

## Committee Meeting 7:00PM 4<sup>th</sup> September 2023

### Minutes

#### Point

#### Action

#### Welcome

The Vice Commodores opened the meeting and welcomed all

#### Apologies/Attendance

Apologies: Lorn Campbell, In MacLean Angus Macdonald

Attendance: See Sederunt

#### Previous Minutes

Proposed: Bill Aitchison

Seconded: Andrew Leech

#### **Matters Arising**

**None**

#### **Treasurer's Report**

**Andrew**

See Attached

This month income exceeded outgoings due to the £500.00 donation for Polaris

#### **Secretary's Report**

**Scott**

- a) **Membership:** Currently there are 172 members with all lapsed members now having been removed from the system.
- b) **Policies Safe Guarding Children and Vulnerable Adults** was accepted with a number of minor adjustments
- c) **Carpark:** The revised set of bye laws for use of the carpark for storage has been circulated.to members proposed A query was raised over the inspection of insurance documents which will be referred to the RYA for guidance. To date only one member has commented on the alternative layout. Their comments are currently under consideration by the Commodore.
- d) **Moorings:** Nothing to report
- e) **Accidents:** None
- f) **Correspondence:** We received an email from Caroline Baxter following concerns being raised about craft sailing too close to the Hunters Quay Western Terminal a reminder was posted on Face Book

#### **Sailing Secretary**

**Bill**

The racing is now completed for the season, apart from Polaris. Race 5 of Series 3 was abandoned, thereby triggering the utilisation of the spare Wednesday, to re- run same. We have been fortunate with the wind throughout the season, albeit a bit light,

and probably more southerly in direction, which makes for more difficult Course choice, and the issuing of special courses for that individual race. Whilst the total number of yachts racing has held steady, we are still recovering from the effects of the pandemic, and hope for more participants next season.

In response to demand, I have ordered another 10 Club burgees from Stevenson Flags.

The seasonally laid racing marks are being lifted, some before Polaris, and most the week after. The white mooring buoy which was alleged to have unacceptably narrowed the approach channel to the Marina Pier, has now been moved, Peelports and the Pilot informed, and the matter closed.

### **Cadet Officer**

The Cadets second session has started all of them are coming along with considerable improvements also attendance is good with 95% currently attending.

**Neil**

### **SCIO Application next Steps**

- a) **Application:** This was submitted but due to problems with OSCAR's website the date of submission. It was not clear if it had gone through. If not this will result in a delay if we have to re submit.

**Andre/Sallie Scott**

### **Thursday Club**

Jim will Identify a number of tasks for the Thursday Club which will go onto a white Board which can then be removed on completion. A query was raised about Publishing Details of things identified as major works. It should be noted that this is already published as part of the Minutes

**Jim**

### **Report on Skiffs**

Carried over to October Meeting

**Kirstie**

### **Polaris**

While everything is in hand there was some discussion over the organising the publishing of the racing results

### **Allocation of Tasks**

This will form part of the Handbook currently in Development initially volunteers will be sought from the Committee or when we become a SCIO the Board

### **Any Other Business**

- a) The lift out will take place on Saturday 16 September starting around 11:30 Currently six boats are programmed in to be lifted and both the Crane and Cherry Picker ordered.

**Duncan**

- b) It was suggested that as there are a number of ongoing tasks which require regular attention and monitoring to be completed, that we seek volunteers





## Treasurers Report

Holy Loch Sailing Club Treasurers Report June 2023

Prepared by Andrew Leech

Receipts						
Day	Date	Cash Col 1	Sum Up (Col 2)	PayPal Col 3	Particulars	BACS in (Col 4)
Thur	01-Jun	35.5	117		BBQ	
Fri	02-Jun	90			membership	
Sat	03-Jun					
Sun	04-Jun					
Mon	05-Jun			140	membership	
Tue	06-Jun					
Wed	07-Jun	32		30	Teas	
Thu	08-Jun					
Fri	09-Jun					
Sat	10-Jun					
Sun	11-Jun					
Mon	12-Jun			285	membership	
Tue	13-Jun			210	membership	
Wed	14-Jun			430	membership	
Thu	15-Jun					
Fri	16-Jun					
Sat	17-Jun					
Sun	18-Jun					
Mon	19-Jun				membership	90
Tue	20-Jun			380	membership	45
Wed	21-Jun	64.7		40		
Thu	22-Jun				membership	70
Fri	23-Jun				membership	210
Sat	24-Jun	105.6	51.5		piper event	
Sun	25-Jun	11				
Mon	26-Jun				membership	495
Tue	27-Jun			90	membership	
Wed	28-Jun	11				35
Thu	29-Jun			35	membership	70
Fri	30-Jun					230
Sub Totals		349.8	168.5	1640		1245

gross receipts (Col1+Col2+Col3+Col4) 3403.3

Paid to Bank				Fees
Cash Cheque Col 5	Transfers Col 6	BACS Col 7	Total Col 8	
	117		117	1.98
			0	
			0	
			0	
			0	
	140		140	4.36
			0	
	30		30	1.17
			0	
			0	
			0	
			0	
	285		285	8.57
		210	210	6.39
		430	430	13.08
			0	
			0	
			0	
		90	90	
	380	45	425	11.63
			0	
	40	70	110	1.46
		210	210	
			0	
			0	
	44.5	495	539.5	0.75
			0	
		97	132	3.03
265		70	335	
	35	230	265	1.32
			0	
265	1808.5	1245	3318.5	53.74





### Timetable to Become a SCIO

Date	Task	Update
April	<p><b>Constitution signed off by Committee.</b></p> <p><b>Members advised of revised dates</b></p>	<p><b>Agreed in Principle at April Meeting.</b></p> <p><b>Emailed members re postponement 4<sup>th</sup></b></p>
May	<p><b>Finalise Application which includes.</b></p> <ul style="list-style-type: none"> <li>a) <b>Trustee Training 9<sup>th</sup></b></li> <li>b) <b>Sign up Trustees 9<sup>th</sup></b></li> <li>c) <b>Focus Group 23<sup>rd</sup></b></li> <li>d) <b>Start work on Members Briefing</b></li> <li>e) <b>Start preparing revising Polices.</b></li> </ul> <ul style="list-style-type: none"> <li>-Membership</li> <li>-Funding and Grants</li> <li>-Equalities</li> <li>-Child Protection/Vulnerable Adults</li> <li>-Data Protection</li> </ul>	<p><b>✓ a+ c-d Complete one more required for b</b></p> <p><b>Target of Aug for Polices</b></p> <p><b>Working up revised Polices</b></p>
June	<p><b>Finalise members Briefing.</b></p> <p><b>Issue Notice of Meeting inc. Members Briefing 16<sup>th</sup></b></p>	<p><b>✓ Done</b></p>
July	<p><b>Special General Meeting 4<sup>th</sup> @ 19:30 hrs (CASC)</b></p> <p><b>Agenda</b></p> <ul style="list-style-type: none"> <li><b>1 Agree Revised Constitution</b></li> <li><b>2 Agree that on Approval from OSCR to wind up the CASC</b></li> </ul> <p><b>If Approved Submit</b></p>	<p><b>✓ Application Date to be revised to end of July</b></p>



	<b>Application by 11<sup>th</sup> Inc. Submission of Revised Policies</b>	
<b>August</b>	<b>Commence Development of Transition Plan</b>	
<b>Sept</b>	<b>Appoint Solicitors.</b>	
<b>Oct</b>	<b>Formalise contact with Council.</b>	
	<b>Confirm Transition Plan</b>	
	<b>Contact HMRC re the winding up the CASC.</b>	
	<b>Contact Bank re new Accounts</b>	
<b>Nov</b>	<b>Receive Confirmation</b>	
	<b>Transfer Accounts and Contracts to the new SCIO</b>	
	<b>CASC and SCIO run Concurrently</b>	
<b>Dec</b>		
<b>Jan</b>	<b>Wind up CASC</b>	
<b>Feb</b>	<b>SGM (SCIO) to set fees for 2024</b>	
<b>Ongoing</b>	<b>a) Start development of Members Handbook</b>	
	<b>b) Gift Aid</b>	
	<b>c) Possible Grant Funding</b>	
	<b>d) First AGM of SCIO</b>	



**Holy Loch Sailing Club**  
Sandbank, Dunoon, Firth of Clyde





**WORKS**

Internal/ External	Task (Est Cost)	Instigated	Current Situation	Cost/ Estimate	Complete	Comments
Internal	Electrical Check	2019	System upgraded to meet safety Standard		2020	To be done again in 2025
External	Upgrade Sewage System to meet current spec	2018	On Hold	Est £9k		
External	Extend Slip	2018	Change in spec	Est 4K		See attached
Internal	Curtains to be replaced with Blinds (£500)	2021	Committee did not approve works cancelled	NA	2020	Take down old Curtains
External	Repair /Replace Canopy (TBC)	2021	Complete new Canopy to be delivered	£2,000		
Internal	Upgrade Bar (TBC)	2021	Now on Site	TBC		Completed
Internal	Kitchen upgrade	2021	Now on Site	EST £8K		Completed
Internal	Upgrade Heaters	2021	To get details Costs	TBC		Put on hold
External	Extend the Lean too over the current Dinghy Pend	2021	On hold until close of season	TBC		Duncan/Scott Taking Forward
External	Crane/Derrick for lifting on and taking down masts (TBC)	2021	Feasibility being investigated	TBC		Put on hold
Internal	Replace single pane windows at front of Club house with DGU (TBC)	2021	Feasibility being investigated	TBC		Put on hold
Internal/ External	Task (Est Cost)	Instigated	Current Situation	Cost/Estimate	Completed	Comments
Internal	Electrical Check	2025	Current Cert in Place start process Dec 2024	£600		Cost Est £600 based on 2020 costs

	Completed or abandoned
	Work in Progress
	Planned works



**POLICY/CONSTITUTION/RULES REVIEW**

Policy/Constitution /Rules /Other	Task	Instigated	Current Situation	Completed	Comments
Constitution	Review Constitution	Jul 21	Complete	Complete	
Policy	Data Protection Review	Due in 22			Scott To Take Forward
Policy	Equalities Review	Due in 22			Neil To Take Forward
Policy	Complaints	Due in 22			Scott To Take Forward
Policy	Child Protection	Due in 23			Neil To Take Forward
Policy	Health and Safety	Due in 22			Scott/Neil To Take Forward
Rule	Storage of Craft on Club Grounds	Due in 23			Scott To Take Forward
Rule	Accident Reporting	Due in 23			/Scott Neil To Take Forward
Other	Upgrade Website	Jul21	New Wbesite to go live in April 22		Complete
Other	Review of Governance Model	Mar 22			Underway

	Completed or Abandoned
	Work in Progress
	Planned works

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**Sederunt**

**P= Present A=Absent Part =PT AP=Apologies**

Jim Mclean Commodore	<b>AP</b>	Kirsty Brown Vice Commodore	<b>P</b>
Andrew LeechTreasuer	<b>P</b>	Scott Crossley Secretary	<b>P</b>
Bill Aitchison Sailing Secretary	<b>P</b>	Neil Towart Cadet Officer	<b>P</b>

2nd Term Year 1			
Gus MacDonald	<b>AP</b>	Chris Bowen	<b>P</b>

2nd term Year 2			
Sallie Condy	<b>P</b>	Lorn Campbell	<b>AP</b>

2nd Term Year 3			
Vacant		Jim Campbell	<b>P</b>

Ongoing Attendance

**Number of Committee Meetings 7**

Jim Mclean Commodore	<b>5</b>	Kirsty Brown Vice Commodore	<b>6</b>
Andrew LeechTreasuer	<b>7</b>	Scott Crossley Secretary	<b>6</b>
Bill Aitchison Sailing Secretary	<b>5</b>	Neil Towart Cadet Officer	<b>5</b>
Gus MacDonald	<b>3</b>	Chris Bowen	



			<b>4</b>
Sallie Condry	<b>4</b>	Lorn Campbell	<b>4</b>
Vacant	-----	Jim Campbell	<b>4</b>