



Minutes of a Meeting of the General Committee
Ardleigh Sailing Club
14th August 2013

Committee Members Present:

Fergus O'Sullivan	Commodore	FOS
Jonathan Reubin	Vice Commodore	JR
Richard Biggs	Treasurer	RB
Tina Grice	Secretary	TG
Richard Clayton	Membership Secretary	RC
Paul Barnes		PBa
John Thompson		JT

Apologies:

Barry Young		BY
Paul Constable	Sailing Secretary	PC
Graham Lewis	Scouts	GL
Paul Berry	Training	PBe
Gareth Brown	Asst Secretary	GB
Alec Mumford	Bosun	AM

In recognition of his term of office, past Commodore Richard Clayton was presented with a Commodore's Pennant and badged sweatshirt for which he thanked the Committee.

Other committee members were requested to volunteer for Chairing future meetings.

Strategic Items:

PBe and PC are asked to prepare and present a structure for next year's Sunday afternoon training progressing from the highly successful "Kids Club". It was suggested that we integrate the training activities more into the mainstream of the Club by creating a Club Cadet Section, as a "club within a club" could be seen to be divisive. It was also suggested that having the training sessions split into units, e.g. 4 week teaching blocks followed by assessments would give more structure and enable trainers and trainees to commit to designated units. Progressing beginners into the Cadet Section would assist in demonstrating when a specific competence level has been attained and ease the move into racing.

Standing items:

Minutes of the Meeting 12th December 2012

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

Minutes of the Meeting 10th July 2013

The minutes were accepted and approved.

Matters arising not covered by an agenda item

Replacement Safety Boat Containers: JR will enquire about buying replacement containers and the logistics of putting them in place e.g. would cranes be needed etc?

HMRC CASC Consultation: FoS reported that the RYA were asking affiliated clubs to respond to the Government's proposals to tighten up on the requirements to attain/remain Community Amateur Sports Club status (CASC). The suggestions are not likely to affect ASC significantly, however, for details see: <http://www.rya.org.uk/newsevents/enewsletters/theclubroom/july13/Pages/CommunityAmateurSportsClubConsultation.aspx>

and

<http://www.rya.org.uk/SiteCollectionDocuments/clubroom/Guidance-document-for-clubs-on-responding-to-casc-consultation.pdf>

Financial Summary

The Financial Summary was explained and accepted.

SE/Lottery Small Grant: technically this is due 12 months after the award of the grant, however, FoS has already informed SE that ASC will be completing the report to SportEngland Small Grant fund following a year of training *USE* rather than a year from when the funds arrived. This is because although the money was transferred in July 2012, the Argos weren't delivered until September 2012, thus missing most of the training season.

Health and Safety

FoS raised the issue of the need for a more prominent accident report book and a Health and Safety incident report procedures – ASC dos have an Incident Report Book but the process is not always completed fully. A member is being sought to advise on the health and safety role.

Sailing and Social

Sunday 25th August, bank holiday weekend: – There will be 3 races and the bbqs will be lit for everyone to cook their own food because it would be difficult to judge how many people will be racing / sailing on that day.

Constitution and Trustee Matters:

Our Trustees, the legal owners of club items, need to have a schedule of deeds detailing all club assets – FoS, TG and RB to arrange.

Membership:

Consider and approve new membership applications:

Luchian Achim Individual
Simon Beard Individual
David Clark Individual
Huw Davies Individual
Nick Foleros Individual
Colin May social

A group vote was taken and all new members were approved. Proposed JH 2nd IH

An assessment of the Dinghy park needs to be carried out, with a holding area for new members' boats and the area cleared for the Winter members.

Structural:

Due to holidays, JR has heard nothing from Savills regarding his suggestions for the new Lease.

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JR reported on a review he has conducted with other clubs in the area on boat storage fees; the current ASC rate of £70 for boat storage for the year is broadly comparable.

Facilities:

JR has received the quote for the steel framed extension discussed in a previous meeting. The quote for just the frame and walls is £80,000 so it was decided that this will be too much and ideas for refurbishment are sought.

JR / FoS to follow up on a small facilities grant potentially available from Essex Council.

FoS/JR met with the Reservoir Manager and the Anglian Water Grounds Contractors. In principle, any tree can be felled at ASC expense following consultation with the Reservoir Authorities. FOS will arrange for a phased environmental improvement plan to be prepared will get quotes from James Farn, Tendring Tree and Garden Services, who removed the last willow regarding felling of the large willows overhanging the Winter Boat Storage area and the conifers on the opposite bank.

Training:

RYA Race Coach course Sat 7th/Sun 8th September : due to not enough people signing up this will be postponed until spring. After discussion, it was decided that it would not be possible in the near future to meet all the requirements for becoming an RYA training centre at the current level of interest, expertise and funds. Training Plans for 2014/15 should take this into consideration and present a phased plan working towards becoming RYA Registration over a longer period, however as an interim arrangement, RYA Assessment weekends should feature strongly in such plans using external RYA Assessors.

NSSA Out-Turn finances and results (PBe/BY): – Item carried over until next meeting. A full report is requested.

Any other Business:

The bar cash till has broken; JR will get quotes for a replacement.

On 31st August the rowing club racks will be built (*nb. brought forward to Monday 26th August*). FoS and PB will be present. All the boats they will be keeping must be on racks and the other boats must be disposed of by the planned Anglian Water site inspection in September.

Winter series must be advertised on the website. PC will be asked to arrange prices and adverts etc.

Conclusion

The next meeting was confirmed as Wednesday 11th September 2013 starting with an informal discussion from 19.45 with the meeting proper commencing at 20.00

The meeting ended at 21.58

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Action items

Please note these represent the rationalised list presented at the last meeting

Who	Item	Outcome/Deadline
FO'S/RC	Report on Fire Service training	<i>Pilot this year; block membership next year</i>
FOS	Draft signage and quote.	<i>Put out to tender</i>
FOS	Order club burgees –	<i>in progress</i>
JR	Work with RC on SE/Lottery facilities grant approach; Investigate building grants	<i>ongoing</i>
JR/PC	Update and finalise 2013 Calendar	<i>ongoing</i>
AM/FOS	Confirm First Aid course prices.	<i>Liaise with Fire Service</i>
PBe	Coordinate RYA training	
PBe	Confirm cost of log books through NSSA	
RC	Materials and construction of 'long' tables.	<i>Conclude</i>
RC	Complete and post December 2012 Committee Minutes	
RC	Post message on WA to identify First Aiders.	
RC	Post message to lock gate	
RC	Investigate branded goods	
RC	New page in WA to list proposed new members	
RC	Identify owners of unregistered boats – ongoing	
RC/GB AM/IH	Update original ASC website & liaise with RC over WA links	
<i>Completed:</i>		
FOS/AM	Rescue boat maintenance plan.	<i>Spring Service done, Autumn check tba</i>
FOS/RC/PC	Provide Winter/Frostbite Entry Forms and information	<i>Folder next to till</i>
FOS/JR	Coordinate/supervise Jacksons new security fence/gates	<i>Completed</i>
FOS	Set up & organise Ardleigh Reservoir Water Users' Forum	<i>Done, report due.</i>
PBa/FOS	Reposition and stabilize pontoons.	<i>Done but anchors need reinforcing</i>
JR	Proposal for fitting out supper.	<i>Now on May 18</i>
AM	Public facing website options.	<i>Transferred to RC/GB</i>
PBa	To co-ordinate electrical check of shed/PAT/Action Electric Cert	<i>Contractor instructed</i>
GL	Perform PAT testing	<i>Contractor instructed</i>