

## ARUN YACHT CLUB

### MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON WEDNESDAY 14<sup>TH</sup> JANUARY 2009

Present :	Nick Clare	(NC)	Commodore
	Barry Partridge	(BP)	Vice Commodore
	Dick Holden	(DH)	Rear Commodore Sailing
	Michael Marston	(MM)	Treasurer/Company Secretary
	Ron Goldsmith	(RG)	Committee Member – House
	Paul Hughes	(PH)	Committee Member –Insurance/Boats
	David Lindsay	(DL)	Committee Member – Social
	Nick Rusbridge	(NR)	Committee Member and Training Principal
	Sue Jenkins	(SJ)	Club Secretary

The Meeting started at 7.30 p.m.

- 1 **Apologies for absence** – there were none. **Action**
  
- 2 **Minutes of Meeting held on 14<sup>th</sup> December 2008.** It was proposed by NR and seconded by DH to approve the Minutes with minor amendment. Agreed by all.
  
- 3 **Matters arising.**
  - Training debts. NC apologised for not following this up, but will discuss with NR and report back. NC/NC
  - Associate members. MM proposed that the annual fee is increased by the same amount as other fees and subscriptions and that £315 is charged for each group. Following a vote this was agreed. MM to invoice those concerned. MM
  - Berthing Master’s Terms of Reference. It was agreed that NC and MM would address this matter and inform the Berthing Master. NC/MM
  - Reed’s Almanac. NC read through the current entry for AYC in this Almanac. This is to be amended and resubmitted with minor changes. SJ
  - Regattas. The organisation and pricing of these to be dealt with individually as they arise.
  - Discrepancy mentioned in the Articles of Association at the Annual General Meeting by a Member. NC to ask the member involved to speak to the President, who was one of those for rewriting the Articles not long ago. NC
  
- 4 **Treasurer’s Report.**
  - The Treasurer’s Report had been circulated prior to the Meeting – attached to these Minutes.
  - MM proposed that in the present financial climate those members who might feel they have to resign for financial reasons are given the chance to pay over an extended period. This scheme would not cover berthholders. It was proposed by NC and seconded by RG that this is put into action. Agreed by all. MM
  - Following a letter received from a member who is leaving early in the year for an extended cruise, it was proposed by MM that a new formula is put in place so that the berth is paid for until they leave, but that it is not charged for if a replacement cannot be found for the mooring. It was proposed by MM and seconded by NC to adopt this scheme. Agreed by all. MM
  - It was noted that AYC could lose a number of members in the coming year, and NC asked all members of the Committee to look at ways of attracting new members. ALL

- MM reported on the recent audit on employees.

**Action**

5 **Approval of Minutes of Annual General Meeting held on 23<sup>rd</sup> November 2008.** These had been circulated prior to the Meeting. Their approval was proposed by NC and seconded by MM. Agreed by all.

6 **Security.**

- MM had circulated a paper prior to the Meeting stating that the Club needs to take the subject of Security very seriously in the light of the recent break-ins.
- Quotations had been sought for double glazed windows and protective film to be fitted to the Club Office. It was recommended that Pavilion Glass undertakes this work, in conjunction with a member who supplies protective blast film. Agreed by all to go ahead with this.
- It was agreed to get quotes for the front doors, galley windows and the north window of the Committee area of the Clubhouse.

BP/RG

The following options were discussed for additional security :

- a) Signs around the premises. These to be considered.
- b) Fencing. Extend the fencing to cover the west and north perimeter of the north car park.
- c) Protection for pontoon A to prevent youths from damaging boats and reaching the beach in front of the dinghy pen.
- d) Lighting. Increased floodlighting to be installed and lighting to cover the front door. Existing lights to be left in place. Quotations to be sought.
- e) Entrance gates. After taking into consideration pedestrian and crane access it was agreed to seek advice and quotations for barrier gates or solid metal gates. The quotations/reports to be considered by MM, BP and RG and they are to report back at the next meeting.
- f) Cameras. It was noted that a cheap system had been installed following the latest break-in. It was agreed to monitor how this performs before an expensive camera system is considered.
- g) Landscaping. It was agreed by all that judicious planting of shrubs such as pyracantha and berberis could deter intruders. MM, BP and SJ to investigate.

RG/BP

MM/BP/RG

MM/BP/SJ

7 **Sub Committee Reports.**

7.i Sailing Report. This was as circulated by the Rear Commodore Sailing, and attached to these Minutes.

7.ii Training. As circulated by the Training Principal prior to the Meeting. Additional guidance was requested by NR as follows :

- Sailors would like to be able to prepay courses etc. on credit/debit cards without being present. MM to contact the card supplier to organise this.
- It was noted that advertising of Courses had been limited previously. The Training Committee will investigate ways of re-energising this with groups such as the Scouts, Nautical Training Corps, etc.
- KH to investigate with the RYA receiving assistance with 'coach-career for Instructors.
- Hire of Club boats. It had been suggested that Club boats are hired out in blocks, e.g. for a race series, to encourage the usage and improve participation in racing.

MM

NR

KH

- Race Officers. Following an incident when a duty team member suffered from the cold, it was suggested that First Aid Courses are given free to all Race Officers. **Action**
  - Informal refresher Courses to be offered to members who do not need a certificate, but need to update their skills.
  - Review of information given to the RYA. It had been noted that AYC did not hold certain courses, which were being advertised by them. NR to update these. NR
- 7.iii House and working parties
- RG had circulated his Report prior to the meeting.
  - RG reported that there had been very successful working parties installing pontoon C.
- 7.iv Moorings
- RG had circulated an updated waiting list.
  - North Moorings. The Committee was reminded that to have a boat on the north moorings it is not necessary to be a member, but the owner of a boat must not be a commercial fisherman.
  - It was agreed that BP should continue to oversee the north moorings, and that TH is asked for his advice when required. BP/TH
  - Slipway berth. A member with a fin-keeled boat had shown interest in taking this berth. It was agreed that he is invited for a trial period. RG
  - Cradles for fin keelers for the future. A member has offered to submit a proposal for this, which will then be considered by the Management Committee. ALL
  - It was noted that two catamarans had left AYC moorings.
  - The vacated mooring at the end of pontoon D to be considered for a keelboat.
- 7.v Development
- It was noted that the next Harbour Board Meeting to be attended is on 2<sup>nd</sup> February. David Robinson and SJ to attend this on the Club's behalf.
- 7.vi Insurance
- PH and SJ have put in place insurance claims for the break-ins.
  - A claim to be made for the damaged RIB (Safety 1). PH/SJ
- 7.vii Health and Safety
- Problems in the Galley and Bar were noted following a visit from an Environmental Health Officer.
  - NC reported that on receipt of a letter from the Officer he had written a memo to Tony Peterson outlining problem areas.
  - DL reported that some work had already been undertaken independently of the Environmental Health Report by himself and a Club Member, who is to be thanked for his assistance in this matter. DL
  - It was agreed that after the Galley had been cleaned satisfactorily it would be shut and that only the Club Caterer would be allowed access.
  - It was noted that the Club's contract cleaners clean the Galley every Monday morning.
    - Following discussion on the Galley it was agreed on the following :
      - 1<sup>st</sup> Aid Box. A professional pack to be obtained for the kitchen from AYC suppliers – Cameron Wallace. SJ

**Action**

- Fire fighting equipment – SJ to contact company who assess the Club annually for their opinion. SJ
- Table in kitchen. This is to be replaced with a professional stainless steel item. DL

7.ix Website

- It was noted that Richard Renson is now managing this.
- NR reported on the re-activation of the Club Forum. It was noted that the new site had advertisements, which were distracting initially, but that it was a free service. It was agreed to monitor this. NR

7.x Social

DL had circulated the Social report prior to the meeting. It was also reported :

- Sussex Yacht Club will rally/visit Arun Yacht Club at the end of the September, and this is now in the diary.
- A 'Jazz on the River' had been arranged by Barry Partridge and will be held at the end of March.

7.xi Secretary's Report

Nothing to report

**8 Any other Business**

- 1) Position of Bosun. BP circulated a report with his misgivings regarding this position. It was agreed that NC, BP and PH have a meeting in the near future to discuss the situation and find a reasonable way to share tasks. NC/BP/PH
- 2) Arun Yacht Club Development Plan 2008-2009. NR requested the Committee not to lose sight of the larger picture regarding development of the Clubhouse and its environs. Agreed by all to discuss the subject at a later Meeting. All
- 3) Development Sports Forum. NR reported attending a meeting of this local group, and noted that it is very interesting and helpful. Particularly highlighted was chasing funding for local sports facilities. NR to attend the next meeting in April. NR

9 **Date of next Scuttlebutt** - 1<sup>st</sup> March 2009

10 **Date of next Meeting** - 11<sup>th</sup> February

The Meeting ended at 10.50 p.m.

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N. Clare, Commodore.