

# DOVEY YACHT CLUB / CLWB HWYLIO DYFI

## Minutes of Directors Meeting 7<sup>th</sup> January 2017, Clubhouse ( 1<sup>st</sup> Draft)

**Present:** Bob Usher (BU), Steve Lister (SL), Andy Baker (AB), Phil Morgan (PM), David Mason (DM), Des George (DesG), Don Gillespie (DG).

**Apologies:** David Inman (DI), Steve Hardman (SH).

Minute No.	Minute	Action by
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2017 / 01	BU chaired the meeting.	
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2017 / 02	Minutes of last meeting 4 Dec were accepted as a reasonable record subject to matters arising.	
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### 2017 / 03 Matters Arising, + Commodore's Report

a) Safety Boat funding – SL advised that HSBC require additional fee to guarantee a loan of £25,000, but would loan £10,000 without fee.

Discussion continued under 2017 / 03 c).

b) BU will be away Jan, Feb, returning by the end of March.

c) Maurice will be i/c bar and banking but has a holiday pending in March so cover will be needed.

d) Kate S...? has taken over cleaning, is on PAYE scheme. She and Arwel want to book DYC for Engagement party in May. (Not Sat 20 May, Chelmarsh w/end).

e) Rowing Regatta confirmed as Sun 18 June.

f) Plan needed re dual roles of Commodore and Steward/House that BU currently performs, before he steps down as Commodore at AGM. BU happy to continue with House + Bar. Are job descriptions useful in clarifying structure and management of DYC?

**ALL**

### 2017 / 04 Treasurer + Company Secretary's Report

a) Currently £16,997 is available in the Bank.

b) 3 stages to RIB payment - £8289 deposit already made, £8289 second deposit to make and balance on delivery. SH to advise on delivery date.

SH / SL

c) HSBC loan = £10,000 (with £100 additional arrangement fee) leaves £15,000 to raise to fund RIB. Plan to re-visit an approach to members to raise a Bond of £2,500 (6 needed) over a term of 3 years, at 5% interest payable at the end of each year. A notice in the Clubhouse advertising this was agreed retrospectively, and an email circulation to advertise more widely was agreed. Question as to hit and miss nature of emails could be tied to the point at which memberships are renewed and emails become 'active'. Clarification needed

from Rupert T. DM/RT

Also, there is a need to follow procedure regarding timing of notices. All

**d)** Refund of £441 mineral oils customs duty received, and approximately £1350 VAT is expected back this month. SL

**e)** Still to pay RYA £595 affiliation fee. SL

**f)** 2 invoices received from David Nevin regarding the laying and inspection of moorings 2015, and the lifting of moorings 2016. Some uncertainty over timing of services received and number of invoices. To clarify and deal with. SL

### 2017 / 05 Membership Secretary's Report

**a)** Approximately 30% of members have renewed to date. Status looks good so far, and an encouraging number of dinghy fees (15) have been paid (+10 compared to this time 2016). A reminder to renew before 31 January will go out next week.

**b)** Of renewals received, 50% has been by BACS.

### 2017 / 06 Sailing Sec's Report

**a)** Safety Boat and financing already covered.

**b)** Welsh Area GP14 Championships – Notice of Race pro forma has been received from GP14 Association. It's a generic form which needs Dovey details included (cost, start times, facilities, meal/entertainment, accommodation) before going on the Association website. DG

**c)** Question as to whether Rupert will be main Race Officer for GP14 event as Sarah is expecting their second child on 6 July. Other candidates could be John Tildesley, Robin Druett who have Committee Boat starting experience or possibly Freddie Collier (who does not). This pre-supposes their availability and willingness. Phil kindly volunteered the use of Mongoose as a Committee Boat in the event of Rupert / his yacht not being available. DG

**d)** Handbook details have been forwarded to Meryl Gover who has formatted and passed them on to the Printer. The Rowing Regatta fitted a Sunday where no sailing was planned, and its original date has been filled by additional races to the Spring Trophy series. Finished Handbooks and boat stickers for 2017 should be with DM mid Jan time so he can issue either or both as members renew subscriptions. DM

**e)** Training – Phil has arranged

1) a 1<sup>st</sup> Aid Day Course 19 Feb = £20 per head. To be put on website (by Rhian Cooper).

2) A Dinghy Instructor Course Mon 17 – Sat 22 April. Run by Nick Dawson with Ed Curtis as the Assessor. £200 per head.

3) Push the Boat Out (RYA initiative) on Sat 13 May. There needs to be some follow up training between this and the Fortnight. PM

f) Working Party w/end of Sat 25 and Sun 26 March – PM to oversee the event, BU to draw up list of jobs. Salvador has been engaged in some external painting already.

BU / PM

### **2017 / 07 House and Social Report (BU)**

a) New Bar equipment (cooling) + pipework has been installed by Tanners. A more efficient system is in place. Old coolers removed. Tanners to supply Fosters and Heineken lagers and Symonds cider. Perhaps gradually return to Carling, San Miguel and Strongbow over time.

b) December bar takings = £2926.

c) Panto Supper places slow to be taken up – 14 of a 30 allocation. Salvador is planning and making main course (desert cheese cakes c/o Sue Gillespie). Need to email out to advertise event. Decision to go ahead or cancel needs to be made soon.

BU

d) Easter Supper (and possible future Supper / Galley (?) catering). Some local businesses have been approached informally to test reaction. Beth Edwards – Sandwich Shop is not interested, awaiting response from Tom Dollgallon (?), Hillary Rollands and Phil (?) (Penhelig?).

e) Licensing authority does not need to be informed of The Licencee (BU) extended absence as the Directors are the Licensee under Club Licence Status.

### **2017 / 08 Health and Safety**

a) No accidents reported.

b) HR Policy – AB's Company people are happy with the Document SH produced. Are any updates needed and has DI approached RYA and had any feedback? Need to review the Document and make it formal (notify membership it exists??) although some definitions were still needed. Kate ....S(?) may be willing to fulfil a 'Caretaker / Cleaner' role, but a Job Description for this is needed.

DI

BU/KS

### **2017 / 09 A.O.B.**

a) Succession to BU as Commodore. Uncertain times as there is no-one as Vice Commodore and Rear Commodore. URGENT need to devise / source Job Descriptions and agree a structure for DYC moving forward.

b) Need to develop a check list of SB equipment and a sign out / in system of equipment for crews. VHF radios to be numbered. Essential that SB drivers of new RIB be given practical experience with SH / Des / PM (all Senior Instructors?) before covering Club racing. Perhaps w/end of delivery(?)

SH

c) Many youngsters have progressed to impressive careers where DYC has played a part in their development – Will Bedder, Tom Parsons Royal Navy

Drew Nickless, Ed Gillespie – Ocean Yachting industry, with perhaps a score of others who have gained RYA Dinghy Instructor, Safety Boat or Power Boat 2 status, not to mention sailing experience and successes at Club level, to enhance their CVs.

**2017 / 10 Next Meeting** – Sat 18 Feb 1000hrs in Clubhouse.

(suggest major items be Commodore's and all job descriptions, structure, HR Document DG).

Items for Agenda to DI by 11 Feb please.

All