

SUSSEX YACHT CLUB
MINUTES OF THE MEETING OF THE MAIN COMMITTEE
Held Monday 16 September 2019

DRAFT

Item No	Item	When to do
1684.2	MA/Storage/Planning app/TL	Immediate
1689	Open Day/Registration Fee/Research/House	Immediate
1693	New Members Listing/Open Day resignations/JB	October
1696.1 (ii)	AOB/Sailability Sessions/Car parking/KH	Immediate
1696.2(i)	AOB/Corporate membership/TK	Immediate

The meeting commenced at: 19.30 hours

Present: Terry Kinch TK Commodore, (Chair)
Kevin Headon KH Vice Commodore, Training Principal
David Nunn DN Rear Commodore, Hon. Treasurer
David Terry DT Rear Commodore, "Wet" Committees
Kevin Knight KK Director, Safety Boat Manager
Sue Large SL Director, Acting Chair, House Committee
Des Silverson DSi Director, Dinghy Committee
Adam Thompson AT Director, Sailing Captain
Mark Sharp MS Director – arrived 19.40

Natalie Stansell NS Ex-officio, Steward
Tim Leigh TL Ex-officio, Secretary
Jenni Bignell JB Ex-officio, Assistant Secretary

Apologies: John Pryke JP Director, Dinghy Captain
David Skinner DS Director, Moorings Maintenance Committee
David Carroll DC Director, Sailability & Dinghy Committee
Graham Roberts GR Rear Commodore, 'Dry' Committee
Ian Bush IB Director, House Committee

Absent: Ann Macey AM Director, House Committee

Number Item

1680 The Commodore welcomed everyone and reminded those present that the meeting was recorded and the necessity for confidentiality and good conduct was reaffirmed.

1681 **Confirmation of Resignations**

- TK confirmed that HF resigned from main committee in July.
- TK has received a resignation from GR as a Flag Officer and Director with immediate effect.

1682 **Director Responsibility**

- In August TK sent an email to all Directors.
- TK wished to ensure that everyone received their email and this item is now closed.

1683 **MINUTES OF PREVIOUS MEETING**

Agreed as a true summary.

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

Against: 0 Abstention: KH, DN (not present at last meeting)

1684 **MATTERS ARISING**

1684.1 Matters Arising/Uniform

- TK had requested that uniform for hospitality staff be in use by 1st August and NS has confirmed uniform is now being worn.

1684.2 Matters Arising/Dinghy Storage

- Dinghy equipment, fuel store and storage for the future was discussed at SDP and brought forward to September Board.
- SDP considered that a container will be found when time is closer.
- TK requested that planning conditions on stacking containers be checked.
Action: TL

1684.3 House – Policy for non-members and community to use facilities

- TK requested House to consider and report in September.
- It was considered that this would be discussed later on the agenda.

1684.4 AOB/Contact Southwick Berth Holders re Parking

- TL confirmed all berth-holders had been contacted regarding the new parking restrictions. The item was closed.

1684.5 AOB/New flags

- TL confirmed new flags have been received for the flagpole.

1685 **Date of AGM and Officer Appointments**

1685.1 Date for AGM is Saturday 29th February 2020 at 10.00 in the restaurant.

1685.2 TL noted that from 1.10.19 to 31.10.19 shareholding members will be able to apply for any officer position at the club. More information may be requested from TL. A revised form will be put on the website and be available from office. TL will check the longest standing directors in October.

1685.3 TL confirmed that all Flag Officers positions are vacant.

1685.4 Currently there are 15 standing directors with room for 2 applications, although 4 vacancies will be available in addition to all Flag positions.

1685.5 AT confirmed he will be stepping down as Sailing Captain but will remain as a Director.

1686 **Major Projects**

1686.1 **Shoreham Development**

- TK confirmed that Derek Copeman and TL continue to meet on a weekly and monthly basis.
- Everything appears to be going well.
- SYC are on budget with regard to the budgeted spending on the project and are moving in the right direction for Value Engineering in the project.
- DN said that VAT is now being recovered but the percentage is not quite as high as previously anticipated and would be subject to retrospective variation for the next 10 years, according to current HMRC rules.

(Mark Sharp joined meeting)

- Works are fairly self evident. The first floor is up and the top frame is now in position.
- West slip piling work is now complete.
- Brickwork is due to start shortly.
- A planning variation been accepted to the south side of the building.

1686.2 **Southwick Project**

- MS reported that SWK has progressed and things are now in place.
- MS will check with the Treasurer, Commodore and others to ensure everything has been covered.
- A significant saving can be delivered on the original projected costs.
- The final design will be signed off imminently with work commencing in December and finishing in January.
- The two new pontoons and link to the pontoon from the Port will be in first. The Port are still contracting with Walcon, who cannot do the works until the end of Quarter 1 2020, so SYC will go ahead earlier.
- A letter has been drafted to go to all berth holders to keep them updated and ask for feedback and cooperation in the work periods.
- KK asked what would happen about the dinghy racing as two series are due to take place.
- MS stated that dinghies will be stored on pontoons. MS suggested that it will be necessary to cooperate and work together.
- TK reported that the Port has given full support for the scheme and they will provide access to the landslip for assembly and the logistical side of contract.
- A boundary agreement with Riverside Yard is still outstanding and a letter been put forward. If the boundary cannot be agreed then the Port will arbitrate.
- DN asked if this has been raised as a legal matter but it was confirmed that before a works licence is granted an agreement must be in place for the boundary. If no agreement is formed, then SYC can request the Port to arbitrate.
- DN asked if we need a similar agreement for the other end. TK stated that technically it is in place. Navigation rights over water have already been recognised and will be covered in the lease agreement.

1687 **Budgets 2019/2020**

1687.1 DN had previously circulated details and has answered any questions raised.

1687.2 The proposed document is the profit and loss side of the budget and fees and charges.

1687.3 DN noted that in the Capex area until the final costs of the two major projects are more certain the additional proposals should not be considered. A list has been started but DN was unable to propose committing to anything further currently.

DN proposed that the profit and loss budget as submitted plus fees and charges be adopted.

In favour: 7; Against: 0; Abstain: 1 (DSi)

1688 **BARCO – Business Plan**

- NS presented her revamped business plan and vision moving forward, including a short term plan.
- DN asked what gross margin is aimed for on drinks . NS stated it as 60% for members and 65% for non-members as a minimum. This could go higher as we are still cheaper than others for non-member functions.
- DN stated that the 'wet' turnover would produce £1250 per month profit on average at a percentage of 58% which means the stated figures would look good.
- NS noted that she is targeting for the end of September for all prices to go in the spreadsheet and then notice will be given that prices are going up.
- NS confirmed that this will also be done for food.
- Costing sheets will be done by the end of October. They are not straightforward but an app is now available which will provide suggested selling prices.
- NS has been speaking with the till provider who will come and do a day's training to maximise the usage of the system.
- SL offered to work with NS to get the system working efficiently.

- DN asked if the till is linked and cloud based but NS said it currently has to be linked to one specific computer. NS will ask if it can go on other machines.
- KH requested that Dorian Woolgar be asked to liaise with the till provider.
- NS stated that in the medium term, with the new building, she is looking at increasing wedding reception fees and food costs.
- NS is suggesting a new pricing structure from 1st October for advance bookings.
- A realistic wedding package will be put forward. NS has researched the Mercure Hotel in Brighton and looked at their costings and will consider introducing a basic package.
- Additional charges will be added for linen etc.
- NS wishes to advertise at a local wedding fair. This would achieve guaranteed bookings for a year ahead. DN asked what a stand price would be, NS to find out.
- TK suggested diary planning for two years ahead would be the best way forward.
- The risk factor is that prices must be accurate if all spaces are sold on one day. DN asked that a contract template be researched.
- TL noted that many people like to self decorate and make their event personal. TK warned about Terms and Conditions for the new building.
- NS considered that pop up evenings increase the turnover and get footfall in to the club. More events are planned.
- Larger events have been advertised and were well supported by some volunteers. The Caribbean day was popular with increased footfall.
- Some smaller events are planned with one in September, which is a quiet month for events. It will have minimal cost and has a lot of interest already.
- DN requested that an estimated cost be prepared and this must be completed afterwards to show what learning and feedback can be gained.
- TK thanked everyone involved in putting the events on and opening the club up to Shoreham.
- TK asked if Simon Twiddy has provided a model for marketing of events for the future. NS said ST had provided responsibility for the Facebook page only and how to create a Facebook event. The event itself was a collaboration of people and the team worked together well.
- The volunteers who helped for all events did so in their own time and not during working hours.
- NS has looked at additional staff costs and more events to be put on the fixtures list. Advance planning is underway.
- DN considered the papers currently show a headline list of revenues without costs. NS confirmed that weddings will mostly be seasonal between May and September.
- For the future NS would like to consider adopting a handheld dedicated tablet in the restaurant. The current operation is that Sunday lunch is still undertaken with a handwritten request. This would encourage more drinks to be purchased at the same time as it would communicate with printers in both the kitchen and at the bar.
- In the long term:
 - NS would like to see the bar stay in house and improve the familiarity and training of staff.
 - Wake literature will be promoted
 - NS would like to register SYC for a wedding licence which will cost £1900. DN asked if this requires a separate room. NS confirmed that the licence has to be registered to the new building.
- NS is considering putting two sittings in the restaurant on Christmas Day. Another local restaurant is always busy, but NS has not yet costed the event.
- TL suggested that during the last quarter SYC publically advertises behind the bar any hire dates that are still available in the old building. Maybe a countdown system to the cessation of business in the old building could be a promotional item.
- NS has produced some sample wedding costed menus. Not yet circulated but are available.
- MS asked why fobs are still not being used for members in the bar. NS said it was not straightforward and the data is not working properly but Dorian Woolgar is now working on it. It will automatically update if we get the add on for the new members who come in. Either we subscribe or we do a manual update each month.

- DSI congratulated NS on the staff uniforms but commented that they have no logos. DN noted that one of the key reasons for having logos on staff uniforms was to ensure that they did not count as a taxable benefit in kind.

•

1689 Open Day Report

- SL reported that Open Day was a success with roughly 50 new members signed up.
- Stand up paddle board sessions and Opis were popular.
- Tide timing and weather were favourable.
- There were lots of volunteers to help and representatives from each section.
- Feedback suggested that better signage be made available for boat trips and to see RNLI.
- Two open days are being considered in 2020 to catch early on sign ups for courses around end of April and another in early September. KH will provide the fixtures dates.
- TL requested that in addition to Open Days, when we have the new building, perhaps some community days to welcome the public in would be a good idea to remove the perceptions of an elitist cliquey club.
- AT preferred an approach to bring people into the club to undertake the sport. Open Days with taster sessions of sailing would be better than just encouraging drinkers.
- TL asked what plans are in place for keeping new members engaged and suggested they should be invited to a club night. SL will follow up but noted that the Commodore's new member night usually covers this.
- TL believed that a higher entrance fee and a new member merchandise bag with an invitation to a dinner was preferable each month as this would encourage better mixing.
- AT considered that joining fees are an issue and perhaps the money should go back on the card to use in the bar. TK asked SL to see if this is possible and to recruit whatever help is required to find out.

Action: House

- DT said that for open days we can invite other aspects of water activity and groups to join in.
- TL said that paddleboards were very popular on Open Day and asked if SYC will make an investment in this area. KH is looking into the idea and also other waterborne sports.
- Congratulations were passed to SL for a successful event.

1690 Raft Race Report

- KK reported on the raft race which went very well this year. Ideas are already being prepared for next year.
- Ben Coe had the idea to put on raft race to raise funds which was achieved with only 7 weeks lead time.
- The funds raised are just under £3000 and Stirlands have offered re-bar from the building site as an additional fundraise.
- Credit was given to Ben Coe, Jenni Bignell, Russ Morrice, Natalie Stansell and Simon Twiddy who together with KK were the committee and worked well together. It was considered a definite success.
- Thanks were also given to GR, TL and Kate who all stepped forward and helped on the day.
- 4 new members signed up on the day as well.
- A provisional date has been booked for next year and the size of committee will need to increase as the event already promises to be a lot bigger.
- There will be a change as to where funds go. It is planned to stay as a charity event.
- There has been great feedback from the Shoreham community and a suggestion is to approach Shoreham for nominations of charities.
- KK stated that fundraising on this scale was new to us and welcomed any advice from anyone who has done it before.
- KK asked that the Board should consider to what extent SYC allow others to get involved and, for instance, what percentage of bar takings should be given.
- TK responded that the event is club supported although not club run, and it is important to ensure that events are to the benefit of the club and the charities.

- TK felt it worthwhile to get a feel of whether the idea of some money going to local charities would increase the uptake of sponsorship and involvement.
- AT considered that local charities are already well supported with marketing teams.
- JB confirmed that SYC did not financially support the event and it was totally self funded by sponsorship.
- TL noted that when the Royal Escape Race committee was run by Jill Stevenson, Sailability was always a beneficiary together with another charity. The club was therefore engaged and perhaps any fundraising should consider that formula again as it worked well.

1691 **Door to Shore Campaign**

- KH reported that the Door to Shore campaign is to raise money for the accessibility features in the new building that will provide the very best disabled sailing facilities that can be achieved on this site. SYC have been working with Pebblebeach who have prepared documents and bids.
- There is now a push to promote the Door to Shore appeal.
- Articles have been written by Jo Gilham. Letters of support have been received from Ben Ainsley, Robin Knox-Johnson and Chay Blyth. There is a marketing plan to keep this in the public eye.
- A Just Giving page has been launched.
- Three specific bids are just about ready to go in for a total of just over £90k and also have a programme to look behind what is needed.
- TK asked that all directors ensure they fully understand the appeal and talk to people to spread the word.
- It was explained that Sailability and SYC recognised that there was an opportunity at the point of design to include accessibility features over and above those required in the building regulations that would be of considerable benefit to disabled sailors at SYC and would also be beneficial to the club overall. It was felt that a fundraising campaign by Sussex Sailability was the most appropriate way to seek to raise the additional funds required for these features and that the funds raised would be dedicated to the specific items that have been costed out of the main contract to provide clarity.
- DN asked if a claim can be made against the club if monies not considered to be used in the correct manner. KH stated that Sailability have an obligation to meet the terms of any bid.
- KH confirmed that all donations are charitable and then paid to SYC as a direct contribution towards the specific items.

1692 **Media**

- The publication of In the Wind and the website were discussed and TK confirmed that these matters are to be discussed with Steve Vyse.
- A new likely timescale will be requested for a new website.
- An invitation to tender has been drafted.
- DN asked when the invitation to tender will be seen. This will be once discussions have been held with SV.

1693 **NEW MEMBERS' LISTING**

- KH introduced the new members' list for August and September and asked that directors look at ex-probationary members to see if they know them. KH wishes to follow up on them.
- DT requested a breakdown of Sailability members for next month.
- JB reported that many people are not renewing because they cannot get out on the water.
Action – JB - how many resignations were sign ups in 2018
- AT asked why we do not record why people signed up and JB explained there is no way of recording this on HA.
- TK suggested a 'volunteer director' or a 'membership group' in the main committee to support new members and getting the right information back.
- MS suggested a mentor be made available and TL said a buddy system has been tried before but it was unsuccessful.

- DN suggested that when giving notice of a vacancy in directors, we should mention the sort of skills that the main committee felt would make a valuable contribution..
- KH stated that they are trying to work out why so many leave and why there is such a churn of members.
- KH considered that a most common reason to leave is not feeling welcome.

Proposal for the new member's listing for August and September to be adopted:

Proposed KH; Seconded: AT

In favour: Unanimous Against: 0; Abstention: 0

1694 **South Bank Planning Application**

- TK noted the planning application for south bank land is now being processed.
- A first enquiry from a neighbouring plot has been received and they are in favour of supporting application.

1695 **Car Parking Restrictions – Update**

- Discussion was held over possible future ideas for parking.

1695 **Correspondence**

No correspondence has been received.

1696 **Any Other Business**

- 1696.1(i) MS considered that when Sailability sessions take place the whole site gets completely congested and parking is difficult. The feeling of frustration is such that goodwill is strained. MS requested that a Sailability volunteer marshal the car parking.
- 1696.1(ii) TK noted that this is not the first time this has come around.
Action: KH
- 1696.1(iii) DSi noted that use of the slipway is another issue.
- 1696.2 (i) JB asked about corporate membership. TK will pick this up and create an outline.
Action: TK
- 1696.2(ii) TL will shortly attend an AGM with other club secretaries and will ask them what schemes they put out.
- 1696.3 TL requested that the CASC activity question form sent out on behalf of DN be completed and returned to DN as soon as possible.
- 1696.4 (i) TL requested that if any sections are sending out emails to group recipients to please ensure they are sent out blind and not openly copied.
- 1696.4 (ii) AT stated that the email in question was sent because no access has been given to the SYC email addresses.
- 1696.4 (iii) TL confirmed that SV still controls the Sailing Section email and that three disparate email systems are currently working in parallel with each other.
- 1696.4 (iv) TK considers this needs to be simplified and will look at putting all emails to .org.uk and consider what are costs involved.

- 1696.5 DSi considered that the members' fees and charges under Budget has various inaccuracies on the list including reference to keelboats but no charges are shown. DN said he will alter the list for the future.
- 1696.6 AT considered that the lock keepers frequently operate the Prince George lock in an inappropriate manner putting both boats and crews at unnecessary risk. While SPA have repeatedly given assurances that the system is automatic and the lock keepers do not control the rate of flow DSi said there are two automatic speeds, fast and slow. AT felt that an accident is likely to happen.
- 12696.7 AT gave apologies for next meeting.

There being no further business, the meeting closed at: 21.50 hrs

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

Terry Kinch, Commodore

16.09 2019

Date of Next Meeting:

Monday 21st October 19.30 hours

Monday 18th November 19.30 hours