

Holy Loch Sailing Club – Board Meeting Minutes - 2 Dec 2024 at 7pm

1	Welcome and Attendance Present: Kirsty Brown, Alistair McLean, Alasdair Clements, Harris Munns, Iain Hurrell, Neil Towart, Bill Aitchieson, Andrew Leech, Sallie Condry, Marion Bowen, Catriona Craig Apologies: Stuart Brown Kirsty welcomed everyone to the meeting. Expressed her thanks to all those who had worked so hard to get the SCIO up and running “a huge task”. Thanks specifically to previous Commodores; Duncan Chalmers and Jim McLean, and to Board Members; Sallie Condry, Scott Crosley and Andrew Leitch for all the effort they put in to getting the SCIO off the ground. Kirsty gave a warm welcome to new board members, Alistair MacLean, Alasdair Clements, Harris Munns, Iain Hurrell and Catriona Craig. She expressed her passion for the club and the cadet programme then outlined her expectations for the board and also reminded us that we are all volunteers. Kirsty asked that could everyone sending communications on behalf of the club, or between each other on board business please copy in the commodore and club secretary at the official @hlsc.co.uk email addresses. commodore@hlsc.co.uk secretary@hlsc.co.uk treasurer@hlsc.co.uk	All
2	Introductions We went round the table and everyone introduced themselves.	
3	Minutes of Previous Meeting Proposer Bill Aitchieson Secunder Neil Towart Confirmed that monthly Board minutes can only be sent out once agreed by the Board at the next board meeting. Going forward an email with a link to these approved minutes will be sent to all members	
4	Matters Arising	

	Wine Tasting in February and Abba Night in March – to be updated later in the meeting	
5	AGM Minutes/ Constitution Sallie confirmed that the new constitution has now been uploaded to the website. It was agreed that the AGM Minutes will be sent out to all club members as a draft.	MB/CC

6	Treasurer Report Andrew informed the meeting that due to the November financial information was only available today (2nd December) he had not had time to update his report. No substantial changes since what was reported at the AGM on Friday. New signatories will be required for the bank due to new Board Members elected at the AGM on Friday. SUM-UP card reader failed on the night of Patrick Condry's presentation. Andrew has spoken to Sum-Up and they have agreed to replace it at no cost to the club, despite it being out of warranty. Now that the Lottery is up and running Andrew encouraged everyone to encourage more people to sign up. The more that sign up the more money we will raise.	AL ALL
6.a	██████████ had sent in a question (See Appendix I) essentially questioning the timing of the Board Meeting and the Accounts Year end. Sallie essentially agreed that ██████████ had a point. A full discussion ensued and it was finally agreed that as there was only one month (a month in which there is traditionally very little financial activity for the club) between the AGM and the end of the financial year that what was agreed at the AGM would be put into practice. The Board would present the Accounts at the AGM. It should also be noted that management accounts are being issued on a monthly basis. All club members will receive a monthly email with a link to the website. Kirsty asked if there is a cost for sending 175 emails every month. Sallie to confirm.	AL/CC/SC SC



	Kirsty requested a quarterly sub-account for the bar.	AL
7.	Secretary Handover It was agreed that a date would be set for a meeting between Andrew, Sallie, Marion, Kirsty and Catriona for the initial secretary hand over. Date agreed for initial meeting 4th December 2024. Need to pull together a forward planning calendar for meetings and events to ensure everyone knows well in advance when they are taking place. Potential New Members Fiona Ross – rowing boat called “Sea Mouse”. She will pay winter storage and join in the new year. Dougie Pedie, 20 years sailing, wayfarer called “Cookie” (currently social member) Nico Matricano – winter storage now, pay membership in Jan Question re a boat in the carpark a silhouette 17, someone wants to buy it. Sallie to pursue and report back.	AL, SC, MB, KB, CC KB/CC SC
8.	Sailing Secretary There will be a meeting week beginning 18th December re dinghy sailing/racing on a Tuesday. Bill to send email to all dinghy sailors inviting them to the meeting to discuss possibilities. Bill has supplied race dates to the CYCA.	BA
9.	Principal Training/Cadet Officer Cadets finished for the season currently going through the paper work Data Protection, Health and Safety, Child Protection etc. Completing disclosure paper work. Winter maintenance – topper rack will be taken down and welded. Toppers will need to be put somewhere for that.	NT NT
10.	SCIO – Being a Trustee	

	Sallie gave a detailed presentation on what being a Charity Trustee involves. Sallie offered to do a further training session outside of board meetings if this was required.	
11.	Forward Plan - Vision Kirsty brought up the Forward Plan for the club and indicated that the key priority going ahead is the maintenance plan Co-ordination of maintenance plan to be carried out by Vice Commodore Alistair McLean and Alasdair Clements – need to get a condition survey done. Alistair McLean to coordinate works - in conjunction with Alasdair Clement and potentially Harris Munns. Plan ahead so that we can know well in advance when we need regular help. Alistair McLean, Alasdair Clements and Craig Wilson to meet at weekend and look at what needs done. Slipway is a different issue. Have a chat with Jim Campbell to look at what needs to be done to rectify the issue. Agreed to put the vision plan on regular agenda.	AM/AC AM/AC/HM AM/AC/CW CC
12.	Board Member Roles Grow Your Own – possibly Iain Hurrell to take on Maintenance Co-Ordinator - Alistair McLean agreed to take on this role with support of Alasdair Clements Social events coordinator – Marion Bowen Social Media – board members to have access to Facebook account. Catriona to contact Lorn Campbell for logins. Or if necessary set up a new account for HLSC. Look at setting up and Instagram account for club.	IH AM/AC MB CC
13.	Non Board Member Roles CarPark – Craig Wilson has volunteered to co-ordinate the carpark. Sallie and Andrew to liaise.	SC/AL

	Moorings – Ali Gordon has volunteered to be the moorings co-ordinator. Sallie and Andrew to liaise. Photography – Chris Bowen Roles to consider for the next meeting: • Safety boat rota • Safety boat maintenance • Kitchen rota	SC/AL CB ALL
14.	Microsoft for SCIO We are transitioning to Microsoft for SCIOs for documents - Chris Bowen is organising. This will take place during January 2025 when Chris Bowen returns from holiday.	CB
15.	Social Events /Licencing Wine-tasting night – Friday 21st February 2025 Eva Franceschi of Corney and Barrow will do a wine tasting at the club house. Tickets will be available through the website. A licence will be required. Abba night in March date to be advised. – a licence will be required. Coast guard and Heartstart night – training probably a Wednesday night date to be confirmed. Boat Jumble – tables offered to club members first and then opened up to others. Cadet members – there was a discussion on opportunities for cadet social events. Alistair McLean to do an engine maintenance course – We 15th January.	KB/SC/MB CC MB/CC MB/KB CB/MB NT AM/MB
16	Future Events Calendar All events to be added to the events calendar on the website	SC ALL/ CC

	NB: We need to be aware of any events that require licences in good time so that they can be arranged. We only get 10 licences in a rolling period and it takes 31 days to obtain a licence.	
17	A.O.C.B 2026 calendar as a fundraising opportunity. KanDao Conference link – send out link Mike Condie produced a video on how to use it. Need to consider what mechanism we want to use for this i.e. ZOOM, Microsoft Teams. Priorities – fundraiser as a role – sub committee? Put a blog out to look at fundraiser Sponsorship – need a liaison officer Business Members – someone to speak to them and get logo etc. Kirsty to speak to the new Business Members to see what benefit they are bringing to the club. Question asked re temporary changing space – NT updated re requirement for adults and children to be in a different changing room. – NT middle of priority list.	All All SC KB
18	The next meeting 3rd Feb “ Think about what you can do for the club not what the club can do for you”.	ALL
	Agenda Items for next meeting Will be a smaller agenda and there will be a presentation from Janice Marshall Reilly, Third Sector Support Advisor for Argyll and Bute. Sallie can do a more detailed session on SCIO if required, this would be separate to a board meeting. Meeting closed at 9.40pm	

Board Members

SEDERUNT from December 2024			
Kirsty Brown	P 1/1	Bill Aitchieson	P 1/1

Alistair McLean	P 1/1	Harris Munns	P 1/1
Andrew Leitch	P 1/1	Marion Bowen	P 1/1
Sallie Condie	P 1/1	Stuart Brown	AP 0/1
Catriona Craig	P 1/1	Alasdair Clements	P 1/1
Neil Towart	P 1/1	Iain Hurrell	P 1/1

Appendix I

Subject: AGM & Accounts

Date: Mon, 2 Dec 2024 12:46:55 +0000

From: [REDACTED] <grimbo55@aol.com>

To: Holy Loch Sailing
Club <holylochsc@gmail.com>

Hi Marion/Cat

Following on from last week's AGM, I think it was resolved that the club's financial year end will be 31st December and that AGMs will be held annually in November. If that's correct then I think there is a problem with that arrangement.

OSCR require accounts to be submitted no later than 9 months after the year end, which would be 30th September - ie before the AGM in November. Technically, the board can approve the accounts without recourse to the members, however normal practice (in any organisation - business, club, charity, trust etc) is to allow members to examine and question the accounts before giving assent for the board to officially approve and adopt them.

If my understanding in the first paragraph is correct then the board will essentially be presenting the accounts to the members at the AGM as a fait accompli, which is really not good form.

This is an issue which I feel the board should address and adjust the timings (of the year end, or the AGM, or both) such that the AGMs can be held prior to the 9 month limit for submission of accounts to OSCR. eg year end 30th September and AGM in December.

Regards.

[REDACTED]