



**HOLLOWELL SAILING CLUB
MINUTES OF THE SOCIAL COMMITTEE MEETING
Thursday 18 February 2016 in the Clubhouse**

PRESENT:

Christine Elder, Ruth Cross, Rachel McDonnell and Nicola Wilkinson (Chair/Mins).

1. Apologies were received from Mary Mallard, Elaine Coulton, Mike Pipes & Jo Bradley.
2. The minutes of the last meeting held on 7 October 2015 were proposed by Rachel McDonnell, seconded by Nicola Wilkinson and agreed.
3. Matters (actions) arising from minutes of the last meeting, including:
 - 3.1. Tea bar email address 'teabar@hollowellsc.org.uk' - **ACTION: Rachel to contact Stewart** as and when this is considered to be useful. In the meantime Rachel uses her own.
 - 3.2. Sunday lunch time first aid sessions - **ACTION: Mary to let Stewart have dates for first aid sessions** which can be added to the online calendar anytime and promoted via the e-news and club notices.
 - 3.3. Friday 6 November Training Centre Award Dinner - Rachel had prepared a meal for around 30 members and this event had been very much appreciated with positive feedback from many who attended. One person commented that it had been one of the nicest meals they had had.
 - 3.4. Sunday 13 December Christmas Lunch - Just over 80 people enjoyed a festive gathering at Ravensthorpe Village Hall. The meal format worked very smoothly with slow cookers and vegetables being collected for each table to serve themselves. The layout of the hall also worked well with the stage in the centre, and the bar at the far end near the store room. The speakers had been useful too. Rachel commented that the one thing she would change is to buy more prepared food eg: pre-prepared dauphanois potatoes, sliced onions and vegetables to reduce the work of preparation cooking day beforehand. All were in agreement with this despite the obvious enjoyment expressed by Stewart who peeled at least 25kg of potatoes.
 - 3.5. 2016 Social Programme in the Calendar confirm dates - Nicola noted the dates had been added to the new programme and each of these would be discussed.
 - 3.6. 50th Anniversary Dinner (see below)
 - 3.7. Merchandise and sales - Nicola reported that Rob Dunkley has ordered samples of car stickers, caps and polo shirts from Bob Potterton and hoped these would be

on display for the AGM. Who or how orders are to be placed yet to be confirmed.

3.8. 50th celebration prizes for sailing - Rachel had raised this point. **ACTION: Nicola confirmed she would raise this at the next Sailing Committee.**

3.9. 50th Anniversary logo - this was now being used in several places and including the 2016 Year Book to be launched at the AGM.

4. Social Risk Register Review - The Risk Register was discussed in relation to any changes that were considered to affected social matters. It was noted that risks from Burns/Scolds from the cooker, hot water/kettles were now also addressed with the addition of a replacement fire blanket. There being no other changes or additional risks, Version 7 dated 18 February 2016 was agreed as per **Attachment A**.

5. Tea Bar

5.1. Cash Sheet - Nicola thanked Mary and Christine who had both had a go at improving on what had proved to be a troublesome cash sheet. Christine provided copies of each version which were discussed. It was agreed that the version provided by Christine would be tested first. **ACTION: Christine to ask Stewart to print plenty of copies for the Tea Bar folder and see how people react.**

5.2. Manual - **ACTION: Rachel agreed to take the manual home** and make sure that any review dates of the main documents in the manual reflected recent attention.

5.3. Other tea bar matters - **ACTION: Rachel confirmed her intention to defrost the freezer** ahead of the start of the season and that she and Mary continued to liaise on purchasing when necessary. **ACTION: Rachel will make a clear laminated notice** about what to do when the cooker clock light blinks and the oven doesn't work as this was recognised as a frequent concern. **ACTION: Rachel also to redo the 'do not switch off the cooker' notice** or consider taping over it prevent people turning it off. (It was noted that it was off during the meeting.) **ACTION: Rachel and Ruth to look at ways of promoting use of the thermometer probes.**

6. Bar - Nicola noted that Jo had a better idea of consumption after her first year. There were some instances when additional beer supplies would be appreciated so more could be in stock in the coming year if possible. It was noted the bar had not been open on either the January Topper Open or February Oppie Open coaching events so not cash tin were to be expected from these.

7. Licensing

7.1. Bar - Nicola confirmed the bar license had been renewed on 7 Nov 2015

7.2. Temporary Event Notice - Nicola also confirmed this had been acquired and displayed for the 2015 Christmas Party.

8. Social Events and Pricing

8.1. Hollowell Hobblers - noted as an excellent social opportunity to be widely promoted.

- 8.2. Work Party Lunches - Nicola noted having spoken with Helen who continued to volunteer to provide work party lunches much to everyone's enjoyment.
- 8.3. 23 April 2016 Highgate House 50th Anniversary Dinner - Nicola reported that income was expected to be around £5000 and expenditure around £6800 meaning a subsidy from the club of around £1800. Tickets had been paid for by 62 guests and a further 80 guests had yet to pay and confirm menu choices. **ACTION: Christine will take bookings at the AGM and Nicola will follow up after this to firm up outstanding bookings before her visit to HH on 12 March** by which all bookings must be completed.
- 8.3.1. Table Plan - **ACTION: Nicola to provide table plan at the AGM.**
- 8.3.2. Cards on tables - **ACTION: Christine will get hold of 170 boat-themed cards to put each guest's name and abbreviated menu choice on.**
- 8.3.3. Table decorations - these are proposed as being table napkins, tea lights, helium inflated balloons and curly streamers. **ACTION: Rachel agreed to make purchases although would not be available on the day so volunteers would be asked to help set up. Nicola to confirm what is supplied by Highgate House and table numbers.**
- 8.3.4. Raffle - although originally a raffle had been included it was agreed that this was not needed. No further action. **ACTION: Nicola to let Clive Jones know.**
- 8.3.5. Awards - At the 8 March 2016 GC meeting it was envisaged the matter of speeches and any 50th anniversary awards would be discussed.
- 8.4. 7 May 2016 Public Open Day - Nicola had added details to both the Northamptonshire Sport and RYA Website. Rachel will not be available on the day but will contact those who sign up in the tea bar duty slots. **Prices were agreed** for the evening buffet: £6 for adults and 14+, £3 for 5-14 yrs and free under fives.
- ACTION: Stewart to remove two of the four extra Tea Bar duties on the Dutyman Rota for 9.30am to 2pm slot to leave just two.**
- ACTION: Nicola to send Ruth the Open Day Poster and print for AGM.**
- ACTION: Rachel to contact Phil & Anita Ireson re BBQ.**
- 8.5. 5 June 2016 Family Sailing and Fun Anniversary Day - No specific format had been decided on for this day. It was proposed that a nice lunch would be provided at £3 and an afternoon tea at £2 (or £5 ticket for the two). **ACTION: Nicola to make this known at the next Sailing Committee meeting.**
- 8.6. 11 June 2016 New Members Lunch - this had gone extremely well in the past two years and in 2015 Rachel had supplied quiches to accompany salads etc provided by Elaine. **ACTION: It was proposed that Elaine let Rachel know what she would like to do for the lunch.**

- 8.7. 28 August 2016 End of Summer Party - This is to be held on the Sunday at the end of the two-day Don Howard Trophy, summer camping and Junior Regatta the following day. Prices were agreed for the evening buffet: £6 for adults and 14+, £3 for 5-14 yrs and free under fives. **ACTION: Stewart to be asked to add two extra tea bar duty slots for an evening shift from 4-8pm (so no net change to the duty rota given the two removed from the public open day).**
- 8.8. 3 September 2016 Rutland Cruise & BBQ - **ACTION: to be promoted widely by all as a very enjoyable event for sailing in company.**
- 8.9. 4 November 2016 Training Centre Awards Dinner - **ACTION: Rachel proposes that she will flag up if she is unable to prepare the meal as in 2015.** Otherwise same arrangements.
- 8.10. 10 December 2016 Christmas Cookathon - **ACTION: Rachel to liaise with Mary for more pre-prepared food to be purchased** and half day volunteers cooking fun at the clubhouse.
- 8.11. 11 December 2016 Christmas Party - Nicola noted the General Committee had approved booking Ravensthorpe Village Hall. Prices agreed: £8 for adults and 14+, £4 for 5-14 yrs and free under fives.

ACTION: Rachel will action this and contact Kevin if any deposit is required.

ACTION: A TEN to be applied for by the Club Secretary in October 2016.

9. Any other business

9.1. Membership of the Social Committee

It was acknowledged that the membership of the Social Committee has changed slightly and was proposed for 2016 as comprising the Social Secretary (Vacancy), Commodore/Vice Commodore, Membership Secretary, Bar Manager, Tea Bar Manager, Webmaster, E-News Editor, House Manager, Teabar Purchaser and Banking Officer.

- 9.2. Tea bar tab - Christine expressed concern about the number of people who did not pay their tabs completely and these were recognised as being mostly a few regular culprits. It was agreed that the facility of a tab was important for members but that more should be done during the year to make non-payers more aware of their debts. **ACTION: Pin up outstanding tea bar tabs on the notice board and reminders via enews and personal approaches.**
- 9.3. Tea and coffee - Christine asked whether £1 for all teas/coffees for a day might be considered as an option. This was viewed as an interesting idea although the matter of pricing for tea and coffee was subject of much past debate. It was agreed to mull the idea over and revisit this at the next meeting.

10. Date of next meeting : Thursday 27 October 2016 at 11am-1pm in the Clubhouse

The meeting closed at 12.45 with very many thanks to all those who attended