



# St Mary's Loch Sailing Club

Enterprise Fleet No. 83

Mirror Fleet No. 224

## Committee Meeting

17 04 24 Zoom

Meeting Minutes

### Fixed Standard Matters

### Apologies

Present	Apologies
Mike	Keith T
Gail	James
Gerry	
Rachel	
Chris	
Sarah	
Mark N	
Ian P	
Keith M	
Mark Jones (invited)	

## 2. Minutes / Actions Previous Meeting

Minutes were approved

ACTION		DETAILS	OWNER	Completed / Incomplete / Ongoing
24.1.	2	Talk to Alistair re SCIO	Mike and Gerry	Meeting with Alistair 13/4/24 Meeting postponed until 20/4/24
24.1.	4	Cooker spare parts and gas electricity	Chris Mike and Gerry	Spare part for door on order (4 – 8 weeks) Electrician completed all work in kitchen; external switch for lighting in starter box completed; conduit for hand

				driers in place and work to be completed on 19/4/24 Paper towels from toilets to be put into kitchen. Ongoing
24.1.	9	Contact people re PRO at D/H regatta	Gerry	Andrew Hewitt has agreed to do PRO Completed
24.1.	12	Contact Ally Morrish	Gerry	Ally has agreed. Gerry to confirm 7/9/24 is OK. 2 boat team racing using Fevas
<b>24.1</b>	14	Rigging instructions for Feva	Gerry	Ongoing
24.1.	16	Tidyup webcollect and key ownership	Gerry	On Going Covered in item 3 Updates See paper submitted by Gerry
24.2	1	Booker account details to Rachel for Jnr Regatta	Mike	Completed See event update
24.2	2	Update to insurance to reflect new / sale of boats	Keith T and Gerry	Initial insurance proposal accepted New boats added Insuring boats being sold to Glasgow University until they are picked up on 5/5/24 Completed
24.2	3	Iain Millar to be asked to put approved committee meeting minutes on website	Gail	Completed
24.2	4	Buying and setting up of POS Lite	Keith T	Wifi needs to be boosted for POS to work better. Dave McKenzie is installing wifi booster on 20/4/24 Completed
24.2	5	Contact Susan Gray re Southern Upland Way route	Mike	See email attached Yearly reminder to be sent to Borders Council to remind them that route is only temporary. Completed
24.2	6	Dates for summer committee meetings	Gail	List in dropbox folder Completed
24.2	7	Ease of recording on sailwave and publishing	Gail	Completed

		of results to be achieved by Gail having her email accessible for PRO		
24.2	8	Passing on of Bluebell money	Rachel and Gerry	Ongoing
24.2	9	Sharing of proposal letter from Sally	Sarah	Completed

### 3. Updates

#### **Budget**

See Brief Financial report 240415

See Bank Account Proposal

Agreement that Shona Redpath can view account transactions

Agreement that a committee member should have access to cheque book that can be used in emergency if Keith T not available. Sensible choice was Gail

Agreement that mandate for account should be Mike, Keith T and Gail

Gail to let Keith know committee decision as he was unable to attend meeting.

**Action 24.3.1 Gail**

#### **Duty Man / Webcollect**

See Webcollect update

Thanks to Gerry for all his work

Ongoing work to get email lists up to date

Decision made by committee that moving forward emails would be annually sent as follows:

March – to all members informing them that fees are now due

Before end April – reminder sent to those members, who have not yet paid fees, that the amount goes up at end of April

Before end of May – email to all who have not paid (politely) asking them to return their key.

Issue with keys is a concern.

Gerry to contact Sarah to discuss key lists **Action 24.3.2 Gerry**

If large number of keys are missing then committee will consider replacing locks and issuing new keys to members **Action 24.3.3 All**

#### **SCIO (Scottish Charitable Incorporated Organisation)**

See action 24.1.2

#### **Clubhouse Working Group**

See Club House Working Group Update

Two groups – Group 1 looking short term (not including Sally) and group 2 (including Sally) looking long term

Any monies spent by group 1 will be on 'things' that can be utilised by group 2

Short survey monkey is being designed and will be sent to all members so that 'themes' can be picked up on.

## Meeting Specific Matters

### 4. RYA Affiliation – **Mark**

See information from Mark re RYA

Two ways a club can be affiliated to RYA

Firstly as a RTC (Regional Training Centre) which we are. We get inspected annually and have just passed the recent inspection

Secondly as an Affiliated Club. This gives benefits including access to their legal services and templates for our own policies.

No desire from RYA to dictate how clubs should be run.

Discussion on the above included using SOP (Standard Operating Procedures) from RTC paperwork; templates from RYA; creating policies that can be amended or new ones added as we work through them.

Decision – working group formed. Gerry, Rachel and Ian. Mark Jones offered his guidance and help to review docs. Rest of committee to review docs.

Shona Redpath and Ian Malcolm to be asked to help with legacy information.

List to include

club rules

History and background information

Club handbook (what club expects of YOU as a member; what members expect of committee; what club will do to make it safe for all)

#### **Action 24.3.4 Gerry**

Gerry to mark up current docs and send round committee for comment.

#### **Action 24.3.5 Gerry**

### 5. Event Updates

Junior Regatta 27/4/24 – 28/4/24 – **Rachel**

20 Toppers 19 Oppies and 6 Fevas as of 17/4/24

All on water requirements are in hand

Coaches in place

Catering in hand

Mike to marshal arrival of cars and boats to help with potential problems if field is very wet

Discussion re expanding car park to be added to next meeting agenda

#### **Action 24.3.6 Gail**

Laser / Streaker Regatta – **Sarah**

Richard Benson has agreed to coach

PRO and other on the water requirements are in hand

Adult Camp -8/5/24 – 11/5/24 and training

SI are all in place

Instructors meeting has happened

All requirements in place for adult and kids camps

24 hour race – **Mike**

Discussion on who should pay entry.

Decision was made that those sailing will make a contribution

Email to be sent to members to find out level of interest **Action 24.3.7 Mike**

Mike will liaise with Bluebell to ensure that both groups can send a team before entering

6. Query re U3A (University of The Third Age) kayaking member Graeme Ovens – **Sarah**

Mike is to contact Graeme Ovens as he has never done a duty and it appears that he is bringing kayaking guests mid week to the club. **Action 24.3.8 Mike**

7. Timers for heaters in Changing Rooms – **Sarah**

Covered in Action 24.1.4

8. Changing Room Rules -**Mike**

*See RYA Changing Room Guidelines*

This will be incorporated into the work of the RYA Affiliation group.

Mike to produce an interim poster on rules for changing room to include no mobile phone use **Action 24.3.9 Mike**

If Clubhouse Working Group agrees then more 'changing tents' to be purchased as they were a big success at kids camp.

**Action 24.3.10 Sarah / Gerry**

9. Tidying up of Website -**Gail**

For example:

removal of out-of-date language (refers to treasurer and secretary as 'he');  
stickers on transom;

As this involves changing wording of official club documents (eg Club Rules), the changed wording needs approval at an AGM.

These will be done as part of the RYA Affiliation Working Group

**Action 24.3.11 Gerry**

10. Photocopying on behalf of the club -**Gail**

Mike has agreed to copy race sheets

11. D/H regatta if not covered above and required to be discussed at this meeting – **Mike**

Carried forward to next meeting

12. Number of emails sent by Mike - **Mike**

Committee considered that the number sent was not a problem

13. Update to work that has been done 'behind the scenes and not listed previously

Thanks to Ian Malcolm for doing the following

PAT testing – all passed except two items which have now been replaced

New equipment needs tested within first 12 months of purchase

New locks for garage

David Redpath is to look at new leak in roof.

14. Date of next meeting  
Wednesday 15 May 2024

## Actions

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<b>24.1</b>	14	Rigging instructions for Feva	Gerry	
24.2	8	Passing on of Bluebell money	Rachel and Gerry	
24.3	1	Let Keith know decisions re his account access proposals.	Gail	
24.3	2	Discuss key lists with Sarah	Gerry	
24.3	3	Key decision at next meeting	All	
24.3	4	Set up RYA Affiliation Working Group	Gerry	
24.3	5	Mark up current club documents and share with committee	Gerry	
24.3	6	Add possibility of extending car park to agenda of next meeting	Gail	
24.3	7	Email all members to gauge interest in 24 hour race	Mike	
24.3	8	Contact Graeme Ovens re membership	Mike	
24.3	9	Changing room rules poster	Mike	

24.3	10	Purchase 'changing tents' if approved by Club House Working Group	Sarah / Gerry	
24.3	11	Tidying up of docs on website. Part of remit of RYA Working Group	Gerry	