

SUSSEX YACHT CLUB
MINUTES OF THE MEETING OF THE MAIN COMMITTEE
Held Monday 13 May 2019

DRAFT

Item No	Item	When to do	Who to do
1648.5	Matters Arising/Structure Plan	Carry Over	All
1648.6	Matters Arising/DC review events with House	June	DC
1655.4(iv)	AOB/Gate bolt instructions to Boatswains	Immediate	GR
1655.4(v)	AOB/MMC to discuss gate protocols	Immediate	GR
1655.5(vi)	AOB/Change settings for gate eye	Immediate	TL
1655.6	AOB/Boat removal from A pontoon	Immediate	GR

The meeting commenced at: 20.03 hours

Present: Terry Kinch	TK	Commodore, (Chair)
Kevin Headon	KH	Vice Commodore, Training Principal
Graham Roberts	GR	Rear Commodore, "Dry" Committees
David Terry	DT	Rear Commodore, "Wet" Committees
David Nunn	DN	Rear Commodore, Hon. Treasurer
Sue Large	SL	Director, Chair, House Committee
Ian Bush	IB	Director, House Committee
David Carroll	DC	Director, Sailability & Dinghy Committee
Mark Sharp	MS	Director, Southwick Refurbishment Project
Des Silverson	DSi	Director, Dinghy Committee
Tim Leigh	TL	Ex-officio, Secretary
Jenni Bignell	JB	Ex-officio, Assistant Secretary
Natalie Stansell	NS	Ex-officio, Steward

Apologies:	David Skinner	DS	Director, Moorings Maintenance Committee
	Kevin Knight	KK	Director, Safety Boat Manager
	John Pryke	JP	Director, Dinghy Captain
	Adam Thompson	AT	Director, Sailing Captain
	Helen Foster	HF	Director, House Committee
	Ann Macey	AM	Director, House Committee

Number Item

- 1645 TK welcomed Natalie Stansell, Steward, to the meeting.
- 1646 The Commodore reminded everyone present that the meeting was recorded and the necessity for confidentiality and good conduct was reaffirmed.
- 1647 **MINUTES OF PREVIOUS MEETING**
 Agreed as a true summary.
 Proposed: Commodore; In favour: Unanimous of those present at last meeting;
 Against: 0; Abstention: 0
- 1648 **MATTERS ARISING**
 1648.1 AT previously questioned the accuracy of the Minutes from 4th March 2019 regarding Rule 37 voting. JB reported that she had listened back to the recording and the Minutes were compiled correctly. Item closed

1648.2 NS reported that the weekly breakdowns had been getting behind although she has now caught up again, and confirmed they are not always sent out each week. In future they will be sent to all Board members. Item closed.

1648.3 Business Plan is dealt with later in the Minutes.

1648.4 JB confirmed that a sheet requesting further information has been included in new member's packs asking that they include details of their ability and interests when contacting Sailing Section.

1648.5 The Structure Plan was due to be discussed after Directors had considered the contents last month, but TK suggested it should be carried over to a quieter month.
Action: All

1648.6 DC had requested a review of events and activity in the bar and restaurant, however DC has not yet met with House Committee. Carry over to June.
Action: DC

1649 MAJOR PROJECTS UPDATE

1649.1(i) Shoreham Development Project
TK updated the Board and advised that W. Stirland Ltd took formal control of the site and brought in materials on 29th April. Piling works are due to start next week.

1649.1(ii) The Port's work's licence was applied for on 13th May and is still awaited. The MMO licence will require further input from the Environment Agency but this should not be an issue.

1649.1(iii) TK reported that the ground breaking ceremony had taken place and was an effective PR exercise. Press interviews were given with plenty of photos and an article will be in the Shoreham Herald later in the week.

1649.1(iv) Regular site meetings are held on Monday mornings, based around the running of the contract and week by week activities. TL (Site rep for SYC) and 1 or 2 members of SDP will be present.

1649.1(v) Updates will be posted on the information boards around the club.

1649.1(vi) IB asked if he could be informed of major works so he can come and photograph events.

1649.1(vii) GR noted that SDP members have asked to continue to be included. TK stated that SDP will be restructured and will be back in action from 20th May. Their first task will be to consider who is relevant and who is not, now that the project is no longer in the planning and forming stages.

1649.2(i) Southwick Moorings Project
MS presented an update on the Southwick moorings project. An introductory meeting was held with Julian Seaman. MS has received all the previous information from Miles Mayall and has also looked at some possible alternative means of delivering the same solution with cost benefits. Julian Seaman is considering these for the Port and a follow up meeting is due next week which will provide their preferred way forward.

1649.2(ii) Trial dredging has taken place at the eastern end of the port which has provided some conclusions about the ground and how to level off.

- 1649.2(iii) The same process was successfully undertaken on SYC land and a hole was dug to the required 2m without much difficulty.
- 1649.2(iv) Following the meeting, and dependent on how the Port wish to proceed, a project plan will be formally drawn up.
- 1649.2(v) DN asked if the Port think they can dig to 2m at the east end. MS reported that the nature of material in the ground at the east end is different and will need to be dug out. If undertaken collaboratively and they achieve 2m with their pontoons, SYC can temporarily move boats on to those moorings to clear our area for demolition and renewal.
- 1649.2(vi) KH asked if Pebbles on the Port is having any work done. MS reported that it appears to be similar to SYC land.
- 1649.2(vii) DC queried whether the area will silt up again in due course. MS explained there is not a lot of movement of silt as the only water into the canal is through a pump.
- 1649.2(viii) GR asked if the pump could be used again for a trial to double check and it was considered it could.
- 1649.2(ix) DN asked if the expectation is that the Port will settle to a new level of 7m and then we will have 2m below. MS said there is under an obligation in the commercial licence for the height of the water to maintain 7.0m for commercial use. At the moment it varies from 7m to 7.3m. TK noted that a head of water has to be kept for the lock gates to ensure they do not fail. MS reported that material cannot be removed because of risk of contamination, and it can only be moved about.

1650 BARCO – Business Plan

- 1650.1 SYC Bar and Catering has been operating as a separate legal entity since 24th September 2014. Between then and 30th September 2018 a cumulative trading loss of £34,859 was incurred. Under the new management of Natalie Stansell from January 2017 the trading loss was much reduced.
- 1650.2 NS and SL prepared a first draft of a business plan and brought it to the Board meeting for comments and feedback.
- 1650.3 MS said that he assumed it is written around the new building and SL noted that towards the end of the report it focuses more on the future, medium and longer term plan.
- 1650.4 DN reiterated that it needs to start now and go on and NS agreed that some things need to be undertaken immediately.
- 1650.5 DN asked about parking for non-member events such as weddings, and NS said that wedding guests are often local and therefore parking is not an issue. She would like to advertise as a wedding venue in the future.
- 1650.6 DN noted that when the building disruption is settled there will be limited parking plus more activities in the club and we cannot offer a business proposition that offers parking when it cannot deliver.
- 1650.7 NS agreed that there are a few things that need to be addressed quickly and will hold a meeting with DN and TL this week.
- 1650.8 DN noted from the report that the price of food in April nearly exceeded the selling costs.

- 1650.9 NS gave a brief outline of her report and how her proposal and business plan will change things, benefit the club and restaurant; at the moment there is insufficient advertising. NS wants more open days and pop up nights as there is interest and the market is there. The food cost margins were wrong and can be rectified.
- 1650.10 SL felt that the membership structure needs to be changed to take into account membership in age brackets. It could be cheaper for younger families and offer monthly direct debit payments. SL considered a quick change is required in readiness for Open Day. SL has looked at other clubs and considered that if SYC do not change, then younger members will not join.
- 1650.11 NS believes that efficient advertising is required. The 'A' board worked well outside for the pop up nights, but it is not enough and SL noted that local residents are now asking for dates of the next pop up nights.
- 1650.12 DN said that the finance committee is looking at the structure of CASC which will require re-structure of membership. DN intends to send a full named membership list to all section heads to identify anyone they know in their section in order to get a first handle on who is known and unknown. It is his intention to move quickly.
- 1650.13 DN confirmed that the aspiration is to have some new form of structure for the next financial year, and all memberships will be considered.
- 1650.14 KH is looking at the development of the club with a view to push now on general development and where the club is going. All sections can come together and membership and fee charging will be key.
- 1650.15 NS reported that SYC are still cheaper than other eateries and as a restaurant in the evening it could charge more.
- 1650.16 DC believed that the ground breaking ceremony with the councillors showed companies are moving into Shoreham and questioned whether we could offer them some sort of corporate membership. DN and SL to discuss the practicalities. DN will not endorse any changes until the end of this financial year.
- 1650.17 MS said it looks straightforward but there is a fine balance for CASC, a need to generate money out of facilities and new members, some of whom do not want to be active yacht club members. A way needs to be found of separating yacht club leisure activities and the commercial business activities. DN noted that it must fit in the structure.
- 1650.18 The Barco Business Plan suggests more evening dining and more evening events, with lunch dining stretching beyond 14.00, and on Fridays through to 19.00.
- 1650.19 TK considered that boat movements, racing and tidal changes need to be reflected in the offering of food in the business plan and flexibility is key.
- 1650.20 DN stated it was necessary to get in on the planning cycle at the beginning in order to influence from the outset. Discussion was held about pre-race food before crews go to the boats at Southwick, which would also build a relationship with the Southwick people who rarely come to Shoreham and who are active sailors.
- 1650.21 DSi asked if breakfasts could be available in Shoreham. NS stated they are available from 10.00 Mondays to Fridays for the builders and questioned whether enough people would want weekend service.
- 1650.22 Offering food at Southwick was considered and NS will look into the idea. A suggestion was made about pre-ordering and delivering to a member's boat. TL considered that previous trials failed due to lack of reliability of the provider.

1650.23 NS will return with a second draft of the Business Plan but reiterated that she wishes to register the clubhouse as a wedding venue and give a whole package. TK noted that co-ordination will be required to cover long term bookings and club events and fixtures.

1650.24 DN stated that any money proposed to be spent on marketing must be submitted with a base case showing the level of business now and the anticipated additional business.

1650.25 NS and SL to come back with further information with a particular consideration of margins. In the new year we will have the membership categories and tie in with the marketing policies, invite members and get greater use out of the Barco facilities. Understanding participation and use is crucial. TK requested monthly updates and invited NS to forthcoming meetings if she is available or SL will represent her.

1650.26 DN noted that items for Barco were sent out today via email and therefore not put on agenda. DN said he would leave the Directors to digest those items. (note that following a review between NS and DN, a revised trading report with a different split of revenue between the restaurant and the bar together with other observations was circulated on 17th May 2019).

1650.27 Non-member income in March was noted to be higher than in April, reducing from 22% to 9%. NS noted that this was only the comparison of two months and member and non-member events produced different margins. TK felt a better picture would be gained moving forward.

1650.28 Money has been spent on fridges and deep clean and the committee need to know if Barco will take up these payments. NS needs to be more aware and ask pertinent questions about spending. DN questioned whether Barco should be paying for these things or not. DN asked Directors to make comments and ask questions.

1651 FINANCE REPORT – Budget Process 2019/20

1651.1 DN stated that similar budget proposal paperwork as last year has been prepared for submission on Friday, with 12 months actuals to March and the 12 month budget to September comparisons. Section Heads will be asked to put forward their budget proposals on a simple summary form. Because of the effects of major projects, ie clubhouse, DN wants a normal budget with a note of things that may be altered.

1651.2 Capex or major projects expenditure will be produced, even though unsure of full amounts, in order to have an idea of their existence.

1651.3 The timetable request was to do it quickly. During June DN will review with Section Heads what they are looking at with the intention that in July a draft will be compiled for presentation to main committee for approval to be completed in August or September.

1651.4 The Finance Committee together with a full review group will meet with Section Heads after which the budget will be proposed to the Commodore.

1651.5 It was noted that SL has been asked to take over House Committee for the next couple of months. DN said that House does not have a budget but will send a paper to SL to see how it develops. TK said House may ask for a budget.

1651.6 IB considered that House used to have a budget. DN said that budgets do not carry over and each year have to start again.

1652 NEW MEMBERS' LISTING

Proposal for the new member's listing for May to be adopted:

Proposed KH. Seconded: IB

In favour: 10 Against: 0; Abstention: 0

1652.1 TK asked about cadet seasonal memberships and whether we can get parents more involved. KH felt that the cost for parents to join as well is so much greater that it is often difficult for them to justify the expenditure.

1652.2 KH noted that SSC employ a system where when a youngster joins they must have a legal guardian/nominated adult to cover the duty of care, for a nominal sum of £50.

1652.3 DN said he has some analysis of age groups data and will circulate.

1653 MEMBERSHIP – Confidential Minutes

1654 CORRESPONDENCE

There was no correspondence to report.

1655 ANY OTHER BUSINESS

1655.1 IB expressed his disappointment with the lack of Directors who attend club events, especially at the St George's dinner. He felt that they were voted in by the membership to represent them, and a greater presence should be evidenced at club events. GR agreed and IB considered that the lack of support is noted by the members.

1655.2 Confidential Minutes

1655.3 DSi offered to join the Southwick redevelopment project committee and MS welcomed him to do so.

1655.4(i) DSi reported that members are concerned about security with the barriers, particularly the electric barrier which is often open at night. Vans have been seen waiting outside, slipping in and people have been seen snooping about. There is also an increase in the use of slipways and pontoons at weekends by non-members.

1655.4(ii) TK asked DSi to get times and photographs when it happens.

1655.4(iii) It was noted that the door at the end of the building is often wedged open. Bar staff will remove any wedges.

1655.4(iv) DC said he has seen some scrap metal men in a van drive in when gate was left open. He shut them in and they did not like it. Instruction to Boatswains for the swing gate to be padlocked down when not in use rather than bolted down.

Action: GR

1655.4(v) Protocols are to be discussed at MMC for locking gates.

Action: GR

1655.4(vi) TK asked that Colin change the security setting so that if the barrier is down, and the eye is interfered with, it stays down.

Action: TL

1655.4(vii) TK noted the extensive use of slipway and pontoons by non-members and stated that the Flag Officers were discussing control of slipways at weekends.

1655.5 DSi noted the attire worn by staff in the bar and restaurant and felt a more professional look should be adopted. NS reported she had spoken with staff last week, and they will now have black jeans and T shirts with SYC logo aprons.

1655.6 DSi asked about 'A' pontoon and whether the end has been cleared of the upturned dinghy. TK said that it was removed for the last Sailability session and will be removed for at least the

duration of Sailability sessions. Charlie Withers uses it to inspect his river moorings and is prepared to move it when asked. DSi asked for MMC to request it be moved.

Action: GR

- 1655.7(i) SL updated on the newly formed marketing group. They are researching membership structures and Simon Twiddy is helping to organise Instagram accounts. He will also be provided with a brief for a new website once the marketing group have completed researching other websites.
- 1655.7(ii) KH considered that the website needs to have a wide scope including taking payments, making bookings, codes, laying the restaurant out in order to book tables.
- 1655.7(iii) Simon Twiddy has bought the SYC Instagram handle and will assign over to SYC. He will do a powerpoint presentation of what is possible. This looks at the functionality rather than design at this stage. A sample will be ready for the next meeting.
- 1655.7 (iv) A budget price for setting up costs was circa £2,500. The additional extra plug-ons can be done and work with any cloud based software, such as Harbour Assist.
- 1655.8 SL reported there have also been lots of good comments in the comments book with no bad ones.
- 1655.9 TL noted that SYC have been invited to a cyber crime event in two weeks' time, free of charge, in Horley which is quite appropriately focused. TL accepted but felt it may be more appropriate for someone else. It is on Wednesday 22nd May and SL will see if she can attend.
- 1655.10(i) JB reported that the new membership cards are now available and working with the chip enclosed. They work like a fob and will be introduced via a soft roll-out. They are not being given to new members, but instead are offered to anyone who has a fob or a membership card and wishes to exchange, or to purchase one in addition at a cost of £10.
- 1655.10(ii) It was noted that the new card will work in the bar in time, but this is not yet available.
- 1655.10(iii) TL stated that they will slowly be rolled out as a replacement for fobs.

There being no further business, the meeting closed at: 21.51 hrs

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

Terry Kinch, Commodore

13 May 2019

Date of Next Meeting: Monday 10th June 2019 20.00 hours
Monday 15th July 2019 20.00 hours