

Minutes of a Meeting of the General Committee
Ardleigh Sailing Club
13th February, 2013



Committee Members Present:

Richard Clayton	Commodore	RC
Fergus O'Sullivan	Vice Commodore	FOS
Richard Biggs	Treasurer	RB
Paul Constable	Sailing Secretary	PC
Paul Berry	Training	PBe
Gareth Brown	Secretary	GB
Ian Hill	Roster Secretary	IH
John Thompson		JT

Observer:

Tina Grice		TG
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Apologies:

Jonathan Reubin	Rear Commodore	JR
Graham Lewis		GL
Alec Mumford	Bosun	AM
Paul Barnes		PBa
Wendy Brothers		WB

Standing items:

Minutes of the Meeting 12th December 2012

⇒ Not yet available. RC/JR to prepare and distribute.

Minutes of the Meeting 16th January 2013

✍ Approved

Correspondence received / Matters of Note

- ✍ Marconi/NSSA : PBe clarified that Marconi were suggesting shared **training** events rather than a shared NSSA team and everyone agreed this would be beneficial, allowing ASC sailors to gain some experience on open water and vice versa. He will continue the discussion with Mark Savill.
- ✍ Fire Service: FOS/RC met with the Fire Service and they would like to use the reservoir for practicing flood drills. FOS has discussed with the reservoir authorities and they have no objections. They are likely to require one day a week and there are in excess of 200 people to train. FOS highlighted the potential benefits to ASC: First Aid training; access to heavy lifting equipment and possibly a block membership fee.
- ✍ Although ASC has responded positively to the approach, there has been no movement re: Army membership previously discussed.

Financial Summary

- ✍ RB reported that the 2012 financial accounts are with the auditors. There was some discussion about the fact that the accounts are not 'audited' as such but are 'examined'. The assumptions about the definition of the word auditing have probably changed since the constitution was written and it was agreed it should reviewed in the light of this.
- ✍ RB reported that if the monies in the Barclays deposit account are moved to a Co-Operative account the interest rate would be doubled. The committee agreed to this course of action and authorized RB to change accounts. Prop: RC; Sec: JT
- ✍ It was further agreed that the new account would be set up so that transfers can only be made to other ASC bank accounts. On this basis it will be sufficient to have only two signatories (FOS and RB) and only one signature required to effect transfers.
- ✍ The exact amount to be held on deposit will be agreed by the committee via email once the account is opened.

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Health and Safety

- ✂ PBe expressed concern that the Rowers are on the water in extreme cold with no wetsuits, buoyancy aids or safety boat. The committee agreed that is not the responsibility of ASC to prescribe safety regulations for another sport and that per the constitution members use the reservoir at their own risk. That being said FOS/RC will raise the matter with the Rowers to make sure they fully understand the risks associated with their actions and furnish ASC with their current Safety Policy.

Membership:

Membership Applications & Resignations

- ✂ The following were reviewed and approved:
Nicholas Staunton Family Prop: RC; Sec: IH
- ✂ RC reported that to date there are 7 paid renewals, 7 unpaid renewals and 6 resignations.
- ⇒ RC reminded the Committee that the administration package will soon be sending a further renewal reminder email.

Structural

Lease Renewal

- ✂ Nothing to report, though we expect a response from Savills in the near future.

2013 Committee

- ✂ The committee membership to be proposed at the AGM is :

Position	Nominee	Proposer	Second
Commodore	FOS	RC	RB
Vice-Commodore	JR	FOS	RC
Rear-Commodore	Vacant		
Treasurer	RB	GB	PC
Honorary Secretary	TG	IH	JT
Membership Secretary	RC	RB	GB
Sailing Secretary	PC	PBe	GB
Roster Secretary	IH	JT	RC
Bosun	Vacant		
Assistant Secretary & Webmaster	GB	JT	IH
Scouts	GL	IH	PBe
Training	PBe	PC	FOS
Committee Member	JT	RB	GB
Committee Member	PBa	RC	RB

WB and AM will be standing down.

⇒ The nominations list will be circulated prior to AGM for approval via a block vote at the meeting.

- ✂ It was noted that are some open positions and the committee will continue its efforts to fill these gaps.

Purchase of new fridge

- ✂ As an emergency measure the purchase of a new fridge for £240 was approved by the committee via email.

Sailing:

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Safety incident 3rd Feb

- ✂ An incident was reported concerning an OK that capsized and was nearly lost. There was much discussion on the subject with the following outcomes:
 - A clause will be added to WA and to Winter Series entry for sailors to confirm that their buoyancy is up to date
 - FOS suggested making a buoyancy measuring device available to members
 - RC will post a message reminding members that it is their responsibility to maintain buoyancy
- ✂ During the discussion it became apparent that the root cause of the problem was that the boat was capsized too long as a result of the safety crew not being able to communicate with the helm who is deaf. This led to further discussion about developing a visual signal that can be used, at the OOD's discretion, to indicate to an individual that they are obliged to board the safety boat.
- ✂ It was also agreed that further consideration will be given to putting in place a process to allow the OOD to be aware of any competitors who have health issues or special needs.

Training:

RYA Supported Training

- ✂ Chris Hussey visited ASC on 16th Jan and met with representatives of the Committee. The outline Training Plan is to work towards ASC being a centre for powerboat training in the first instance and use this as a springboard to becoming a dinghy training centre.
- ✂ It was agreed the final 7 weeks of the Start To Race training previously discussed will take place on Friday evenings.

Social:

- ⇒ The Fitting Out Supper will be held in-house. JR will email his proposal to the committee in advance of the next meeting.

Facilities:

Anglian Water road works

- ✂ FOS reported that Anglian Water will be digging up the access road in August. He is in contact with them and it is not expected that access will be overly restricted.

Digital Clock

- ✂ Ray Smith has kindly donated a digital clock for the race hut. FOS proposed a vote of thanks.

Any other Business:

Kids Club

- ✂ PBe will start the Kids Club from 7th April with registration and boat checks.

Photography

- ✂ IH raised the issue of pictures of children being posted on WA. The committee should consider whether to establish a policy, communicate to parents, get their agreement; model forms are available for inspection behind the bar.

Signage

- ✂ No update.

Workshop

- ✂ FOS proposed that we consider moving the doors to the other end of the workshop, concreting an area and move rower's racks, tidying the area generally. He will draw up plans.

Conclusion

- ✂ The meeting ended at 21:00.

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Action items

New

Who	Item
FOS	Workshop plans
JR	Fitting Out supper proposal
RC	Renewal reminder

Carried/Open

Who	Item
RC/JR/FOS	Winter Series as membership level
JR	Proposal for fitting out supper.
RC	Materials and construction of 'long' tables.
FOS	Draft signage and quote.
AM	Public facing website options.
RB	Investigate availability of higher interest bank accounts.
JR	Open on-line account with Bookers.
RC	Container roof and floor.
RC	Post message on WA to identify First Aiders.
AM	Confirm First Aid course prices.
RC/IH/AM	Work out naming competition details.
PC/IH/PBe	Organize Argo mini-series event/New Members Day.
RC	Post message to lock gate
PC/PBe/JT/AM	Suitable club boat policy
PBe	Coordinate RYA training
RC	Investigate branded goods
RC/FO'S	Report on Fire Service training
FOS/AM	Rescue boat maintenance plan.
RC	New page in WA to list proposed new members
PBa	To co-ordinate electrical check of shed
GL	Perform PAT testing
PBe	Confirm cost of log books
FOS/RC/PC	Provide Winter/Frostbite Entry Forms and information
PBa/FOS	Reposition and stabilize pontoons.
FOS/JR	Coordinate/supervise Jacksons new security fence/gates
FOS	Set up & organise Ardleigh Reservoir Water Users' Forum
PC/JR	Update and finalise 2013 Calendar
AM/IH	Update original ASC website & liaise with RC over WA links
RC	Identify owners of unregistered boats – ongoing
IH	Create tick list for New Members Day preparation activities – in progress
JR	Investigate building grants/Work with RC on facilities grant approach - ongoing
FOS	Order club burgees – in progress
PBe	Submersible pressure pump – in progress