

ARUN YACHT CLUB

MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON WEDNESDAY 11TH FEBRUARY 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 – Boats/Insurance
	David Lindsay	(DL)	Committee Member – Social
	Nick Rusbridge	(NR)	Committee Member/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 14th January 2009.** It was proposed by BP and seconded by MM to approve the Minutes with minor amendment. Agreed by all.

- 3 **Matters arising.**
 - NC reported that the Terms of Reference for the Berthing Master are still to be agreed, and he will report back at the next Management Meeting. NC

- 4 **Treasurer's report.** MM reported the following :
 - Income was as high as expected at this time of the year.
 - Subscription receipts were better than expected.
 - Berthing Agreements are continuing to be received.
 - So far 67 memberships had not been taken up, or are still to be received.
 - Letters had been sent out under Rule 16 of the Articles of Association. After the required 14 day notice a list of debtors will be posted on the Club Notice board, and any member who has still not paid will be removed from the membership list on 6th March. MM
 - MM considered that only one mooring was at risk for financial reasons, and having contacted the member concerned was awaiting a reply.
 - Bar. Income had been good over the past two months
 - The latest Stock-take had shown a surplus for the bar after taking into consideration a number of bottles of wine and mulled wine for the Commodore's Christmas Party.
 - Publicity. This budget will be immediately overspent when the payment for road signs becomes due.

- 5 **Club Security.**
 - BP reported that the fence at the north end of the car park was being erected, and would be completed in the near future.
 - MM reported that security gates are being researched, taking into consideration various components, such as automation, space for crane access and pedestrian access. All options will be considered carefully, quotations sought, and MM will report back when these have been received. MM

- | | <u>Action</u> |
|---|----------------------|
| • Lighting. RG is waiting for a quote for this work from a Club Member. | RG |
| • Quotations are being sought for telegraph poles on which to place extra floodlights. | MM/BP |
| • A Test Certificate is required for the Clubhouse – a Club member to be asked to supply this. | RG/BP |
| • It was reported that the Office windows have now been replaced with double-glazing and that high impact blast film has been fixed on the inside. This film has also been fixed in the Galley, the front door and the Committee end of the Clubroom. | |
| • Hedging. NC had sourced prices for prickly hedging and it was agreed to plant a small area in the beginning to see how effective this is. | NC |
| • RG produced a sample of a preventative device to secure on the top of the gates to the Club moorings. The RYA Legal Department to be contacted before action is taken. | DH |

6 RYA SE Region Conference Report.

- | | |
|---|----|
| • NC thanked DH and NR for attending this Meeting on behalf of the Club. He noted that the Report written following this is extensive and that the whole Committee had read it with interest. | |
| • DH noted that the key point from this Meeting was that funds are available for Sports organisations such as Yacht Clubs, but that such a Club has to prove they are a centre of excellence and also provide a service to the local community. | |
| • The RYA guide to Club Development to be obtained from the RYA. | SJ |
| • A co-ordinator to be appointed, and RED has expressed an interest in this. DH to contact him and report back | DH |

7 The Club's future plans, and the way forward.

NC read through the following report, and asked for it to be minuted.

AYC – The future

Many plans and objectives for the future of the Club have been put forward in the past, but it would seem that few have been taken up as a whole and acted upon seriously. Parts of the plans have been started and worked on with some vigour – such as the mooring development – but none have seemed to look at the Club as a whole.

Firstly, we must ask ourselves does the Club want to expand and improve. NC thought that there are a few members, some of whom maybe around the Committee table, who did not want any expansion or improvement, but not moving forward would lead to stagnation, degradation and members moving away. So, although it may be going against the wishes of some, NC stated that he intended that The Management Committee produce a plan, cost it, and build in a timetable by which objectives should be achieved. NR has already produced a great blank Development Plan, so NC urged the meeting to enhance it, complete it and use it.

NR's own personal feeling was that Sailing and Sail Training are Arun Yacht Club's greatest assets, and by improving and promoting these two areas the rest would follow. If the Club can provide great sailing opportunities it would attract new members. If training can be provided for the youngsters in the

local community their parents could be encouraged to take part, be involved, and maybe take up sailing and become active members in their own regard. **Action**
If the Club can put on national and area sailing events awareness of our club could be raised with a view to attracting new members. A lot of these things are already happening but is there more that can be done?

NC's number one objective would be to enhance our sailing. Some great things have been happening, such as REDs coaching sessions, DH and the Sailing Committee's great work in providing an impressive event schedule and hosting the two regattas at our club this year, Tony' Sutcliffe's navigation classes, involving our new and more inexperienced cruiser sailors, and the training section's programme of classes.

But NR questioned what could be done? He was aware that AYC is limited to some extent by its position and the harbour, but how could the Club maximise what assets it already has. How do we get the message out to the community? How do we involve parents? Could we put on Saturday morning sessions for our juniors and local youngsters – are there volunteers to do this? The same people seem to be doing the volunteering and working all the time, how can we involve others?

To encourage sailing and new members better facilities are required, so those particular facilities need to be identified together with the facilities we need to improve. A plan needs to be drawn up, costed and a timescale by which these improvements could be achieved. Outside the Clubhouse, what facilities are needed to provide for AYC sailors so that they can carry on their sport with ease, in comfort and with security? Do we need more berths to attract more cruisers? If so, what type of berths and where? What should we ask the development committee to turn their very experienced minds to now? What about dredging? How is this progressing and, what is the plan; when do we need to do it? What have we already promised members? How about the dinghy sailors? They have been doing their part – the dinghy pen is looking much better – but it is not easy to launch a dinghy down the beach, as it is at the moment – what can we do to improve things for them? Some talk in the past involved a capstan to replace the winch, what is the status of this?

Our safety boats are looking tired and they may have some more time left in them. However, we should have, in place, a Programme of replacement and monies should be put aside each year to achieve this, so that they don't become a large burden for some future Committee, and the Club members have boats in which they can be proud.

Membership numbers are low and, if the Treasurer's forecast is correct, likely to decrease. The Committee must do something about this. What else can we do? Could or should we consider some form of social membership which would bring in funds to help pay for facilities for our sailors? (NC noted that he was not personally in favour of this idea but it should be considered).

NR commented that the Clubhouse is looking tired. RG has been looking at improvements and will present his plans shortly. After hearing these, they should be acted upon, and then think about what else can be done. Several months ago it was decided to purchase some sofas and coffee tables to create a lounge area – nothing happened, why not? Let's do it.

Social events are doing well but what can be done to get more members in the Club, especially at times when it is not being used for our normal events. **Action**

Green issues are important and affect us all. What are the Management Committee and the Club doing to improve our impact on the world and our local area? Should we appoint an Environment Officer to look into and advise us on these matters. What can we do to reduce our carbon footprint and our use of possibly harmful chemicals?

We need to classify the areas needing improvement and look for people who are willing to develop our ideas. We need to have targets, which we can work towards, the means to achieve them, and to monitor them so that we can ensure our aims are met.

We need to keep our members informed.

We need to make sure all our members enjoy their experience at the Club.

A lively debate followed with the following points noted :

- NC requested that a target budget be set.
- MM reported that financially the Club depended on the income from moorings, and that perhaps more moorings were required to move forward.
- RG commented that all members would like to see great improvement, but it was not necessarily the way forward to expand but enhance the facilities the Club already has.
- DH requested a coherent overall plan, and not just a purchase list.
- NR thought that growth would encourage excellence.
- PH commented that he we like to encourage a 'sailing' atmosphere in the Club.
- It was reported by NC that Littlehampton Harbour Board had recently turned down the proposed moorings development on safety grounds.
- NR questioned whether a consultant should be appointed to resolve differences and advise on the way forward?
- MM suggested that perhaps there should be three Rear Commodores – one each for Sailing, Training and Motorboats.

It was agreed by all to hold a separate meeting on Wednesday 25th February to talk through all the points raised. In was noted that there was to be a meeting of the Club's Moorings and Development Committee in the near future. NC to talk to DR and KW for their views before the next meeting.

NC

8 **Website.** NR reported the following :

- The Club website depends on inherited software which the new Webmaster is unable to use.
- It had been suggested that Dream-weaver is purchased, but this should wait until a decision is made regarding the management of the website.
- NR suggested that a professional company run the website.
- NR will ask Richard Keen to assist him until the end of the financial year when the proposal of a professional will be included in the next year budget.
- DH requested that in future Management Committee members have more input to the website and regularly post items there.

NR

All

9 **Sub-committee Reports**

Action

9.i Sailing

- Diamond. It was reported that Mick Bassett is renovating this boat. The money from the Bosun's fund will be used to pay for the work.

9.ii Training

NR reported the following :

- Training for the Open Dinghy Club had been cancelled and NR is waiting for them to reschedule later in the year. NR
- Diesel Maintenance Course – this was cancelled due to lack of interest.
- First Aid Course – this had been run successfully with seven participants.
- Sea Survival Course – this was very successful with 13 members travelling to Gosport to take part in it. It was hoped that this could be hosted by AYC next year.
- The forthcoming Instructor Course is oversubscribed and NR is considering a second course later in the year. NR
- Keith Hopper has resigned as Chief Instructor.
- Paul Hughes has been appointed in his place and the RYA will be notified. NR
- NR is to work on the Club Dinghy Policy with DH to (a) increase revenue and (b) ensure that use is covered by the Club Insurance Policy.
- NR met the Volvo Club Championship representative and he is reviewing the notes received following this meeting.
- RYA advice is being sought on the minimum equipment required for safety boats.
- NR proposed to offer free membership for the year to Cadets who book for Cadet Weeks. Agreed by all. NR
- NR had circulated a large report on the local Sports Forum, which had been read by all.

9.iii Social

L reported the following :

- DL met the Caterer and Club Steward to review progress following the visit by the representative from the Environmental Health Department.
- Following the above meeting action has been taken in replacing outworn equipment, deep cleaning of the Galley and the Bar and further repairs and improvements.
- It was noted that the Certificate in Basic Food Handling and Hygiene must be available for inspection as a minimum requirement by anyone handling food – this requirement to be followed up in respect of relief cooks who provide food at the Club on an occasional basis. DL
- Burns Night supper – this was well attended (77 people).
- Valentine's Night Dinner. Numbers booked for this are encouraging.
- The Arun Artists had requested an exhibition on the weekend of 25th/26th July with a preview on the evening of 24th July. It was agreed by all that this can go ahead, after consultation with Angela, but that someone from the Group must be in attendance at all times. The group is not to use the Galley, but Angela has agreed to serve cream teas. DL/Angela

9.iv House and pontoons.

RG reported the following :

- Anti Climb device for gates – spikes on a stainless steel base, bolted to the top and sides of the gates were proposed. RYA guidance to be requested on this subject before fitting (see above). **Action**
DH
- Replacement of Pontoon C. The pile guides have arrived and one fitted. The task to be completed the weekend following the meeting. RG
- Thank-you letters have been sent to all who assisted with the installation of the new pontoons during the Christmas period.
- Electric boxes. A Club member is to fit three on pontoon B and RG will arrange the water connection when this work has been completed. RG
- Life ring stands. It was agreed by all to purchase three, one for each pontoon, at a cost of approximately £90 each. RG
- Bridge to Pontoon A. This is 'springing' too much and is suffering from fatigue. It was agreed by all to get a quote for this work, inform MM when this has arrived, and get on with the work as soon as possible. RG/MM
- Pontoon D. It was noted that if this were purchased before the end of the financial year that they could be purchased cheaper and that VAT would be saved. RG and MM to co-ordinate. MM/RG
- As Committee Member in charge of House Projects RG identified the following :
 - Removing plasterboard and artex from inside walls of the Clubhouse.
 - Replacing the decking on front entrance porch.
 - Rewiring the Clubhouse
 - Replacing balustrades and handrail on balcony.
 - Removing sand to south of pontoon A.
 - Buying a dredger.
 - Buying and installing a travel hoist.
 - Preparing plans and obtaining planning permission to extend front of Clubhouse to form larger ladies and gents' changing rooms, installing disabled WC and moving beer store nearer the Bar.
- It was noted that since AYC has Sports Charity status it might be possible to get grants for some of this work. RG/MM

9.v. House

BP reported the following :

- He had spoken to TH (Berthing Master) and that a plan was being drawn up for berthing positions after crane-in on the 14th March.
- MM questioned whether anyone had been offered a berth recently and RG replied that this would take place once the plan for berthing has been received.
- Waiting list – this needs urgent updating. SJ to telephone TH for an updated. SJ

9.vi Insurance

The following was reported :

- The claim for the RIB repair is in hand.
- Copies of all AYC's Insurance policies have been requested and their contents will be passed on when they arrive. SJ

9.vii Health and Safety

- As reported above the cleaning of the Galley is ongoing (Social).

- Pest control – the operator was very pleased with all the improvements. ***Action***
- Angela is paying for Monday morning cleaning in the Galley SJ
- Fire equipment – the annual check is due –SJ to organise. SJ
- First Aid kits. SJ to contact the company who checks and refills all the first aid boxes.

9.viii Sponsorship and marketing

Nothing to report.

9.ix Secretary's report

It was agreed by all to elect the following Cadets from AYAC who were joining to take part in the forthcoming Instructors' Course :

Jess French, Freya MacIntyre, Holly Grieve and Edward Harrison.

It was agreed to elect the following new members

John Nurse (prop. BP) and Elaine Anderson (prop. DL)

It was noted, with regret, that Keith Hopper has resigned his membership.

10 **Consider Hon. Memberships**

It was agreed by all that no further honorary memberships would be offered at the present time.

11 **Any other business.**

- DL asked for advice regarding the rebranding of the AYC logo. It was agreed by all not to proceed with this.
- Seafront Strategy document. SJ confirmed that this had been forwarded to all Management Committee members and to DR. Reports to be received by 6th March. All

12 **Date of next Scuttlebutt.** 14th March 2009.

13 **Date of next Meeting.** 25th February 2009 – 'The Way Forward'. All

14 **Date of next Management Committee Meeting.** 11th March 2009.

The Meeting ended at 11.00 p.m.

.....

Nick Clare, Commodore