

Newhaven & Seaford Sailing Club Ltd

Marine Parade, Seaford, East Sussex, BN25 2QR

www.NSSC.org.uk email Hon_Sec_NSSC

MINUTES OF A MEETING OF NEWHAVEN AND SEAFORD SAILING CLUB LTD

HELD AT THE SEAFORD CLUBHOUSE ON 8th MAY AT 7PM

Directors Present:

Zoe McCaig	Commodore	Chairman
Ed Hall	Vice Commodore	
Nick Blackburn	Rear Commodore (Piddinghoe)	
Bill Wates	Rear Commodore (Newhaven)	
George Cork	Rear Commodore (Seaford)	
Ian Johnson	Hon Treasurer	
Simon Suter	Director - Training	
Duncan Barrows	Director	
Penelope Duncan	Director	
Noel West	Director	
Steve Quinn	Director	
Richard Beal	Hon Secretary	Secretary

Non-directors Present part-time:

Damien Jordan

Ian McCrae

Apologies:

Terry Jones Hon Sailing Secretary

Vacant Positions:

None

[Note * by name indicates action point - see at the end.]

ITEM 1 - MINUTES OF PREVIOUS MEETING

The minutes of the board's meeting held on 23rd April had been issued as 0.1 and 0.2 the last of which were approved at the meeting as 1.0.

ITEM 2 - MATTERS ARISING AND COMPLETED ACTIONS

See Actions table at end.

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Bill Wates (*) to get two competitive quotes for proposals 3 & 4 from discussion paper circulated



Seaford
Showers.doc

before the meeting:

Ed Hall has been reviewing options for an engine replacement for Grey RIB and has been asked (*) to produce a documented set of options.

ITEM 3 – GENERAL MATTERS



20180508

procedural report to

Safe-guarding: A paper was presented to the board by Damien and Ian:

It was agreed that Damien and Ian (*) produce draft versions of Whistleblowing Policy, Safe-guarding Procedure and Safeguarding Code-Of-Conduct by next board meeting.

Accounts: Ian presented current 2018 financial position for NSSC. That document is available to directors upon request. 2017 accounts being prepared. Looks like there'll be a loss which we are likely to add to by bringing-forward future years' depreciation into 2017.

Ian told the board that TGSL 2017 and 2018 raw finance data was with HM Bookkeeping (Helen Macauley) for processing into accounts, with 2018 as a priority, so that current financial position is known first.

Review of Family Weekend at Seaford

This was considered to be a great success with thanks to all concerned.

Update On Keys

George Cork (*) to replace padlock and change alarm codes, and continue working with Ian on the register.

Buoys – Ed Hall

Ed Hall (*) to document options (size, loading into RIBs etc) and prices. Keep reviewing with Rupert.

AOB:

Proposal from Steve Quinn ref galley: Steve Quinn has sent an e-mail with an outline proposal ref the future of the Galley. The e-mail is available upon request. This had not gone to the whole board. The board asked Steve (*) to back that up with a more detailed proposal, to be considered by the TGSL sub-group.

Sailing Week: It was agreed that Richard (*) approach Terry to see if he would lead on this. Need a sub-group to plan. Offers of help have been received from Zoe and Geraldine Anscombe. Other

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likely candidates for the sub-group are Ashley Hyland, Nia Hall and Jo Whitehead. Terry (*) to report back at next Board Meeting if he's agreeable to lead.

Topper/Streaker Open. Scheduled for Saturday 23rd June. Richard (*) to approach Terry to see whether he'd lead on this.

Non-board officers: Richard (*) to tell Zoe who she should be approaching to get their buy-in to the board's vision for the club.

RYA/PTBO: Simon reported that because we hadn't registered we would not be participating.

Opening the board meetings to members: Richard(*) to propose some "Rules" for member attendance at Board Meetings.

RYA Audit Simon reported that we had passed recent audit with a few minor observations.



report to board
20180508.docx

GDPR: Richard outlines what it is and presented from a paper () which outlines actions to be taken. Progress to be reported (*) at next board meeting.

The meeting closed at 9:30pm.

Item 4: ARRANGEMENTS FOR NEXT MEETING

Because of number of issues confronting the new board during transition from old board, the next board meeting will be in a fortnight (Tuesday 22nd May at 7pm Seaford Clubhouse).

Richard Beal
Secretary NSSC

V0.1: initial draft for comment, 12/05/2018.

V0.2: draft incorporating comments for approval, 19/05/2018.

V1.0: approved at board meeting 22/05/2018

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ACTIONS FROM MEETING

Date of Meeting	Director	Action	Progress
23/4/18	Ian Johnson	Produce revised 2017 NSSC financial results and present to board	8/5: Accountants progressing
23/4/18	Ian Johnson	Transfer bank mandate to himself, Colin Cryer and Terry Jones	8/5: Bank is progressing
23/4/18	Ed Hall	In consultation with Rupert, obtain two quotes for new race marks	8/5: Various options and prices available. Ed to document options for next meeting.
23/4/18	Simon Suter	Fit prop-guard to outstanding engine at Piddinghoe	8/5: In progress
23/4/18	Bill Wates	Produce options paper for Seaford hot water issues	8/5: Completed
23/4/18	George Cork	Gather all sets of Seaford keys, update key register, and report back.	8/5: Partially complete. Still need key register.
23/4/18	Terry Jones	Go through Webcollect issues arising from open Day with Ashley.	8/5: Reported (by e-mail from T Jones) to be complete
23/4/18	Terry Jones	Ensure camping bookings are auto-emailed to Nick and George	8/5: Reported (by e-mail from T Jones) to be complete.
23/4/18	Simon Suter	Set-up Training Committee to satisfy demand for training from Open Day	8/5: In progress but not to be monitored any more at board level.
23/4/18	Steve Quinn	Take lead on Plumpton Open Day representation	8/5: Complete, use the club's e-book as handout.
23/4/18	Richard Beal	Get GDPR handover from Bill Giles	8/5: Complete

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Date of Meeting	Director	Action	Progress
08/05/18	Bill Wates	Obtain competitive quotes for Seaford hot water	New action
08/05/18	Zoe McCaig	Manage Damien and Ian to produce draft Whistleblowing Policy, Safeguarding Procedure and Safeguarding Code-of-conduct by 22 nd May	New action
08/05/18	George Cork	Replace padlock and alarm codes.	New action
08/05/18	Richard Beal	Approach Terry to see if he'd lead on Sailing Week and Topper/Streaker Open.	New action
08/05/18	Richard Beal	Tell Zoe the names of the non-board officers	New action
08/05/18	Richard Beal	Propose some "Rules" for member attendance at board meetings	New action
08/05/18	Ed Hall	Make a proposal for Grey RIB replacement engine	New action
08/05/18	Richard Beal	Report back on progress of GDPR implementation	New action
08/05/18	Steve Quinn	Expand on his proposal for the Galley, giving more detail on what is included.	New action