

**SUSSEX YACHT CLUB**  
**MINUTES OF THE MEETING OF THE MAIN COMMITTEE**  
**Held Monday 20<sup>th</sup> July 2020**  
**Virtual Meeting Via Microsoft Teams**

**DRAFT**

Item No	Item	Actioned By	When to do
1809.3	SYC Operations Manager Vacancy	MS/Office	Immediately
1810	Implement Membership Restructure	ZF/Office	Immediately
1813.2	Notice Regarding Boat Movements to Boat Owners	MS/Office	Immediately

**The meeting commenced at: 19.30 hrs**

Present:	Kevin Headon	KH	Commodore, Training Principal (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
	Simon Oates	SO	Director
	Zoe Fry	ZF	Director
	Alan Fry	AF	Director
		Tim Leigh	TL
	Agnes Bristow	AB	Ex-officio, Assistant Secretary
	Stefan Bishop	SB	Ex-officio
Apologies:	Terry Kinch	TK	Vice Commodore
	Sue Large	SL	Director, Acting Chair, House Committee
	Ann Macey	AM	Director, House Committee
	John Pryke	JP	Director

Number Item

1804 The Commodore started the meeting formally and 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.

1805 **MINUTES OF PREVIOUS MEETINGS**

The Commodore confirmed that the draft minutes of all previous meetings for March, April, May and June had been made available. KH asked if there were any comments on each of the drafted minutes which there were none. DS advised that he had not fully read the minutes so would abstain.

1805.1 Minutes of March 2020 Meeting

Agreed as a true summary.

Proposed: Commodore; In favour: Unanimous of those present at the March Meeting.

Against: 0; Abstention: DS

1805.2 Minutes of April 2020 Meeting

Agreed as a true summary.

Proposed: Commodore; In favour: Unanimous of those present at the April Meeting.

Against: 0; Abstention: DS, SO

1805.3 Minutes of May 2020 Meeting

Agreed as a true summary.

Proposed: Commodore; In favour: Unanimous of those present at the May Meeting.

Against: 0; Abstention: DS

1805.4 Minutes of June 2020 Meeting

Agreed as a true summary.

Proposed: Commodore; In favour: Unanimous of those present at the June Meeting.

Against: 0; Abstention: DS, KH

1806 **MATTERS ARISING**

The Commodore asked TL to confirm the matters arising from each meeting in turn and invited any questions.

1806.1 Matters arising from March Meeting

TL advised the only action was a recall for membership restructure which was on the agenda and to be discussed at a later point in the meeting.

1806.2 Matters arising from April Meeting

No Actions

1806.3 Matters arising from May Meeting

TL confirmed the actions by the office and MS were the creation of SYC Supporters' Club, application for Government backed loans, the change of name from Barco to SYC Operations Ltd and change of Director from Ian Bush to Mark Sharp. TL advised all actions were completed.

1806.4 Matters arising from June Meeting

1806.4 (i) TL advised of the actions which included a review of hoist procedure. MS confirmed this had been actioned. It was confirmed the manual will be available and hopefully get signed off before the boatswain commences annual leave. KH requested this be prioritised.

1806.4 (ii) The action of the website tender invitation had been completed and out of 4 companies, 2 submitted and 2 declined. TL confirmed the website committee decided that 2 further companies be approached who would respond shortly. KH added that Steve Vyse had been approached and was to consider bidding on the new website. KH and MS met with SV to discuss website issues subsequent to receipt of a letter from him. Following the speed at which a decision needed to be made, it was advised that the board may be emailed asking for a vote prior to September.

1807 **NEW MEMBERS LISTING – March – July**

1807.1 KH advised that SYC had received an increase in application for memberships possibly due to travel restrictions during the summer and the impact of Covid. KH asked if the board had read the new members lists and invited any questions.

1807.2 ZF asked if new members were asked how they had found SYC and AB advised that the question was on the form, not always completed, and their responses noted on the new members list. ZF asked if new members interests in activities were noted for SYC to make contact from the sections and AB advised she would include this within the new form.

1807.3 NB asked if an induction for new/potential members was offered e.g. complimentary drinks, meals etc. and TL advised that generally those who attend the club, the office could show them around the club, discuss facilities and promote the new clubhouse but nothing was offered currently, but to be discussed at a later point in the meeting.

Proposal: Adoption of new members lists for March, April, May, June and July en bloc

Proposed: Commodore; In favour: Unanimous;

Against: 0 Abstention: 0

#### 1808 **TREASURER'S UPDATE**

##### 1808.1 Proposed Budget 2020 – 2021

1808.1(i) DN summarised the proposed budget as distributed with the papers, confirmed that ZF had also reviewed and reported on the budget. DN gave details regarding the extra costs due to Covid-19 and the government support claims. It was confirmed that Barco, which had no revenue had the costs covered by the Government however SYC would incur additional costs for SDP. DN advised that the report on costs included projections by RLF and it was assumed that contingency monies will be paid. It was stated that figures were worse than expected and RLF will be tracking every invoice to predict the future. DN invited any questions from the board.

1808.1 (ii) AT questioned whether RLF had been prompted to argue additional costs on SYC's behalf and was advised that TK and TL had been in discussion with RLF and matters were progressing. TL advised that Stirlands had not been forthcoming with responses and TK had been in contact with Stirlands' managing director.

1808.1(iii) **The Commodore asked for the following to be recorded within Confidential Minutes.**

1808.1(vii) SO questioned whether cash shortfall was incurred on the new building and DN clarified that the overall cost of the building had increased (but some areas had decreased). DN could not report on the VE costs which were uncertain as details had not been finalised. DN anticipated that there be a Covid Claim along with a bad weather claim from the beginning of 2020 which TK was dealing with. DN emphasised that within the report was one page from SDP and crucially, directors should know the present position.

- 1808.1(viii) DN reported on the cash flow and summarised the situation referring to the operating result estimate, construction costs, the budgeted contingency along with £50,000 fundraising, overdraft and VAT recovered. DN also reported on the Southwick prepayments along with the approved items within the budget such as the website and part payment for replacing office computers. DN advised by the end of the financial year capital would have considerably decreased. DN highlighted that a decision would need to be made regarding use of the Covid Bounce Back Loan or possible repayment for next year and highlighted that cash, although decreased would not run out as £300,000 could be used. DC questioned what the arrangement fee was and DN confirmed it had been paid and was relatively nominal.
- 1808.1 (ix) DN advised he would not be going into detail of the Cap Ex and gave an overview of what is approved regarding the wishlist as to be discussed later. DN advised that the possible disposal of the Southbank land could contribute to cash. DN advised the budget proposals for next year have been reviewed by the flag officers and are being circulated to Main Committee and a decision could either be deferred or vote now to adopt.

1808.2 Charges and Fees 2020 – 2021

- 1808.2(i) DN provided a summary of how the fees and charges are calculated and advised that as standard apply CPI of 1.5% and rounded up. DN advised that there was more on membership fees which is covered later in the meeting regarding a proposal of membership restructure.
- 1808.2 (ii) DN also advised that the Metermacs electricity prepayment system charged at a rate of 25.63p per unit (since 2016) which was reviewed last year however the contract was not advantageous and the decisions was made to wait until the move to the new clubhouse. DN advised that the rate was higher than domestic charges due to charges climate charge and 20% vat. DN advised reduction of 3.5% on fees was incorporated within the figures. DN invited questions of which there were none.
- 1808.2(iii) DN advised that the charges showed an indicative increase as compared with the previous year. The final membership classes and application of fees are likely to change as proposals are clarified.

Proposal: Adoption of the budget for 2020-2021

Proposed: DN; seconded: KH; In favour: Unanimous  
Against: 0; Abstained: 0

1809 **PROJECT ASHORE PROPOSALS**

1809.1 Proposal Re Furnishing new SYC Clubhouse

- 1809.1 (i) MS asked if directors had considered the proposal regarding the furnishing of the new clubhouse. SO asked whether new furniture had been budgeted for and MS advised as no request had been received by house committee none had been allocated therefore the alternative was reuse current furniture.

1809.1 (ii) TL advised an offer for members to sponsor any new items of furniture in the new building to run in line with the auction for old items however furlough has delayed this process.

1809.1 (iii) ZF supported use of the bounce back loan to fund new furniture but questioned the timescale the loan had until interest accrued. MS advised that the loan amount would also cover the proposals as stated later in the meeting. MS recapped that the £50,000 loan which had favourable terms was interest free for 12 months and would be a debt within SYC Operations indebted to SYC, paying back the existing loan with the bounce back loan and include the furniture proposal. MS confirmed the loan was budgeted for in SYC Operations.

1809.1 (iv) AT referenced to SYC Operations and the previous flag officers meeting where the structure of the loan payback will be with the treasurer. DN advised there had been no budget for SYC Operations but they will now have their own profit/loss account etc. to be reported back to main committee. DSi also asked if the loan could be repaid and MS advised this was covered within a later proposal.

1809.1 (v) TL confirmed that SL was in favour of the proposal by proxy.

Proposal: SYC Operations Limited repay SYC £20,500 loan in full using the bounce back loan. SYC use this plus member sponsorship to fund furniture for new clubhouse.

Proposed: MS; Seconded: TK; In favour: unanimous  
Against: 0; Abstention: 0

#### 1809.2 Proposal Re Southwick Pontoon D

1809.2 (i) MS asked if all had read the proposal. DSi advised he hadn't and MS provided a summary of the proposal along with a brief history of the offer of the lease of the pontoon from Shoreham Port passed by the board in 2019. MS advised that the flag officers had discussed the low risk to SYC of committing to a 25-year lease for £8k per annum. The board discussed demand for berths exceeding available moorings and although SYC will have a favourable rate from the port, boat owners will bear a premium cost. MS advised of the possibility of using the bounce back loan to mitigate costs along with the advance payment scheme. MS clarified the mooring allocation points system and there were currently 20 plus boats on the waiting list and 13 available berths. MS advised that capital costs could be recovered from the income which would cover the lease costs, interest, bounce back loan and such income would appear under SYC Operations adding to the turnover and recovered VAT. MS invited any questions.

1809.2 (ii) AT advised that although opposed to pontoon D he raised the point that berths had been allocated based on activity as per Rule 37 and some of pontoon E and F usage was below that expected. MS advised consideration taken that boats comply with Rule 37 but as control

would be through SYC Operations they could allocate moorings on a more commercial basis mitigating risk.

1809.2 (iii) SO asked how prepayment worked and MS confirmed it was the same as E and F pontoons and to read the treasurer's report for further detail. MS confirmed that if those who had prepaid vacate, they would be refunded.

1809.2 (iv) DSi questioned if charges were for length of the boat or for length of the berth. MS advised that viewed commercially charges would be for length of berth however E and F are charged on the length of the boat which are on SYC water and therefore controlled by the estate rather than SYC Operations.

1809.2 (v) KH asked if there were additional charges from Shoreham Port for maintenance along with secure parking. MS advised there was no indication at present regarding maintenance, but berth holders would receive Lady B parking.

Proposal: SYC Operations contract with Shoreham Port for Pontoon D total charge is the same where rule 37 is applied and met. Current charge £175 per m per annum.

Proposed: MS; Seconded: DN; In favour: Unanimous

Against: AT; Abstention: 0

### 1809.3 Proposal – Operations Manager

1809.3 (i) MS provided a summary regarding reasoning for the suggested proposal. MS advised the directors provided a "wishlist" of services and support at SYC and a common observation was boatswain/office support was potentially needed out of office hours and at weekends. It was advised demands had increased on rear commodore ashore. MS proposed that a new post of "Operations Manager" be introduced to assist managing the yard/slipway, be a point of contact for new members and engage with all member enquiries, oversee day-to-day running and services etc.

1809.3 (ii) **The Commodore asked for the following discussion to be recorded within Confidential Minutes.**

Proposal: The role of an Operations Manager to be introduced to be available outside of office hours and assist with the management of the yard and bar/restaurant and for the role to be advertised.

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

Against: 0; Abstention: 0

Action: MS/Office; When: Immediately

## 1810 **MEMBERSHIP RESTRUCTURE – Proposal**

1810.1 ZF provided an overview of the proposed restructure of SYC's membership and confirmed that charges could be reviewed later. ZF advised that membership has

increased with more interest from potential members due to Covid restrictions on travel. ZF advised that the introduction of monthly membership would appeal along with new clubhouse and new facilities and activities (e.g. pay and play, SUPs etc. as a gateway to sailing) and promote longevity of membership with events to encourage member involvement with potentially waiving the joining fee to get new members. It was acknowledged that membership could tail off with the older generation and restructure provide the opportunity for membership going forward. ZF opened the proposal to questions from the board.

- 1810.2 The Commodore commended ZF, TK and all those who had been involved for their hard work. KH advised that he was not in support of a joining fee stating that this would deter younger members however taking the payment on the day, then a month later would be acceptable along with a rejoin fee from 12 to 24 months covering the summer to summer period, e.g. cadets joining for family and cadets, not in October. KH also advised the fee between monthly and yearly was too much and should be 10% and gap between single and joint membership is too close. ZF questioned if members are paying by monthly direct debit without a joining fee, there would be risk of cancellation of membership and they would not be pursued for debt and joining fee would create a commitment. KH advised that taking the first payment on the first day means the member has paid a month in advance and a joining fee in addition to a month's membership fee increases the bill and discourages the member.
- 1810.3 AT agreed with KH regarding the joining fee and was concerned it may be prohibitive but stated he had no issue with difference on monthly/yearly fees and close rates between single/joint fees as usually one of the joint members is more active. ZF advised that the yearly sum is for existing members or they have the choice to pay monthly.
- 1810.4 RM advised he had similar reservations regarding the joining fee creating a barrier to entry and a deterrent rather than encouragement.
- 1810.5 MS confirmed that within the document the joining fee is equal to 1 month's membership which would be either £20.00 or £25.00, whereas previously it had been proposed to be £75.00. MS advised that as the new member would be benefitting from a new members' meal and other incentives, the joining fee would not be prohibitive. MS advised that the difference between monthly/yearly costs reflected the value of membership for the new clubhouse, without putting increase on existing valued membership who would be used to paying annually in advance. MS clarified the disparity not to discourage loyal longstanding members.
- 1810.6 DC advised that 23% was a bit harsh perhaps 15% would be better. DC agreed that joining fees are outdated.
- 1810.7 KK questioned whether existing members would pay the higher rate should they choose to pay monthly. ZF advised they would be paying the higher rate however if the member were in financial difficulty, they could be looked at on a case by case basis.
- 1810.8 DSi asked for clarification whether new members have the option to pay annually as well as existing members and ZF advised that should a new member choose to pay annually in advance they would be paying the higher rate, existing members benefit from the reduced/current rate. DSi and AT both advised that they were not in support

of this. DSi advised that those paying annually should pay one rate and those paying monthly pay a more expensive rate and rates for both new and existing members be equal. ZF advised that by paying by direct debit monthly you could benefit from a reduced rate. DSi asked for confirmation regarding bank charges or costs incurred by SYC for direct debit vs. annual payment and ZF advised she would investigate this but suggested that a reduced annual membership fee be higher for new members and reduced for existing members as a reward for loyalty. DSi suggested the annual membership rate should be £195.00 for all and if they choose to pay monthly it would be £20.00 per month. DC also agreed.

1810.9 KH raised the issue of different rates for existing members going forward into the next membership year and aims to make it clear and simple and suggested monthly membership be below £20.00

1810.10 AT agreed with DSi and KH regarding different rates which was poor for Club reputation.

1810.11 MS confirmed that SYC are offering members a different package and superior facilities and more likely that higher rate is appropriate value for money. MS argued the increase on existing membership be perceived as a barrier to older members to renew and should rates be lowered it would not be the right figures for the new club. KK expressed the concern over the 2-tier membership causing trouble in the future and MS advised there would need to be a balance between existing members and value of new membership and asked what an appropriate amount would be. AT advised that there were two arguments: the fee itself and the 2-tier membership. AT suggested the board vote whether they wanted a 2-tier membership and then decide on the fee.

1810.12 RM recommended that equalising membership rates could be worked towards in the future and not at once and ZF agreed that existing members should not be put in line with new members and a phased increase could be a solution. TS agreed with DSi regarding upfront payment and joining fee of 1 month in advance which fund initiatives and members will be incentivised to use the club. KH agreed with the principle and detail needed to be considered paying yearly/monthly.

1810.13 DC advised that as a new member he would want to pay the going rate when joining not a premium and highlighted the surcharge of paying monthly over yearly within the proposal.

1810.14 KH suggested splitting the proposal and ZF clarified whether the board wished for existing and new members to be charged equally for monthly and yearly membership, and monthly rates higher than yearly rates. DC agreed with the new suggestion. DS also suggested the annual payment paid any time of year and the initial month payment in advance (administration fee) include a spend in the bar and ZF advised it was suggested a pay and play session was included.

1810.15 AT raised the issue that the financial year is to 30<sup>th</sup> Sept and fee review from 1<sup>st</sup> Oct and questioned should a member join in March would they lock in a reduced rate for half the following year or would it be reviewed the same. ZF advised the detail had not been looked at yet. AT suggested that should a member join halfway through the year would they pay 6/12ths of £195.00 for that year etc. MS advised that the administration staff had been involved in looking at the restructure and

advised that the October renewals created a huge administration task within that one month and spread over the year could be easier for the office.

1810.16 The Commodore requested that due to the length of the meeting, he would like the basic principles proposed now and detail could be worked through in August. NB advised that it should be equitable and transparent regardless of new or existing members.

1810.17 ZF proposed an annual fee at any time in the year for new and existing members which would be a reduced amount which, if the member chose to pay monthly would be at a premium, at any time in the year.

1810.18 AT was not in agreement to the wording regarding at any time in the year and for the October renewal to continue and MS asked for TL's opinion from an office point of view. TL advised that the office would be able to cope with either October renewals, which has been the system for years, or at any time in the year. TL raised the point that those paying monthly would not expect for their membership rate to be reassessed within the first year in line with other contracts. TL also clarified the current pro-rata membership rate system.

1810.19 KH reiterated the basic principles of the proposal and MS expressed concern the membership restructure had been discussed at length for the past 4 or so months and it should be finalised in time for the new clubhouse and as no one could agree the debate could carry on being debated therefore time wasted. ZF and RM agreed that it needed to be finalised

1810.20 TL confirmed that SL was in favour of the proposal by proxy.

Proposal: Membership restructure of annual membership that new and existing members pay the same amount at any time during the year and those who choose to pay monthly direct debit at any time during the year will pay for a set amount agreed for 12 month period (not dependent on October)

Proposed: ZF; Seconded: MS; In favour: Unanimous  
Against: 0; Abstention: 0

Action: ZF/Office; When: Immediately

Having listened to the recording and compared with AB's notes, it was inconclusive the decision the Main Committee agreed to relating to the joining fee, which was not included within the final proposal, voted for, and carried. At this time therefore Membership joining fee will be levied at the lower discussed figure of £20 and this can be reviewed at a later date.
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#### 1811 MEMBERSHIP RENEWALS – Proposal/s re Covid per June Meeting

1811.1 MS advised there was a debate for potentially providing an incentive to members on October renewals after the impact of Covid-19. MS advised although he invited proposals to be presented prior to the meeting, none were submitted. It was discussed that no members had demanded remuneration re Covid and MS would be happy to withdraw the proposal. AT and NB agreed with withdrawing the proposal.

1811.2 DC advised that although membership has increased, SYC risks losing older members with tighter finances and should offer a small gesture e.g. 2 for 1 Sunday lunches or limited time spend in the bar/restaurant. MS advised this should have been submitted and DC advised he had contacted those in support, but none replied.

1811.3 TS advised the board of membership at another club who requested members continue paying their membership to assist survival of club although members were unable to attend.

Proposal: Withdraw proposal to offer an incentive to members following impact of Covid-19

Proposed: MS; In favour: 12

Against: DC; Abstention: 0

1812 The Commodore advised that as the meeting had been running for some time (2:45:46) and advised that those providing an update on the items not covered to send an update via email/Microsoft Teams. Outstanding topics were club and water sports activities (AT advised that the website had been updated) regarding the impact of Covid-19, the Shoreham Development, Southwick Moorings and SUP launch.

### 1813 **CORRESPONDENCE**

#### 1813.1 Dave Lee - Rib

It was brought to the board's attention of some damage to Dave Lee's rib in the yard and to be recorded at Main Committee. It was claimed the jockey wheel was damaged after it was moved by the staff using the JCB and a photo had been provided showing a bend in the wheel. After investigation, he was advised the damage was not caused by the movement and the wheel had seized but Dave Lee was unhappy that no explanation could be provided. MS advised he had spoken with Dave Lee and had come to a mutual resolution.

#### 1813.2 Chris O'Neil – Karsha

1813.2 (i) Chris O'Neill's letter was brought formally to the board regarding him unable to get Karsha off the mooring due to dredging not taking place after he had returned from Scotland. Chris described an incident had taken place where, due to the lack of dredging, he believed damage had been caused to his rudder and, as he was unable to get off his mooring, he resorted to winching Karsha off. He advised that he had spoken to Ben Coe and MS, rang the office as well as posing the question during the Commodore's Zoom Meeting.

1813.2 (ii) MS advised he thought Karsha had not run aground and MS was present when the boat was lifted this morning to check any damage as Chris felt the rudder was misaligned. MS advised there was no evidence of damage, the boat was cleaned and then launched for Chris to go on holiday. MS advised that any claim for damage would be unsubstantiated.

1813.2 (iii) AT questioned if the matter was resolved and MS advised he was unsure if Chris was satisfied or not as any misalignment on inspection was less than an inch. DC advised he had spoken to Chris and it seemed all was resolved

1813.2 (iv) MS advised that after 2 incidents of members attempting to seek remuneration on old boats MS proposed a notice to boat owners that they must be present during boat movements.

Action: MS/Office; When: Immediately

1813.2 (v) TS questioned if the damage occurred when trying to winch Karsha but recorded that he was in support of MS's dealing with the matter.

1813.3 Chris West - Letter

Chris West raised the issue of an additional rib outside bsac rib for social distancing. KH provided his permission to do so.

1814 **ANY OTHER BUSINESS**

1814.1 RM advised that board that corporate directors are banned shortly and SYC Operations will have to be restructured.

1814.2 AT advised that he will be stepping down as a Director at the next AGM.

1814.3 AB asked if any directors wanted to submit their articles for In the Wind, they should email them by the end of the week for inclusion.

There being no further business, the meeting closed at: 22:38

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

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Kevin Headon, Commodore

20.07.2020

Date of Next Meeting:

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

Monday 19<sup>th</sup> October 2020 at 19.30 hours