

## THORNTON STEWARD SAILING CLUB - MANAGEMENT COMMITTEE

### MINUTES of the meeting held on 03 MARCH 2022 online on Teams.

**PRESENT:** Phil Gamlen (in the Chair), John Knopp, Rob Wyatt, Mike Smith, Eddie Fearnside, Merrin Froggett, Graham Whittall.

**APOLOGIES FOR ABSENCE** – Annabelle Le Page, Trevor Birkbeck.

#### 1. Conflicts of interest

None were declared by any of the Management Committee / Directors.

#### 2. Minutes of 27 JAN 2022

Approved without alteration.

#### 3. New Committee member introductions

Graham Whittall was welcomed to the committee. It was suggested and agreed that a representative of the SUP and Kayak sections be co-opted to the committee. Sarah Burke and Tamara were suggestions for the SUP section.

#### 4. Actions arising from the last meeting

- Defibrillator: Add use of defib into emergency procedures protocol, **MS**.
- Notify via SailTime for members to contact RW if wish to be trained, **MS**.
- Signage on the gate has been removed.
- Hand sanitisation station to be removed, **JK**.
- Original key padlock has been remodelled (£30) to use the old keys. Notify members via SailTime, **MS**.
- Fire extinguisher servicing is done; supervised by SN. There are 5 new extinguishers and a new fire blanket, other extinguishers were serviced with new seals. £290. Servicing will be annual.

#### 5. Safety and Safeguarding

There being no committee member with a safeguarding brief, a source of expertise is needed to check procedures, advise the committee, and raise membership awareness. Suggestions were Mike Shorten (Carmel College), the Head at Aysgarth School (a TSSC member), and **RW** to discuss with Louise W (who has a safeguarding role in education).

#### 6. LEIF Grant

- Progress has stalled due to Army purchasing procedural requirements and one person handling all LEIF projects.
- A large wooden desk (possibly ex MOD) in the clubhouse can be given away.
- It was decided to get the floors prepared and painted in the clubroom and ladies changing room. Paint to be purchased (~£100) from club funds, **PG**. Painting will be done with rollers.
- Dates to do this work will be e-mailed to members, **MS**.
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#### 7. Open Day 02 May 2022

- This date suits CGSC families and is approved by ALP.
- Safety Boat cover will be required.
- The objectives are:

- Back fill the natural 8-10% turnover in membership
- Publicity that we exist
- Demonstrate normal club activities and opportunities to members who joined during Covid
- Engage 'new to Garrison' families and civil servants to the club
- Engage SUP and kayak members with dinghy sailing and the safety boat

## 8. Sailing Programme/Training Update

The full sailing and training programme has been uploaded onto the website booking system by MS.

- There are Safety Boat Familiarisation Days on 5<sup>th</sup> and 13<sup>th</sup> March.
- There are Power Boat Direct Assessment Days scheduled for 12<sup>th</sup> and 27<sup>th</sup> March.
- 12<sup>th</sup> March is a clash with an Instructors CPD Day. James Proctor is scheduled for both. The Direct Assessment Day was agreed as the club's priority, **RW** to negotiate rescheduling of the Instructors CPD Day with Mark Meadows.

(If the Direct Assessment Day was moved to the 13<sup>th</sup>, JK is not available for the whole day.)

There are 26 sailing/training sessions where safety boat cover is required.

- ALP requests that a volunteer safety boat co-ordinator takes on that part of her role. The role would be to establish a rota, check on performance of the rota and monitor safety. Suggestions for possible candidates, **All**.
- **MS** offered to set up a rota. **MS and PG** to liaise over whether to allocate sessions so that responsibility lies with members to swap duties they cannot fulfil, or for a voluntary sign-up rota.
- There was discussion of buying in professional safety boat cover, or the possibility of a membership surcharge which is reimbursed when voluntary duties are done. This discussion to be tabled as an agenda item at the next meeting, **MF**.
- **PG** will explore experience of paid safety boat cover with the RYA and with local clubs.

## 9. TSSC 50th Anniversary

It was agreed to target Spring 2023 as the celebration (when the club was created and the ofirst officers appointed). The refurbishment should be completed by then and the event would be timely publicity.

Plans include:

- Collect and use photos, stories, and memories from original members. **PG** to draft a letter to go to alumni of the club, e.g. Malcolm Cummings, the Anstays, Peter Kearsley.
- Photos/materials from Yorkshire Water of the reservoir construction. PG has contacted YW.
- Perhaps invite the MP and local press.
- The old clinker dinghy originally owned by Ken Anderson is to be restored by the Army Welfare Youth Woodworking Group. Kirk has obtained permission from Gladys Anderson. Contact Kirk re timings and a possible 50<sup>th</sup> Anniversary ceremonial launch, **PG**.
- Any other suggestions for celebrations will be greatly appreciated. **All**.

## 10. Accounts

The latest accounts were circulated on 28<sup>th</sup> February. Cash in bank is £47,050. There was a surge in memberships at the end of 2021. The year End accounts are finalised, Colin Hudson will submit them to Companies House. Bound copies will be provided for the club archive.

It is anticipated that the accountant's fees will increase next year to more accurately reflect the work carried out. Review options to streamline the annual review process and minimise fees, **RW**.

Expenditure on electricity 2020-21 was £309.44. We are on a fixed tariff until Nov 2022. Tariffs are likely to rise due to global circumstances.

A password protected version of the accounts to be uploaded to the club website, **RW**.

## 11. AOB

- a. **AGM** – no feedback.
- b. **Next SailTime** – Drafts are in circulation. To be published tomorrow. A few copies to be printed for the clubhouse.
- c. **Boat Park**
  - Trevor Birkbeck to act as co-ordinator to ensure boats are placed where they should be. All enquiries to be directed to him.
  - The storm damaged boats pictured in SailTime are not registered to members. Members to be e-mailed that they will be moved behind the club pending disposal, **MS**.
  - Several road trailers are causing obstructions in the boat park. SailTime to carry notice that they should be moved behind the club, **MS**.
- d. **Changing Rooms**  
Dave Oldacre has fitted a curtained cubicle in each changing room. Feedback is welcomed. EF suggests that we look at the 'changing village' facility (e.g., Northallerton and Thirsk pools) as a way forward, instead of gender separate rooms. These have cubicle spaces a central bank of lockers, and enclosed showers and toilets.. Drawings to made by **EF and GW**.
- e. **Clothing for Safety Boat Crew** – JP and PC have suggested that the club purchase wet-weather clothing as some members may not have suitable garments for this extended time on the water. Discussion included the fact that crew/helm should be prepared to enter the water, that dry suits are 'personal' use, and that bulky clothing would be a hazard. There are two Race Officer jackets, but these are not suitable for use in water (but could be worn over other items for shelter in the boat and be removed). The cost of provision and replacement would be significant. To be discussed with Phil Cosson, **PG**.
- f. **Rotodock Pontoon** – JK has provided details of used Rotodock units. A pontoon 2mx6m cost estimate is £4.2- £4.3K. It could be installed near the second ramp, be secured on land with chain and padlock, and be pulled out of the water with a winch. It would need wheels and probably a metal frame. Yorkshire Dales SC have experience of use and of fabricating a frame. **JK and JP** to identify and visit any local locations that are operating a similar in-out pontoon and share learning.
- g. **NHS Test and Trace** – RYA have notified us to remove QR code sign in posters and to destroy any data that was collected solely for Test and Trace purposes. We only collected data that was for the usual business of the club. Clubhouse QR poster to be removed, **JK**.
- h. **Visicover Advertising** – it was agreed to advertise Visicover craft insurance and include a link in SailTime for one year for £200. **MS** will explore that possibility of commission on sales.

## 12. DONM – Thursday 7<sup>th</sup> April at 7.30pm in TSSC clubhouse.

Actions from this meeting			
Ref	Actions	Owner	Date
03/03/22	Add defib to emergency procedures protocol	MS	By next mtg

03/03/22	<b>SailTime</b> include: notice re defib training, kays and locks on gate, notice re road trailers, notice re two storm damaged boats. Print copies for clubhouse	MS	Now
03/03/22	Email members re LEIF working parties to paint floor	MS	
03/03/22	Remove hand sanitisation station at gate and QR poster	JK	Soon as
03/03/22	Speak with LW re safeguarding	RW	Soon as
03/03/22	Candidates for SB coordinator	All	Soon as
03/03/22	Speak to Mark Meadows re date of Instructors CPD.	RW	Soon as
03/03/22	Decide on basis of safety boat rota duties	PG & MS	Soon as
03/03/22	Set up rota and communicate to members	MS	Soon as
03/03/22	Benchmark paid SB cover with RYA and local clubs	PG	Soon as
03/03/22	50 <sup>th</sup> anniversary: contact Malcolm Cummings, Anstays, Peter Kearsley	MS	By next mtg
03/03/22	Provide more detailed accounts 2020-21 for website	RW	Soon as
03/03/22	Drawings of changing facilities proposals	EF & GW	By next mtg
03/03/22	Committee stance on providing safety boat clothing to be discussed with Phil Cosson/James Proctor	PG & PC	By next mtg
03/03/22	Rotodock site visit and operational proposals	JK & (JP)	By next mtg
03/03/22	Visicover Insurers re commission	MS	By next mtg

Below: example of format for subsequent minutes...

Actions from previous meetings			
Ref	Actions	Owner	Date
03/03/22			Ongoing
etc			

Closed actions from this meeting			
Ref	Actions	Owner	Date
03/03/22			Closed
etc			