

**SUSSEX YACHT CLUB**  
**MINUTES OF THE MEETING OF THE MAIN COMMITTEE**  
**Held Monday 18<sup>th</sup> December 2017**

**DRAFT**

**The meeting commenced at: 20.15 hours**

**Summary of Actions**

Item No	Item	Who	When	Status
1324.4 (iii)	Matters Arising/E Cigarettes/Website	SV	Immediate	
1324.6 (ii)	Matters Arising/Volunteers Directory	Sailing Section	January	
1324.14	Matters Arising/Rampion Fundraise	KH/LW	Immediate	
1324.15	Matters Arising/CASC status/Agenda	TL	January	
1326.14	GDPR/Email Directors	TL	Immediate	
1327.2	Marketing/Lapsed Members/Prevot	DS	January	

**Present:**

Steve Vyse	SV	Commodore, Chair Publicity & New Members
Terry Kinch	TK	Vice Commodore, Chair M&M & BMC Committees
Laurence Woodhams	LW	Rear Commodore, Hon. Treasurer (Chair)
Giles Weston	GW	Rear Commodore, Chair Bar & Catering Committee
Kevin Headon	KH	Rear Commodore, Training Principal
Neil Prescott	NP	Director, Moorings & Maintenance Committee
Graham Roberts	GR	Director, Moorings & Maintenance Committee
Helen Foster	HF	Director, Chair, House Committee
Ian Bush	IB	Director, House Committee
David Nunn	DN	Director, Sailing Section
Ann Macey	AM	Director, House Committee
David Skinner	DS	Director, Moorings & Maintenance Committee
David Terry	DT	Director, Sailability Committee
Kevin Knight	KK	Director, Safety Boat Manager
David Golding	DG	Director, Buildings Maintenance Committee
Mark Sharp	MS	Director Elect
David Carroll	DC	Director Elect
Sue Large	SuL	Director Elect
Miles Mayall	MM	Director Elect
Tim Leigh	TL	Ex-officio, Secretary
Jenni Bignell	JB	Ex-officio, Assistant Secretary

**Absent:** Sam Lippett SL Director, Sailing Section Captain

Number Item

**1323 MINUTES OF PREVIOUS MEETING**

All agreed as a true summary.

Proposed: Commodore SV; In favour: 10 Against: 0; Abstention: SV, TK, HF, AM, IB

**1324 MATTERS ARISING**

1324.1 Centenary Photo  
Completed.

1324.3 SDP Heads of Terms  
All Directors who had requested copies have received them.

1324.4 E Cigarette Rule Change

1324.4 (iii) The Rule book needs changing on the website.

Action: SV

1324.5 Prize Giving

Sailing Section provided an update on the presentation of cups and trophies with details on the notice board, website and the Sailing Section email group. Completed.

1324.6 Volunteers Directory

1324.6 (i) The question of students being given priority over full members was raised in November. DN considered that wide ranging answers may be required, ie nominating skippers to take out people who are on a list with club members being given preference. Other ideas could include basic teaching for members, ie about parts of boat.

1324.6 (ii) LW asked NP to continue to discuss with HF, SL, Guy Stansell and DN and to bring back their thoughts to the Board in January.

Action: Report from Sailing Section with a proposal in January

1324.7 Finance/Change title on draft audited accounts

Corrected.

1324.8 Confidential/Percy Ludgate

On Agenda.

1324.9 AGM Matters/Cups for Logs and Distance

On Agenda.

1324.10 Staff Matters/Appraisal

TL will be appraised in early January.

1324.11 Marketing/Lapsed Members

On Agenda.

1324.12 House/Training of Barco staff

HF said that at prize giving one of the bar staff was slow but felt that by end of evening it was better and the matter is now closed.

1324.13 Correspondence/HMS Shoreham/Letter

Completed.

1324.14 Correspondence/Rampion/Fundraising Committee

Directors were requested to form a sub-group for fundraising. KH offered to run a group with Guy Stansell but felt that January is too late to discuss matter. LW offered to provide notes and briefing and work with KH.

Action: KH, LW

1324.15 AOB/CASC

TL to add to Agenda for January.

Action: TL

**1325 AGM Matters – Percy Ludgate nominations – See Confidential Notes**

**1326 General Data Protection Regulation**

1326.1 A report was provided and SV noted that whilst most businesses are non-compliant at the moment, this is an important issue that will need to be implemented even though the legislation seems to be poorly constructed.

- 1326.2 TL reported that essentially we need to tighten up how we hold data. Historically passive permission was acceptable but now the interpretation of revised regulations is that the members will have to actively state what data can be held, why and for how long.
- 1326.3 Contact information is necessary and required but permission must be given. Without basic information membership cannot realistically continue.
- 1326.4 It was noted that responses to letters are always low. SV reiterated that without an affirmative response members will end up lapsing.
- 1326.5 The letter proposed by TL is to be sent out.
- 1326.6 TK noted that the launch of Harbour Assist would provide an opportunity to check data and obtain member's permissions.
- 1326.7 LW asked if a guideline has been produced by HA and Xero. DN confirmed that no information is kept on Xero as it is a nominal account system and all membership data will be held in one place.
- 1326.8 It was confirmed that the current membership application form only has a passive GDPR clause and this requires updating.
- 1326.9 SuL stated she has an implementation kit that she uses at the Council and will share with TL.
- 1326.10 One of the South Coast yacht clubs has a data protection lawyer who is offering a seminar. SV felt this would be expensive and would prefer to use member expertise. MS noted that under the Companies Act 2006 shareholders have to allow their name and address to be held by the company.
- 1326.11 SV expressed concern that long standing members may not wish to be included. It was also noted that retaining racing records may be acceptable but if someone leaves the club, their records have to be removed which is going to compromise club records relating to members if they wish to rejoin.
- 1326.12 TL noted that information is currently held outside the office, ie Sailing and Training. These records do not get thrown away but it may be important to remove certain information, ie health items.
- 1326.13 LW stated that health records cannot be thrown away because of a duty for due diligence in training operations, and perhaps this should be kept for as long as we have insurance. SV felt we still require permission to hold the information.
- 1326.14 HF noted that she holds a lot of membership information for the volunteers' directory. SV considered TL needs to be advised of information held by Directors. TL to formally email the chair of all committees to state this.  
Action: TL
- 1326.15 IB asked if the Club may contact someone who leaves the club with an outstanding debt. SV stated that his understanding of the legislation is that their information should be destroyed under the premise that each individual's information is their property and not the club's.

## **1327 Marketing**

### **1327.1 New Members List**

Proposal to accept the New Members List.

Proposed: SV; In favour: 15 Unanimous; Against: 0; Abstain: 0

1327.2 Lapse List

1327.2 (i) SV asked about Alan Prevot's membership and JB confirmed she has written to him as his membership was previously paid by the Admiral.

1327.2 (ii) Discussion was held regarding offering Alan Prevot an Honorary Membership. Danny Prevot is already an Honorary member.

1327.2 (iii) New Honorary Members will be discussed at the AGM and DS was asked to propose Alan Prevot.

Action: DS

1327.2 (iv) A proposal was made by SV to have Alan Prevot proposed for Honorary Membership at the AGM. In favour: 15. Abstentions: 1 NP

1327.2 (v) A vote was taken on adopting the Lapsed list.  
In favour: Unanimous.

1327.3 Member Activity Stats

MS wished to talk about CASC status but requested this now be deferred to January.

**1328** Barco

1328.1 GW reported that the October figure had showed a net profit. November showed a loss of £996 but a pension administration charge was included and so the true figure is nearer £600 loss.

1328.2 It was noted that the old prices still pertain and DN reported that the new prices will commence as soon as possible.

1328.3 GW stated that the new prices were discussed in a joint meeting of House and Barco who have agreed the new price list.

1328.4 GW reported that December's takings have started well. Rough figures for first fourteen days' trading show bar takings at a little under those of October but a little more than November and the dining room up to 70% of the previous months. There was a profit after Glitter Ball event in the first half of the month.

**1329** Wavelength

1329.1 MM spoke on behalf of Spencer Neal with a reminder that there is a deadline for articles of 30<sup>th</sup> December. Each section was invited to supply an article.

1329.2 HF suggested that the social calendar and lectures could be included.

1329.3 MM suggested that if an article was not achievable, perhaps a letter to the editor would be worth submitting. Interesting photographs were also requested.

1329.4 TL read from an email that was sent by Spencer Neal asking for feedback on certain items:

1329.4 (i) Plastic:

He would be interested to know what people think the SYC can do to reduce plastics in the sea. The canal by the club moorings at Southwick is a broth of discarded bags, bottles and bits of prop-fouling rubbish.

1329.4 (ii) Antifoul paint:

Has anyone done a study of what works best for the waters around Shoreham and in the eastern arm of Shoreham harbour? One member wrote a very interesting introduction and it would be good to share others' experiences.

1329.4 (iii) Lobster pots:

The Cruising Association's campaign to review pot marking featured in the Autumn issue of Wavelength. It would be good to hear members' experiences and thoughts.

1329.4 (iv) Letter for publication:

Members were requested to write a letter to Wavelength, perhaps regarding a local issue, a sailing gripe or something that other members would want to hear about

**1322 Any Other Business**

1322.1 JB requested items for In the Wind be sent in before midday on Tuesday 19<sup>th</sup> December.

1322.2 TL requested outstanding articles for the Annual Report for the AGM be sent to the office before the second week of January.

1322.3 Frank Kay thanked everyone for allowing him to sit in on the meeting and felt impressed with the way things are going.

1322.4 DT requested the Icicle results to be put on the website and SV confirmed they would be done the next day.

1322.5 JB mentioned the poor response to New Years Eve tickets and requested further promotion of the event amongst the Directors.

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

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

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Steve Vyse, Commodore

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18 December 2017

**Date of Next Meeting:** Monday 15<sup>th</sup> January 2018 RER 2000 Shoreham  
Monday 19<sup>th</sup> February 2018 2000 Shoreham