

**SUSSEX YACHT CLUB**  
**MINUTES OF THE MEETING OF THE MAIN COMMITTEE**  
**Held Monday 15 April 2019**

**DRAFT**

Item No	Item	When to do
1636.1(iii)	Minutes from 4 <sup>th</sup> March/check accuracy 1606.29	JB Immediate
1637.1(v)	MA/Weekly breakdown	TL Immediate
1637.2(i)	MA/ Business Plan	GR May
1640.1(ix)	AOB/New Members/Sailing	JB Immediate
1644.4	AOB/Structure Plan	All Directors Immediate
1647.7(viii)	AOB/Review activity	DC/House May

**The meeting commenced at: 20.00 hours**

<b>Present:</b> Terry Kinch	TK	Commodore, (Chair)
Kevin Headon	KH	Vice Commodore, Training Principal
Graham Roberts	GR	Rear Commodore, "Dry" Committee
David Terry	DT	Rear Commodore, "Wet" Committees
David Nunn	DN	Rear Commodore, Hon. Treasurer
Helen Foster	HF	Director, Chair, House Committee
Ann Macey	AM	Director, House Committee
Sue Large	SL	Director, House Committee
David Carroll	DC	Director, Sailability & Dinghy Committee
Des Silverson	DSi	Director, Dinghy Committee
Adam Thompson	AT	Director, Sailing Captain
John Pryke	JP	Director, Dinghy Captain
Mark Sharp	MS	Director
Tim Leigh	TL	Ex-officio, Secretary
Jenni Bignell	JB	Ex-officio, Assistant Secretary

Apologies:	David Skinner	DS	Director, Moorings Maintenance Committee
	Kevin Knight	KK	Director, Safety Boat Manager
	Ian Bush	IB	Director, House Committee

Number Item

1635 The Commodore welcomed everyone and reminded those present that the meeting was recorded and the necessity for confidentiality and good conduct was reaffirmed.

**1636 MINUTES OF PREVIOUS MEETING (4<sup>th</sup> March 2019)**

Initially agreed as a true summary.

Proposed: Commodore; In favour: Unanimous of those present at last meeting:

Against: 0; Abstention: 3 (HF, AM, MS)

1636.1(i) AT arrived at 20.05 and disputed the accuracy of the Minutes. The item was reopened.

1636.1 (ii) AT stated that the wording of the proposal recorded at 1606.29 was not the proposal he believed he had voted upon.

1636.1 (iii) AT considered that nothing had been said about relaxation of Rule 37. TK thought it had been removed, and had been stated during the previous meeting that the rule was not going to be relaxed. TK requested that JB check the recording and bring back to next meeting with an amended Minute.

Action: JB

1637 **MATTERS ARISING**

**1637.1** Hire information

- 1637.1 (i) MS previously asked about the amount of proportional spend between members and non-members for hiring of the venue and also about the proportional revenue generated over the bar. HF said she has asked Natalie Stansell (NS) to get the information.
- 1637.1 (ii) TL noted that NS had been unable to give previous information requested as she had not recorded the differences through the till, but she had started doing so from 1<sup>st</sup> March 2019.
- 1637.1 (iii) DN said he receives a weekly report with daily takings but does not see the till reporting. The reports do not differentiate between members and non-members.
- 1637.1 (iv) TK considered the matter had procrastinated and NS is required to supply breakdowns each week. DN said if NS provides a sample day, he could quite quickly expand that form and create a template.  
Action: TL
- 1637.1 (v) DC expressed his concern that the system has been working for a year, but that it fails to produce what is required when requested.
- 1637.1 (vi) KH suggested that Epos can extract the information if input has been properly undertaken. TK asked if there is a reluctance to use the system that the board has asked to be implemented. HF said it is up and running and taking member and non-member information and she had thought the information was being extracted.
- 1637.1 (vii) TK noted that the committee had asked for the fob readers to be implemented and used.

**1637.2** Barco Business Plan

- 1637.2(i) GR said that NS has reported that the business plan will be ready in 2 weeks.  
Carry forward to May
- 1637.2 (ii) SL has offered her assistance to NS.

**1637.3** Director's Photos

- 1637.3 (i) TL reported that no photographs have been received.
- 1637.3 (ii) DC reminded everyone that IB has offered to take photographs if required. Item closed.

**1637.4** GDPR Report

- 1637.4 (i) SL has completed a written report and is in communication with JB. They will work together to refine a couple of processes. Item closed.

1638 **MINUTES OF PREVIOUS MEETING (18<sup>th</sup> March 2019)**

All agreed as a true summary.

Proposed: Commodore; In favour: Unanimous of those present at last meeting:

Against: 0; Abstention: 1 (MM)

1639 **MATTERS ARISING**

There were no matters arising.

1640 **MAJOR PROJECTS UPDATE**

1640.1 Shoreham Development Project

Following the Main Committee's meetings on the sale contract and the new Club House contract, matters have progressed:

- 1640.1 (i) The land sale contract has been subject to a series of minor changes concerning specific details on access points across the new wall, rights for pedestrian access to the East side of the site etc. TK understands that all fine details are now correct within the contract and completion should have taken place on Monday afternoon or Tuesday morning. This will conclude the matter and an email will be sent notifying directors of completion before general membership are informed.
- 1640.1(ii) Construction Contract: In order to keep to the latest published time frames the contractors have started preparatory works on site on Monday. Over the next two weeks they will be getting their site office established in the "West End" workshops old Boatswain's stores, and erecting hoardings so they can commence construction on 29<sup>th</sup> April.
- 1640.1 (iii) An information board has been put up in the club reception and will be updated as the project progresses. Timelines will be shown with all phases and daily parking arrangements and daily information posted.
- 1640.1 (iv) GR requested to be formally introduced to the Project Manager when he is on site after the 29<sup>th</sup> April.
- 1640.1 (v) DC asked that Sailability may use the foyer after end of month when building starts, and whether the boards may be moved while they use that space. It was confirmed they could so long as they were replaced.
- 1640.1 (vi) DN asked for a short list of the key names of contractors plus an updated logistics plan. TI will pass this to SDP members
- 1640.1 (vii) It was stated that Directors may not give instructions to the contractors without going through the project managers of RLF and only via TK or TL.
- 1640.1 (viii) TL reminded Directors that if they are approached by any contractors they may not answer questions and that everything is referred through the project managers. Derek Copeman has warned about variation orders which we do not want. It was reiterated that any issues must be taken to the office.
- 1640.1 (ix) DSi asked about contractors parking and TL reported that they have two spaces dedicated them on weekdays. All other contract vehicles, unless delivering, will be parking off site.
- 1640.1 (x) DN said that the flood alert procedure needs to be broadcast. TL said a weekly meeting is scheduled and this would be included.

1640.2 SWK Moorings

- 1640.2 (i) Following the funds release from Main Committee, MS is heading up a working group for the project with a degree of oversight. SPA have not yet commenced their final design stage as they are awaiting dredging of the East End of the 'whole project' area to see what depths are achieved before doing so.

- 1640.2 (ii) The handover of information to the project committee has been delayed but should be completed over the next week or so. Once the working group is set up a project plan will be distributed and monthly updates on plans and progress will be provided to main committee.
- 1640.2 (iii) GR noted that his understanding is that the SYC phase is likely to start in October/November.
- 1640.2 (iv) TK said that a circular will go to berth holders to update them after the working group is set up.

### 1640.3 Fundraising

- 1640.3 (i) Pebble Beach have now been instructed to proceed with fundraising applications to charitable trusts and are actively seeking contacts known to members and their associates who may have association with funding organisations. A request for contacts from all members should be considered.
- 1640.3 (ii) Pebblebeach have also suggested that it would be helpful if the SYC membership were seen to be organising fundraising towards the 'Door to Shore' objectives of the new clubhouse. Ideas for fundraising would be welcomed. This will be run under a sub-group of SDP.
- 1640.3 (iii) DSi asked if that was not what we are paying them to do and TK said it is multi faceted. There is a chance that someone may know someone and a soft introduction is also useful as well as other avenues.
- 1640.3 (iv) Pebble Beach have suggested it is useful if the club raises money to help themselves. Their view is that the club should have some input and the amounts of money are relatively unimportant as it is the input that is important.
- 1640.3 (v) DN volunteered to join the sub-group as Treasurer.

## 1641 **FINANCE REPORT**

- 1641.1 DN noted that he had circulated a financial report previously and invited questions.
- 1641.2 Since circulation the Barco trading numbers have been received, although the weekly report has not yet been received, so the figures are slightly provisional. DN also has the last 3-6 months of club's profit and loss which is now in some detail, and noted that where there are actuals and no budget, it is because items have been broken out separately from their budget.
- 1641.3 DN clarified that the budget was much reduced because it was expected that the building work would have already started. In a year's time the actuals for quarters can be accurately compared. Also Harbour Assist will have more information.
- 1641.4 MS considered that it continues to appear that we are proferring unduly from our members.
- 1641.5 DN reminded those involved that the Finance Committee are meeting next week.

## 1642 **NEW MEMBERS' LISTING**

Proposal for the new member's listing for March & April to be adopted:  
Proposed KH. Seconded: JP  
In favour: 13; Against: 0; Abstention: 0

1643 **CORRESPONDENCE**

JB reported that three Honorary Members had sent in letters expressing their thanks for continuance of their memberships.

1644 **ANY OTHER BUSINESS**

1644.1 JB asked DT when the Royal Escape Race website goes live to the public. DT said he did not know and KH reported he thought it was going live today.

1644.2 (i) AT asked about new members and how we get them involved. HF stated that when she co-ordinated the new members she contacted people and asked them what experience they had, invited them to club nights, and after sailing on Sundays she spoke to skippers on the boats. HF felt face to face contact was best.

1644.2 (ii) DN considered that club nights are not attended by enough active members and thought that the Commodore's party, with a list of those attending, works well.

1644.2 (iii) DT will raise the matter at the Committee Heads meeting on Thursday.

1644.2 (iv) TK suggested a questionnaire be put together to ascertain what people want to do.

1644.2 (v) TL noted that a number of other clubs have a buddy system which had been suggested before but not implemented. Each active member would take on 4 or 5 people as a buddy.

1644.2 (vi) It was suggested that new members could be invited to discuss what they want to do within a group meeting, as had been done historically.

1644.2 (vii) DC felt there is a large movement in membership. RYA say that members leave because they are not made to feel welcome, don't know who is who, and don't where to go for activities. SYC has an ageing membership which needs to be addressed.

1644.2 (ix) JB to improve note to go in pack requesting more information is provided to sailing section.  
Action: JB

1644.3 (i) AT said that the Sailing Committee wish to know what is going on with the new club website.

1644.3 (ii) SL reported that she and KH, MS, and Simon Twiddy met to discuss marketing, particularly targeting younger new members and the website. The committee have considered booking on line for membership, spaces and training and section Heads will be encouraged to work with them in this regard.

1644.3 (iii) MS noted that if we create a demand for younger dynamic people, we must have something to offer, and at the moment there are no vacant moorings and no training places.

1644.3 (iv) DN considered we should not market until we know who we are marketing to.

1644.3 (v) TL asked if the committee considered it more appropriate to develop an SYC app rather than a website.

1644.3 (vi) KH said that the information he has received says that if there is a website that works on all platforms it is cheaper, easier and more readily available. The thing is to buy the software that works with all the apps. Simon Tweedy will advise.

1644.3 (vii) KH said does not want a website that only works on certain equipment.

- 1644.4 DSi asked about the SYC structure plan that was circulated and whether it is past or future. TK said it went out in January 2018 and now needs repopulating. TK asked Directors to look and see where they sit, and report back with recommendations, thoughts and comments.  
Action: All Directors
- 1644.5 DC noted that the new pop up evenings have been successful with good atmosphere and new people coming in. However having looked at the sign in book for non-members it shows only 5 people in the last few weeks. DC questioned if we disregarding the signing in rules.
- 1644.6 DC believes that some of the events that are put are not spending much at the bar, and considered that some members are disgruntled as they pay subscription to have a bar and then find non-members are there.
- 1644.7(i) Furthermore, DC questioned if we are encouraging social membership which will lead to a problem with CASC. He warned that careful consideration must be given.
- 1644.7(ii) DN is aware and invited DC to join CASC committee. DN is also considering a supporter's club to fit outside HMRC and will bring a proposal to main committee. This could possibly run with a type of membership from September and it just needs to be decided upon for adoption. MS noted the need for accurate information.
- 1644.7(ii) TK said that CASC does not provide a category for past active members who are no longer able to be active. DN responded that theoretically if they are contributing to the health of the club, it is acceptable and they don't have to go sailing.
- 1644.7(iv) TK said that a clearer policy over the type of activity for which the club is used by groups needs to be developed.
- 1644.7(v) DC said that the rules state that only 6 visits are permitted by non-members, but that this does not seem to be enforced. TK felt that a development of policy relating to use of building and facilities is required.
- 1644.7(vi) AM noted that funerals and weddings are mostly non-members and they provide a lot of revenue.
- 1644.7(vii) KH considered that some members have not rejoined but continue to attend, and this is a risk we are running.
- 1644.7(viii) DC wants review to be undertaken and will put forward a proposal to House for them to consider.  
Action: DC/House
- 1644.7(ix) MS says that the new clubhouse design has a separate private members bar and function room which will remove issues as members will have their own premium space.

There being no further business, the meeting closed at: 21:11 hrs

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

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Terry Kinch, Commodore

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15 April 2019

**Date of Next Meeting:** Monday 13<sup>th</sup> May 2019  
Monday 10<sup>th</sup> June 2019

