



**Holy Loch Sailing Club – Board Meeting  
Minutes - 2 Dec 2024 at 7pm**

1	<b>Welcome and Attendance</b>	<b>Action</b>
	<p><b>Present:</b> Kirsty Brown, Alistair McLean, Alasdair Clements, Harris Munns, Iain Hurrell, Neil Towart, Bill Aitchieson, Andrew Leitch, Sallie Condie, Marion Bowen, Catriona Craig</p> <p><b>Apologies:</b> Stuart Brown</p> <p>Kirsty welcomed everyone to the meeting. Expressed her thanks to all those who had worked so hard to get the SCIO up and running “a huge task”. Thanks specifically to previous Commodores; Duncan Chalmers and Jim McLean, and to Board Members; Sallie Condie, Scott Crosley and Andrew Leitch for all the effort they put in to getting the SCIO off the ground.</p> <p>Kirsty gave a warm welcome to new board members, Alistair MacLean, Alasdair Clements, Harris Munns, Iain Hurrell and Catriona Craig. She expressed her passion for the club and the cadet programme then outlined her expectations for the board and also reminded us that we are all volunteers.</p> <p>Kirsty asked that could everyone sending communications on behalf of the club, or between each other on board business please copy in the commodore and club secretary at the official @hlsc.co.uk email addresses.</p> <p><a href="mailto:commodore@hlsc.co.uk">commodore@hlsc.co.uk</a>  <a href="mailto:secretary@hlsc.co.uk">secretary@hlsc.co.uk</a>  <a href="mailto:treasurer@hlsc.co.uk">treasurer@hlsc.co.uk</a></p>	All
2	<p><b>Introductions</b> We went round the table and everyone introduced themselves.</p>	
3	<p><b>Minutes of Previous Meeting</b> Proposer Bill Seconder Neil Towart</p> <p>Confirmed that monthly Board minutes can only be sent out once agreed by the Board at the next board meeting. Going forward an email with a link to these approved minutes will be sent to all members</p>	
4	<p><b>Matters Arising</b> Wine Tasting in February and Abba Night in March – to be updated later in the meeting</p>	





7.	<p><b>Secretary Handover</b> It was agreed that a date would be set for a meeting between Andrew, Sallie, Marion, Kirsty and Catriona for the initial secretary hand over. Date agreed for initial meeting 4<sup>th</sup> December 2024.</p> <p>Need to pull together a forward planning calendar for meetings and events to ensure everyone knows well in advance when they are taking place.</p> <p><b>Potential New Members</b></p> <p>Fiona Ross – rowing boat called “Sea Mouse”. She will pay winter storage and join in the new year.</p> <p>Dougie Pedie, 20 years sailing, wayfarer called “Cookie” (currently social member)</p> <p>Nico Matricano – winter storage now, pay membership in Jan</p> <p>Question re a boat in the carpark a silhouette 17, someone wants to buy it. Sallie to pursue and report back.</p>	<p>AL, SC, MB, KB, CC</p> <p>KB/CC</p> <p>SC</p>
8.	<p><b>Sailing Secretary</b></p> <p>There will be a meeting week beginning 18<sup>th</sup> December re dinghy sailing/racing on a Tuesday. Bill to send email to all dinghy sailors inviting them to the meeting to discuss possibilities.</p> <p>Bill has supplied race dates to the CYCA.</p>	<p>BA</p>
9.	<p><b>Principal Training/Cadet Officer</b></p> <p>Cadets finished for the season currently going through the paper work Data Protection, Health and Safety, Child Protection etc. Completing disclosure paper work.</p> <p>Winter maintenance – topper rack will be taken down and welded. Toppers will need to be put somewhere for that.</p>	<p>NT</p> <p>NT</p>
10.	<p><b>SCIO – Being a Trustee</b></p> <p>Sallie gave a detailed presentation on what being a Charity Trustee involves.</p>	



	Sallie offered to do a further training session outside of board meetings if this was required.	
11.	<p><b>Forward Plan - Vision</b></p> <p>Kirsty brought up the Forward Plan for the club and indicated that the key priority going ahead is the maintenance plan</p> <p>Co-ordination of maintenance plan to be carried out by Vice Commodore Alistair McLean and Alasdair Clements – need to get a condition survey done.</p> <p>Alistair McLean to coordinate works - in conjunction with Alasdair Clement and potentially Harris Munns. Plan ahead so that we can know well in advance when we need regular help.</p> <p>Alistair McLean, Alasdair Clements and Craig Wilson to meet at weekend and look at what needs done. Slipway is a different issue. Have a chat with Jim Campbell to look at what needs to be done to rectify the issue.</p> <p>Agreed to put the vision plan on regular agenda.</p>	<p>AM/AC</p> <p>AM/AC/HM</p> <p>AM/AC/CW</p> <p>CC</p>
12.	<p><b>Board Member Roles</b></p> <p>Grow Your Own – possibly Iain Hurrell to take on</p> <p>Maintenance Co-Ordinator - Alistair McLean agreed to take on this role with support of Alasdair Clements</p> <p>Social events coordinator – Marion Bowen</p> <p>Social Media – board members to have access to Facebook account. Catriona to contact Lorn Campbell for logins. Or if necessary set up a new account for HLSC. Look at setting up and Instagram account for club.</p>	<p>IH</p> <p>AM/AC</p> <p>MB</p> <p>CC</p>
13.	<p><b>Non Board Member Roles</b></p> <p>CarPark – Craig Wilson has volunteered to co-ordinate the carpark. Sallie and Andrew to liaise.</p> <p>Moorings – Ali Gordon has volunteered to be the moorings co-ordinator. Sallie and Andrew to liaise.</p>	<p>SC/AL</p> <p>SC/AL</p>



	<p>Photography – Chris Bowen</p> <p>Roles to consider for the next meeting:</p> <ul style="list-style-type: none"> <li>• Safety boat rota</li> <li>• Safety boat maintenance</li> <li>• Kitchen rota</li> </ul>	<p>CB</p> <p>ALL</p>
14.	<p><b>Microsoft for SCIO</b></p> <p>We are transitioning to Microsoft for SCIOs for documents - Chris Bowen is organising. This will take place during January 2025 when Chris Bowen returns from holiday.</p>	<p>CB</p>
15.	<p><b>Social Events /Licencing</b></p> <p><b>Wine-tasting night – Friday 21<sup>st</sup> February 2025</b> Eva Franceschi of Corney and Barrow will do a wine tasting at the club house. Tickets will be available through the website. A licence will be required.</p> <p><b>Abba night in March date to be advised.</b> – a licence will be required.</p> <p><b>Coast guard and Heartstart night</b> – training probably a Wednesday night date to be confirmed.</p> <p><b>Boat Jumble</b> – tables offered to club members first and then opened up to others.</p> <p><b>Cadet members</b> – there was a discussion on opportunities for cadet social events.</p> <p><b>Alistair McLean to do an engine maintenance</b> course – We 15<sup>th</sup> January.</p>	<p>KB/SC/MB CC</p> <p>MB/CC</p> <p>MB/KB</p> <p>CB/MB</p> <p>NT</p> <p>AM/MB</p>
16	<p><b>Future Events Calendar</b></p> <p>All events to be added to the events calendar on the website</p> <p>NB: We need to be aware of any events that require licences in good time so that they can be arranged. We only get 10 licences in a rolling period and it takes 31 days to obtain a licence.</p>	<p>SC</p> <p>ALL/ CC</p>

17	<p><b>A.O.C.B</b></p> <p>2026 calendar as a fundraising opportunity.</p> <p><b>KanDao Conference link</b> – send out link Mike Condie produced a video on how to use it. Need to consider what mechanism we want to use for this i.e. ZOOM, Microsoft Teams.</p> <p><b>Priorities</b> – fundraiser as a role – sub committee? Put a blog out to look at fundraiser</p> <p><b>Sponsorship</b> – need a liaison officer</p> <p><b>Business Members</b> – someone to speak to them and get logo etc. Kirsty to speak to the new Business Members to see what benefit they are bringing to the club.</p> <p>Question asked re temporary changing space – NT updated re requirement for adults and children to be in a different changing rooms. – NT middle of priority list.</p>	All  All  SC  KB
18	<p><b>The next meeting 3<sup>rd</sup> Feb “ Think about what you can do for the club not what the club can do for you”.</b></p>	ALL
	<p><b>Agenda Items for next meeting</b></p> <p>Will be a smaller agenda and there will be a presentation from Janice Marshall Reilly, Third Sector Support Advisor for Argyll and Bute.</p> <p>Sallie can do a more detailed session on SCIO if required, this would be separate to a board meeting.</p> <p>Meeting closed at 9.40pm</p>	

## Board Members

SEDERUNT from November 2024			
Kirsty Brown	P 1/1	Bill Aitchieson	P 1/1
Alistair McLean	P 1/1	Harris Munns	P 1/1
Andrew Leitch	P 1/1	Marion Bowen	P 1/1
Sallie Condie	P 1/1	Stuart Brown	AP 0/1
Catriona Craig	P 1/1	Alasdair Clements	P 1/1
Neil Towart	P 1/1	Iain Hurrel	P 1/1

Appendix I

**Subject:** AGM & Accounts

**Date:** Mon, 2 Dec 2024 12:46:55 +0000

**From:** Graeme Murray <[grimbo55@aol.com](mailto:grimbo55@aol.com)>

**To:** Holy Loch Sailing Club <[holylochsc@gmail.com](mailto:holylochsc@gmail.com)>

Hi Marion/Cat

Following on from last week's AGM, I think it was resolved that the club's financial year end will be 31st December and that AGMs will be held annually in November. If that's correct then I think there is a problem with that arrangement.

OSCR require accounts to be submitted no later than 9 months after the year end, which would be 30th September - ie before the AGM in November. Technically, the board can approve the accounts without recourse to the members, however normal practice (in any organisation - business, club, charity, trust etc) is to allow members to examine and question the accounts before giving assent for the board to officially approve and adopt them.

If my understanding in the first paragraph is correct then the board will essentially be presenting the accounts to the members at the AGM as a fait accompli, which is really not good form.

This is an issue which I feel the board should address and adjust the timings (of the year end, or the AGM, or both) such that the AGMs can be held prior to the 9 month limit for submission of accounts to OSCR. eg year end 30th September and AGM in December.

Regards.

Graeme Murray