

THORNTON STEWARD SAILING CLUB - MANAGEMENT COMMITTEE

MINUTES of the meeting held on 12 March 2024 on Teams.

PRESENT: Mike Smith (in the Chair), Merrin Froggett, Trevor Bradley, Ruth Pink, Graham Whittall, James Proctor, Phil Davies, Simon Whitby.

1. **APOLOGIES FOR ABSENCE:** Kay Marriott, John Knopp.

2. Welcome

Phil Davies and Simon Whitby were thanked for joining the committee and were welcomed to the meeting. **MS** to send out a link for accessing TSSC G Drive.

3. Conflicts of interest

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

4. Minutes of 24 January 2024

Approved subject to the removal of the offer of catering at Open Day.

5. Actions arising from the last meeting:

- a. **TSSC Instructors First Aid training** – 9 instructors were trained on 17th Feb . Outstanding are James P, Rob W and Annabelle LP. Ellie Meadows will run another session and **JK** is trying to get dates from those three. Up to 12 can attend so it can be opened to club members once a date is set. There will be a charge of £20pp and covers the use of defibrillators. **Actions: JK** to set the date and inform **MS** for publication/booking.
- b. **Defibrillation** – YAS are unable to offer training on the Open Day date. New pads have been purchased; expiry July 2026. Scissors to cut wet/dry suits and a small towel have been added to the box for the cutting of clothing/wetsuit and drying skin. A What3words location sign will be supplied and fixed to the wall by CGSC.
- c. **New Buoys** - All 8 of the new buoys are in place, exact positioning can be altered if required in discussion with the racers.
- d. **CGSC meeting with YW re pontoon** – no report as yet from 31st January meeting.
- e. **Spring Workdays** – the dates were altered to April 6th and 7th. The 7th clashes with Kick Start training but is there as a back-up.

6. Issues for TSSC this year

- a. **Commodore vacancy**
 - i. **Chair of meetings** - MS and KM are willing to chair, there were no other volunteers.
 - ii. **RYA Centre Principal** – PHG wishes to hand this role to another. The RYA describe this role as administrative, monitoring, compliance with guidance and quality assurance. The PI does not need to have an instructor qualification but needs to have authority in a club to make things happen. JP says that a lot of work went into getting everything up to standard a couple of years ago which puts us in a good place. JP thinks the role could be more 'hands-on' with organisation/administration. **Actions: MF** to send the role description to **JP** for consideration. **MF** then to circulate the returned description for discussion and to see if a committee member thinks they could take this on.
- b. **Training structure and bench strength**
 - i. **Chief Instructor** - TSSC Chief instructor Rob Wyatt needs to step down for health reasons. JP is willing to be CI for Dinghy Training in addition to Power Boat CI. If James wishes to be relieved of Power Boat CI, Syd Nye could be asked if he

would take this on. The committee thanked JP for his offer. **Action: JP** to arrange handover from Rob Wyatt.

ii. **Instructor bench strength** – RP & MF suggested that we need more Dinghy Instructors (DI's) but JP & TB maintain that we need more Assistant Instructors currently to help the existing DI's deliver training. RP suggests encouraging RYA Level 1-2 graduates to progress to AI. We will need a plan to recruit/train more AI's.

7. Sailing Programme

- a. **Sailing Programme 2024** – No changes to the published programme. Requests for the Kick Start sessions to be encouraged in members' communications. **Action: MS.**
- b. **Schools Training** – Aysgarth School Wednesday afternoon sessions will commence 24th April when 8 students and staff member Ed Canning will attend. Clarity is needed on whether this is a TSSC or CGSC governed activity. **Action: MF** check with RW.
- c. **RYA Level 1-2 course in June** – this needs promotion to draw more takers.

8. 2000 Class Event 16-17 June 2024

- a. **Race officer** – The NE&Yorks Youth Sailing Association are providing Mike McCuan as race officer and large yellow racing buoys. TB is finalising the NOR in conjunction with Mr McCuan. Assistants to the RO will be needed from within the club.
- b. **Catering** - KM has proposed the overall plan to TB. The £35 entry fee includes evening meal for 2 people. Breakfast buns and packed lunches to be paid for on demand. TB will note in the NOR that the club does not have a licence for the sale of alcohol.

9. Sailing Club Manager Trial and Funding

JP has been testing SCM and recommends that the club adopts this for the administration of training matters, compliance with RYA documentation, managing feedback and course administration. He has demonstrated SCM to TB, JK and KM. It is not proposed to manage the club website or membership through SCM as this is efficiently managed by MS. We are currently using a small portion of SCM's functionality and it can do a lot more for us. Familiarity with SCM would be reassuring future proofing. The cost of the new 1yr licence is £374. The committee approved TSSC funding of SCM.

Action: JP to consider who needs access/administrator permissions and provide instruction as appropriate.

10. Treasurer's report

The treasurer's report and the financials were circulated in advance of the meeting. The club is in a healthy position for the time of year. There is still an unidentified £100 credit from November which will be allocated to membership shortly. Still difficult to make direct comparisons with previous years owing to the accountant's treatment of monies, e.g. separating boat berth payments from membership. No questions were raised about the accounts.

11. Spring Workdays April 6-7th

A big push to get the ground leading up to the trailer park in a condition where the nettles can be managed by mowing. Action **SW**: Carry out some strimming prior to the workdays so that problems can be seen. Intend to remove 'rubbish' from behind the club to the tip with a trailer if possible. Actions: **GW** enquire with S.Nye if a trailer is available through a contact. **MF**: investigate licence and cost for a taking a trailer to the tip. **MF/GW** continue to compile list of jobs and assess if gravel should be bought for tidying clubhouse margin. **MS** to inform

membership re jobs/tools. T. Birkbeck is considering if the compound could be given the first cut on those days. **TB** to investigate possible cost of paying a membrane with some fill over the top.

12. Open Day

Bookings for SUP/PB and model yacht training are coming in. Untaken SUP slots to be available to non-members at an additional cost of £15 for a day membership. Actions: **SW** to safety check club SUPs, demonstrate them on the day if required, prepare an SUP activity for the day.

13. Membership Report

MS has been chasing up lapsed members with good results. We are in a better position than at this time last year. The website contact pop-up is effective and free (limit of 200 uses/month). Three membership enquiries in the last week. Current: 90 memberships of which 61 are family, 1 junior, 27 single and some CGSC members. Total 163 people.

14. Safeguarding and Welfare report

There have not been any Safeguarding matters raised/reported since the last committee meeting. KM needs to be informed in advance of the pool of DI's, AI's and any other helpers who will be involved in the schools' training and TSSC and CGSC courses. **Action:** The lead trainer/course organiser is responsible for this. TB is lead for the RYA level 1-2 Course in June.

15. Biosecurity

Yorkshire Water have asked to meet with us about biosecurity and if we need any equipment and education for this. Discussion revealed that a good hose, long enough to reach beyond the compound and a power washer would help, educational materials/posters etc. **Action: MF** to arrange a visit by YW biosecurity representative. Boats, boards etc should be washed as they leave a venue, but if that didn't happen, on arrival.

16. AOB

- a. **Tuck Cred** – This is in credit by £60 but recording is haphazard. **Actions: GW** to add running total column to the tuck cred book. **GW** provide MS with a reminder for members of how the system works.
- b. **Painting workgroup** – The exterior of the clubhouse and Robnson Building need re-painting. Not a job for the workdays. **Action: GW:** organise a painting work group.
- c. **A Royal Signals Reserve** unit from Middlesbrough (50 Signals Squadron) has asked CGSC for a water activities weekend. The proposed date is 27/28 April. It will probably be a round robin of activities involving dinghy, kayak and SUPs with a separate group on each day. The intention is to have no more than 18 pax on each day, doing each activity in groups of 6. **Action: JK** to communicate with those needed to be involved.
- d. **Clubhouse roof** – Significant leaking has resulted from this winter's heavy rain. The house bosun doesn't see anything we can fix. **Action: GW** arrange for a roofer to inspect and advise.
- e. **Clubhouse water supply** – a burst copper pipe has been repaired by the house bosun, the ladies shower switch is to be replaced and this off at the box until done. CGSC have resumed on-water training and need the water on but have been asked to still turn it off at the stop tap and release the system pressure after use.

17. **DONM** – **MF** to poll the new committee for a meeting in May before Open Day.

Ref	Actions from this meeting	Owner
24/01/24	Send out a link for accessing TSSC G Drive	MS
	JK inform MS of date for first aid training for transmission to members	JK + MS
	PI role description to JP for review	MF + JP
	Circulate returned PI role to committee	MF
	Arrange handover of Dinghy CI role from RW	JP
	Permissions for SCM essential users and appropriate instruction	JP
	Strimming behind club and into trailer park	SW
	Workdays job lists and communicate to MS	MF + GW
	Workdays jobs/tools lists to members	MS
	Research membrane and gravel topping	TB
	Pre-season SUP checks, SUP activities on Open Day	SW
	Inform SG&W Officer of all persons involved in running training	CI/DI's
	Arrange YW visit re biosecurity	MF
	Annotate tuck cred book. Provide MS with information for members.	GW
	Royal Signals reserves – inform all persons required to assist	JK
	Poll for May meeting	MF

Training dates 2024

Aysgarth School training on Wednesday afternoons commences 24th April for 7 weeks.

Sail Training	
Training Courses	
RYA L1 / L2	
01/06 & 02/06	4 days over 2 w/e
08/06 & 09/06	
Youth Training 3-Day course	
28/05-30/05	Refresher
Youth Training 4-day courses	
23/07 - 26/07	Beginners
06/08 - 09/08	Mixed ability
20/08 - 23/08	Mixed ability
Youth Training 3-day course	
22/10 - 24/10	Experienced