

**SUSSEX YACHT CLUB**  
**MINUTES OF THE MEETING OF THE MAIN COMMITTEE**  
**Held Monday 15<sup>th</sup> June 2020**  
**Virtual Meeting Via Microsoft Teams**

**DRAFT**

Item No	Item	Actioned By	When to do
1795.2	Incident at Clubhouse	TL/Office	Immediately
1801	Review of Procedure following Hoist Issue	TL/Office	Immediately
1802	Website Tender Invitation	TL/Office	Immediately

**The meeting commenced at: 19.32 hrs**

Present:	Terry Kinch	TK	Vice Commodore (Chair)
	David Nunn	DN	Rear Commodore, Hon. Treasurer
	Mark Sharp	MS	Rear Commodore Ashore
	Adam Thompson	AT	Rear Commodore Afloat
	Kevin Knight	KK	Director, Safety Boat Manager
	Des Silverson	DSi	Director, Dinghy Committee
	David Carroll	DC	Director
	Russell Morrice	RM	Director
	Nicola Besag	NB	Director
	Tim Stevenson	TS	Director
	John Pryke	JP	Director
	Simon Oates	SO	Director
	Zoe Fry	ZF	Director
	Alan Fry	AF	Director
		Keith Phelps	KP
	Tim Leigh	TL	Ex-officio, Secretary
	Agnes Bristow	AB	Ex-officio, Assistant Secretary
Apologies:	Kevin Headon	KH	Commodore, Training Principal
	Sue Large	SL	Director, Acting Chair, House Committee
	Ann Macey	AM	Director, House Committee

**Number Item**

1792 The Vice Commodore started the meeting formally and advised that The Commodore had sent his apologies due to work commitments and had asked TK to Chair the meeting. TK reminded those present the meeting was being recorded and the necessity for confidentiality and good conduct was reaffirmed along with a request for declaration of any conflict of interest before the item. Any apologies were acknowledged.

**1793 MINUTES OF PREVIOUS MEETING & NEW MEMBERS LISTING**

TL confirmed AB is still furloughed and no minutes or new members lists are being distributed. The Directors were advised AB is back from furlough in July but any actions be noted. AB was however present and recording the meeting via teams to prepare minutes in future.

**1794 CORONAVIRUS UPDATE – Club Actions and Intentions**

1794.1 TL gave an update as to the status of Coronavirus at the Club. TL confirmed that the bar and restaurant still remained closed, but the area rearranged to accommodate socially distant meetings for up to 10 people if necessary. TL confirmed that the toilets at Shoreham were open, but showers were closed. TL also advised that the Southwick toilets and showers were open however the showers were to close soon.

1794.2 TL brought to the Board's attention last night the men's changing rooms had been left with faeces on the floor and walls which was discovered this morning by the cleaner. TL advised that the Flag Officers had been made aware of the incident. AT advised he had not been notified but advised they track the fob and identify who gained access. TL advised he had emailed the Flag Officers approx. 8.30am and Paula had checked fobs however had seen recently the door had been wedged. AT warned of the security risk and suggest contact be made with members who had most recently fobbed in. MS advised TL's email had been received but unread and emphasised it was unacceptable that a member of staff deal with this. MS proposed SYC make a gesture to the cleaner in thanks as this was above and beyond. MS advised that CCTV footage could be reviewed, and enquiries made if there were witnesses. MS also questioned whether this was an attack on the premises, should the premises be open out of hours and was open to other's comments. DC and RM advised they both had noticed the West door being wedged and RM added that he thought it disappointing and disgusting but would not want to prejudge the situation and make an appropriate decision when more evidence was available. TK advised that everyone should be vigilant and remove a wedge if there. TL confirmed that the builders have a key fob and CCTV would obviously not show activity in the toilet just who accessed the west door. TL confirmed he would action reviewing the log of fobs and CCTV and would thank the cleaner on behalf of SYC.

Action: TL/Office; When: Immediately

1794.3 TL advised of furloughed staff and confirmed that he and Paula had been working throughout June and AB would be coming back from furlough in July, working alternately with Paula. Chris is scheduled to work 7-10 days each month as required and then back on furlough but is working from home as a member of her household is vulnerable. TL advised that yard staff are currently working full time and operating boat movements on the second spring tides of the month then return to furlough. TL confirmed that both office and yard staff would be on furlough for as much time as possible between now and October and be brought back from furlough rather than staff expected to attend work but sent home if there is not enough work. TL also advised this is depending on the handover of the new building.

1794.4 RM asked whether furloughing was for safety or economic reasons, and whether there are any financial issues. TL advised it was both but mainly economic however following the risk assessment undertaken by TS it was advised that 3 people max should be in office but as there is not the demand on the office, 2 people allows for 1 to man the office to cover being busy. DN will clarify the financial situation at a later point in the meeting.

1794.5 NB asked whether masks were being worn by staff taking into account new government advice. TL advised that this had been considered however the majority of the time it had been just 2 in the office. Staff had been issued medical grade masks but had chosen not to wear them as social distancing was being strictly observed. TL

added the greatest concern for staff was levels of alcohol gel was not depleting at the rate expected for members to use and therefore staff are taking time to regularly sanitise areas. ZF along with the agreement of TS advised that if the office is rearranged and everyone is 2m apart masks are unnecessary and the risk low.

1794.6 TK thanked TL for the update.

1796 **MEMBERSHIP – Membership Renewal in light of Covid**

1796.1 TK lead a vote regarding the impact of Covid on SYC’s membership. It was advised that there had been differing opinions whether or not existing members be compensated at renewal to reflect the limited use of facilities during lockdown. It was emphasised that the Commodore wanted a vote as to whether either concession or incentive be offered and, if agreed, directors be encouraged to submit suggestions to the Main Committee in July.

1796.2 Discussion was had regarding whether something should be done. TS and NB questioned how many hardship cases had been received. TL advised only 2 members had been in touch and both dealt with individually. DC advised that various companies had been in touch offering incentive and thought this may be prudent perhaps through club facilities in dining. RM advised that he would be voting to prepare a position/policy for when renewal time comes as members may not be considering their SYC membership. TK confirmed the vote was to gauge the board’s feeling about the position and this could be revisited nearer the time.

1796.3 A vote took place regarding SYC offering an incentive/concession to members at renewal in October reflecting the limited use of facilities during lockdown

In favour: 6 (DC, SO, DS, JP, KK, RM);

Against: 1 (AT); Abstention: 6 (TS, ZF, AF, DN, NB, MS)

1796.4 TK invited those in favour to come forward next month with costed and viable proposals.

1797 **SAILING UPDATE**

1797.1 AT provided a sailing update on water sports activities but due to government restrictions there had not been very much activity. AT advised there would be an afloat meeting taking place soon.

1797.2 AT advised that they had considered restarting pursuit series or “family bubble” series to put on event for those who could sail together. AT invited any questions but there were none.

1798 **STAND UP PADDLEBOARDS (SUPs) – Funds Release Proposal**

1798.1 AF presented papers prepared with ZF’s assistance detailing the introduction of SUPs to SYC and proposed a funds release to purchase paddleboards etc. AF advised of the aim to encourage membership and participation across different age groups, boosting activity on the water and creating a pathway to sailing. The proposal outlined the introduction of a SUP school offering day courses etc. AF advised that the move would be in SYC’s favour during Covid as SUP is isolated along with the public being unwilling or unable to travel abroad.

- 1798.2 TK asked for more detail regarding management/maintenance. AF advised that will be developed with the instructors, a possible inspection of equipment upon check in and out and maintenance when needed. AF confirmed the boards they were proposing to purchase are low maintenance and low cost.
- 1798.3 DN asked for clarifications regarding VAT and AF confirmed that VAT was included in the costings presented. DN advised this is connected with the payback period and queried the estimated life of equipment and estimated revenues and cost for the season. AF advised as interest would need to be established and life of equipment is estimated 3-4 years, costs and revenue would need to be considered.
- 1798.4 MS queried the longer-term view and advised that in the future a purpose made facility to be built. MS asked where it will operate from prior to next year regarding launch and recovery, storage and any ideas of advertising. AF advised launch and recovery would be on the main slipway (liaising with the office to alternate with boat movements). AF confirmed the potential boards are inflatable and the Commodore mentioned using the external training room for storage short to medium term. AF advised briefly discussing marketing and possible SYC branded rash tops, banners on the varnish room advertising near the footbridge, using Facebook and social media and local news. MS also advised paddleboard suppliers may offer favourable commission for those who purchase one through SYC.
- 1798.5 NB confirmed she was supportive of the proposal and keen to attract young people but addressed any risks, insurance etc. AF advised that Dave Samuels had been consulted who has knowledge in SUP schools and risk assessments had been considered, instructors will know entrance/exit points along the river and confirm all is in place. AF will check with TL re insurance.
- 1798.6 A vote took place for the proposal. KK's screen had frozen (but later confirmed he was in favour) and was unable to second the proposal but AT confirmed he would instead.

Proposal: SYC release £6,000 funds for SUPs as an addition to facilities offered.

Proposed: AF; Seconded: AT; In favour: unanimous

Against: 0; Abstention: 0

## 1799 MAJOR PROJECTS

### 1799.1 Shoreham Development

- 1799.1 (i) An update was given by TK regarding the progress of construction of the new Shoreham Clubhouse. TK advised Derek Copeman had attended an update meeting this morning and advised the bar was being fitted, floor in place, tiling being done, window issues are all resolved in terms of design and were expected shortly.
- 1799.1 (ii) TK advised there was concern over Value Engineering (VE) reporting. TK advised that Stirlands had submitted VE report and JP was reviewing the documentation. TK advised that under the current program handover would be mid-August but more likely to be September/October. TK invited any questions which there were none.

## 1799.2 Southwick Project

- 1799.2(i) An update was given regarding the progress of Southwick by MS and he confirmed boats are currently being launched in order to catch up with the backlog of those delayed by lockdown.
- 1799.2 (ii) MS advised of dredging and ensuring boats were able to moor on their berths and accommodating those who wished to take their boats out. MS advised last week a dredging machine was purchased which will be a great service to SYC, it would be here by the end of the week and subject to tests will be operational asap.
- 1799.2 (iii) MS advised electrics and services were almost completed as mains and data has been wired and will be inspected and shortly signed off. MS advise the smart water pedestals were being installed and a few alterations regarding to access to the bridge were being administered. MS confirmed the security gates left the factory on 14 June and once here will be installed.
- 1799.2 (iv) TK commended MS on the purchase of the dredger and TS wanted to record MS had done excellent work.

## 1800 **PROJECT ASHORE**

### 1800.1 Proposal – Rule 6 – Revised

- 1800.1 (i) MS presented a proposal for a revision to Rule 6 last board meeting will be displayed for 30 days on notice board but as there was less footfall into the clubhouse will also be put as a notice on the website.

Proposal: A revision to be made to Rule 6 as circulated

Proposed: MS; Seconded: TK; In favour: unanimous

Against: 0; Abstention: 0

### 1800.2 Supporters' Club Constitution – Draft – For Information Only

- 1800.2(i) MS provided a draft of the addition of the Supporters' Club constitution as prepared by TL and distributed offering social membership, monthly payments and assist with the CASC situation. Papers were distributed previously. It was advised that a formal vote need not take place just confirm if there were any objections of which there were none.

- 1800.2 (ii) MS also advised that feedback regarding the email about resources available for activities are to be received by 30 June. MS confirmed that responses be sent to MS and he will relay to the Ashore Team.

## 1801 **HOIST INCIDENT**

- 1801.1 MS advised of a review of procedure following a hoist incident. MS reported to the Board upholding their legal duties as directors that whilst the hoist was in use there had been a technical failure. MS recapped usual hoist operation for boat movements and described one of the slings switches failed to stop at the correct position and continued moving the sling therefore tipping the boat and causing slight damage. The machine's emergency stop was activated immediately in order to halt the operation

via the electrical control. MS advised it was diagnosed the solenoid had water ingress which had caused it to malfunction. MS confirmed this has been rectified and subsequently the hoist has subsequently operated without incident. MS advised the boatswain had submitted a report following the incident and, although unnecessary at present, a spare solenoid was available should this be faulty. MS advised that a new procedure is now being followed to include routine electrical connection testing and switching the engine off between movements. MS confirmed he was satisfied correct procedure had been followed and invited any questions.

1801.2 DS queried the solenoid diagnosis recalling his experience with such equipment and TK confirmed that the solenoid itself was not faulty but moisture in the connection had caused malfunction.

1801.3 AT questioned the existing procedure following these types of incidents and whether this was followed. TL advised he had received a response late this afternoon but had not had opportunity to look at procedure. MS advised he trusted the boatswain had undertaken correct procedure, and the incident was unavoidable. MS also advised that the boat was still in the cradle whilst being lifted and the biggest concern was any danger to life.

1801.4 TS raised the issue of investigations going forward and advised that every incident be considered in the worst-case scenario as an opportunity to learn and mitigate damage to individuals, property or reputation. TK advised of existing procedure and suggested that the office keep a more thorough incident log with numbers issued etc. and AT advised that current procedure did not address switching the engine of the hoist on/off would reduce the risk. RM asked if maintenance routines for equipment had been impacted by furloughed staff and MS confirmed regular thorough maintenance on hoist and JCB etc. had been undertaken through staff and the manufacturer. TS queried the industry procedure and whether the issue had been reported back to the manufacturer which MS agreed would be prudent. It was agreed TL/Office would report the incident to the manufacturer and come back with any recommendations.

Action: TL/Office; When: Immediately

## 1802 **WEBSITE**

1802.1 TL provided an update regarding the tender process in relation to the proposed new website. TL advised that contact had been made with an unaffiliated web designer to assist with refining the tender document prepared by SL and in return they would have an opportunity to be invited to tender. TL confirmed at present 3 companies had been contacted and 2 good, comprehensive tenders had been returned as sealed bids and awaiting 1 but expected by the deadline at the end of the week and will be available for review by the website group with a view to meet early next week.

1802.2 MS queried whether Steve Vyse (SV) had been contacted to tender and it was confirmed that the criteria given for companies to tender be aimed at firms with a minimum size and this excluded him to tender. MS advised that given SV's involvement at the Club he expressed discomfort that he had not been invited to tender. TK agreed that he was an exception to the criteria and TS and RM asked that SV be invited to tender.

Action: TL/Office; When: Immediately

1803 **ANY OTHER BUSINESS**

1803.1 Legionella Disease

ZF queried the management of legionella following the plumbing system not being in operation for some time. TK advised that he understood the system was closed and the water mixing valves were regulated to a certain temperature with multiple monitors, and the outlets would be run on a regular basis.

1803.2 Comments on Facebook

DC brought to the board's attention that there had been adverse comments on Facebook regarding the building of the new Clubhouse to which members had responded. TK suggested that a statement be drafted to reply to such comments and TL advised that when AB returns from furlough she would be taking a higher profile role on Facebook to respond to such comments on behalf of SYC.

1803.3 Budget Process Underway

DN wanted to remind the board the budget process is running and any requests for next years' budget be sent to DN.

1803.4 Staff Furloughing

DN responded to the earlier query regarding furloughed staff and advised that accounting was quarterly and during the lockdown period the revenue of the club had suffered, additional costs had been building up on the new clubhouse and there was a comfortable case for claiming under the furlough scheme. DN advised that after June there would be a case for furloughing staff for safety. ZF added that it was good business sense that if there was not the work for staff they be furloughed and brought back when work increases. MS also advised that the club were ensuring the interests of staff were being supported as well as the financial interests of the Club and all was being done in consideration and seemed to be working well.

1803.5 Budget Process for Sailability

NB requested clarification regarding budget in relation to Sailability. DN advised he would resend the process to NB but added that Sailability budget process was separate to SYC.

1803.6 Social Media & Microsoft Teams

1803.6 (i) TL advised the board of SYC's intention to create a larger presence on social media. TL advised that member Dave Parry offered to take control of Instagram, TL had been appointed by KH to take control of Twitter account and AB will manage Facebook on her return from furlough. Requests for photos may be made to members for their involvement for Instagram. AT expressed concern and queried whether there was a protocol in place for those posting on behalf of SYC and TL agreed with AT and advised that those permitted will be doing so responsibly. TK emphasised that KH was positive for more of a social media presence, with the involvement of the marketing committee and SO who had discussed a proposed set of rules.

1803.6 (ii) TL also advised that KH was happy using Microsoft Teams for meetings, recordings files, using chat etc. TL advised that documents would be stored in the channel for the July meeting.

1803.7 SUP Proposal

KK confirmed his support for AF's proposal for SUP but also expressed concerns for SYC's spending at this time. DN responded and advised routine revenue has decreased but was not unable to support release of funds for this.

There being no further business, the meeting closed at: 21.19

I agree the above to be a true summary of the meeting.

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Terry Kinch, Vice Commodore (Chair)

15.06.2020

Date of Next Meeting:

Monday 20<sup>th</sup> July 2020 at 19.30 hours

Monday 21<sup>st</sup> September 2020 at 19.30 hours