until the new year and may require 2 days of diving works – agreed. JD reported that, while on a safety duty, he had cleaned kelp from some of the winter risers but that many are just below the surface and barely visible.</p> <p>Slipway – PI proposed that, as soon as practical, the slipway be pressure washed to enable an assessment of what repairs are needed – agreed. A couple of members offered to lend hoses to give enough length to reach the bottom of the slipway. Depending how much repair work needed to be done PI hoped that this could be carried out “in house” by a work party and that this should include necessary repairs to the drying pad in the harbour – agreed with the proviso that, as far as possible, work should be carried out without interrupting sailing activity.</p> <p>Harbour shoal – PI reported that he had not been able to get a response from Marine Scotland as to whether a licence would be required for this work. He would persist. DF remarked that the Club has an obligation to maintain the harbour on safe navigable condition which requires the removal of the shoal.</p> <p>PI advised that he will remove and refit the Fuel Store door as required.</p>	PI
6	Sailing	<p>Agreed –</p> <ul style="list-style-type: none"> <li>a) That recreational sailing would continue in parallel with other Sunday sailing activities until the end of the season.</li> <li>b) That “mixed household” safety crews with mitigation would be acceptable but that members should find their own willing second crew member.</li> <li>c) The Club could not prevent members from sailing in “mixed household” crews but they should be made aware of current guidance.</li> <li>d) That dinghy racing would recommence on Sunday 13 September. Racing will be informal up to 27 September then there will be one series to run through to the end of the season.</li> <li>e) That it was too early to make a decision on the Cold Turkey event – this would normally involve catering and a social gathering after sailing which may not be possible depending on guidance at the time.</li> </ul>	RE, CP

		RE would collate and send a Club newsletter with information including sailing activity as agreed, Meikle (see Item 10), Contact tracing (see Item 9), proposed date for AGM (see Item 12) and Club bank account details for BACS (see Item 4)	
7	Rowing	SH had previously circulated Return to Rowing procedures. She reported that a trial row had been held and was successful. The Committee agreed to the continuation of rowing activities as proposed.	SH
8	Covid 19 – Club facilities	It was agreed that, under current guidance, the changing rooms would remain closed unless required by individuals in “extreme circumstances”. Noted that “Resus” masks must be available to First aiders – DV undertook to source these and to let HJ know when he has them so they can be added to the Club First Aid and Covid kits. DV reported that, while the Club facilities are not being used on a regular basis, he continues to purge the water system weekly.	Covid group, DV, HJ
9	Point of contact for Covid contact tracing.	SH reported, that according to guidance from Sport Scotland, the Club needs a single point of contact at the Club for members to give to NHS Scotland if requested to do so. Agreed that this should be the Membership Secretary using the <a href="mailto:membership@chanonry.org.uk">membership@chanonry.org.uk</a> email address. HJ would be on holiday from 11 to 28 September, RE would pick up membership emails during this period. It was noted that is important that members taking part in Club activities should register in Team Up but that last minute attendees can’t do so at the moment because of the deadline time for signing-up. Agreed - that when events are set up in Team Up the deadline should extend to allow for late sign up once members have had time to get home after the event. The importance of signing up to be included in the forthcoming newsletter to members.	SH, HJ, RE
10	Meikle	See note to Item. The Committee thanked RJ and RW for their time and effort in making this facility available to members.	RJ
11	Membership update	Rory Mair – has taken a Temporary Membership and intends to join on “Post 1 September” terms shortly.	HJ
12	AGM 2020	Agreed – that the AGM would be scheduled for Friday 11 December. It would probably need to be held by Zoom but this could be decided nearer the time.	HJ
13	AOCB	SCIO update –	HJ

		<p>SH asked for clarification of the issues holding up the final transfer of assets from the CASC to the SCIO and the winding up of the CASC.</p> <p>RJ clarified that there had been no progress from the Highland Council (THC) in the matter of disposing the Clubhouse and the requirement in the deeds to offer it to THC. It was agreed that this needed to be resolved before the AGM.</p> <p>RJ undertook to request that Joe Duncan (solicitor acting for the club) writes to THC informing them as required by Clause 4 of our Feu Charter that Chanonry Sailing Club, Community Amateur Sports Club, intends to dispose of the clubhouse forthwith at no cost to Chanonry Sailing Club, Scottish Charitable Incorporated Organisation. Under the terms of the deeds a lack of reply within 28 days would leave the Club free to transfer the asset to the SCIO.</p> <p>In the matter of the Harbour lease, this could be transferred from the CASC to the SCIO but this would need to be registered. For this to happen the title of THC needed to be confirmed but THC seemed unable to find their proof of title. RJ would seek further clarification from Joe Duncan on this.</p>	
14	Training update	See note to Item – noted with thanks to RJ and all who made this year’s training programme possible.	
15	Date & Location of next meeting	Monday 9 November at 7pm by Zoom.	HJ

#### Officers of the Club:

James Dargie – Commodore - JD

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 - JW

#### Committee General members:

Robin Witheridge – RW (RIB Convenor)

Peter Illingworth – PI – Harbourmaster, Moorings and Craning co-ordinator

Sandra Hogg – SH – Rowing Secretary

Chrissie Lane – CL – Club Merchandise

Calum Pearson – CP – Social Sailing Liaison

David Vincent – DV – Health and Safety Officer and Building Custodian

Diarmid Hogan – DH – Cruiser Liaison

#### NOTES

## **Item 4 -Treasurer's Report August 2020**

**Membership:** membership income is £10,173 compared to last year at £10898. This is very encouraging given the potential for lost memberships due to the pandemic.

**Training:** Both a junior training week and a Dinghy Instructor's course have been done in spite of the challenges of social distancing. Training expenditure is £1,044.21 against income of £862.83 but members will remember that we agreed to subsidise our own members participating in the DI course in the absence of sports council grant aid and in view of the Covid grant support. Overall therefore training remains a viable activity.

**Bank accounts:** All of the direct debits have been successfully transferred to the new account after a slight hiccup with the electricity account. There has been one membership payment by BACS to the old account.

The question remain as to how long the old account should remain active.

**Accounts examiner:** SCIO terms mean that we now have to use a non-member to examine the accounts and I was put in touch with Cliff Sim who does the examining for the Black Isle Men's Shed. He has looked at the format of last year's accounts and has agreed to look at this year's accounts for us. I have sent him a copy of SCIO constitution and indicated that I will send him the books at the end of next month.

The only substantial outgoing has been for the purchase of the new rescue craft from Covid funds as agreed and appropriate plans are in place to ensure good use of it. From a financial point of view, I'd like to see as much use of it as possible from all branches of the club's activity.

We have also purchased a disability seat for the skiffs, again nominally set against Covid funding.

Balances as at 29/08/2020:

Old account:	£39,227.09
New account:	£11,396.58
PayPal:	£562.61
Total:	£51,186.48

David Finlayson

Treasurer

## **Item 6 – Sailing Report**

### **Sailing Report – 31 August 2020**

## Context – Restarting Sailing after COVID 19 Restrictions

### Recreational Sailing

Recreational Sailing was the first activity possible as the COVID19 restrictions began to be lifted in a phased manner by the Scottish Government (SG) at the end of June. Based on RYAS guidance (agreed with the SG) we informed the membership that although the clubhouse remained closed, they could begin their own unsupported sailing from the club.

Additionally, we trialled a Recreational Sailing event supported by one Safety Boat manned by a single household crew. Restrictions for the event were simple: clubhouse closed; signup in TEAMUP; maintain 2m physical distancing; follow good hygiene and cough/sneeze etiquette; be aware of household groupings during the event; and use the detailed guidance developed for launch and recovery of RIBS.

The trial went well, with six participants, and Recreational Sailing events have been programmed every Sunday afternoon since. Over 8 weeks the average number of Signups has been 6.5 with a maximum of 9.

**Proposal:** After discussion with Calum, we propose that Sunday afternoon Recreational Sailing continues alongside whatever racing is programmed. This should limit the requirement for Safety Crew volunteers.

### Sailing Programme to the end of 2020

Ongoing SG relaxations and associated RYAS guidance mean that ideally sailing and safety boat crewing should be by single households per boat, however with suitable mitigation measures multi-household situations are permissible, mainly involving wearing of masks, when 2m separation cannot be achieved, and extra emphasis on personal hygiene and washing of equipment before and after use.

So, it looks like we can restart racing subject to RO and Safety boat crew availability.

### Decisions:

1. Whether we continue with single households only on the RIBS and Members' boats.
2. If 2 households are involved on RIBS and Members' boats, then we need to decide appropriate COVID transmission mitigation measures recognising that full 2m distancing is generally not possible; even then some members may not feel able to volunteer and that is an understandable decision for them to take.
3. To restart racing, and if so, probably from 6 or 13 September.

If we restart racing there is also **choices** to be made as to whether to run all the remaining series and events. Without COVID the programme would have been:

- One Day Events - 6 Sept and 4 Oct
- Harbour Rosebowl #4 and #5
- Drysuit Diehards - whole series of 5 Sundays beginning in October
- Pursuit Races - 18/10 and 15/11

To keep things simple to begin with I propose that all the September dates are sailed as informal racing days and we revert to the full programme in October and November.

Finally, there is the **Cold Turkey** event on 27 December usually seeing dinghies and rowing skiffs on the water. For discussion, I suggest that if we don't have access to the changing rooms then the event is cancelled - thinking of the potential that someone gets very cold and needs to be warmed up. Catering may not be possible either.

The outcomes of our decisions, and the mitigation required when sailing in multi-households, will need to be promoted to the membership by newsletter and website so that they have full opportunity to consider whether to take part.

Richard Evans  
Sailing Secretary [sailing@chanonry.org.uk](mailto:sailing@chanonry.org.uk)

## **Item 10 – “Meikle”**

### **REPORT ON CLUB LIGHT SUPPORT BOAT (‘MEIKLE’)**

1. Pre-covid, the Committee gave conditional permission that allowed members to use Club RIBs to support non-scheduled sailing activity. Unfortunately, this permission was not used as it proved impossible to gather enough people to launch & recover a RIB at short notice. Covid physical distancing requirements and early limits on household meetings outdoors made it even less likely that enough people could be gathered to launch the RIBs manually outside club organized activities and the committee was asked to consider some form of mechanical launching aid (see Item 7, 15 June).
2. A small group was formed, and Calum Pearson produced a well-reasoned paper assisted by Chrissie Lane & Richard Jenner. The paper recommended that a small powerboat be purchased that could be launched manually by no more than 2 people and which would be fast enough to provide support to a small group of sailors. The committee<sup>1</sup> met by Zoom on 9 July to consider this recommendation only and gave the go ahead to purchase a HonWave T3.2 with a Honda 15 HP tiller steered outboard together with launching wheels and other minor equipment. Present were: RJ, HJ, RE, DF, JD, JW, RW, CL, CP, SH. The boat, wheels & engine were collected by Robin Witheridge from Gael Force Marine on 3 August. Robin tank ran the engine then he and Richard Jenner assembled the boat (now called ‘Meikle’) and she had her commissioning trial on 15 August. Conversion training has now been given to 8 members (as of 30 August) and Terms & Conditions for use have been agreed by the committee and are available on the website - [https://www.chanonry.org.uk/uploads/3/4/4/5/3445342/meikle\\_t\\_cs\\_final\\_v1.1a.pdf](https://www.chanonry.org.uk/uploads/3/4/4/5/3445342/meikle_t_cs_final_v1.1a.pdf)
3. While quite a few members are now in the know, Meikle has yet to be announced formally to the club members and it is suggested that the following text is included in the next newsletter:

The club has purchased a Light Support Boat known as ‘Meikle’. She is a T3.2m Honda Honwave Air V floor fitted with a 15hp Honda tiller steered 4-stroke outboard. She is rated as ‘C’ under the Recreational Craft Directive for up to 4 adults (RCD C = inshore (coastal) navigation, winds up to Force 6 & waves up to 2 metres). She is available for the use of individual Club members supporting on the water activities for Club members “Member Organised Activity (MOA)”. She may also be used as a support boat for Club activities “Club Organised Activity (COA)”. She is intended for use where there are not enough members present to launch and recover a 5m RIB.

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There are Terms & Conditions for her use and these can be found on the club website via this link:

[https://www.chanonry.org.uk/uploads/3/4/4/5/3445342/meikle\\_t\\_cs\\_final\\_v1.1a.pdf](https://www.chanonry.org.uk/uploads/3/4/4/5/3445342/meikle_t_cs_final_v1.1a.pdf)

Richard Jenner

30 August 202

## **Item 12 – AGM**

Having received a (lengthy of course) guidance document from the RYA on holding meetings it appears that, while current Covid 19 restrictions are in place, it would be considered acceptable to hold a “virtual” meeting. There is legislation covering this which, at the moment, runs up to 20 September but which is likely to be extended depending on the progress of the pandemic. If the current restrictions are relaxed, it may be possible to hold a meeting in the Clubhouse and the guidance suggests that this would be preferable.

We need to hold AGMs for both the CASC and SCIO by the end of December – this can probably be done in parallel with 2 sets of minutes produced. To give the best chance of holding a clubhouse meeting I suggest holding the meeting as late as practical – Friday 18 December. A decision on how to hold the meeting would need to be made at the beginning of the month to allow time to notify members of the date and arrangements. Meanwhile, if the Committee is content, I will check how many chairs can be set out in the Clubroom with 1m distancing.

Normal attendance at AGMs is around 35 but I suspect that this would be an AGM only event with no catering/ social side, so numbers are likely to be reduced. To have a quorum only requires 15 members with voting rights to be present.

Helen Jenner, Secretary

## **Item 14 Training Report**

### **TRAINING UPDATE TO THE MAIN COMMITTEE 31 AUGUST 2020**

- The partial easing of Covid-19 restrictions allowed a modified **Junior Week** to go ahead from 20 – 25 July.
  - Lacking available on-shore facilities, it was afternoon sailing only with everyone arriving ready to sail.
  - We did not attempt to follow a syllabus, so no certificates were issued but everyone’s sailing improved – for many it was 11 months since they last sailed.
  - Eleven sailors took part although not everyone sailed every day.
  - To meet covid-19 restrictions there was a formal splitting in to 2 groups each with a safety boat and instructor. Sailing equipment was marked and not shared and appropriate hygiene measures were followed. No paper sign-up forms were used, and Joining Instructions were issued in a 2-page email.
  - The instructors were Richard & Helen Jenner (5 days), Thomas Hardie (2 days), Marisa Astill-Brown (1 day) & Calum Pearson (2 days).



- We managed to sail everyday although the last day was on the limit (windspeed) for some.
- In agreement with the Treasurer, the daily charge was £10 per sailor. The gross income was £320 (+ one temporary membership @ £26). Direct expenditure was £23.45 to replace a gooseneck and £1.70 on R clips.
- **Dolphins** was reinstated on 13 August. The 27 August session was cancelled based on the weather forecast but in consultation with the Sailing Sec, we are offering an afternoon session on Saturday, 5 September with sign-up via the club calendar.
- Clearance was given for the postponed **Dinghy Instructor** course to go ahead in August (18 – 20<sup>th</sup>)
  - RYA Central are not allowing 2-handers to be used at present so the course was reduced from 5 days to 3 and 'tickets' are for single-handed instruction only. A further 2 days will be needed when allowed for a full ticket (moderation not required).
  - In consultation with the course instructor (Jane Campbell Morrison MBE), it was decided to conduct the pre-assessment immediately before the course (17<sup>th</sup>). Jane also ran a series of evening Zoom sessions pre-course to alleviate the lack of classroom facilities and reduce contact time ashore.
  - Rodney Timson kindly allowed the use of his open-sided garage behind the clubhouse and this was set-up as a physically distanced classroom with labelled chairs etc.
  - There were 4 candidates from the club: Marisa Astill-Brown, Joe Hallwood, Morven Maclean and Calum Pearson. There was one external candidate (Harry Bartlett RFYC). I assisted Jane for the pre-assessment and on day 1 following RYA procedures (masks on the safety boat, extensive surface cleaning etc).
  - The course was moderated by Nikki Stewart (RYA Scotland) at no cost to the club.
  - Everyone passed! The instruction was excellent. Extensive use was made of the 5 club Topaz and nothing broke!
  - The charges to club candidates were £70 each (including pre-assessment); the external candidate paid £170. Gross income was £450 against instructor fees of £720 leaving the club to pick-up £270.
- Jane Campbell Morrison conducted the annual **RYA training centre inspection** on 17 August, and we were given a clean bill of health.

Richard Jenner

Training Principal

28 August 2020

**NOTE of decisions made and actions taken since the meeting of 15 June 2020**

1. Grounds maintenance co-ordination volunteer Sheila Tracey informed the Committee that she was no longer able to continue in this role. Gordon Robinson has volunteered for this role and has been coordinating work.
2. Decided by email exchange – to run a trial Recreational Sailing session on Sunday 5 July in line with Scottish Government and RYA Scotland guidelines in place at that date. Single household safety crew and sailors maintaining physical distancing. Clubhouse including toilet not open. If successful further dates to be confirmed – conditions to be reviewed as Covid 19 guidance develops.
3. The Wisp group requested permission to store Wisp ashore at Fortrose over the winter as they had done last year – the Committee agreed to this.