



HOLLOWELL SAILING CLUB
MINUTES OF THE GENERAL COMMITTEE MEETING
Monday 19th March 2018 at 7.30pm in the Clubhouse

1. Apologies.

Mick Coulson, Robin Razzell, Nicola Wilkinson, Rachel McDonnell

In Attendance. James Avery, Clive de le Fuente, Ruth Cross, Stewart Elder, Graham Smith, Mike Pipes, Ivor McDonnell, Larissa Barker, Abbie Caldwell

2. Approval of the minutes of the last meeting held on 6th February 2018.

Having been circulated prior to the meeting the minutes were approved by attendees without questions or queries. Acceptance of the minutes as an accurate record of events was proposed by Mike Pipes and seconded by Graham Smith.

Minutes unanimously approved by attendees by show of hands.

3. Matters Arising

3.1 Commercial risk assessment remained outstanding. A short discussion took place as to current commercial risks which included financial risk which would affect income or require expenditure. The commodore asked that each subcommittee chair considered wider risks in relation to continued operations of the club in the event of unexpected events. Water shortage was given as an example of such an event.

Action: Treasurer to compile a commercial risk assessment on the basis of feedback and to present to the next meeting.

In respect to financial risk, the Commodore gave a presentation in regards to financial management of the club

Key points:

Current cash assetsXXXXXX This is made up of the Colin Oakes memorial fund, which is in place to support youth development and youth craft (XXXXXX), a fund dedicated to future building works – the Club Development Fund (k£49), and then the General Fund held as cash of around k£71.

The General Fund is also held to hold cash in reserve for emergencies. Current committed



expenditure as a result of the approved budget in 2018 equals XXX. Some of this will come from the COMFYS fund, the rest from the General Fund.

Additional funds for the agreed budget have been received with the k£ 2 Sunsail grant and £750.00 Persimmon grant. The approval of the proposition at the AGM to purchase a new Committee Boat likely costing £10-15k adds pressure to this position.

3.2 HSBC Primary Account Holder

XXXXXXXXXXXXXX

4. Confirm committee 2018

The Commodore confirmed that proposed club officers for 2018 has been formerly confirmed at the AGM by vote. One exception existed in relation to Laser Fleet Captain. Due to work commitments Mike Harding was unable to take up the post and Mary Mallard had agreed to fulfil the role. With this one amendment the Committee confirmed by unanimous show of hands club officers for 2018 as presented to the AGM.

5. Approve financial signatories

Item addressed with matters arising 3.2 above. The necessary HSBC forms were completed.

6. Club Risk Register

The club risk registers which comprised of the following:

Sailing b) Maintenance c) Membership d) Training e) Fire Risk Assessment f) Social g) H&S Statement

Subcommittee chairs confirmed that their respective committees had reviewed each register. In relation to the Membership risk register the following amendments were recommended:

Children in water risk controls to be amended to child supervision within the bay area to be the responsibility of the responsible adult not duty crew.

Addition of General Data Protection Regulation risk and control related to policy currently being produced by the Secretary.



The Fire risk assessment and Health & Safety statement were approved by the committee and would be enacted and monitored by Maintenance Committee.

Action: Secretary to rework membership risk register and circulate prior to membership committee.

Health and safety statement to be printed and posted on club notice board once signed by the Commodore.

7. AGM Actions

Clive de le Fuente outlined areas to cover which included:

1. Legitimacy of Annual General Meeting due to postponement

A member has raised concern that rescheduling of the AGM due to severe weather meant that the AGM was not in accordance with the club rules due to notice period.

Clive proposed that the AGM was duly held within rules and was therefore legitimate being held at the nearest possible date following postponement due to severe weather.

All present approved with one abstention.

2. Committee boat

Concern that expenditure agreed was large and did not work through club budget approval process.

Clive outlined a proposal in respect to safeguarding club financial resource would be prepared for a future general committee meeting. This proposal would then need to be presented to the 2019 AGM.

In respect to purchase of committee boat the Commodore outlined that he would like to form a sub committee to address the purchase of a committee boat. This group would be chaired by Graham Smith and include Mike Playle. Other members would be added as required. The subcommittee would initially be tasked with developing a specification for a new committee boat.

8. Plans for coming year



The Commodore asked each subcommittee chair to update their sub committee Development plans for each area of responsibility and club activity. These plans would outline the planning and ideas of things to see happen at Hollowell in the future and steps that would need to be taken to achieve them.

Specifically the Commodore asked that each member of the General Committee provides to him just two items each that people (either from their sub-committee or Fleet) want to see developed or considered in the coming years. This would then be used to start a discussion on a Top Level Development Plan for the Club. Clive asked if he could have these by the 16th May. **Action: General Committee members.**

9. Public Open Day

The Commodore outlined that membership committee would again lead this. The training committee and team would arrange usual trips for visitors in club wayfarers.

Signage and publicity material would be produced by Ruth Cross, Membership Secretary.

It was confirmed that the Model Yacht club will be present and that club members would be asked to sign up to roles as per usual practice.

10.Sub-committee reports and proposals.

- a. **Membership.** Ruth circulated a membership update as below

memberships members



family	38	129
family retired	4	8
single	76	76
single retired	18	18
young adult	3	3
junior	18	18
social + junior	11	11
social	1	1
social retired	6	6
honorary	12	12
Total	187	282

New members to approve: Nigel McKenna single Meghan McKenna junior

New members approved by unanimous show of hands

b. **Finance.** Paula provided a profit loss account from Sage Accounting . Note income up 3k on last year

c. **Maintenance.**

Note scheduled start to earth moving however frozen ground is preventing this. Work likely to start Wed 21st March.

Noted actions arising from fire risk assessment which would be addressed as part of maintenance team actions. **Action : X 5 actions cards covering evacuation and alerting would be produced and be placed in the outlying buildings**

Mike outlined that the initial costing received in respect to replacement training pontoon was not accurate and was likely twice previous estimate.

Mike outlined that options included purchase of a smaller section of pontoon or seeking a lower cost option.

Clive outlined preference to purchase a smaller section of pontoon and assess use. This would equate to a 2metre x 4metre section.

Mike Playle proposed purchase as per original plan with a cost of £4,000.00 which would provide a 6x2 Metre section. Mike Pipes seconded the proposition. The Commodore called for vote by show of hands. 9 Members voted for the proposition 2 voted against.



Action :The proposition being confirmed the maintenance team to proceed to purchase the new training pontoon. (Post meeting note. Mike managed to get the pontoon for £2302 ex VAT).

d. **Sailing**

Graham Smith, Sailing Secretary reported a positive sailing committee meeting and enthusiastic response from the new laser fleet captain. Review and reinforcement of duty officer briefing would be undertaken by sailing committee. The Sailing committee had noted very positive results in recent events for youth members Hazel McDonnell and Morgan Smith.

e. **Training.** Ladies day changing name to Women on the water. Training as per programme .

11. Any other business.

-Graham raised a members question to ask if the gate code should be changed.

A discussion took place and a general view was that this was not a current issue and a change was not necessary. Second question received from Graham relates to a members query on limited volunteers for tea bar. Concern expressed that two members had been recently volunteered for duties. Discussion took place that tea bar was an ongoing issue. James Avery expressed concern for volunteer comment as he had sought the availability of both members as previously informed they would cover the event due to cancelation of the prizegiving. Stewart Elder, Dutyman coordinator would review the rota and highlight future gaps and issues for early action. -Member, Ian Brett had requested permission to store his boat Bella at the club. This would not be sailed at the club due to size. The Committee unanimously approved this storage.

-Mike Playle proposed Sailboard open meeting new date proposed as 13th October which was approved by the committee'

There being no other business the meeting was closed by the Commodore.

12. Date of next meeting: Wednesday 27th June 2018