

Committee Meeting 7:00PM 6th November 2023

Minutes

<u>Point</u>	<u>Action</u>
<p>1) <u>Welcome</u></p> <p>The Vice Commodores chaired the meeting as the Commodore had to leave early. Kirsty opened the meeting at 19:00 hrs and welcomed all. The meeting was pleased to welcome Lorn back.</p>	
<p>2) <u>Apologies/Attendance</u></p> <p>Apologies: Scott Crossley, Angus Macdonald, Jim Campbell Attendance: See Sederunt</p>	
<p>3) <u>Previous Minutes</u></p> <p><u>Proposed: Jim Maclean</u> <u>Seconded: Sallie Condy</u></p>	
<p>4) <u>Matters Arising</u></p> <p>Kirsty noted that she is still not receiving email correspondence directly from the secretary Post Meeting Note Kirsty has provided an alternative Email address</p>	
<p>5) <u>Treasurer's Report</u> See Attached</p> <p>Although the SCIO has been formed it has not been financially active yet so there is nothing to report for that. For the current club record keeping, he has reworked the financial form used to be in line with the future OSCR template and also to better link with reports that can be obtained from Webcollect.</p> <p>Lorn noted that he has an invoice for the flower gifts from Polaris and will forward this to Andrew for payment. Ac</p>	<p><u>Andrew</u></p> <p><u>Lorn</u> <u>Andrew</u></p>
<p>6) <u>Secretary's Report</u></p> <p>a) <u>Membership</u>: Currently there are 176 members. While the overall number of club members is reported at each committee meeting and felt that in addition, it would be helpful to see the breakdown of membership subscription numbers at each committee meeting</p> <p>b) <u>Policies</u></p> <p>The draft Equalities and Safe-Guarding Policies were agreed with the following actions:</p> <ul style="list-style-type: none">• The HLSC banner needs SCIO adding to it – Lorn has the original and will update• Jim Mc agreed that his contact details can be inserted• Policies to go on the website once finalised as above	<p><u>Scott</u></p> <p><u>Lorn</u></p> <p><u>Neil Sallie</u></p>

- c) **Carpark:** The Letters have gone out to all those members who are due additional payments as a result of extended stay in the Carpark. Of the twelve two have paid and an additional two have been in touch. Tae An Awe was broken up and the scrapman has removed most of the debris. A Club Member has purchased the white Colvic and has undertaken to remove it as soon as possible

d) **Changing Rooms**

It was noted that although a curtain has been added for privacy in the male changing room that there should be a separate lockable space which is not achievable in the current situation. Andrew and Sallie noted that they are aware of an opportunity to apply for a grant next April and so will begin looking at drafting an application in the New Year. Jim C to be asked if he can assist with planning, obtaining quotes etc that will be needed.

Sallie/
Andrew

Jim C

- e) **Moorings:** Nothing to report

- f) **Accidents:** None

g) **Correspondence**

The email correspondence received from Andrew relating to the removal and handling of his tender was discussed with the following agreed:

- The number of abandoned tenders plus the general increase in tender size presents challenges. This should be addressed ready for next season
- Members' tenders can be stored in the lean to in addition to the tender pound, but must be removed by 1st November each year to allow for the winter storage of club equipment.
- As recommended by the RYA due to fire risk, outboards must be removed from tenders and stored separately / securely
- Club members should be advised that a clear up is taking place and be given notice to remove their tenders by a given date or they will be disposed of
- email members and ensure that the Storage Policy reflects the above
- make the necessary changes to the website and Webcollect forms. and
- create a plan of action for better storage.

Scott
Sallie
Jim MC/
Jim C

7) **Sailing Secretary**

All the Club Trophies have been accounted for, and those being awarded this year are in the process of being engraved in time for the Prizegiving on 18th November. Glasses have been purchased, and by only awarding one glass to appropriate places, 50 have been ordered.

A Sailing sub committee meeting will be held shortly as we have already been asked to submit our Calendar of appropriate events to the CYCA.

Bill

8) **Cadet Officer**

Cadet's is currently off now. Behind the scenes we have had the RYA inspection on the 6/10/23 which we passed with no major issues. Verbally mentioned was the state of the garage and outboards left on tenders in the lean too. On paperwork side of things, I showed him the new equalities policy and safeguarding policy what he was very happy with. The visit went very well. They cant believe the number of cadets we have and that we are operating a waiting list system.

Neil

Archie Munns has won the Queensland's cup and Darcy Cameron has won the Yorkshire cup for the prizing giving.

Behind the scenes I am working on the operating procedures document and would like to book a first aid course for the volunteers over the winter. I also looking for someone to help me with the paperwork side of things for cadets.

Neil Scott

There was a request for the committee's permission to organise a first aid course over the winter for the volunteers that support cadets. This was agreed and noted that spare places could be made available to club members.

9) SCIO Update

a) An estimate for the legal fees for the transfer of the property to the SCIO has been received. Harper Macleod the Lawyers having reviewed the paperwork, advise that it is slightly more complex, and they estimate fees to be £2,000 +VAT + any outlays. The committee agreed to engage Harper Macleod as our solicitor's on this basis.

Scott

b) Andrew is in the process of applying for the new bank account and he is ensuring that there is robustness in terms of who has authority, so full access for the secretary and treasurer with the commodore and vice-commodore being able to issue instructions. He will check if there is a mechanism for delegated.

Andrew

c) It was also noted that a market valuation is required for the land and property. Jim agreed to look into this

Jim Mc

10) Thursday Club

All club members are very welcome to come along if they are free on the first Thursday of every month. Attendance is flexible and numbers vary each month. There is a list of jobs to do, but the main priority is the storage – garage, lean-to and tender pound. A blog and email will be done for this month

Sallie

11) Report on Skiffs

The committee are grateful to members who took the time to complete the questionnaire and Sallie ran through the findings. Kirsty noted that it was not a resounding yes or no, so it was agreed that a sub-committee will be formed to develop a proposal to bring to the next AGM. We have the names of members who expressed an interest in being involved and could be approached.

Kirsty

Sallie

12) Prize Giving

Bill advised that all the organisation is in hand for the upcoming Prize Giving. Anyone wanting tickets should see Andrew in Purdies, Argyll Street. Further publicity will be done this week with an email to members and blog; as well as a post on the Lorn Facebook page.

Sallie

Lorn

13) Any Other Business

a) Plans for the winter were discussed including maintenance around the club and some social activities that bring members together. The following were agreed:

Jim McI

b) Although the Thursday Club is excellent there are some larger jobs that require more planning and logistics, so a programme of winter work party days would be

appropriate for these. In addition to the storage area already mentioned, slipway repairs and maintenance would also fall into this category

- c) Quiz nights have proved popular so Kirsty and Chris will liaise with Kenny regarding a quiz night or social for 2024.
- d) All committee members to come with winter social ideas and possible dates for discussion at the next meeting

Kirsty/ Chris

All

- 14) Date of Next Meeting
 19:00 hrs 4 /12/2023 in the Club House

All

Meeting Closed: 21:45 hrs

<u>Proposed</u>	Jim Maclean	<u>Date</u>	4/12/23
			4/12/23
<u>Seconded</u>	Andrew Leech	<u>Date</u>	

Vice Commodore

Date 6/12/23

Kirsty Brown

The HLSC Club Minutes of Committee Meetings are not subject to the Requirements of Writing (Scotland) Act 1995, so this Minute can be 'signed' by the Members and Commodore typing their names into the electronic document.



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

Treasurers Report



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	Complete
Other	Review of Governance Model	Mar 22			Underway

	Completed or Abandoned
	Work in Progress
	Planned works

Sederunt

Sederunt

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

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

2nd Term Year 1			
Gus MacDonald	AP	Chris Bowen	P

2nd term Year 2			
Sallie Condy	P	Lorn Campbell	P

2nd Term Year 3			
Vacant		Jim Campbell	AP

Ongoing Attendance

Number of Committee Meetings 9

Jim Mclean Commodore	7	Kirsty Brown Vice Commodore	8
Andrew LeechTreasuer	8	Scott Crossley Secretary	7
Bill Aitchison Sailing Secretary	7	Neil Towart Cadet Officer	7
Gus MacDonald	3	Chris Bowen	6
Sallie Condy	6	Lorn Campbell	5
Vacant	-----	Jim Campbell	4

Attendance of Trustees of the SCIO FROM November 2023

Jim Mclean Commodore Board Member	1	Kirsty Brown Vice Commodore Board Member	1
Andrew Leech Treasurer Board Member	1	Scott Crossley Secretary	0
Bill Aitchison Board Member	1	Neil Towart Board Member	1
Sallie Condy Board Member		VACANT Board Member	
VACANT Board Member		VACANT Board Member	
VACANT Board Member		VACANT Board Member	