

Newhaven & Seaford Sailing Club Ltd
Marine Parade, Seaford, East Sussex, BN25 2QR

MINUTES OF A MEETING OF NEWHAVEN AND SEAFORD SAILING CLUB LTD
HELD AT THE SEAFORD CLUBHOUSE ON 9th OCTOBER 2018 AT 7PM

Directors Present:

Zoe McCaig	Commodore	Chairman
George Cork	Rear Commodore (Seaford)	
Simon Suter	Director - Training	
Duncan Barrows	Director	
Terry Jones	Hon Sailing Secretary	
Nick Blackburn	Rear Commodore (Piddinghoe)	
Noel West	Director	
Richard Beal	Hon Secretary	Secretary

Apologies:

Ian Johnson	Hon Treasurer
Penelope Duncan	Director
Bill Wates	Rear Commodore (Newhaven)

Non-board attendees:

Jo Whitehead

Vacant Positions:

None

ITEM 1 - MINUTES OF PREVIOUS MEETING

The minutes of the board's meeting held on 11th August 2018 had been issued as 0.2 which were approved at the meeting as 1.0.

ITEM 2 - MATTERS ARISING AND COMPLETED ACTIONS

See Actions table at end.

ITEM 3: COMMODORE'S ISSUES

It was agreed that the club is not in a position to offer storage for two rickshaws.

ITEM4: CODE OF CONDUCT



Bar rules draft V1
sept 18.pdf

Comments made on the first draft () will be incorporated and the document re-circulated.

ITEM 5:FINANCE

In Ian's absence the board was urged to read the August P&L recently distributed (not included here for confidentiality reasons).

ITEM 6: BILL WATES REPORT



Sept Board Report
Bill Wates.pdf

See: . With respect to showers, it was agreed that the work could commence in 2019 (finances not dramatically changing between now and then). Bill to clarify what we really need in terms of Galley hot water.

ITEM 7: PIDDINGHOE ROOF

It was agreed that Nick gets his mate to proceed with the re-felting at an estimated cost of £2500.

ITEM 8: SAILING COMMITTEE ISSUES TO BE RAISED TO BOARD LEVEL



Minutes of the
Sailing Committee T1

The sailing committee minutes (Sailing Committee T1). It was agreed that the RO has the final say on whether racing takes place in dubious weather conditions. Should he/she decide not to continue the racing is formally abandoned. Should some sailors decide to launch anyway and should someone want to stand-in as an RO or safety boat helm/crew, then so be it, but the race results will not count and it's entirely at the racers' risk.

It was agreed that the provisional date for the Open Day be moved from Saturday 20th April (Easter) to 13th April.

The AGM needs to be slotted-in amongst these dates.

ITEM 9: TRAINING SUB-GROUP



Training Discussion
Paper.pdf

Noel's discussion paper: Training Discussion Paper.pdf was reviewed. It was agreed that a sub-group be properly constituted to agree on proposals and refer them to the board.

ITEM 10: SIGNING OFF WITH YOUR NAME ON FACEBOOK

It was agreed that those who have the power to raise posts on the clubs' Facebook pages always put their name in the text they're presenting.

ITEM 11: MEMBERSHIP REPORT



Membership Report
for October 2018 Di

Terry's membership proposals: Membership Report for October 2018 Di were reviewed. It was agreed that they need to be costed against current membership to work-out the financial impact. The principle of having a separate watersports membership type, and single-parent grouping, and direct debit arrangements were not rejected but the board needed more information on their impact.

ITEM 12: MEMBERSHIP APPLICATION FORMS FOR THE GALLEY

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Terry distributed the flyer to go with membership cards, and a promo leaflet for the clubhouses. It was agreed that we try to put procedures in place for ad-hoc membership applications in the Galley to be processed by Teresa (with money taken) without having to tell prospects to look at Webcollect.

ITEM 13: TGSL

The TGSL report was presented (not included here for financial confidentiality reasons). It was reported by Richard Beal that more professional advice was required.

AOB:

George needs to talk to Ian and agree on the service schedule for the Stiga mower.

It was agreed that with the imminent departure of some caravan owners from our caravan berths, that we advertise the availability.

Fireworks Night will be combined with Halloween.

Simon reported that training uptake was dropping off. It was agreed that better publicity was required and that Simon should implement it.



ARRANGEMENTS FOR NEXT MEETING

The next meeting will be Tuesday 13th November at 7pm at Seaford clubhouse.

Richard Beal
Secretary NSSC

V0.1: initial draft for comment, 10/10/2018
V1.0: approved at board meeting 13/11/2018

ACTIONS FROM MEETING

Date of Meeting	Director	Action	Progress
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. 11/09: Complaints procedure also needed.	22/5: Draft Code of conduct issued. Remainder in progress. 12/6: Zoe to chase by next meeting 24/7: In progress 21/8: In progress 11/09: Zoe has spoken to Ian who (with Damien) will expedite. 09/10: whistleblowing policy produced as  NSSC – Whistleblowing Poli draft: Action closed.
12/06/18	Ian Johnson	At the EM to members on 2017 accounts, ensure that the “before and after” effects of the agreed depreciation changes are highlighted	24/7: Awaits EGM 11/09: Awaits completion of GM on 29/9. 09/10: Complete
24/7/18	Zoe McCaig	Chase Ian Mcrae for DBS approvals	21/8: In progress 11/09: Ian to check which DBS checks have been completed. 09/10: In progress
21/8/18	Terry Jones	Constitute a Membership sub-group and report back to next board meeting. In particular, address issues surrounding paddleboarders, kayakers.	11/09: In progress. 09/10: Action complete. See entry in main minutes section.
21/8/18	Simon Suter	Constitute a Training sub-group (ensure Noel West be included) and report back to next board meeting. Address issue of payments to trainers.	11/09: In progress. 09/10: Discussion paper produced by Noel West:  Training Discussion Paper.pdf . Action

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Date of Meeting	Director	Action	Progress
			complete (see new action later).
21/8/18	Bill Wates	Constitute a sub-group (inviting Geraldine Anscombe and Jo Whitehead) to address supply of competent sea safety boat skippers for 2019.	11/09: Complete
21/8/18	Bill Wates	Draft a note to all safety boat skippers reminding them of key actions to take upon engine failure.	11/09: Complete (see follow-up action ref publicizing)
21/8/18	Bill Wates	Review thresholds for spending approvals with Ian Johnson and ensure all concerned understand them	11/09: In progress.
21/8/18	Bill Wates	Proceed with detailed proposal for production of a trailer cradle for Ark, having obtained Noel's views.	11/09: In progress. Mike Rosier and Rupert Smith being consulted and costs estimated. 09/10: In progress.
21/8/18	Zoe McCaig	Investigate possibilities of getting a social secretary from amongst the membership.	11/09: In progress. 09/10: In progress.
21/8/18	Richard Beal & Ian Johnson	Devise a format for regular contract reviews with Teresa	11/09: In progress. 09/10: Complete. Contract reviews are in progress.
21/8/18	Zoe McCaig	Take soundings on this year's Sailing and Cadet Weeks to feed into planning for next year.	11/09: In progress 09/10: Complete
11/09/18	Richard Beal	Publicise in Mainsheet advice to skippers ref engine failure.	09/10: To go in October's Mainsheet

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Date of Meeting	Director	Action	Progress
11/09/18	Ian Johnson	Circulate latest expense form to board members.	09/10: Complete
11/09/18	Bill Wates	Report back monthly on “sea Safety” sub-group progress.	09/10: In progress but remove from action list.
11/09/18	Richard Beal	Provide advice in Mainsheet about how to do credits to NSSC bank account, and correct use of expense forms.	09/10: To go in October Mainsheet
11/09/18	Richard Beal	Circulate drink/drug policy to board members	09/10: First draft circulated and comments received. Send out final draft.
11/09/18	Zoe McCaig	Address the drinking habit of a member and present them with a warning letter.	09/10: Complete.
11/09/18	Zoe/Ian	Meet with Egrets’ Way people	09/10: Meeting has taken place. Complete.
11/09/18	Terry Jones	Fix date for sailing week and cadet week for 2019	09/10: Complete.
09/10/18	All	Comment on Whistleblowing draft to Zoe by 17/10/18	New action
09/10/18	Ian Johnson Terry Jones	Model the proposed membership changes (single-parent, watersports, removal of non-duty supplement) against current membership to see what the financial impact would be.	New action.
09/10/18	Terry Jones	Propose a system to allow the Galley to process membership applications (including taking money)	New action.

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Date of Meeting	Director	Action	Progress
		when the prospect is in the Galley.	
09/10/18	Simon Suter Noel West	Constitute a training sub-committee with S Suter, A Hamilton, N West, N Blackburn, J West to review Noel's discussion paper and come-up with firm proposals.	New action.
09/10/18	Zoe McCaig	Circulate Egrets' Way Heads Of Agreement to board, and consult fishermen.	New action.
09/10/18	Ian Johnson Richard Beal	At next contract review with Teresa stress the need to provide priority to sailing members on a Sunday morning.	New action
09/10/18	Bill Wates/ Jo Whitehead	Before next board meeting progress the writing of the Sea Safety Handbook, and start to populate a plan showing how the correct number of safety helms can be put through training (identifying the trainers as well) with the handbook to deliver support for the start of the season. Involve Simon Suter.	New action.
09/10/18	Ian Johnson Richard Beal	At next contract review with Teresa, review advice to galley staff on customers drinking/driving.	New action.
09/10/18	Bill Wates	Clarify what the Seaford shower proposal covers (just showers, or hot water for Galley as well) prior to delivering the work at the	New action.

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Date of Meeting	Director	Action	Progress
		start of 2019 (finances permitting).	
09/10/18	Nick Blackburn	Progress with the re-felting of Piddinghoe clubhouse (likely to be less than £2500)	New action.
09/10/18	Richard Beal	In next mainsheet, publicise rules for RO responsibilities for calling-off racing when conditions are bad.	New action.
09/10/18	Richard Beal	Propose a date for AGM.	New action.
09/10/18	Richard Beal	In next Mainsheet publicise availability of caravan berths at Seaford.	New action.
09/10/18	Nick Blackburn	Obtain a quote for sewage pump maintenance	New action.
09/10/18	Simon Suter	Propose better ways of publicizing training	New action.