

Committee Members Present:

Fergus O'Sullivan	Commodore	FOS
Barry Young	Rear Commodore	BY
Richard Biggs	Treasurer	RB
Paul Constable	Sailing Secretary	PC
Richard Clayton	Membership Secretary	RC ('til 20.00)
Ian Hill	Roster Secretary	IH
Alec Mumford	Bosun	AM
Paul Berry	Training	PBe
Paul Barnes		PBa
John Thompson		JT

Apologies:

Jonathan Reubin	Vice Commodore	JR
Tina Grice	Secretary	TG

Strategic Discussion Forum:

a) The **Strategic Working Parties** met and agreed their Terms of Reference and Timescale (details to follow):

- **Sport England Capital Bid for premises updates and improvements:** *Lead JR with Paul Barnes, John Thompson*
- **Training and RYA Training Centre:** *Lead BY with Alec Mumford, Paul Berry and A N Other*
- **Budgeting and financial processes for 2014:** *Lead RC with Richard Biggs/Fergus O'Sullivan*

b) **DutyMan** – the allocation process for 2014 was agreed: members to state dates for volunteering on renewal or discuss with Commodore. Following the renewal period, vacancies will be allocated to vacant slots.

Call to Order and Apologies: 19:30

- ◆ Apologies received from TG & JR

Standing Items (briefly, please!):

- ◆ The Minutes of December 2013 were read and unanimously approved – Proposed PC, seconded RB
- ◆ Matters arising – the website was discussed again; the public-facing website needs updating and re-planning urgently although it was noted that WA were promising an upgrade which may assist this.
- ◆ Correspondence received / Matters of note (TG):
 - Anglian Water have confirmed formally that the planned work on a new pipeline from Ardleigh to Great Horkesley will take place this year and Savills will be in touch to confirm dates (access to the club may be affected).
 - The OK class have requested permission to hold their Winter Championships at ASC on Sunday 16th March – agreed (see Sailing below).
 - Further requests to use the lake from Class Associations and Schools have been received – agreed in principle subject to suitable financial, legal and insurance conditions.
- ◆ Financial summary (RB)
 - The current and Annual Accounts were presented showing a notional loss but less than last year. It was noted that this included a number of capital items which should be shown separately as these were funded from club reserves and will last many years. The Revenue budget looks healthy and, if presented without the capital items, would show an on-going surplus for the reserves. The Annual Audit is on track to be submitted in good time for the AGM
 - Proposed Fee levels for 2014 were agreed to be submitted to AGM, Members renewing prior to this will qualify for subscriptions at the 2013 rate as last year.
 - Report on Electricity Supplier change: as agreed in December, a fixed term one-year contact has been agreed with Powergen commencing 17th January 2014, the contract with E-on is terminated. Further agreements need to be discussed on the September Agenda
- ◆ Health and safety – no incidences on issues were reported.

Minutes of a Meeting of the General Committee

Ardleigh Sailing Club

8th January 2014

- ◆ Honorary secretary: TG has declared a wish to stand down at the AGM. Jenny Griffin has volunteered to stand for nomination and has been added to the list of Committee Members for election. As she cannot make Wednesdays, the Committee agreed to move meetings to Mondays, commencing with 10th February 2014 at which she would be invited to observe and work with TG.

Sailing, Social and Training

- ◆ Final Club Calendar for 2014 – PC will coordinate all the amendments with BY and send to RC for posting on the website. IH and RC to look into coordinating this with ASC Facebook and Twitter (?) feeds.
- ◆ Report on Topper Coaching, Sally Dugdale, Sat 28 Dec 2013: although only 7 boats entered this was very successful and the class appreciated the use of the facility; Committee agreed a fee of £50 (£5 a boat = £35 plus £15 for a safety boat). For future reference, this formula for calculating fees for the lake and facilities was agreed - £5 per dinghy day membership plus £15 for one rescue boat (including fuel) or £25 for safety boats and Committee Boat). **Action: RB to invoice Sally Dugdale, Topper CA, for £50**
- ◆ Proposed OK Winter Championships, Sunday 16th March, agreement of entry fee at £10 per boat, 20 boats expected.

Constitution and Trustee Matters:

- ◆ Preparation for AGM –
 - Draft Minutes of 2013 AGM were approved unanimously for submission to AGM,
 - Draft Notice of AGM and proposed Agenda had been notified in the Commodore's 2013 Christmas Message to all members; the final Formal 2014 AGM Notice, Agenda and list of Members standing for Office and Committee was discussed and agreed. Proposed John Thompson; Seconded Barry Young; carried unanimously. **Action: RC to prepare the items for sending to all Members, TG instructed to issue the Notices to all members.**

Membership:

- ◆ Consider and approve new membership applications – none submitted.
- ◆ Confirmation of out-turn of 2013 membership (RC/RB to supply details to be referenced in Officers' Reports)

Structural/Facilities

- ◆ John Crisp (K P Evans & Co) submitted a quote to progress the plumbing works to service the Sludge Pump and fix leaking stop valve and Ladies/Gents wc seats, ball valves and check operation of showers. It was **resolved** to accept this quote with the exception of the removal of the descender in the Kitchen which the Club would do.
- ◆ Tender invitation for willow felling in Winter Dinghy Park area – it was **resolved** to proceed with this before the Spring. TTAGs (James Farn), Paul Josling (Josling Bros) and Joe Bland (Bland Landscapes) have been identified to receive invitations to bid.

Any other Business

- ◆ Colchester Institute Student Project (Paul Blyth): RC is supervising the students' degree project developing quotes for replacing the Clubhouse front windows on the basis of a) direct replacement and b) moving the windows outwards to include an extra metre with additional flooring and paving...
- ◆ FOS and JT to liaise with UERC to review the Affiliation Agreement and establish an improved basis for their annual fee. The Scouts Affiliation Fee would similarly be reviewed and discussed...

Meeting Closed at 8.55pm

Action items

Please note these need to be reviewed and updated for 2014 & the AGM

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>
PBa	2 nd Container roof and floor.	<i>Action!</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>

Signed..... Fergus O'Sullivan Chairman

Dated.....