

## MINUTES OF THE 45th ANNUAL GENERAL MEETING

HELD AT THE CLUBHOUSE ON THE 10<sup>th</sup> OCTOBER 2012

### ***Present.***

Gordon Scott President & Chairman, Officers, Hon. Members, Trustees & Members totalling 40 voting members.

### ***Apologies for Absence***

Apologies had been received from

Tim Banks  
Nick Fisher  
Melvyn Matthews  
Hilary Ross  
Duncan Whitrow  
Sarah Harding  
John Belcher  
Graham Cranford Smith

The Chairman, Gordon Scott, opened the meeting by explaining the agenda. He noted that there would be a general discussion at the end of the formal business of the meeting and that general questions should be raised at that stage.

### ***1. To approve as a true record the minutes of the 44th Annual General Meeting.***

- 1.1. The Chairman asked for approval of the minutes of the 44th Annual General Meeting as appearing on the Club's website.
- 1.2. There were no matters arising in the minutes
- 1.3. The motion was proposed by David Macklin and seconded by Brian Brooks. The Chairman asked for a show of hands to approve the minutes and this was given unanimously.

### ***2. To acknowledge reports from the Commodore, Officers of Sailing and House and Grounds as printed with the notice of Annual General Meeting and approve as necessary***

- 2.1. Mike Thompson, Commodore, noted that his formal report was in the AGM notice. He did not intend to go through all the points but wished to draw attention to some of them.
- 2.2. He firstly thanked Colin Shepherd who was stepping down as Health and Safety officer. He had made a significant contribution to the club. He then thanked all those who had volunteered during the year.
- 2.3. He stated that it had been quite a quiet year due largely to the weather. The lake had however been full and this had made sailing a good deal easier. He noted the sad theft of two outboard motors from boats moored out on the lake. However, the cost of replacements had been largely met from insurance proceeds. Further security precautions had been taken. Of more a concern was that there had been a recent spate of minor thefts at the club. We had lost chains, several radios, sailing equipment from the changing rooms and various bits from boats. He was concerned that the club was in danger of getting a reputation for things going missing. The General Committee would be discussing this issue at their next meeting.
- 2.4. The club is taking steps to facilitate the administration of the club's duty roster and is going ahead with the introduction of Duty Man software which will hopefully make the arrangements for duties a lot more straightforward and flexible.
- 2.5. Finally, the committee was looking into developing the Club's use of IT by adopting Cloud computing in certain areas. He hoped that this would help the administration of the club and provide a better service to club members.
- 2.6. He concluded by saying that he felt that it had been a good year for the club albeit a bit of a quiet one. We had received a lot of compliments from visitors to the club, the most recent

one from the RYA following the highly successful zone championships event held in late September.

- 2.7. The president then asked whether there were any questions on the Commodore's report.
- 2.8. Peter Cheek asked a question as to what the Commodore was referring in his report when he referred to the fact that 2020 wasn't far away. The Commodore stated that this was reference to the 2020 Olympics. Peter Cheek also drew attention to the fact that, in his view, 2017 was a much more important year as this would be the club's 50 year anniversary.
3. The Vice Commodore, Simon Chapman introduced his report.
  - 3.1. He stated that it had been a very difficult year but nevertheless the turnout for racing had been consistent with prior years. A number of members had also achieved considerable success outside the club. The Club had also run many very successful events. For example the RYA Zonal championships had attracted some 93 boats and had received plaudits from the RYA.
  - 3.2. Training had been very successful. An increased number of courses had been run and a number of new Dinghy Instructors had been trained. There was a huge demand for courses and we were booked up into next year. Junior training had also been very successful. This was where the club's future lay and youth members were very much seen as the lifeblood of the club. He thanked Alison Woodiwiss and the other youth trainers for all their efforts during the year.
  - 3.3. General sailing numbers had been down but this was probably largely due to the weather.
  - 3.4. He noted that some felt there was inadequate representation of cruising sailors on the Sailing Committee. There were currently three non racing members on the committee and he would welcome a further non racing member to the sailing committee to take specific responsibility for organising events for non racers.
  - 3.5. He concluded by saying how much volunteers meant to the club. They were what made the club tick and he thanked them for all their efforts during the year.
  - 3.6. The President then asked for questions.
  - 3.7. Peter Cheek drew attention to the days where general sailing was not allowed due to open events and asked why this was. The Vice Commodore answered that the issue was one of safety. Bristol Water only allowed a limited number of safety boats on the lake at any one time, and, particularly for junior events, all the safety boats were required for certain large events. We were also restricted by the numbers which the club could hold, particularly in the car park. The Club would continue to ensure that the number of these closed days was kept to a maximum of 6 days per year.
4. The President introduced the Rear Commodore, Allen Marsh.
  - 4.1. The Rear Commodore summarised the main points of his report. The ladies' showers refurbishment was a priority and it had been intended to do this during the year. However, the water supply had been found to be inadequate. This had now been fixed but the ladies' showers work had still not commenced. He was in the process of obtaining quotes and he hoped to complete this work by Easter.
  - 4.2. New caterers had been appointed following the resignation of Stoneground earlier in the year.
  - 4.3. The hammerhead pontoon had continued to be a problem. Whilst the new part of the pontoon had been working well, the hammerhead part had detached itself and whilst we had fixed it, we were unclear as to how long this would last in the severe weather we had experienced. The pontoon would continue to be monitored.
  - 4.4. Security was a continuing problem, particularly the locking up of the club house. It seemed to be a very difficult task to ensure that duty officers completed the locking up procedure correctly. Some improvements had been made including the numbering of the keys and the production of locking up 'sign off' sheets, but problems were still encountered.
  - 4.5. He was concerned with the look of the club. Decorations and furniture were looking tired in certain areas and the Club was preparing a plan to improve the general look of the club once the ladies showers work was complete.
  - 4.6. The president asked for questions.
  - 4.7. Mike Meloy noted that the coffee machine worked well, but there seemed to be a lack of small cups which fitted in it. He asked whether we could have some more. The President noted that mugs seemed to go astray all the time and that we replaced them very regularly. The Rear Commodore noted that it was all the members' responsibility to keep the club clean and tidy. If members spotted rubbish or mugs left out in the car park, they should pick them up and return them to the Galley. Andy Harris noted that large mugs did work in the

machine but that there was a specific technique that needed to be followed in order to fit them in.

- 4.8. Charles Tricks noted the theft problem and suggested that we attach to the renewal forms a comment that thefts were a problem etc.
- 4.9. Primrose Salt thanked the Rear Commodore for increasing the water pressure. She had been to a number of other clubs and had experienced electric showers which had a very poor flow rate and were quite inadequate.
- 4.10. Gail Pattison asked whether there was a plan for the ladies showers. The Rear Commodore stated that there had been a plan on the wall in the ladies' changing rooms for sometime. He stated that he would welcome any feedback on the plans. A question was asked as to what the arrangements were going to be while the work was being done. The Rear Commodore stated that the showers were being moved around so there would always been some showers in operation.
- 4.11. Brian Brooks noted that the club key ring was getting bigger and bigger and asked whether we could get all locks operating on a single key (e.g. a Euro lock system). Errol Edwards said that he worked in security and did not recommend a one key system as if one key went missing all the locks would have to be replaced. Helen Martin suggested that we discuss security further after the formal meeting.
- 4.12. The President asked for a proposer and seconder to support the motion to accept the flag officers' reports. Doug Pattison proposed the motion and Andy Harris seconded. The motion was then put to the meeting and passed unanimously.

## **5. To receive the Accounts and a Report from the Treasurer.**

- 5.1. Ian Hudson, the club treasurer was introduced by the President. The Treasurer thanked Sarah Harding, the previous Treasurer, for putting together the prior year's financial statements. He highlighted the main points in the accounts. There had been a small deficit in the year. This was due to a number of reasons e.g. a lower contribution from joining fees and no CLADS contribution this year (2010 - £5,000 contribution towards the new pontoon). Utility costs had also increased from the prior year (a large credit note had been received in the prior year). New capital items included the rib and the Fox dory.
- 5.2. The club had high cash balances at the year end but this was largely due to cash received in advance and would be needed in the coming year. Helen Martin was concerned that printing and stationery had increased significantly and asked why this was. (this was subsequently explained – the 2011 costs were very low as very few hard copy newsletters were printed that year. In 2012 more hard copy newsletters had to be printed as well as reprints of duties and rules books). Nigel Carson noted that legal and professional had gone up. The treasurer stated that this latter increase was due to the honorarium paid to Sarah Harding which she had not claimed in prior years. RYA fees had gone up also (this was subsequently explained as the prior year figure had been understated due to an accrual error in the prior year – the RYA figure appearing in the 2012 accounts was correct). Nigel Carson asked how rich the club really was as he found it difficult to understand the financial position from the accounts. In particular, he was interested in understanding how much of the cash balance was unlikely to be used in the current year. IH stated that it was possible to get a good idea of this by examining the reserves shown in the accounts which showed that the general reserve stood at just over £40,000. The Hon Secretary, Andrew Martyn-Johns, stated that in terms of cash flow, it was likely that cash balances would go down to between £60,000 and £70,000 by early February. He noted that it was important that the club had a sizable cash reserve in case it suffered a sudden fall in income or had to meet a significant unforeseen expense.
- 5.3. The President then asked for a proposer and seconder to support the motion to accept the Treasurer's report and the annual financial account. This motion was proposed by John Shimmell and seconded by Dave Hopkins. The motion was then passed unanimously.

## **6. Business as defined in Rule 9.2 (a) "scope of meeting" and (b)."prior notice".**

- 6.1. The President explained that there were a number of proposals to make amendments to the club rules and that these were set out in the notice of the AGM document.
- 6.2. Proposal one – **payment of entrance fees by new applicants who have previously been members of the club.**
  - 6.2.1. Andrew Martyn-Johns, the Hon Secretary, explained that it has been noted that whilst it has been the practice of the club not to charge an entrance fee to new applicants who

have previously been members at the club, this had not been formalised and it was felt that the rules should be amended to reflect this practice.

6.2.2. After a brief discussion, the motion was put to the vote and unanimously approved.

6.3. Proposal two – **removal of requirement for new applicants to have proposers and seconders for their nomination.**

6.3.1. Brian Brooks asked why appeals were to be heard by the same committee that had refused the application in the first place. The Hon Secretary replied that the appeal was an opportunity for the applicant to put further information to the committee which they might not have been aware of at the initial meeting where the application for membership had been rejected.

6.3.2. A question was raised as to why we were making these changes. MT explained that this rule change was proposed in order to bring the club's membership rules into line with the RYA's recommended wording. The current rules required prospective members to have a proposer and seconder which it was thought may deter some from applying for membership. He also understood that some grant bodies will not approve grant applications unless such clauses are removed from a club's rules.

6.3.3. Andy Harris said he was happy to see this rule go as the system of having a proposer and seconder did not add anything to the application process. The President stated that we would still recommend new applicants to come down to the club prior to submitting their application so that they could get a feel for the club and its facilities and ensure that these met with their expectations.

6.3.4. The rule change was then voted upon and approved unanimously.

6.4. Proposal 3 – **Clarification of responsibilities of the Sailing Committee**

6.4.1. Brian Brooks was invited to explain why the changes had been proposed. He stated that he wanted the Sailing Committee to realise that they were representing all sailors not just matters relating to racing. The Vice Commodore welcomed the clarification. He noted that there were currently 3 members who were not racers on the sailing committee and he would welcome an additional member from the cruising fraternity to help represent their specific interests.

6.4.2. The proposal was put to a vote and passed unanimously.

6.5. Proposal 4 – **changes to the definitions of Family and Student membership**

6.5.1. MT introduced the proposed rule change and stated that as youngsters stayed on at home or in higher education much longer than in previous years it was thought sensible to increase the upper age limit to 25 so as to try and avoid students in their early 20s leaving the club due to financial reasons. Helen Martin supported the change but suggested we should encourage some of the student members to do duties. The President agreed to look at this. Doug Pattison said that families currently had to do only one duty and it was up to them as to which member of the family did the duty. Dave Hopkins said that in some cases 2 members of a family with family membership had volunteered to do two duties. Nigel Carson suggested that we register individuals separately on the system. Dave Casley suggested that we make the over 18s student members. Doug Pattison noted that this would reduce the number of members sailing due to the numbers cap imposed by Bristol Water. The membership secretary, Claire Jefferies, noted that it wasn't possible to have a family membership and a student membership and so making over 18s student members would not be possible.

6.5.2. The motion was put to the vote and approved unanimously.

6.6. Proposal 5 – **Payment of key deposits and the return of deposits on resignation of a member.**

6.6.1. The Commodore introduced this motion and explained that the rules currently contained no mention of any time limit on the return of keys by past members and, as a result, a significant amount of monies had accumulated representing key deposits held on behalf of past members. It was proposed that there be a time limit after the resignation of a member, at which time, if keys were not returned, deposits would revert to the Club.

6.6.2. Charles Tricks asked whether the rule could be applied retrospectively. The Commodore stated that this was not possible. The Vice Commodore drew attention to the statute of limitations saying that after 6 years the money would revert back to the club in any case.

6.6.3. The motion was put to the vote and approved unanimously.

7. **Election of Officers as defined in Rule 4.2**

- 7.1. The Hon Secretary explained that a technical issue had arisen around the election of the Club's officers. Details of the candidates for these positions had been set out in the notice of AGM. The Club rules require that all candidates should notify the Hon Secretary of their intention to stand 14 days prior to the AGM and this should be accompanied by a signed statement of willingness to serve, together with the names of their proposers. Rule 4.2 states that no candidate shall be proposed unless this rule is complied with.
- 7.2. Whilst notification of the candidacies had been received well in advance of 14 days prior to the AGM, signed nomination forms had not been received. Technically, therefore, the nominations should not be proposed at this AGM. However, none of the positions were being contested and in the circumstances he asked that members vote to waive the need for the 14 days notice to be given.
- 7.3. Helen Martin said that this seemed a sensible proposal and she was happy to support it. Dave Casley noted that if we didn't do this, we wouldn't have a committee to manage the club. Brian Brooks stated that if this proposal wasn't agreed then responsibilities for managing the club would rest with the Trustees which he did not want. Mike Meloy stated that he would feel more comfortable if there was a legal opinion to support this approach. The Hon Secretary explained that as this was a club run by the members where any rule change had to be approved at the AGM, he believed it was entirely appropriate to go ahead with the appointment of officers as long as the members in general meeting approved the waiver he was proposing. Dave Hopkins suggested that we accept a proposal from the floor to waive the 14 days notice. Doug Pattison said that he thought we should go ahead with the proposal given the confidence that he had in the Committee.
- 7.4. The motion to waive the requirement to submit nomination forms 14 days prior to the AGM was proposed by Dave Hopkins and seconded by Tony Page. The motion was put to a vote and carried unanimously.
- 7.5. The proposal to elect the officers was then put to the AGM and approved unanimously.

#### 8. ***Election of General Committee as defined in Rule 5.1***

The motion was proposed by Helen Martin and seconded by Tony Page. The motion was then put to a vote and approved unanimously.

#### 9. ***Appointment of Auditors for the coming year***

- 9.1. The Chairman asked for approval to appoint Mazars LLP Chartered Accountants as the auditors to the Club for the coming year.
  - 9.2. George Simpkins proposed and Tony Page seconded the motion. A show of hands confirmed the appointment unanimously.
10. The Chairman closed the formal business of the Annual General Meeting.

#### 11. **Discussion**

12. Gail Pattison asked which day the cleaners come as she noted that the changing rooms were in an awful state. The Rear Commodore said that they usually came on Mondays and Tuesdays. Mike Meloy noted that the gents changing rooms had been fine this morning and if it was in a bad state this evening, then it was due to the members sailing today. Primrose Salt thought that it might be largely due to the schools and universities who came on Wednesdays. She had seen some of the students making a real mess in the changing rooms. The Chairman said that he would report this to the group representative.
13. Primrose Salt noted that the area near her boat was getting very overgrown and there was an obstruction next to the grass which gave her a problem when moving her boat. The Rear Commodore agreed to have a look at this. George Simpkins noted that it was the responsibility of the members to trim the area around their boat. He also suggested that the bank on the right, as you come in from the gate hut, be cleared by contractors. Allen Marsh agreed to look at this.
14. Brian Brooks said he wanted to talk about how the club was seen by the local community. He had been challenged by locals, who were not members of the club, as to what the club did for the community. He said that they saw us as operating behind locked gates doing our own thing. He thought that we should improve our image by doing something for a local charity. The Commodore thought that this was a good idea. He was intending putting this into action this weekend with the RNLI meeting where he was going to ask those competing to donate £5. He agreed that we should do more. He mentioned the Adolfo Bastardo race held at Lake Garda as

an example of a charity event. Errol Edwards suggested that we have a 24 hour race for charity but it was pointed out that Bristol Water would never allow this. Doug Pattison said that he thought that we did do some things for the community e.g. supporting school sailing etc. Ali Woodiwiss stated that she thought the club's reputation in the community was improving. She added that the family regatta weekend would be a good time to stage an event for charity. Charles Tricks suggested that we should support a local community charity e.g. a local hospice or something similar. Helen Martin suggested we enter a team in the Chew Valley bed race to raise money for charity. Mike Meloy suggested that at the Family regatta we charge a fee for taking people across to the island.

15. Charles Tricks had noted that the weather station was often not working. The Chairman stated that Jose Simas had done a lot of work to get the weather station working and linked up to the website. Jose pointed out that the weather station appeared not to be working as someone kept taking the wire out of the back of the weather station. Doug Pattison stated that he found the weather information quite complicated and that he just wanted to know what the weather had been doing in the last few hours rather than be given all the detail. George Simpkins reported that in order to develop the weather station, Jose would like remote access to the weather station through the club's internet.
16. Errol Edwards asked the President to confirm that the club did not compensate members for losses of their own equipment. The President confirmed that we did not pay compensation to any club member for loss of their equipment.
17. A question was asked as to whether we could have a webcam. The Commodore stated that he had been unimpressed by other club's webcams. Webcam pictures were usually not of sufficient quality to give an accurate impression of weather conditions. However, if the club wanted one, one would be put in. George Simpkins suggested that we had one focused on the bit of lake with the committee boats on it as a security measure. The Commodore also noted that a webcam could be used as an advert for the club. Primrose Salt said that she had tried using them at other clubs and in her view they were a waste of time. Dough Pattison noted that Bristol Water had a weather station located on the dam and wondered whether we could have access to that one. George Simpkins stated that he had spoken to Bristol Water and they had reported that the weather station was only of any use in southerly winds.
18. Primrose Salt raised a question about ladies' racing. She suggested having a ladies' start which would be less intimidating for the less confident female sailors particularly in stronger winds. The Vice Commodore reported that he had already booked these into the 2012/13 calendar.
19. Helen Martin stated that there was a social meeting coming up – the quiz night. The Commodore explained what was going to happen and assured everyone that it was going to be a good night. The Vice Commodore said that the annual prize giving was also coming up and he hoped that as many members as possible would come. In addition to the prize giving there was going to be an after dinner talk by Penny Tranter on the weather.
20. The Chairman then thanked everyone for attending and closed the meeting

Signed as a true record of the meeting .....

Date .....

Position.....