

ARUN YACHT CLUB

MINUTES OF MANAGEMENT COMMITTEE MEETING **HELD ON MONDAY 30TH NOVEMBER 2009**

Present :	Nick Clare	(NC)	Commodore
	Nick Rusbridge	(NR)	Vice Commodore & Training Principal
	Dick Holden	(DH)	Rear Commodore Sailing
	Elinor Sorrel	(ES)	Treasurer & Company Secretary
	Martin Gillam	(MG)	Committee Member
	Barry Partridge	(BP)	Committee Member
	Ron Wood	(RW)	Committee member
	Sue Jenkins	(SJ)	Club secretary

The Meeting started at 7.30 p.m.

1 **Apologies** for absence were received from PH.

Action

2 **Approval of previous Minutes** as follows :

- 1) Monday 19th October 2009. Proposed by NR, seconded by DH and agreed by all.
- 2) Tuesday 3rd November 2009. Proposed by DH seconded by NR and agreed by all.
- 3) Thursday 5th November 2009. Management decision made to approve the EGM to be held on Sunday 6th December 2009, to withdraw item 8 from the Agenda for the AGM held on 22nd November 2009 and to agree to a formal discussion on the Business Development Plan following that AGM. It had been agreed unanimously on the 5th November.
- 4) Sunday 22nd November 2009. It was proposed by NC and seconded by NR to confirm the Minutes of the 54th AGM held on Sunday 22nd November and to recommend them for approval at the next AGM to be held in December 2010. Agreed by all.

3 **Matters arising.**

- It was confirmed by NC that the person who would be Project Manager for the new Development, if it proceeds, is Ken Whitmore, and that this will be an unpaid post.
- It was confirmed that for insurance purposes KW would be made a Director of the Club and report direct to the Management Committee for the duration of the project.

KW

4 **Treasurer's Report.**

It was agreed that a full Treasurer's Report is submitted at the next Management Committee Meeting to be held in the New Year.

- DH questioned the £1,600 discrepancy in the Sailing Budget. ES had spoken to the bookkeeper about its placement in the accounts, and stated that it was in the correct place.
- It was noted that if any funds were not designated to a department or code that they could be easily identified and questioned.
- The subject of 'cost centres' was raised, Reports of which could be run off for the Management Committee approval. All related income would go to a designated 'centre'.
- ES confirmed that the presentation of the figures at the AGM could be changed so that all members could see exactly where monies had been received and paid out.

- There was much discussion regarding capital expenditure and the allocation of income and outgoings – ES will set up a balance sheet to show this more effectively. **Action**
- Following DH questioning the Sailing budget ES agreed to look at capital expenditure overall to see what monies are available and where they can be apportioned. ES
- ES to speak to Karen to ensure that funds received are not misallocated and that the correct codes are given. ES/KM
- MG questioned whether there was a specified time for allocation. ES replied that information has to go to Companies House and that there are legal formulas in place to make sure items are allocated correctly.
- NR requested that there should be regular budget updates throughout the year on three or six month points. It was agreed to revisit the current year's budgets early in the New Year. ALL
- Before retiring as Treasurer, Michael Marston had suggested moving the end of the financial year to June in any year to facilitate the correct time of accounts being completed, audited and presented to the membership at the AGM.
- It was discussed whether the AGM could be moved to a later date. SJ to confirm with DR that the Meeting could be held during the first week in December. SJ

5 Commodore's Report.

- To confirm the position of President. It was agreed by all to invited David Robinson to be President. NC/SJ
- It was agreed by all to confirm the two Vice Presidents as Ken Whitmore and Richard Dobson. NC/SJ
- Honorary Memberships. It was agreed by all to keep the existing Honorary Members and to add the Commodores of local Clubs – Pagham, Felpham, Bognor Regis, Sussex, Newhaven and Brighton. Clive Maides to be invited to Honorary Member again for donating the Channel Hamper Trophy. SJ to update database and implement. SJ
- Areas of responsibility for Management Committee members
 - Nick Rusbridge – Vice Commodore and Training Principal.
 - Dick Holden – Rear Commodore Sailing
 - Elinor Sorrell – Treasurer and Company Secretary
 - Martin Gillam – Committee Member Moorings to confer with Berthing Master. Also undertake overseeing scrubbing piles and north moorings.
 - Paul Hughes – Committee Member Insurance and Health and Safety.
 - Barry Partridge – Committee Member House. NC requested a plaque to be displayed on the Clubhouse with the statutory registered Office sign. BP
 - Ron Wood – Committee Member titled Membership Support Secretary. NC noted duties as follows :
 - Monthly report to the Management Committee on new and existing memberships.
 - Membership lists – to liaise with SJ and keep updated.
 - To develop the existing welcome pack – SJ to assist RW.
 - Oversee election of new members – meet, welcome and follow up.
 - Find out new members requirements and interests.
 - Introduce new members to existing members.
- Social Committee.
 - In the absence of a Committee member Social it was discussed who would take over this department and whether it should be a non-Management Committee member.

- It was noted that David Lindsay would continue to oversee Social functions, ***Action*** with the assistance of Carole Rusbridge, until the end of the year.
- It was agreed that Tony Peterson and Angela Thackeray are invited to join the Social Committee.
- NC to ask TP if he would like to oversee this area and report monthly to the Management Committee. NC

- Appointment of Bosun.

It was agreed by all that BP be appointed Bosun for the coming year. His responsibility would be for the RIBs and hard boats.

Dinghies will remain the responsibility of the Training and Sailing Departments.

The Bosun to keep an eye on moorings and pontoons with a view to reporting repairs, which need to be made.

- Appointment of Berthing Master.

This to be made at the January Meeting following MGs meeting with TH. MG/TH

6 Sub-Committee Reports.

6.i Sailing.

- DH reported the following :
 - Cruiser prize-giving combined with crane-out supper went well.
 - Winter Series racing. This is underway although the weather had been adverse and the last two races were held in very difficult winds in the river.
 - It was agreed by all to sell the old RIB with the old Honda engine on e-bay.
 - DH confirmed his sub-Committee members as David Robinson, Richard Dobson, Dominic Carlton and Henry Durman (cadet).

FORTHCOMING EVENTS :

Dinghy Prize-giving lunch on Sunday 13th December :

- The two main Summer Season Series prizes are to be awarded (Silver Wire Salver Series and Holland Trophy Series), as well as some other trophies won during the season.
- There will be the final race of the Winter Series on the morning of the Prize giving, with late lunch followed by prize-giving after racing.
- Commodore will award the trophies.

Sailor's Evenings :

These are now confirmed as:

Saturday 9th January :

Multiple Class serial Dinghy National Champion Nick Craig will speak on:

- * How to go from a nearly man to Championship winner;
- * How to try to keep winning when time is very limited.

Saturday 13th March :

Action

David Cusworth from Clipper Ventures will talk about the Clipper Round the World Race.

DH informed the Meeting that both evenings will start with an early supper at 6.30 p.m. and progress to the talk soon after.

Safety Boat John Hughes

- This is the oldest RIB in the fleet, and is thought to be around 15 years old. The floor is becoming soft in places and the sponsons are not well attached to the hull. It is thought that the boat could not be relied upon to carry out safety work in rough weather.
- It is planned to keep the boat in gently use up to Christmas.
- After Christmas a new RIB will be purchased using funds from the Sailing budget. It is thought the new RIB will cost about £5k
- Best offers are currently being sought.
- In January the engine will be transferred onto the new RIB and the Honda engine will be put onto the old RIB.
- The old RIB will be kept in case of teething troubles with the new RIB.
- The old RIB c/w Honda engine will be sold at or soon after Easter.

6.ii Training

2009 Courses

- First Aid course completed, and there is only the VHF Radio course to take place before the end of the year.

2010 Training Programme

- This has been finalised, posted on the website and sent to members. Training events have been sent for printed programme, NR
- PH and NR have met and agreed staffing required for all courses. A list of instructors/volunteers for 2010 has been put together. E-mails will be sent to ask them to assign themselves to sessions according to requirements.
- All instructors/volunteers will be asked to complete CRB checks, to be consistent with the more stringent ISA requirements that will start mid-2010. In keeping with the CRB process, NR needs to adapt a couple of model policies from the RYA, so that these can be sent out with application forms.
- SJ was requested to ensure that all external instructors are also CRB-checked by either showing AYC the form or putting the Training Department in touch with the sponsoring organisation to vouch for the check having been completed.
- PH and NR to call a meeting for the instructor team, which will review/finalise procedures for 2010 and ensure all are still able to participate.

Training Committee

- NR confirmed the following members for 2010: Nick Rusbridge, Paul Hughes, Richard Renson, Richard Dobson, Martin Gillam, Steve Rugg, and

James Millett. It was noted that Martin and Emma Keen resigned from the committee during 2009. Steve Rugg still remains to be confirmed. **Action**

- It was agreed that NR should approach Jack Holden to sit on this Committee also.
- NR reported that the cadet section would like racing on Thursday evenings during the summer, which would require safety cover. It was agreed that this could be difficult as the Duty Teams were stretched already.
- NR confirmed that Cadet Training will take place on Saturday mornings, Adult Training on Tuesday evenings, Richard Dobson's Race Coaching on Wednesday evenings and there will be Free Sailing on Thursday evenings to encourage sailors of all ability to join in.
- DH agreed to go to the RYA Meeting being held on the Hamble on 5th December 2009.

6.iii House and Working Parties.

- BP reported that he needs assistance with the North Moorings. MG to help with this.

BP/MG

6.iv Development.

- NC requested the management to approve inviting Life Vice president Anthony Hewson to Chair the forthcoming EGM. If he is unable to undertake this NR as Vice Commodore will take the Meeting. Agreed by all.
- NC explained the proxy vote for the EGM and how it is to be implemented. MM and ES (former and present Treasurer) to be invited to be tellers. Agreed by all.
- A half hour break will be called during the Meeting to allow for the complexity of vote counting. Agreed by all.

6.v Insurance and Health & Safety

In PHs absence NC reported he had requested PH to investigate increased Directors' liability insurance. ES commented that this is usually £5 million. PH to report back at the next meeting.

PH

6.vi Promotion and Publicity.

- It was noted that there is £2,000 in this year's budget for promotion and publicity.
- MG to look into publicity material already held in house and how to update this.
- The subject of advertisements in national and local papers to be investigated.

MG

ALL

6.vii Website

- NC reported that he had agreed to take this over, and that 'Dreamweaver' had been purchased to assist him with this task.
- RW as Membership Support Secretary would like the site to be updated much more regularly.

Action

6.viii Social

- As reported previously, Tony and Angela to be invited to join the Social sub-Committee.
 - ES, NC and NR to speak to Angela with regard to renegotiating her contract in the New Year.
- ES, NC, NR

6.ix Secretary's Report.

- It was agreed by all to elect the following new members :

Cheryl and Gregory Koiston
James and Sheelagh Meacham
Michael and Lina Cole.

NR to meet Robert Minchin prior to his election. SJ to arrange. SJ

- A request had been received by LSMC to hold a meeting between them and their new Landlord Robert Bryce at AYC Clubhouse – AYC Members to be invited. Agreed by all that this can take place if confirmed.

7 Any other business

- DH requested a simple identification tag for dinghies in the pen when dues have been paid. SJ to investigate and implement this. SJ
- NR reported now having forms for staff CRB checks. TP, BP and SJ to complete these forms for return to the RYA. Tony Sutcliffe to be asked to complete a form also. TP,SJ,BP
- NC and NR requested a file of procedures to be compiled and kept in the Office for reference at all times. SJ to compile this. SJ
- NC reported that Michael Marston had written to thank everybody for his gift when he stepped down as Treasurer.

8 Date of next Scuttlebutt. 8th December

9 Date of next Meeting. 25th January 2010 at 7.30 p.m.

The Meeting finished at 10.40 p.m.

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Nick Clare, Commodore.