

THORNTON STEWARD SAILING CLUB - MANAGEMENT COMMITTEE

MINUTES of the meeting held on 23RD October 2019 at the Old Black Swan, Bedale.

PRESENT: Phil Gamlen (in the Chair), Nick Hatch, Annabelle Le Page, Eddie Fearnside, David Oldacres, Mike Smith and Jonathan Stephenson.

1. **APOLOGIES FOR ABSENCE** - were received from Kenneth Gibson, Malcolm Cummins, Rob Wyatt and John Knopp.
2. **Conflicts of interest** - None were declared by any of the Management Committee / Directors.
3. **Co-opting** - The meeting agreed to the co-opting of existing Committee members until the next AGM of Phil as Commodore / Chairman, Mike as Membership Secretary, Annabelle as Sailing Secretary; also to co-opt onto the Committee Rob as Treasurer Elect (pending Ken's formal resignation as Treasurer) and Jonathan (with responsibilities for Safety and Safeguarding).

Rob and Jonathan are to be registered by Nick at Companies House as Directors of the club.

4. **MINUTES OF MEETING HELD ON 19th September 2019** were accepted as a correct record and a copy signed by Phil.

5. **MATTERS ARISING**

- 5.1 It was decided that it was not necessary to give Kay a gift at the AGM in addition to Honorary Membership.
- 5.2 The group of model boat enthusiasts are to be asked by Nick to attend on the 9/11/19 workday to discuss their requirements and potential membership of TSSC.
- 5.3 Kill cord attachment to the leg of the helm – Bob Scorer's query has been answered without further reply so matter closed.

6. **TREASURER'S REPORT**

- 6.1 Nick summarised Ken's report stating bank balances at 20/10/19 were £22,246 after routine expenditure of £482 and receipts from Aysgarth School of £1,010 and Carmel College of £1,080, with a further £600 due from the latter.
- 6.2 It was agreed that Phil, Rob and Nick are to become TSSC cheque signatories to replace Ken, Gillam and Peter Kearsley.
- 6.3 It was agreed that the Club finances would be incorporated into a new spreadsheet package that would allow tracking of income and payments in more detail, and be visible electronically to all committee members in real time.

7. **SECRETARY'S & CHAIRMAN'S REPORTS**

- 7.1 Nick confirmed that he had removed as Directors at Companies House Kay and Gillan.
- 7.2 Nick stated that Malcolm had indicated that he would not be standing for re-election at the next AGM.

8. **MEMBERSHIP REPORT**

8.1 Nick said that Ken had advised Mike that there had been 2 new members. The current totals would then be 94 (Family 28, Single, 30, Social 11, Single/Senior 2, Groups 3, Family/Honorary 2, Junior 15, Cadet 0 and pending 3).

8.2 Mike explained how the online system of Membership Mojo will operate. It is linked to PayPal, is GDPR compliant, will cost £70 p.a. and was agreed by the meeting.

8.3 Joining fees are to be discontinued as a trial for 2020.

8.4 Site keys are to be issued by the Bosuns (once payment had be confirmed by Mike).

8.5 It was agreed to disband the Cadet membership and combine it with the Junior membership. The fee for this category to continue as £30/yr (subsequently ratified after the meeting due to confusion over the exact amount)

9. HEALTH & SAFETY – Jonathan stated he would review Major Incident Planning and other H&S issues in good time for next season.

10. SAILING SECRETARY

10.1 The principle of the Sailing Planning Group was accepted subject to receiving an updated remit from John Knopp

10.2 It was agreed that Annabelle would confirm the specific members of the Sailing Planning Group

10.3 Boat hire fee policy – Sailing Planning Group to consider

10.4 Annabelle confirmed that the review and update of SOP's has started and will continue under the aegis of the Sailing Planning Group.

10.5 It was agreed that Jonathan should be a member of the Sailing Planning Group with his Safety/Safeguarding hat on.

11. PREMISES STANDING ITEM – Not discussed due to a shortage of time and as John K not in attendance to permit discussion of the Infrastructure project.

12. CHILD PROTECTION STANDING ITEM - No items.

13. ANY OTHER BUSINESS

11.1 Dutyman (for SB and Race Officer duties) has been set up by Mike for a free trial. Mike to hand over to Annabelle.

11.2 Newsletter – Mike asked for content urgently.

11.3 Tuck shop income and all sundry purchases – To be considered but Janet continuing to manage.

11.4 Outboard motor service – Phil to ask Syd to get a costing before proceeding.

14. DATE OF NEXT MEETING

Wednesday 20 November at 7:30 pm in the Old Black Swan, Bedale.