Yealm Yacht Club

**Management Committee Meeting**

**Minutes of the meeting held on Monday 23rd October 2017**

**At the Yealm Yacht Club**

**Present:** Andrew Beveridge (AJB), Chris Kirkham (CK), Barbara Mackay (BM), Duncan MacPherson (DM), Laraine Kirkham (LK), Tony Goodfellow (TG), Mervyn Wheatley (MW), Allan Baldwin (ALB), Diana Baumer (DB)

**AGENDA**

1. Apologies - There were no apologies
2. Minutes of last meeting. These were accepted as a true record.
3. Matters Arising from Minutes of 25th September. The following outstanding actions have been progressed.
* The Wi-Fi booster has now been installed.
* BM has e-mailed John Stacey re auditing and signing off the 2017 accounts
* AJB is chasing the outstanding drawings for the new toilet and back room
1. Health and Safety

AJB suggested there should be a Fire Practice soon.

**Action.** - A date has yet to be agreed.

George Buckland has offered to clear the brambles from around the fire escape.

The grass at the back of the club is currently being looked after by Graham Hogg who pays the Club £50 p.a. for the use of it.

DM stated that a First Aid Course for Yachtsmen would be held on January 14th (tbc) ..

**Action** DM to confirm date and venue

1. Financial Report BM presented the Treasurer’s Report to the meeting which she had previously circulated to the committee . September’s results were better than expected. To date, October is showing a reduction in food sales, but Bar sales are looking good. A revised forecast of £6K for food sales for October and November has been made. BM said she would begin to look at setting budgets for next year.

**Action** BM to present the 2018 Budget at the December Management Committee Meeting **.**

1. Sub Committee Reports

* Sailing. The prize giving ceremony will be held on the 11th November. There is a sailing committee meeting tomorrow where the prizes will be discussed. The new Yacht Secretary Ian Kennedy will attend this meeting. Sailing talks are now booked up until next April. DM reported that there will be a “Confessional Dinner “ on the 13th January 2018. Next Year’s May Bank Holiday, Ballad Nationals, will need a social programme. Transport from the pontoons will also need to be discussed and agreed.

**Action** DM and John Pegg will meet representatives of the Ballad Association to discuss their sailing and social requirements.

* Social LK reported there had been a recent Social Committee meeting to discuss forthcoming events. The Italian evening had been a great success. Unfortunately the Jamaican evening was postponed because of John and Anne going off sick. The Beetle drive will take place this Thursday and the Sparkle Party (no food) on the 24th November. A piper is needed for the Burns Night on January 27th.

AJB reported that he had written to Jill Taylor to thank her for a very successful Autumn Series Lunch which was held on Sunday 22nd October at the Yacht Club.

**Action** Committee to contact LK if anyone finds a willing piper for Burn’s Night.

1. Capital Project Update TG circulated a POS System Proposal Paper before the committee meeting . The paper looked at the installation of a point of sale system for the Bar and Bistro which would bring the till system up to modern standards thus improving efficiency of the club. There is also a longer term goal to allow members to access the WEB site to use a variety of services. The paper identified the need to upgrade membership cards and a magnetic card printer purchased as part of the upgrade. A number of quotes have been received to undertake this work and a local company “WCR “ identified as the best fit for the club’s needs. £7K capital expenditure will be needed to undertake the work. AJB emphasised the need for adequate training for all users of the new system. DM proposed that the committee accept the proposals. AJB seconded this. The proposal was accepted and will proceed.

**Action** TG and AJB to instigate.

The Cellar Roof A number of quotes have been received and Stay Dry Roofing have been chosen to undertake the work as soon as possible. The quote was for £3180 (plus 10% for contingencies)

AJB stated that Martyn Cawse has been a tremendous help with this piece of work. The committee wish to extend their thanks to him for this.

**Action** AJB to convey our thanks to Martyn Cawse.

1. Membership There have been 3 new applications since the last management committee meeting plus 1 application that has been accepted . Some committee members were unaware of the applications . TG stated that when someone applies to become a member, all committee members should receive details of the application. Then if there are no objections it should go through 14 days later.

**Action** TG to investigate why some committee members are not receiving notification of new members.

1. Correspondence AJB asked the committee to consider a request from NF school PTA to sponsor their firework display on 3rd November. The committee felt there were more important causes and therefore the request was declined. AJB has been asked to contact the Harbourmaster regarding canoeists and paddle-boarders using the pontoon to launch. The committee acknowledged that this was outside the remit of the YYC Management Committee.

**Action** AJB to write a reply.

1. House Maintenance There was nothing to report to the meeting.
2. Website TG reported that Harry Hawken was involved in managing the website and Elaine Clarke was doing well with Facebook postings. DM asked who/how to contact if we want something put onto the website.

**Action** TG to facilitate training for committee members as required.TG to provide Harry Hawken’s e-mail address so that he can be sent things to go onto the website. Addendum - harryhawken8@gmail.com

1. Training Nothing to report
2. AOB The Future of YYC Bistro. AJB previously circulated a paper for consideration and led the discussion about the current situation. AJB has sent a letter to John Provenzano confirming his pay rise as agreed on September 25th. John Provenzano has been signed off for another 6 weeks and Ann Provenzano has been signed off for 3 more weeks, both in addition to their original 2 weeks sick leave.The committee agreed the following actions.

**Action** CK to line manage John Provenzano’s return to work as, and when it happens. Any disciplinary matters will be managed by CK and AJB.

LK and AJB to meet with Dinner Service Ltd tomorrow at 6pm as previously agreed, to discuss the short term catering needs of YYC

**Next Meeting - November 27th at YYC**