



Record of the November Committee Meeting

Held in the Centenary Room on the 7th November 2018

1. Present

Torsten Richter, Commodore and Chair
Conal Grier, Vice Commodore
Dave Casson, Hon. Treasurer
John Garlick, Rear Commodore Sailing
Richard Davis, Rear Commodore Motor Boats and Fishing
Mike Tennuci, Rear Commodore Stores
Paul Walker, Rear Commodore Social
Mike Harvey – Health and Safety Officer
Dave Bonham
Andrew Buchanan
David Nixon, Hon. Secretary

2. Apologies for absence

None

3. Approval of the Minutes

The minutes of the Committee meeting, held on the 3rd October 2018, were approved as a true record and signed by the Commodore.

4. Matters Arising from the Previous Minutes

- a) **Heading Change**
 - i. The Vice Commodore requested the heading 'Outstanding Actions' be changed to 'Pending Actions'.

5. New Business

- a) **Rules Update**
 - i. Conal had distributed updated rules, arising from the EGM, for comment.
 - ii. Following suggestions from Torsten and a general debate around the implementation of the levy, Conal would make the relevant modifications.
 - iii. David would change the typeface, add the new copy of the rules to the website and issue a post announcing the update.
 - iv. Paul led a discussion on the practicalities of invoice timing and wording for the implementation of the EGM agreed rule changes.
- b) **Levy Invoices**
 - i. This year, only those members with storage are liable for the levy if they had not completed 10 hours work for the club.
 - ii. Of the 121 members with storage, 68 members were liable for the levy.
 - iii. Karen would send out invoices for the levy immediately.

- iv. Members who did not pay the levy by the end of November would not be sent an invoice for next year's membership until the invoice had been settled.
- c) **Membership Renewal Invoices**
- i. Membership renewal notices would be sent in early December. Payment is due by 31st December.
 - ii. In view of the rule changes extending the duty/levy requirement to all (primary) members and introducing the option to pay in advance. The membership renewal invoice would need to be adapted to suit.
 - iii. The following levy related options needed to be included: payment in advance; acknowledgement that the hours would be worked and (requested by Conal) an expression of the intention to apply to the Committee for an exemption. The latter point was the subject of debate and not carried forward.
 - iv. Dave Casson proposed that those members opting to pay the levy in advance this year would be allowed time to pay. Andrew suggested that if they did not pay by the end of February an invoice for the levy plus the agreed surcharge would be issued. The meeting adopted both suggestions.
- d) **Updated Application Form**
- i. The Hon. Sec. had distributed an updated draft application form with various updates including new membership and application fees; more relevant duty headings and mention of the probationary period.
 - ii. Paul requested that it be made plain that each member was allowed one key fob only. He also thought that there should be mention of the levy with reference to Rule 21.
 - iii. David would update the application form.
 - iv. There was some discussion about the production of hard copies for the Centenary Room.
- e) **Club Merchandise: *East Cowes Sailing Club 1912 - 2012***
- i. John Garlick had located 25 copies of the above and suggested they be made available to members at the cover price of £15.
 - ii. The Hon. Sec. would advise members via WebCollect.
- f) **Competencies**
- i. A member had written questioning the employment status of members undertaking work for the club. Specifically, with regard to club responsibilities for the health and safety of members undertaking club duties.
 - ii. Torsten noted that clubs do not fall under the scope of the Health and Safety Act 1974 however it makes sense that the club should take reasonable steps to ensure those operating machinery or undertaking potentially hazardous tasks are competent so to do. This would include equipment: the club launch; tractor; winch; jack and activities: escort duties; boat launch; recovery and blocking-off boats and applying hazardous chemicals to the slipway.
 - iii. Conal had checked with our insurance and we do have coverage for members undertaking club duties. However, they did mention with equipment that is openly available and potentially hazardous, members should be made aware that such equipment can be used only in an approved manner by authorised personnel.
 - iv. Paul noted that procedures, training and records were required. Provided we could show a signed record that a member had been trained and was familiar with the particular standard operating procedure/process we should have met our obligations.
 - v. John Barnes was certificated to train members to use the club launch and had produced a set of standard operating procedures.
 - vi. Dave thought that tractor training would comprise a set of standard operating procedures; for example how to couple up a trailer; drive in low ratio gear; no towing operations without a nominated banksman and so on.
 - vii. Dave Casson would ask Simon Rhodes if he would run a basic health and safety course and write a work instruction for use of the tractor.
 - viii. Conal noted that the slipway cleaning work instruction should be updated for the precautions to be taken with the weed killing chemicals.

g) **Electronic Timesheet**

- i. Torsten had trialled a free internet based system. This had the disadvantage of being available anywhere. We could set up dummy accounts for members without email addresses.
- ii. A tablet could be installed in Centenary Room to allow members to book their hours.
- iii. Dave Casson was in favour of a locally based system.
- iv. Torsten would revisit the proposal.
- v. Dave Casson suggested that we maintain a list of activities that qualify for inclusion as club related.
- vi. Conal reminded the meeting that there was a list produced some time ago of daily, weekly and other tasks that needed to be undertaken for club upkeep.
- vii. Conal would recover a copy for David to publish on the website.
- viii. John Garlick observed that there was a need for a dynamic job list of maintenance and development tasks. In addition, members were not proactive so he, and others, had to spend time providing the wherewithal for tasks. When the Boson's tool and material stores are completed that might help. His concern, with the increased number of members liable for club duties, he would be faced with volunteers without the wherewithal to put them to work.

h) **Duty Exemption Rules Proposal**

- i. There was a discussion about the content of Torsten's intended letter to the membership about the levy.
- ii. The meeting was in favour of a straightforward description of the rule changes resulting from the EGM.

i) **Regional RYA conference 17th November**

- i. The Hon. Sec. would attend.

j) **South Store Complaint**

- i. Richard Davis reported that the landlord of the Victoria Tavern had complained that the South Store was missing a section of guttering; flooding the pub garden. In addition, the rendering on the South Store was in poor condition and that this was the club's responsibility to maintain.
- ii. The Hon. Sec. would write to GKN to determine their intentions for the guttering adjacent to the South Store and contact Tony Cole with a view to determining the content of the current lease and the extent of our liabilities for the rear part of the South Store.
- iii. Conal and Dave Casson agreed it might be an opportune time to consider maintenance for the South Store. Guttering could be fixed at any time but the rendering would be best tackled during the warmer months.

6. Pending Actions

a) **Centre Store improvements (Conal and others)**

- i. Plumbing, drainage and an upgraded electrical installation were underway.
- ii. Richard was supervising the plumbing.
- iii. Regarding the new sail store, Andrew noted that the existing floor level arrangement was too small for his sails and that racking would be preferable.
- iv. Conal remembered that there had been some talk at the outset about installing racking but there were some practical considerations with two levels; for example using the second level tramping over the lower level.
- v. John Garlick would come up with an alternative suggestion for sail store configuration.

b) **Dinghy Park Lease (Conal)**

- i. The Dinghy Park lease was with the Land Registry.
- ii. There was a letter to beach hut licensees with new terms and conditions on the reverse. Conal passed the note to the Hon. Sec. for scanning and distribution.

k) **Solicitor's Letter**

- i. Conal reported that the letter had been sent around 3 weeks ago. No response had yet been received by Glanvilles. Conal would chase over the next week or so.

- ii. The work associated with the letter was charged at £300. Dave had not yet received the invoice (Conal would resend).
 - iii. In the eventuality of court action, application would be made to recover these and any other costs incurred by the club.
 - iv. In response to a question by Conal, Mike Tennuci noted that we had let a number of moorings recently and would potentially need that mooring soon.
- l) **New Race Hut (Dave Casson)**
 - i. Dave Casson asked Conal to write to the IWC requesting confirmation of the lease on the dinghy park. He would then be in a position to proceed with acquisition of the new race hut as agreed at the last meeting.
- m) **Replacement of the Directional Sign on the GKN wall (Now Dave Casson)**
 - i. Dave Casson would commission the sign from his design.
- n) **Pontoon Maintenance (Dave Casson/Conal)**
 - i. Ongoing
- o) **Old pontoon under the club balcony (Stores/Wednesday Club)**
 - i. Almost complete; awaiting more materials.
- p) **Disused Gantry (Wednesday Club)**
 - i. Carried forward.
- q) **Commissioning the painting of the underside of the Centenary Room (Conal)**
 - i. Held over until spring.
- r) **Slipway Cleaning Working Group (Dave Casson)**
 - i. There had been a well-attended meeting of the working group recently which generated an encouraging number and variety of suggestions.
 - ii. Dave advised that it was useful to consider slipway cleaning in two parts. The main body (causeway) and the bottom end as it descends towards the channel.
 - iii. One option considered was a wheeled rotary jet washer and brush underneath; with a freshwater supply from an extending hose. Alternatively, seawater could be used if the device was flushed with freshwater after every use. This machine would cost £3500. The working group asked Dave to arrange a demonstration. However, being located on the mainland, the supplier is proving reluctant.
 - iv. The second option under consideration for the end of the slipway was a mini-dredger. This option has not yet been explored in any detail.
 - v. The Hon. Sec. reported that Peter Jackson had written to the CHC requesting that the proposed dredging of the eastern channel be trialled near to the MMA and ECSC sites.

7. Officers' Reports

- a) **Hon. Treasurer**
 - i. Dave Casson had previously distributed a copy of the October income and expenditure report by email.
 - ii. The largest item of expenditure was a Centre Store refurbishment cost of £1,346.01 (largely comprising plumbing related expenditure).
 - iii. Another significant item of expenditure was the dinghy park lease of £487.37. As Conal pointed out, this dispelled any remaining doubt that the new dinghy park lease would be granted by the IWC.
 - iv. The prize-giving supper made a modest surplus of £59.
 - v. Income for the period £2238.17.
- s) **Vice Commodore**
 - i. See also, new business and outstanding actions.
 - ii. Conal had received a domestic rates exemption form from the IWC (first requested when the Centenary Room was built). He'd signed and returned it and handed it over to the Hon. Sec. for filing.

iii. Conal reported that he had chased Spencer's Rigging for the winch certification following their visit a month or so ago,

t) **Hon. Secretary**

i. David Nixon had attended a Child Safeguarding Workshop. Karen (the club Child Safeguarding Officer) being on holiday.

u) **Rear Commodore Stores**

i. Mike Tennuci reported that the autumn boat movements and haul-outs had been eased by the new trailer 'A' Frames.

v) **Rear Commodore Sailing**

i. John Garlick reported that visitors from other clubs had been very complimentary about the prize-giving supper. In particular, the inclusivity (sailing, fishing and cruising) was well received.

w) **Rear Commodore Social**

i. Paul Walker reported that so far there were 43 people were booked on the Christmas Meal at the Lifeboat on Saturday 1st December. The closing date for bookings is 22nd November.

x) **Rear Commodore Motor Boating and Fishing**

i. Richard Davis advised the meeting of a Fishing Competition on Sunday 9th December. He also reminded the meeting of the Cod and Whiting Competition on Sunday 18th November.

y) **Health and Safety Officer**

- i. Mike Harvey reported an observation by John Barnes that access to the power switch for the winch is often obstructed. Mike Harvey had tidied up for the moment
- ii. Dave Casson mentioned that there was an intention to tidy up that area with a shadow board with hooks for yard cleaning accoutrements.

8. Completed Actions

- a) Tractor commissioning ('A' Frame and trailer brackets)
- b) WebCam funding (no sponsorship available)
- c) Dinghy Park lease
- d) Laminated sign to warn members to keep out of the Centenary Room during cleaning

9. New Member Applications

Name	Membership Type	Approval/Conditions	Payment notes
Darren Webster	Full member	Approved	Bank Transfer
Luke Goodall	Full member	Approved	Bank Transfer
Robert Wilson	Full member	Approved	Cheque
Geoffrey Taylor	Senior	Approved	Cheque

10. Resignations

- a) Ben Smith

11. AOB

- a) Agenda topics must be raised with the Hon. Secretary prior to the meeting.
- b) Unless urgent, other business is not accepted during the meeting.

Next meeting scheduled for Wednesday 5th December
Meeting Closed at 2110

V1