

Minutes of the RTYC General Committee held on Thursday 15 March 2018

Present:

Commodore	Andrew Beaumont-Hope
Vice Commodore	Dick Smith
Rear Commodore Cruisers	Stan Jacob
Hon Secretary	Elizabeth Anderson
Hon Treasurer	John Adkin
Hon House Officer	Judy Pearson

John Barrett, Stuart Carter, Karen Cox, Anne Peers, Andy Ketteringham, Dave Parish

Apologies: Frank Martin, Mike Brand

The Commodore requested the committee to approve the proposal that the Non-Executive Directors be granted a standing permission to not attend 3 consecutive meetings or more. According to Article 5.6.4 of the Articles of Association without this permission their Directorship would be terminated. The Committee agreed that the Non-Executive Directors are not required to attend as they have taken over the position previously held by the Trustees. Proposed by Stuart Carter and Seconded by Karen Cox. Carried Unanimously.

Allocation of Duties

The Commodore asked that the allocation of duties would be as last year.

The Hon Secretary requested clarification as to how the Rear Commodore Sail would manage communication between the Office and himself during the year, with particular regard to events that need to be managed from the Office. There are a number of events coming up that have not been discussed and agreed. Clarification would be sought as to who the RCS would nominate as his Sailing Secretary whilst he is absent for the year.

Approval of minutes of the last meeting 11 January 2018

The minutes of the meeting held on the 11 January were approved, subject to the following amendments:

The VC stated that he wasn't at the last meeting but had been advised by a Committee member that two points were raised about the Navigation School and he wished to respond to these points.

- 1: The legality of using Torbellin for sailing.
2. Where the funding for the coding of the yacht Seonaidh was coming from and whether the Club would have a legal agreement with the owner.

The VC wished to respond to these points which were missed off the Minutes, but as the Committee Member who raised these queries is not at this meeting these will be responded to at the next meeting of the committee, subject to the minutes being approved. Proposed by Stuart Carter and Seconded by Dave Parish. Carried Unanimously

Review of Annual General Meeting 25 February 2018

The Committee reviewed the Annual General Meeting.

Matters Arising: There were no matters arising

Correspondence:

Thank you letter and card received from the Family of Ron Cannon for the excellent way in which the staff and Officers supported the family during the Wake held at the Club. The Officers were very appreciative of the way the RNLI crew assisted in getting the Club ready for the Wake.

Email received from Martin Morgans requesting that the membership categories of Probationary to Full Membership be clarified. The Committee reviewed these categories and thanked him for his thoughts but decided that an update on the wording was not required at this stage. The HS to respond.

Hon Secretary:

Staffing: There will be a cost of living increase from the 1 April 2018. There is also an increase of 1% for employer contribution on the pension scheme.

Emma has settled in the Flat and is working behind the bar over the weekend.

Hollie Wilson is a new member of staff working behind the bar and Nithinart is a new member of staff working as a house keeper.

Rooms within the Club. It was requested that the Committee book all meeting rooms through the office as there have been a number of clashes recently and it would help staff to know who was on the premises at any one time. We have recently had a situation where people have been in the Club expecting bar service before mid-day and the staff were no aware they were in the building. Can I also remind staff that the Club is open to members from mid-day to closing time only. Any usage out of that time must be booked through the Office.

It was requested that Committee members review their areas of the website, it will only be as good as the information provided to Barbara. We now have a members' area which is being trialled.

Staff, Commodore, Hon Secretary and Hon Treasurer who will handle personal data have now had GDPR training and Barbara is in the process of creating an appropriate email to send out to all club contacts to ask them if they wish to opt in on Club mailing lists.

GDPR will especially affect Ramsgate Week mailing lists as at present we hold a great deal of mail data which after May we will need to ensure that the option in process has been agreed. To this end VC Dick Smith has also received training.

First Aid training is being arranged for staff. Barry is organising this with Martin Morgans.

Hon Treasurer: Finance previous month and YTD Report submitted.

Bank Balances year on year to date:

March 2018 C/A £7175 S/A £140398 Total £147573

March 2017 C/A £6626 S/A £139607 Total £146233

The HT read to the Committee the proposed (Financial Procedures) Cancellation of orders from customers and Payment terms for payment of invoices. It is proposed that these procedures will be put in place to allow the Office to have a consistency of the way the finances of the Club are managed. The Committee submitted to the HT that the 14 day for payment of invoices is not the norm and should fall in line with standard practices and be 30 days. The HT noted the Committee's comments and will now draw up the final versions.

The Committee were requested to approve the Cancellation of Orders Procedure. Proposed by Stuart Carter, Seconded by John Barrett. Carried Unanimously.

The Committee were requested to approve the Payment Terms for Payment of Invoices Procedure. Proposed by Stuart Carter, Seconded by Stan Jacob. Carried Unanimously.

Bar previous month and YTD plus stock:

Stock Take took place 14 March. There will be price increases, which for the first time in a couple of years we will have to implement.

Rear Commodore Sail:

Race Hut Licence has been signed and sent to TDC. There are still risk assessments and PAT testing to be carried out. The RCS Team are dealing with this.

Rear Commodore Cruising:

A Shakedown cruise is planned to Dover over the Easter period.

There has been a lot of interest in the summer cruise.

The cruising plan is on the website.

Hon. House Officer:

A number of comments have been received about the colour of the fireplace both for and against.

The gas fire is ready for use but before it can be used, guidelines for when the fire can be used will be put in place to assist staff so that when the temperature is warm, excessive use is not made of it. The Committee agreed that controls should be put in place so that use of it is not abused. Proposed by John Adkin and Seconded by Andy Ketteringham. Carried unanimously.

The HS and HHO to meet to go through snagging list for the ground floor area to confirm all work is completed before the JJ invoice is paid.

The back of the building, top two floors are suffering with water ingress and urgently need repointing. A quote has been obtained of c£6000. It was agreed by the Committee that the work should go ahead as soon as possible.

Proposed John Adkin and Seconded by Dave Parish. Carried Unanimously.

Entertainments:

RTYC Walking Group to take place on Thursday 22 March

Snooker Final to be held on Friday 23 March

Frostbite Cup Prizegiving Fitting Out Curry evening has been arranged for Saturday 7 April 2018

Murder Mystery Back to School to take place on Saturday 14 April. Price to be agreed, numbers limited to 50. This will be advertised soon.

Ramsgate Week: Report submitted.

All going well, a RW meeting has been arranged for Thursday 22 March.

Navigation School: Report submitted.

A Navigation School Prize Giving with music has been arranged for 20 April. Club members are welcome as well.

Academy: Report Submitted.

Lifejackets have been serviced we are just waiting for them to come back to the Club.

The Commodore proposed that Nigel Collingwood be co-opted onto the Committee to take on the Academy role. Following a discussion, when it was noted by the committee that he had not completed a nomination form in a timely manner, it was agreed that Nigel Collingwood should be co-opted onto the Committee. Proposed Stan Jacob, Seconded by Dave Parish.

Social Media: Report submitted.

Membership Applications/Resignations/Deaths:

Mark Dance and Judith Torr	Confirmed Joint Membership
Patricia Forsyth-Jones	Confirmed Returning Full Member

Resignations: Mr & Mrs A Holley

AOB:

AP proposed that the pictures either side of the TV screen should be moved to either side of the fireplace to enable sailing and cruising pictures to be hung either side of the screen where they would be more visible. The committee agreed to this proposal.

AK stated that he should have the sailing pictures ready soon.

KC asked if the cones could be put out for the band playing Saturday night. The Club does not have any cones but the staff will do their best but cannot guarantee a parking space.

Meeting finished: 21.57

Date of next meeting: Thursday 26 April 2018

Apologies: VC