



Minutes for General Committee Meeting, Wednesday April 4th 2018, 19.30 at the clubhouse.

Present: Nigel Cook, Bernie Hetherington, Dudley Lean, Robin Maloney, Carol Newman, Tia Reddish, Martin Standley, Marilyn Standley Brian Sinclair, Marie Scales, Mick Scales, Eric Strudwick, Chris Wood, Julie-Anne White, Nick White

1. Apologies

No apologies were received.

2. Minutes of the previous meeting – 7th March 2018 and EGC 23rd March 2018

The minutes of the 7th and 23rd March meetings were approved by the GC.

3. Matters arising not included elsewhere in the agenda

- There were no matters arising.

4. Correspondence not included elsewhere in the agenda

- There was no correspondence.

5. AGM Minutes

The Commodore noted that Nick Scales should be amended to Mick Scales. The minutes of the AGM were otherwise approved as a true and accurate record of the 92nd AGM.

6. Appointment of President

It is usual for the previous Commodore to take up the role of President. The Commodore proposed Bill Kippen as President and this was unanimously agreed by the Committee.

7. Dates of the General Committee for the coming year

Usually take place on the first Wednesday of the month– all dates agreed as follows but those towards the latter half of the year may be subject to change:

2nd May

6th June

4th July

5th September

3rd October but proposed move to 10th October – agreed by the GC

7th November

5th December

2nd January 2019

6th February but proposed to move to 13th – agreed by GC

6th March

8. GC Members' Roles

The GC discussed how to cover the role of Rear Commodore.

- Myrna Ekeroth and Carol Newman have offered to look after the Fitting Out Supper, Laying Up Dinner, and the Hard-Working Party 7th April,
- Curry Night on 15th May (but date TBC) – Bernie Hetherington
- Quiz nights – to be held, Fish and Chip Quiz by Carol Newman and a further one by Jack and Tia Reddish
- Open Day – Date TBC but catering will need to be provided.
- Martin Standley has offered to assist with communications and the Secretary suggested that Martin, together with Julie-Anne White and Nigel Cook, look into developing and supporting a new cloud-based system. Once this is up and running, the Secretary suggested that communications as a role moves over to Martin although the details of this are to be confirmed and discussed further. Marie Scales queried the security of cloud-based systems, based on her knowledge of the sector. The GC discussed and noted that we currently use Dropbox for membership which is essentially a cloud-based system already. The GC noted the issues that Marie raised and Martin Standley suggested encrypting anything that is uploaded to

the cloud to try and ease any concerns that members may have. It was further noted that financial information will not be stored in the club's cloud, only contact details. It was also noted that we may, in due course, need to move our website over to a secure system and would seek advice at the appropriate time.

- Marilyn Standley offered to assist in an advisory capacity with the management of the WSC premises. The GC was grateful to receive this support and agreed to discuss this further in due course. Marilyn agreed in the interim to consult with members and draw up some recommendations.
- Carol Newman confirmed she would continue to buy items from the cash and carry (cleaning goods etc.) that she previously bought as Rear Commodore.
- The Secretary confirmed he would liaise with Kerry Gibby about the cleaning of the club in the interim until a new liaison person is confirmed (Peter Goldsmith will liaise with Kerry re cleaning following bookings). It was agreed that Marilyn would consider cleaning as part of her discussions with members about clubhouse maintenance.

9. Treasurer's report

9.1. Update:

- Figures are positive, however it was noted that fewer memberships have been received than at this point last year.
- It was noted that £1800 had been banked that had not be assigned to a collector and this needed to be allocated.
- All those that pay-in to the Bank are requested to email the Treasurers and let them know when money has been banked.
- Quote received for the windows at the Old Hard of £1600, which does not include fitting. A total of £3000 was put aside for the windows so the fitting should not cost more than £1400.
- The Treasurers requested that invoices were seen by those requesting the work that has been done by contractors/suppliers before coming to them for paying, or alternatively, they should be informed who has commissioned the work and therefore know who to contact if they have any queries about invoices that have been received.

10. House Issues

10.1. Events:

- No further events to discuss at this time.

10.2. Bookings:

- A wedding is taking place on 21st April and another function on the 28th April.
- The Secretary noted that there is a "complete calendar" available online but not publically linked but is available as follows: <http://www.wivenhoesailing.org.uk/complete-calendar> Building works etc. will be added to the complete calendar.

10.3. Bar:

- Marie Scales requested an online bar rota/calendar, rather than a physical one in the Clubhouse. The GC agreed to look into this issue and noted that it can be difficult to make sure both Friday and Sundays have bar volunteers in place. What's App was suggested as a good way of doing this, subject to GDPR compliance confirmation. Chris Wood requested that members contact him and he will ensure they are added to the What's App group in place, noting that this is a trial use only at present but is so far working well.
- An event recently took place whereby the sponsor did not turn up to the event and lock-up, this was the left to the responsibility of the Mick and Marie Scales who had agreed to look after the bar that night. Whilst noting they received payment for the evening, they were the only two staff involved and a third was needed to collect to clean glasses. It was noted as a particularly large event and extra support would have been preferable. Then GC confirmed that the sponsor should always be in attendance and could help out in situations such as this. The Commodore agreed to speak to the sponsor and remind them of their responsibilities as a sponsor. Mick and Marie also requested clarification on Simon's role and the Secretary suggested writing a brief JD for Simon and then discuss this further with the Commodore and

Simon, Mick and Marie Scales agreed to this proposal. Bar cleaning etc. will be covered under the review by Marilyn Standley.

11. Vice-Commodore

11.1. Sailing Committee minutes:

- The VC confirmed that the SC minutes are not yet available but will be at the next GC.

11.2. Appointment of the Sailing Committee Members:

- All current members have agreed to stay on as members of the SC. The Secretary requested the list of members of the SC so that these may be confirmed at the next GC. SC takes place on the third Monday of the month; a list of meeting dates was also requested.

11.3. Hard Working Party:

- The VC requested a list of jobs for the Hard-Working party, the VC will speak to Gary Jobber and Michael White about jobs that need to be done both at the clubhouse and at the Old Hard.
- It was requested that the monthly window cleaners clean the glass door in the clubhouse as well as the windows internally and externally.
- It was suggested that the club pay someone to come in and clean the oven – Marilyn Standley will add to her list.
- The bar will be cleaned and old cooler will be moved – Mick Scales agreed to oversee moving the cooler.
- Cruiser owners who have tenders need tidying up.
- The green shed needs to be looked at and tidied as required – Mick and Marie Scales to oversee this.
- Brian Sinclair to oversee cleaning of the old chairs upstairs. The Secretary confirmed that the old chairs should be removed, and Brian will oversee this.
- The new tables and chairs are to be looked at and tightened if necessary.
- Dudley Lean to oversee the deep clean of the toilets (vinegar in the cistern etc.)
- Rob Maloney to oversee the tidying up of the Boat Shed, including the loft area.

11.4. New Cadet Leader:

- A Cadet Leader is still being sought, no further information available at this stage but a decision needs to be made on this matter asap. If we are unable to find a volunteer or pay a suitably qualified person to take over the role, then the cadets may need to move to Brightlingsea.
- Rob Maloney and Bernie Hetherington offered to speak with Craig Bond at Brightlingsea about the role and, if he would agree to take this (paid) role on, what he would need from WSC.

12. Membership.

12.1. The following application was received:

- Tom Bartlett – proposed by Chris Wood and seconded by Eric Strudwick. He has a dinghy. Application approved by the GC.

12.2. General Data Protection Regulations (GDPR):

- A cloud-based system is being investigated and further information is required.
- Nigel Cook, as Membership Secretary, will take over as the GDPR officer from the VC.

12.3. Current members:

- Approximately c.30 subscriptions are outstanding, some have subsequently confirmed they will not be renewing.

13. Buildings and Maintenance.

13.1 Buildings Sub-Committee:

- No further information to report at this time. A Buildings Sub-Committee is not currently in place, a decision will be made about this following Marilyn Standley's review.

13.2 Proposals:

- Proposal: replacement ceiling lights in downstairs of clubhouse Old Hard - £2800 to replace the lights, 25v dimmable LEDs in three sections (including three spares lights). Proposer: Eric Strudwick, seconded by Chris Wood. This was approved by the GC.
- Proposal: porch cover for main entrance – quote for custom steelwork which will hold up a conservatory style roof (polycarbonate/UPVC), water will discharge into our current drainage system, £710 plus fitting costs. Proposer: Martin Standley, seconded by Rob Maloney. This was approved by the GC.

14. Communications.

10.1 WSC Alerts: nothing to report.

10.2 Facebook page and website:

- Martin Standley has taken over the Facebook page, and would like to take over the Instagram and Twitter accounts. The GC agreed, no information was known about these accounts.

15. Group memberships.

15.1. WCKC: 20 new key-fobs requested, membership renewal taking place at present.

15.2. Wivgigs: nothing to report. Meetings continuing to take place in the clubhouse and it was noted that some Wivgigs members also help out on the bar.

16. Health and Safety:

- The VC queried whether we are covered by our insurance for third-party liability when using the rescue boats. The Secretary confirmed that we are, but that this liability may need to be increased to £10 million and it was agreed that this will be brought back to the next GC for consideration.
- The VC also queried the level of competence needed for use of the Safety Boats. The GC discussed this and the VC stated that a document needed to be written confirming those who had met the club's required level of competence and the club's training requirements. It was agreed a list should be drawn up, to confirm that they have undertaken the training and the training needs to the club's requirement. The GC discussed whether those who have training should sign a list as well, further discussion of this may be required.
- The Commodore suggested running a Power Boating 2 course, which will lead to a qualification. Those that successfully complete this course could then do further training on the Safety Boat training. It was suggested that costs of this could be shared by the sailing school, the club and the individual. The GC approved this proposal.

17. Any Other Business.

- The GC agreed that we should be involved in the cleaning up of the riverbank and it was suggested that Viking could be used for this purpose. Brian Sinclair agreed to speak to Clive Dykes about the next big clean up. Hosting a BBQ was one idea mooted by the GC for the next clean-up to help encourage community spirit.
- The GC discussed whether members/potential members are aware that they may be able to store canoes at the sailing club. It was agreed that this should be considered by the Sailing Committee.
- Alice Reed previously a family member and has now moved into the individual category, The GC agreed that her membership could be transferred over.
- Photographs were requested from GC members for the website and the foyer.
- Martin Standley requested photographs of activities taking place on the water and in the clubhouse for publication on the website/Facebook etc. along with some information as to what has taken place.
- Sound systems are being left in the clubhouse by music groups – Brian Sinclair has spoken with a member of this group and they will be removed. Brian also noted that our own sound system was left lying around and that this should be avoided.
- The Commodore attended a Colne Yacht Club event and made contacts with a Felixstowe club who have said they would like to visit in the summer.
- It was suggested that the bar be open with the tides so that drinks would be available.

- It was also suggested that we invite other clubs to sail here for one-off events in order to help raise club awareness. Chris Wood and Nick White confirmed they had been in discussion about potential ideas to encourage membership and use of the club facilities and will bring some ideas back to the GC in due course.
- Wallet Shield: the association is currently disbanded and no other club has currently agreed to take this on (the Wallet Ball), discussions are ongoing as to what should be done with the £700 float that remains in the club's hands (which has been identified for charitable purposes).

Next meeting Wednesday 2nd May 2018, 19:30

Signed as a true record*Bernie Hetherington*..... May 2nd 2018