

# HOLLOWELL SAILING CLUB

## Minutes

### GENERAL COMMITTEE MEETING

Tuesday 13th November 2018 at 7.30pm in the Clubhouse

**Present:** Clive de la Fuente, Alison Linnell, Ruth Cross, James Avery, Mary Mallard, Mike Pipes, Mike Playle, Abbie Caldwell, Graham Smith, & Stewart Elder

**1. Apologies.**

Larissa Barker Tony Everard Ivor & Rachel McDonnell

**2. Approval of the minutes of the last meeting held on 27th June 2018.**

Minutes of the last meeting were confirmed as an accurate record of events

Proposed: Graham Smith Seconded: Ruth Cross Confirmed by a unanimous show of hands

**3. Matters arising:**

3b Nicola Wilkinson has confirmed that access to the bank account is appropriate that she no longer has access

Topper item of rigging raised at the last meeting has been resolved

**a. Laser sailboats update**

1x Bahia 1x Laser 1x Sunfish are to be provided by Laser and they will allow use by club members

It was noted the Bahia had arrived with others to follow

**Action:** Secretary to arrange insurance for these craft.

Discussion on booking took place with potential to transfer bookings to online via webcollect. Committee agreed to trial this approach

Stewart Elder and Clive agreed to explore how this can be done in WebCollect

**4. Sub-committee reports and proposals.**

**a. Membership:**

i) Membership Committee Report ii) Approval of New Members

Approval of members as per report ( Appendix A ) Proposed: Clive De La Fuente Seconded: Mike Playle. Passed unanimously by show of hands.

iii) Approval of revised membership policy

New policy discussed and noted sliding scale of membership price reductions based on the month of joining.

Noted new category of social and junior which is a membership for an adult connected to a child who has an active membership.

Proposed : Ruth Cross Seconded: Stewart Elder Approved by unanimous approval of those present.

**Action:** following minor agreed amendments Ruth Cross to provide a final copy to the secretary and webmaster for upload to the club website.

#### iv) Proposal for honorary membership process

The Committee considered a proposal paper from the membership committee outlining formalisation of the honorary membership process which outlines the characteristics and process for recommendation to the general committee. Nominations are to be submitted annually at the November general committee meeting and confirmed at the AGM

Proposed adoption: Ruth Cross, Membership Secretary Seconded: Stewart Elder with unanimous approval of those present.

#### v) Membership fees 2019 revised structure

A revised structure of membership fees was outlined which followed a sliding scale fee structure as the year progressed ( Appendix B). In producing this the membership committee had considered the comments received from members.

Adoption of the revised structure was proposed by: Ruth Cross, Membership Secretary and Seconded: Graham Smith Approved unanimously by show of hands.

#### vi) Proposal for award of honorary membership

Mike Pipes presented a nomination for the award of honorary membership to Derik Bunting who he felt had made a tremendous contribution to the club since joining from Naseby in 2004

Adoption proposed by: Mike Pipes Seconded: Ruth Cross with unanimous approval of those present.

**Action:** Mike Pipes to inform Derik of the decision which will be announced at the AGM. Secretary to write to Derik Bunting to inform of the decision.

#### vii) Proposal for introduction of coloured boat stickers

Ruth Cross, Membership Secretary presented a paper and proposed a return to the coloured boat stickers previously in place. Although an effective process, the current system did not immediately identify members craft that had not paid an annual fee. The proposal was seconded by Graham Smith with unanimous approval of those present.

### **b. Finance update including 2019 Budget & Investment proposal and approval**

Clive De La Fuente, Commodore and Abbie Caldwell, Treasurer presented the current financial situation, budget for 2019 and investment proposal

Net profit in year £11,932 however this does not include capital expenditure related to new committee boat and purchase of topper. Additional unexpected expenditure was noted for clubhouse ceiling replacement following the collapse due to water ingress

Following the budget meeting the sum of £ 10400 was agreed as spend for 2019. This would include refurbishment of boat house roofing as now necessary ( £1,000), Anchor winch for the new committee boat (£2,200), £6000 for three new Toppers and £1200 for Fleet Training. On top of which it is anticipated that HSC will have to pay at least £8,000 towards the changing room extension.

It was proposed that 6k£ be added to development fund as per usual practice of building this reserve. News of the bid success and progress was expected in early December.

Discussion took place on investment having previously completed a former product which gave a good level of return. Clive & Abbie outlined 3 options 1. Remain with balance in the bank with very low interest. 2. Take relatively low interest account with early access. 3. Secure Investec product which offers potential of 18% return after 6 years (4.5% per annum)if the FTSE is greater than the value on the strike date.

Discussion took place on these options which culminated in a proposal from Clive De La Fuente that 40k should be placed within a suitable long term Investec fund which would provide financial security and future funding options.

Seconded by Graham Smith. Unanimous approval by show of hands on agreed condition that financial advisor costs being reasonable.

(Post meeting note. This has been actioned and the strike date is the 28<sup>th</sup> Jan 19. The fee was only £450, considerably less than last time).

### **Start Date 28 January 2019**

#### **Kick-Out Dates**

End of year 3: 28 January 2022

End of year 4: 30 January 2023

End of year 5: 29 January 2024

Adoption of the budget proposed by Clive de la Fuente Seconded: James Avery Approved by unanimous show of hands

#### c. Maintenance. i) Club security

Noted 2 events of loss and damage. An email reminder to all members re security had been issued. Noted provision of CCTV and agreement that an access list is required for all those with viewing access

**Action:** Mike Playle to address this list of current users

Pontoon structural work is now complete and has required a considerable amount of work. Noted considerable support from model yachters who have made a valuable contribution to the work.

The new committee boat is now complete and in service and an Instruction manual being produced to direct use. The committee thanked Mike and team for his considerable work to convert the required elements to enable use.

d. Sailing. i) Annual programme ii)

A listing of Awards had been circulated which would be presented at the annual Christmas meal and prize giving. Clive de la Fuente outlined a proposal which had been worked up with Nicky Frost to reduce the number of trophies provided given feedback from members. The group approved the listing which would be reviewed annually. This would reduce current trophies from 59 to 30 which will reduce costs and provide a more streamlined approach to allocation of trophies.

Proposed by: Nicky Frost Seconded CDF Unanimous approval of those in attendance

A Draft sailing programme has been produced and approved by sailing committee this includes open meetings and youth events.

The Family fun day is to be renamed members fun day to encourage wider participation.

Agreed that proposed calendar would be published shortly.

e. Training. i)

Programme confirmed largely as per 2017/8

Go sailing to be run on Thursdays with bookings on web collect

Race officer training to be provided with thanks to Simon King

Ladies fun day and women on water to be run this year on Tuesday evening

Powerboat and new committee boat training planned for new year.

Junior Sunday coaching to be run by Rachel Heggs

Use of TeamApp to be explored by Sailing Secretary and Rachel Heggs

Sailwave training to be provided by Mark Hope

Boat hire prices – discussion on price and agreed hire rates unchanged. Boat hiring will be put on WebCollect. The fee, in future, will relate to a day or part thereof.

GO Sailing should be added to WebCollect.

f. Social i) Proposed programme

Noted recent meeting did not take place

Ravensthorpe village hall booked from 11 am 7<sup>th</sup> December

Event to include lunch and prizegiving at 1pm

4. Approval of revised Safeguarding and child protection guidelines ( Safeguarding officer )

Ruth Cross, Safeguarding officer presented an updated policy.

Noted Instructors and parents who regularly help require full DBS approval.

A reference is required for all volunteers who occasionally help.

A request was made for posters to be put up to identify the Safeguarding Officer so that there is a point of contact for concerns raised (**Action** : Ruth). Following discussion the Safeguarding Policy was

not approved on this occasion and will have further work and clarification prior to the next meeting. Clive volunteered to have a look at it. (**Action Clive**).

5. **Bid submission** – Improvement of changing facilities ( Commodore)

Clive de La Fuente outlined that a Sport England bid had been submitted in respect to the extension of the female changing areas. This plan would make use of the current canopy area and provide considerable increase to the current area available. Once enclosed a new canopied area would be provided. The design provides an interconnecting door which allow flexing of capacity to enable additional use such as adult and child separation as required. Sport England were expected to make a decision in December; after this a subcommittee would be formed to progress planning and other permissions including project plan.

7. Club rule change confirmation and additional amendment proposal

To ensure clarity and understanding of all members in relation to proposed business of the Annual General meeting the General committee at its meeting on 13th June 2018 approved the following rule addition which is in accordance with club rules. As part of the process of approval the rule addition was displayed within the club house for a period of 14 days following the meeting. This change is now enacted and will be put before the next Annual General Meeting in which it may be formally ratified or set aside according to a vote of members present.

**Voting on monetary matters. 66**

**If a member proposal presented, and voted as approved, at a General Meeting of the Club involves a financial expenditure of more than £1000 that item will be put forward into the next budgeting round of the General Committee, and considered along with other proposals, and the current financial status, before being ratified**

b. Proposal from a member AGM notification of proposals

Following receipt of a members proposal the General Committee considered a clarification to the rules requiring submission of proposals to the AGM (Rule 56) The committee agreed this was a helpful addition.

Annual General Meeting. (Addition underlined)

*An Annual General Meeting of the Club shall be held each year in the month of February or March on a date to be fixed by the Committee. The Honorary Secretary shall give the membership at least 42 days preliminary notification of the date of an Annual General Meeting and notification of the agenda including the full text of any members or committee proposals to be discussed at that meeting to be presented at least 14 days before the date of the meeting.*

Adoption was proposed by: Clive de la Fuente Seconded: James Avery Confirmed by a unanimous show of hands.

**Action:** Secretary to address numbering of rules document which would be put before the AGM for approval

## **8. Policy update and approval**

i) Powerboat arrangements – Carol Halliday had kindly reviewed the current document and it was agreed further work was needed to include all necessary components. Clive de la Fuente suggested a video format would be wise to consider in this work and Graham said he would organise it with the help of a child who could do it as a project (**Action:** Graham).

**Action:** Mike Pipes to discuss with Carol and work together to achieve this. (**Action** Mike Pipes / Carol)

Sailing Instructions, On the water safety Policy, Racing at Hollowell all required review and the sailing committee were asked to address this,

**Action:** Graham Smith, Sailing Secretary

## **9. Completion of Club Insurance Renewal**

The Secretary reported that the club insurance renewal was complete which had included a review of club craft, buildings, assets and value. Members are reminded that must maintain their own insurance as condition of membership and use of HSC. Club insurance covers club boats both operating at hollowell and on visits to other locations. All new club craft should be reported to the secretary to enable addition to the named craft policy. It was noted that a 14-day cover period existed to enable arrangements to be made.

Club Indemnity cover The Secretary outlined that the club had 5 Million pounds indemnity cover related to club officers and duty personnel operating within club rules, policy and RYA requirements. The club had been asked to review this value as part of the annual review to ensure adequacy as a significant claim could exceed this value. A discussion took place on this matter which included the likelihood of such an event. The consensus of the committee was that current strict operating procedures reduced the likelihood of an accident and claim. As a result this reduced the risk to a level that an increase on current 5M indemnity was not currently needed. The committee agreed to remain at current levels of cover and ensure that powerboat & safety refresher training is complied with and conversations are had with operators when poor practice or risk noted.

## **10. Hollowell Scullers – Update on agreement completion ( Secretary)**

Secretary outlined the renewal process was complete and all required documents had been provided

## **11. Club officers & Posts 2019/20**

Christine Elder had identified that she would not be continuing as banking officer next year. The committee noted her considerable contribution to the club in this duty. It was noted that Mary Mallard has agreed to support in interim.

## 12. Committee Structure and meeting frequency

Clive asked committee chairs to consider the necessity of the frequency of meetings and to report back to the next general committee .

## 13. Any other business

Graham Smith proposed that we register for members survey run by RYA. The committee agreed to pursue this to understand members views.

**Action:** Graham Smith and James Avery to progress.

With no further business the meeting was closed by the chair with thanks to contributors

Date of next meeting : Tuesday 5th February (AGM Sunday 10th March 2019 TBC )

## Appendix

### Appendix A

Membership Report

**New Members approved (Redacted - Names can be provided to members on request )**

### Current membership status :

	2017		2018	
Type	No. of memberships	No. of members	No. of memberships	No. of members
Family	61	214	55	191
Single	88	88	88	88
Single Retired	22	22	21	21
Family Retired	6	13	4	8
Junior	16	16	42	42
Social	8	8	6	6
Social + junior	10	10	24	24
Social retired	10	10	6	6
Honorary	9	9	12	12
Young Adult	5	5	6	6
TOTAL	235	395	264	404

