



CSC Board Meeting FINAL Minutes
13th March 2024 at 7pm in Club House



	Topic	Information	Lead/ Action
1	Present and apologies	Present – SH, DF, MAB, AE, DV, CT Apologies – PB, JD, LP, MW Absent -	MAB
2	Minutes of Meeting of 12 th February 2024	Approved with/out amendment. Proposed DV; seconded AE.	MAB
3	Matters arising from the Minutes.	SH still working on Google form for members to see what can help with. Harbour signage ongoing (JD) + dinghy park tidy up; complaints form to be finalised (SH/MAB)	All
4	Treasurer's Report	See note to item. Insurance likely to go up by about 15%	DF
5	Board and appointments		SH
6	RTC Training, Dinghy Bosun and Heritage Member reports	See note to item. In this year of transition there is an opportunity for the Board to become more conversant with the integral role the RTC plays in the life of the club, and how to ensure that systems are in place for the Board to support the RTC.	RJ
7	Social Convener update		
8	Membership update	See note to item. New members approved. Exit forms to be sent to non-renewers after end of renewal period (SH).	HJ
9	Buildings; Health and Safety	DV to carry out online Fire Risk Assessment during Easter holidays. Steve Bramwell painted the stairs (great job!) – prior to stairlift being installed. Stairlift is now in place and functional. Steve B is going to put together a set of instructions; agreed to keep the spare key in bar and one with the remote control at the bottom of the stairs. He's also organised some volunteers to freshen up the vestibule, and he will draw up instructions on how to use it. When weather improves can start on outside paintwork again – John Paul happy to continue.	DV
10	Harbourmaster update	Starchild: DH has forwarded video of effects of high tide with strong SW winds to owners - find out if any response and follow up (MAB).	JD
11	Moorings update	Crane in 9 th April	DH
12	Sailing Secretary update	Have organisers set up for all the regattas this season. Will need support in terms of volunteers, so will put out info for that on socials and in emails out to members (LP).	LP
13	Rowing Update	Black Isle row meeting this w/e. Possible Cox course with Invergordon and Alness – new club, they have funding. Suggest they become members rather than charge fees so they are covered by insurance.	SH
14	Paddle-boarding and swimming update	Plenty of swimming and swimmers enthusiastic to get involved in refurbishment. Paddle-boarding – SH to ask Graham Bull if he might be prepared to run any SUP training or excursions this year.	
15	Club Development	Initiative prioritisation – next meeting to focus on this.	

		Oar box update – on hold as Gavin still looking for a suitable site.	
16	Promotion Group update		
17	Check accident book		MAB
18	AOCB	<ul style="list-style-type: none"> • RYA Sail Clean Strategy – Affiliation process (see note to item). Poster to be put up in club; RTC Principal aware. • Lounge refurbishment (see note to item) – to go onto Initiative Prioritisation process (next meeting) • RYA Scotland Connected Club Conference 2nd March Perth feedback: SH, MAB and Richard Jenner attended; useful networking opportunity, presentations/issues included RTC inspections (see RTC report), multi-watersport clubs, junior/youth sailing progression, new Affiliation portal, safety management systems and general reporting on RYA statistics, financing and plans going forward. • Boat Jumble Sale (Simon Sims) – DF working on logistics for taking money for tables in advance; DF can attend and will host a table for the club for any members wanting to donate items to sell, proceeds to go to the club. 	All
19	Date & Location of next meeting	29 th April 2024, clubhouse – Initiative prioritisation meeting	MAB

Office Bearers and Trustees of the SCIO:

Sandra Hogg – Commodore – SH (also Rowing Secretary)

Treasurer – David Finlayson – DF

Secretary – Marisa Astill-Brown – MAB

Board General Members and Trustees:

David Vincent – DV – (also Health and Safety Officer and Building Custodian)

James Dargie – JD (also Rear Commodore and Harbour Master)

Lisa Pattenden – LP (also Sailing Secretary and Safety Boat Bosun)

Mike Wilson – MW

Chris Taylor – CT (Promotion Group lead)

Allison Elder (also Swimming lead)

Paul Briggs (also Social Convener)

Note to Item 4: Treasurer's Report

March 2024

Membership subscriptions: the membership renewals have been satisfactory with income of **£12,632.00** (subs & dinghy/small craft storage) as of 10/03/24. The membership secretary will be chasing late payers by the end of this month.

Stairlift: full payment has now been made for the stairlift

Insurance claim: The insurers have accepted the claim for a new mast for the Quest which was transported from Perth by the training principal. A second claim may be needed for repairs to Meikle but a quotation for the repair will be needed.

Insurance cover for boat jumble: the insurers have confirmed that our third-party public liability will cover us for the general liability of this event but sellers and buyers should be aware that any transactions are their own responsibility and the club will accept no liability in respect of items forming part of the jumble.

Craning: insurers informed of craning date and quotation awaited (usually added to the monthly DDs)

Balances as at 11/03/2024 are:	March	Feb
Bank account:	£49,858.37	£46,319.85
PayPal:	£577.45	£1,914.81
Total:	£50,415.82	£48,234.66

(note; above March balance is after paying for Quest mast but before receipt of insurance funds)

11/03/2024

Note to Item 6: RTC PRINCIPAL/DINGHY BOSUN/HERITAGE MEMBER UPDATE TO THE BOARD FOR THE 14 MARCH 2024 MEETING

RTC

INSPECTIONS

The board should be aware that 4 club based RTCs – Chanonry, Lochaber, Loch Carron and Aberdeen & Stonehaven – submitted a joint letter to Richard Falk, RYA Director of Training & Certification, regarding the ever-increasing burden of bureaucracy being imposed via the inspection regime. The issue was discussed face-to-face at the RYA Scotland Connected event in Perth on 2 March and we are awaiting a written response from Mr Falk. Regardless, RYA Scotland (Robin Nicol, Coach Education Manager) has offered to help clubs prepare and the 4 clubs are working together as well through a document exchange. Various board & club members have a role to play in preparation for the inspection and I will contact the board via the sec when we have a 2024 date. In the meantime, I've attached the 'tick sheet' the inspectors use (IR1) so that the board can familiarize itself with the scope – some of which is outwith my direct responsibility and control.

RTC HANDOVER

I have had a meeting with Marisa (RTC Principal designate) and Chris Taylor (CI Dinghy designate) and we've agreed to do an extended handover throughout the 2024 season with the formal handover date being the 2024 AGM.

RTC OPERATING PROCEDURES

I am giving the RTC Ops an extensive overhaul partly to pre-empt inspection issues and partly to capture information that I hope will be of use to my successors. I am reformatting the document into distinct sections hopefully to help with readability.

SAFETY

We successfully trialed the use of an old boarding ladder (3 rung) on the RIB to recover a MOB who was able to help themselves. A second boarding ladder has been modified to match the first and these will be added to safety boat kitting lists. The ladders can be stored on the RIB behind the seat and Helen is making some quick release straps to secure them; I suggest, rather like the anchors, they are left on the boats after use. We will include use of the ladders in training.

FORMAL TRAINING

The first PBL2 course of the year had no takers so the next course will be 30/31 March and CI Power is promoting the course.

DINGHY BOSUN

The 2nd Quest was collected on 22 November and is awaiting fitting out in early April. Sadly, the first Quest, Mara, was blown over on 31 January by Storm Ingrunn causing a spreader to break. On taking the mast down it was found to be bent and slightly twisted. A replacement has been acquired and the insurance has covered the costs less £50 excess. Other boats upwind, similarly secured, were not blown over so I conclude that windage on the mast head float played a part. In the future we will need to take down the masts at the end of season and, during the season, add water tank ballast at the shrouds. I can donate 2 tanks and purchase 2 more.



HERITAGE

I delivered 2 heritage talks at the club (15 & 29 January) with around 18 attendees at both.

Richard Jenner

09/03/2024

Note to Item 8: Membership report for CSC Board meeting of 13 March 2024

New members since the last Board meeting:

Angie Wood – Individual

James MacArthur and Rachel Coonan – Family

Pamela Lemon – Senior Individual

Justin Kingston – Individual

Lawrie Callander – Junior

Ann Hitchen – new member in existing membership (upgrade to Family)

Keith Stevenson - new member in existing membership (upgrade to Family)

The membership renewal process is nearly complete. Still waiting for a response from a few members (around 20 on 9 March). I am contacting them each individually. A couple of members have been away and are renewing once back home.

The updated list of “Ex-members” will be uploaded to the One Drive once the process is complete.

Proposed final cut-off of Easter Sunday 31 March.

Helen Jenner

Membership Secretary

Notes to Item 18 - AOCB:

Sail Clean Strategy

As part of the new RYA Affiliation process, one of the areas we need to include in order to continue to qualify next year, is an “awareness” of the RYA’s anti-doping strategy, entitled “Sail Clean”.

This link takes you to the relevant page on the Affiliates part of the RYA website: <https://www.rya.org.uk/club-centre-support/affiliates/club-anti-doping-guidance> . Attached is a pdf of the Sail Clean Strategy itself.

Pages 13 and 14 of the strategy have tables which illustrate the levels of engagement required by different levels of racing engagement, and as a “recreational” sailing club, the requirements for CSC are really just an awareness in

some of the areas described. What the RYA means by “awareness” is not really explained, so we can interpret it as makes sense to us, I guess.

In order to be able to tick this box ahead of next year’s affiliation declaration, it would be ideal if the sailing secretary / sailing subcommittee, RTC Principal and all members of the Board had the basic awareness as described in the link/attachment. There is a poster that we could put up in the club, which may or may not capture the attention of some of our sailors. Otherwise I would say it was down to the sailing and training leads to use their judgement about the extent to which they need to engage with their respective sailing communities in this area.

Lounge Refurbishment

Initiative ID No. tbc

Initiative Title – Members Lounge Refurbishment

Sponsor/Owner Name(s) – Chris Taylor, Allison Elder, Anna Campbell

Description

The lounge is frequently cited in member feedback as requiring improvement. The main comments relate to uncomfortable seating, lack of storage, clutter and dated décor. Upgrading the lounge should encourage more member engagement and socialising, provide more enjoyment for members who don’t participate in water sports, and encourage more interaction before and after activities on the water. It could also lead to the lounge being hired out more for external functions, bringing in income.

The lounge space needs to perform a number of roles:

- Training room / wet area
- Social space pre-post activity on the water
- Meeting / Functions space– Burns Night, Quizzes etc
- Space for film nights, talks, AGM etc with ‘theatre’ seating for larger numbers
- Needs to show the story of the club, today as well as our heritage

Process

There are many possibilities when it comes to upgrading the lounge. An iterative process is suggested where we narrow down options from a long list, then develop a costed list of works, then agree a final spec and budget. A long list of options is set out below.

Note – costs below are rough estimates , where known, and are indicative only. No quotes or firm prices have been sought at this stage. There may be scope to source items more cheaply, second hand, or donated by members.

Options – Long List

Main proposals requiring spend

1. Move the ‘training wall’ to the opposite end wall that currently has the bookcases. On this wall build floor to ceiling storage cupboard approx 3m wide / 80cm deep, to take stacking chairs – requires joiner plus materials – would need a quote from joiner.
2. Whiteboards to be fixed to the front of these units (re-use existing whiteboards)
3. Large, roof-mounted projector screen installed. (approx. £150 for 260cm wide screen). The current screen is too small for most uses.
4. Fixed, wall mounted speakers are suggested / existing old stereo to be removed.
5. Consider camera / mic etc to allow for zoom calls, meetings, guest speakers joining remotely. etc.
6. Fix mdf tongue and groove panelling (£150) to the current training wall to cover up breeze block. Framed pictures on this wall. Creates nicer space near the bar.
7. Option of woodburning stove / ‘fake’ electric equivalent as feature on this wall?
8. New vinyl flooring to replace carpet (various options from £25sqm / approx. £850. Removes the need to segregate a ‘wet’ side of the room.

9. Additional wall storage / shelving added in the galley to remove clutter from work surfaces and display items for sale. (£50)
10. Existing lower-level galley shelving is starting to sag and may need reinforced / replaced. (£tbc)
11. Replace strip lighting to recessed adjustable downlights on dimmer switch (possible 2 circuits for different settings to suit events) – quote from electrician
12. New lounge seating. Suggest 12 nice, stackable chairs initially (approx. £30 each) and gradually replace brown plastic chairs over time.
13. Source armchair / lounge seating for the window area.
14. Another option on seating could be new cushions (exterior / garden cushions?) for existing wicker chairs.
15. Coffee tables – sand and stain existing? or replace – possibly add two more to give 5 x coffee tables. (£tbc)
16. New venetian blinds to replace curtains. (£500 ?) Note – still need ability to black out the room.

Decorative works

1. Painting walls and window frames. Can be done by volunteers / paint to be purchased. (£150 – 200 for paint) ‘Stiffley Blue’ colour suggested for window frames
2. Repaint cladding underneath servery.
3. Apply spare old charts (already in the club) as wallcoverings?
4. Create displays with poster size historic images and more recent images that reflect the club today. Can show a club/ harbour timeline (possibly on the stair wall)
5. Retain and display plaques, flags and framed photos.
6. Review bookshelves and remove anything not required. Small bookcase to be retained for remaining books?

Galley / bar

7. Plan galley layout to help with flow (re-organise cupboards + add shelving.
8. Paint back wall and add shelving to display offers & quick access items like mugs.
9. Menu board - Good quality black board (behind hatch or to left of it).
10. Can we update cupboard fronts? Quite a few missing and looks untidy.
11. Option to introduce a lifting bar / hatch at the servery to give two access points to the galley and avoid pinch point around the cooker and sink, and provide better access to back of the bar.

Other areas – general comments

12. Identify space/ layout for sailing / maritime / club heritage posters, possibly framed. Potentially downstairs too.
13. Downstairs – review and rationalise noticeboards. Keep high traffic areas clear.
14. Remove notice board and signage clutter from inside front door. Replace with a chalk board, welcome sign, info on events coming up etc. A noticeboard could also be displayed upstairs.
15. Bins at the bottom and top to the stairs – are both needed? Bins upstairs to move away from landing.
16. Are existing circular wall lights to stay?
17. If serving of alcohol was done through the main servery, and the optics moved to above where the kettles currently are, could the bar area be better utilised as storage for folding tables, stacking chairs and general additional storage?

Next steps

- Board to consider the above list, identify anything missing and advise project team on prioritising. As a very rough estimate, doing everything on the list could be around £3000 - £4000
- Project to be scored in line with prioritisation process
- Project team to identify exact cost of works and develop a plan and timeline for the work.
- Board to agree a budget, and possibly phasing of works.

- Board to consider how members are communicated with about these changes. Possible design ideas.

