



HOLLOWELL SAILING CLUB
MINUTES OF THE GENERAL COMMITTEE MEETING
Wednesday 9th November 2016 at 7.30pm in the Clubhouse

Present:

Rob Dunkley (Chair), Clive de la Fuente, Mike Playle, Stewart Elder, Simon King, Larissa Barker, Paula Beveridge, Tony Everard, Ivor McDonnell, Ruth Cross, Simon Bickers (secretary)

Apologies:

Graham Smith, Rachel McDonnell, Nicola Wilkinson, Elaine Coulton, Keith Lancaster, Nicky Frost, Mike Pipes

1. Approval of the minutes of the last meeting held on Wednesday 29th June 2016. The minutes were proposed by Stewart Elder and seconded by Simon King.

2. Matters arising from the minutes of the last meeting:

2.1 Water level penalty clause. Efforts would be made, to review the lease condition where AW have no liability for the absence of water with a replacement clause that introduces penalties where water levels fall below an acceptable level for effective sailing. This would be raised at the AW User Group meeting. This has now been moved to September 2016. However, owing to work commitments and the fact that the AWUG was held during the working day no representative from HSC was able to attend. (Secretary's note – a separate approach to AW will be required).

2.2 Stewart Elder has been able to access the Y&Y site and upload articles relating to HSC. He identified that no password is needed to enter articles.

2.3 Elaine Coulton completed the review of the membership risk assessment and passed to Secretary for inclusion in the risk register.

2.4 It was confirmed that Ruth Cross has been given read access to the bank accounts to enable membership subscription reconciliation.

2.5 The bar stock is now being replenished with bottled and canned beers. A review of the margin based on assumed weekly income suggested that whilst bar income seemed low, it was consistent with expected margins.

2.6 It was reported that the windsurfing 50% discount for those already booked into dinghy week had attracted little interest.

2.7 There remains no Social Secretary. However, club events are still being managed and arranged by Rachel McDonnell and her team. The annual premises license and 'TEN' for the Christmas party have been renewed.

2.8 To date only 2 nominations for the club development committee have been received. The first meeting is planned for March 2017 by which time reps from Sailing, Social and Membership committees will need to be secured.

Action: Sub Committee chairs to nominate representatives to sit on the Club Development Committee. (Simon King, Elaine Coulton, Social Cttee)

2.9 Having re-reviewed club documentation the Secretary advised that in respect of children, the club rules were consistent. Therefore, no change to rules or by-laws was

required. However, some associated documentation was in need of alignment with the club rules. Simon to inform Clive of any discrepancies between the Rules and other Training/Course documentation.

Actions:

Simon Bickers to arrange for update of club documentation to ensure consistency as per Appendix 6 to the minutes of the June GC Meeting.

3. Committee Reports. (Individual reports are attached where received).

3.1 Membership Committee. The Commodore announced that Elaine Coulton was stepping down as Membership Committee Chair. It was recognized that Elaine has been a great servant of the club and her decision whilst understandable, was nevertheless regrettable. Elaine will continue to support membership matters whilst a replacement is found.

The potential absence of a Membership Cttee lead highlighted the need to closely manage the renewals process. The Secretary was aware that Nicola Wilkinson was preparing the renewals process and was or intended to incorporate assistance from Ruth Cross. Ruth agreed to liaise with Nicola to ascertain the progress on the renewals process. (Secretary's note: A note has gone up in the Club House regarding renewals and there will be communications in the e-news. The renewals team will include Nicola, Ruth, Nicky Frost and Simon Bickers. These officials will be on-hand via e-mail and on winter work party days to help members renew their subscriptions).

A list of new members since 29 June is at Appendix 1, Rob Dunkley proposed and Tony Everard seconded that these members be entered into the club. This was agreed unanimously.

The Committee noted the vast improvements that had been made to membership administration and commended all those who have been responsible for this improvement to the club administration.

Simon Bickers advised the Gen Cttee regarding plans to introduce a new craft sticker. Instead of issuing an annual sticker to denote craft subs paid, a single once only (subject to being replaced due to wear and tear) label would be issued. The label would carry the craft details including berth and have a barcode to aid ease of survey. There would also be 2 versions of the label to assist those whose craft were not best disposed to the traditional 80mm diameter circular sticker. The alternative version would be a 100mm x 25 mm rectangular label that could be affixed to masts. The system relies upon HSC being able to print labels on-site and the hardware and software for this has been purchased by the Membership Committee.

3.2 Finance Report. Paula Beveridge presented the actuals and forecast for 2016, which subject to depreciation being confirmed, showed a healthy financial position. A projection was also provided for 2017 which showed that increased costs are likely to reduce our income over expenditure excess, unless we are able to grow membership.

3.3 Maintenance. Mike Playle reported that by taking direct action, a number of abandoned boats have been removed from the site. The approach, using appropriate cutting equipment had proved effective and popular. This will be used in the future where boats are neither claimed nor considered sea worthy.

We are proposing to facilitate use of the brick boat shed for winter boat repairs. This requires 2 safety boats to be stored elsewhere. Following discussions it emerged that the main objective is to protect the engines. A number of options were considered including off-site storage and removing the engines ourselves.

Actions:

Mike Playle to arrange for lifting hoist to be certified.

Simon Bickers to check with insurance our level of cover for off-site storage and implications of bringing the lifting hoist back into use.

3.4 Sailing. Participation in races this year has been down by 15% but that is deemed to be mainly due to weather. Otherwise the racing has been keen and competitive with a number of new members joining in and evident improvement amongst those who have more recently taken-up the sport.

Simon King will be stepping down as Sailing Secretary and the Commodore is already looking for a replacement to take up the post from March 2017.

It was noted that the APMYC had provided great help to the club and by way of reciprocation, the sailing programme for 2017 reflects this and includes days on which HSC will support APMYC events.

We continue to have a thriving youth section which has been reflected in a significant representation in national and zone squads.

Next year's programme will include the return of the T&S (away from HSC) and the Warwick Trophy will be hosted by us. We have been removed from the Solo Open calendar and instead will incorporate the Solo Club Championships into the Club Championships. (We anticipate the Solo open returning in 2018).

The Programme for 2017 recognises the duty burden vis-à-vis membership and has been trimmed slightly as a result.

3.5 Training. Clive de la Fuente provided a comprehensive training report which is at Appendix 3.

The inspection by both AALA and RYA, had previously insisted that the scoring system in the risk register be removed for Training Risks. They strongly recommended not including metrics to score risks in ALL our risk policies. This sparked a general discussion about risks and the conclusion being that we consider changing our approach to risk management.

It was proposed by Clive de la Fuente and seconded by Rob Dunkley that all risk assessments remove reference to risk scoring. This was agreed unanimously.

Action: Secretary to write to all Committee Chairs to advise them to amend Risk Assessments and provide guidance on how to complete them in respect to risk scoring.

The inspection also raised the matter of head injuries. Whilst there was no appetite to insist on wearing head protection it was incumbent upon us to point out the risk of head injury. It was agreed that a periodical reminder would be included in the e-news.

Action: Ruth Cross and Clive de la Fuente to arrange for a quarterly reminder on the danger of head injury in the e-news.

3.6 Social. Rachel has reported that plans are in place for the Christmas lunch and annual prize giving. The Commodore advised that 2 members had indicated they would share the Social Secretary responsibilities and will confirm once this has been confirmed.

4. 2017 Programme.

The 2017 Programme is near completion with Sailing (inc Scullers and APMYC), Social and Committee Meetings in the calendar. The Training programme needs to be overlaid before going to print. Recognising that a significant number of undistributed programs for 2016 remain it is proposed that the Programme is distributed electronically with 50 paper programs retained for those who need/prefer a physical version. This was proposed by Simon Bickers and seconded by Robert Dunkley,

Action: Clive de la Fuente to complete Training Plans by 1 Dec and issue to Simon Bickers for printing and distribution.

5. 2017 Investment Budget.

The investment Budget for 2017 was presented (see Appendix 4). The budget was agreed subject to:

5.1 That we were able to remove the masts from the surplus Toppers and sell the hulls so as to limit the cost of acquiring additional topper masts.

5.2 An additional £500 made available to make temporary improvements for wheelchair access.

The budget was proposed by Mike Playle and seconded by Stewart Elder. It was approved unanimously.

Action:

Simon Bickers to update budget and re-issue.

Stewart Elder to remove Topper masts from craft up for sale and re-issue the sales adverts.

6. 2017 Fees. Changes to Fees were proposed by Membership and Training.

6.1 Membership Fees. An increase in £5 was proposed for family and single memberships. Social and Junior were to remain unaltered. In addition it was proposed to remove the joining fee as this attracted little income and was no longer justified by the expense incurred.

6.2 Training Fees. The following changes were proposed:

Go sailing would attract a 50% reduction in craft hire

Start Sailing and On-Board aligned at £50.

PB2 increased to £25 to cover increased costs.

Dinghy Week to include a combined dinghy/WS tariff of £100.

The fee changes were proposed by Clive de la Fuente and seconded by Paula Beveridge. They were agreed unanimously.

7. Stewart Elder advised the Committee that we would be migrating to a new web publishing solution that would make the club website more suitable for viewing on phones and tablets. It would also introduce much needed increased security.

8. Larissa Barker asked colleagues to canvass for volunteers to play in the orchestra for the Christmas party.

9. Clive de la Fuente reminded the General Committee that we were obliged to consider disbursement of income by paying away up to £6,000 to the Club Development Fund and the surplus income from Dinghy Week to the COMFYS fund.

It was proposed by Clive de la Fuente and seconded by LB to pay away up to £6,000 to Club Development fund.

It was proposed by Clive de la Fuente and seconded by Ivor McDonnell to pay away surplus income from dinghy week to the COMFYS fund.

Both motions were passed unanimously.

Action: Treasurer to adjust fund distribution accordingly.

10. Date of Next Meeting.

The next meeting will be held on 7 February 2017.

The meeting closed at 2200.

Simon Bickers
Secretary
HSC

Appendices:

1. Membership Committee Report and New Members List.
2. Sailing Secretary Report (Attached)
3. Training Report. (Attached)
4. Budget (Attached - including amendment from item 5.2).

Appendix 1

Membership Committee Report

Hollowell Sailing Club
Minutes of the Membership Committee
22nd September 2016 at 7.30pm in the club house

1. Present

Stewart Elder, Rob Dunkley, Simon Bickers, Nicola Wilkinson Elaine Coulton (Chair)

2. Apologies

David Blackburn, Clive de la Fuente

3. Minutes of the Previous meeting held on the 29th march 2016

These were approved by Simon and seconded by Stewart.

4. Matters arising

(a) Publicity

A publicity vacancy still exists and the committee thought of a few names to approach, a Publicity budget will be proposed and agreed by the committee.

(b) Simon advised that there will be no change in the Club rules and documents relating to children aged 14-18

(c) No one from the membership committee has yet accepted the offer to represent membership on the Club Extension project, a volunteer is still being sought

(d) A 2nd lower key Open Day was discussed, possibly in September to encourage use of the late joining discounts and to boost Autumn membership when there is still good sailing available. (Draycot currently do this and then new members join for the year) Rob will investigate cost of advertising, and ideas to put on an autumn taster afternoon, staffed by the sailing committee Rob will also investigate advertising at Hollowell Steam rally

(e) Simon proposed that instead of colourful craft stickers issues every year, each craft at HSC will be issues with a once only sticker that will include a bar code. The purchase of the labels, printing infrastructure an software to produce bar codes was unanimously agreed and Simon will proceed with the purchase of one and the relevant stickers and software that will come under the budget of £500.00 that the membership committee can agree to. Simon will discuss its use with David Blackburn and the issue of bar codes will be managed from the race office at HSC

5. Membership Report

(a) 2016 So far.....

Here are the stats kindly provided by Simon Bickers

18-Sep-16

	Total			New		
	Memberships	Members	pending	Memberships	Members	pending
Total	244	416		36	81	
Family	63	228		17	56	
single	81	81	1	10	10	
Single retired	25	25		0	0	
Family Rtd	7	15		0	0	

Junior	23	23	1	2	5	1
Social	17	16		5	8	
Social (Junior)	10	10	1	2	2	1
Social (r)	6	6		0	0	
Honorary	10	10		0	0	
Young Adult	2	2		0	0	
Total	244	416	3	36	81	2
Var	0	0		0	0	

HSC Memberships

Family	£10,717
single	£11,369
Single retired	£2,790
Family Rtd	£950
Junior	£958
Social	£712
Social (Junior)	£450
Social (r)	£191
Honorary	£0
Young Adult	£120
Joining Fee	£175
Craft Fees	£10,030
Total	£38,462

416 424

£38,462 £39,371

HLS Charges	(Awaiting conf)	£3,496	£2,428
APMYC Income		£671	
Total		£42,629	£41,799

(b) Web Collect Update.

Nicola is planning to meet with Ruth regarding the handover as Webcollect administrator, Simon is very up to date and has a good understanding of how it works.

439 Orders have been processed via Webcollect, this includes training and Social activity, but 54% relate to membership, 14 people have admin rights. The Mem committee will have to find a way to accommodate those who do not wish to use an online system.

© New members 2016 Report will be obtained from Web collect for the General Committee to approve at the November GC meeting

(d) Subs proposal 2017.

Fees 2016 Before Early bird discounts and 20% Retired discounts

Joining Fee £35.00
 Single £145.00
 Family £175.00
 Young Adult (18-24) £65.00
 Junior £45.00

Social £45.00

In 2017 I would like to propose

No Joining Fee

Single £150.00 (+£5.00 or 3.4%)

Family £180.00 (+£5.00 or 2.8%)

Young Adult £65.00 = No Change

Junior £45.00 = No Change

Social £45.00 = No change

I propose that we end the joining fee, during 2016 only 5 new memberships paid this joining fee so income of £175.00 to HSC. Historically this joining fee was levied to cover the additional cost of posting a new members pack with bulky printed material, however with more use of emails via Webcollect and a much more informative website we no longer practice this. Therefore the levy of a joining fee is no longer justified.

To not adopt a joining fee gives us a benefit from other local clubs that do levy a joining fee, so hopefully increased membership will more than cover the cost of this loss to HSC in the future.

Early Bird Discount.

To encourage members to pay their subs on time, I would like to propose that we continue to offer an Early Bird discount so that all who pay on or before the 5th March 2017 (AGM) will pay last year's subscription rate, saving £5.00.

We will run membership renewal clinics in January and February to coincide with work parties so members can renew in person at the club in 2017.

Pro Rata Fees

Currently we offer a pro rate discount scheme

1st Jan – 5th March Less EBD of £5.00

6th March – 1st July = Full price

1st July – 31st August less 25%

1st September – 31st October Less 50%

1st November – 31st Dec =Less 75%

Over the past 2 years there has been an increase in summer memberships taking advantage of the 1st July 25% discount so I propose to retain this but the winter discount has poor uptake.

A proposal was also put forward to offer a new member joining in September onwards full price membership that would also cover the full year following, so 15 or 16 months for the cost of 12 but this was rejected by the membership committee.

The discounts, Fees 2017 and the proposal to no longer have a joining fee was unanimously agreed.

6. Membership risk assessment. This was updated please see attached

7. (a)Dutyman Update

Stewart had nothing to report

(b) Website update.

Stewart presented a short report about the web site.

Currently we use Serif Webplus X7 as our web publisher. This was bought two years ago and there is now no technical support for X7. X8 has been out for over a year when I came to seek an upgrade I find the X8 will be the last and the Serif are leaving the web publishing market. The industry standard software for this sort of thing is 'Dreamweaver'. You cannot purchase this package outright it is available only on a subscription. For small business use (ie more than one user is £548 PA) for single use it is £206. The single use is the one I recommend as should anything happen to me as webmaster any new person will not want to adopt the current web site and in fact would be easier and just as cheap to start again. There are issues coming up with Google who downgrade sites that are not mobile or tablet friendly – The new package will solve that issue.

The purchase of Dreamweaver (Single app) was approved and to be purchased on a yearly basis. Stewart also mentioned upgrading the site to HTTPS (secure)

What is HTTPS - Hyper Text Transfer Protocol Secure (HTTPS) is the secure version of HTTP, the protocol over which data is sent between your browser and the website that you are connected to. The 'S' at the end of HTTPS stands for 'Secure'. It means all communications between your browser and the website are encrypted. HTTPS is often used to protect web sites where money transactions take place. Web browsers such as Internet Explorer, Firefox and Chrome also display a padlock icon in the address bar to visually indicate that a HTTPS connection is in effect. Webcollect advises their user upgrade to HTTPS (this is a cut and paste from the Webcollect help page) **Why are all WebCollect pages https?**

Webpages which are https (not http), supported by an SSL certificate, are encrypted and prevent snoopers eavesdropping, to pick up sensitive data that people might fill in on the webpage. This concept has been around for a long time, and is the reason why the vast majority of websites that ask you to fill in a form, or make a payment, use https for their sensitive pages.

In the past, web developers didn't make all pages https, because it often would have made the website slower (and a few other techy reasons). In recent years, most of those reasons have become less important, or disappeared. At the same time, people have become much more aware of the potential risks of security breaches.

Does it matter that my website is http?

For the purposes of using WebCollect, it doesn't matter unless you want to embed WebCollect pages within your website. However, even if you aren't embedding WebCollect, you might want to consider going site wide https at some point, particularly if part of your website is https, and part is http.

Stewart pointed we do embed Webcollect pages on our website. Changes here will take some time and the it will stretch his 'technical' abilities and would seek help in this area. Note that the address of Hollowell Sailing Clubs website will change.

Approval was given to enroll and purchase SSL certificate (up to £100).

It was noted that Stewart spends a huge amount of time developing and maintaining the Clubs website which is the envy of all other sailing club We are all extremely grateful for the time (approx. 10 hours a day) and all that he does for the club.

Thank You Stewart.

8. AOB

Simon proposed to combine membership & social committees
This was not agreed

Meeting closed 9.45pm
Next meeting TBA

New Member List – (Those joined since 1 June 2016)

Title	First_name	Surname	Description	Group_Name
	Helen	Caddy	FAMILY - Family subscription	Leach
Mr	Christopher	Harry	SINGLE ADULT - Individual subscription	
Ms	SARAH	HEDGECOCK	SOCIAL ADULT + JUNIOR - Social plus a Junior	HEDGECOCK
mr	pete	jackson	SINGLE ADULT - Individual subscription	
	Jacob	Leach	FAMILY - Family subscription	Leach
Mr	John	Leach	FAMILY - Family subscription	Leach
	Joseph	Leach	FAMILY - Family subscription	Leach
	Lily	Leach	FAMILY - Family subscription	Leach
Miss	Polly	McMullan	JUNIOR (5-17) - Junior subscription	MCMULLAN
Mrs	Denise	Mofford	FAMILY - Family subscription	Mofford
Mr	Don	Mofford	FAMILY - Family subscription	Mofford
Miss	Leisha	Mofford	FAMILY - Family subscription	Mofford
Miss	Tylah	Mofford	FAMILY - Family subscription	Mofford
Ms	Susan	Pettett	SOCIAL ADULT + NO JUNIOR - Social (no Junior) subscription	Wright
	Graham	Ritchie	FAMILY - Family subscription	Ritchie
Mrs	Catherine	Scall	FAMILY - Family subscription	Ritchie
Master	Finlay	Scall	FAMILY - Family subscription	Ritchie
Miss	Freya	Scall	FAMILY - Family subscription	Ritchie
Master	Noah	Scall	FAMILY - Family subscription	Ritchie
Mr	Joseph	Thomas	SINGLE ADULT - Individual subscription	
Miss	Amelia	Wells	FAMILY - Family subscription	Wells
Master	Harry	Wells	FAMILY - Family subscription	Wells
Mr	Stephen	Wells	FAMILY - Family subscription	Wells
Mrs	Yvonne	Wells	FAMILY - Family subscription	Wells
Mr	Bill	Wright	SOCIAL ADULT + NO JUNIOR - Social (no Junior) subscription	Wright

Appendix 1 – Membership Committee Report.