Holy Loch Sailing Club SCIO
Sandbank, Dunoon, Firth of Clyde

# BOARD MEETING IN CLUB HOUSE
# MONDAY 10TH FEBRUARY 2025
# MINUTES

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| **1.** | **Welcome and Apologies**<br>**Present:** Alistair McLean, Harris Munns, Iain Hurrel, Neil Towart, Bill Aitchieson, Andrew Leitch, Marion Bowen, Stuart Brown, Catriona Craig.<br>**On-line Attendance:** Kirsty Brown, Alasdair Clements.<br>**Apologies**: Sallie Condie.<br>Kirsty welcomed everyone to the meeting. | **ACTION** |
| **2.** | **Minutes of Previous Meeting**<br>12. Grow Your Own – Iain Hurrel suggested that this title was a bit confusing and suggested that a better title would be "Club Membership and Growth". This change was unanimously agreed by the board.<br>With these points accepted. The minutes were approved.<br>Proposer: Alistair McLean<br>Seconded: Marion Bowen | |
| **3.** | **Matters Arising**<br>5. Minutes of the AGM to be sent out this week.<br><br>Janice Marshall Reilly, Third Sector Support Advisor for Cowal and Bute will be coming to talk to us at the next meeting on 3rd March. | **CC**<br><br><br>**KB** |
| 6. | **Maintenance Report (Appendix 1)**<br>Due to Alasdair Clements attending via weblink (time-limited) this item was brought forward in the agenda.<br><br>The maintenance, report circulated in advance of the meeting, was written by Alasdair Clements and compiled by him, Alistair Mclean and Harris Munns. Kirsty thanked all three for the work that they had put into producing and preparing this comprehensive document.<br>Alistair Mclean briefly went through the document, highlighting key issues.<br>**Carpark**: raking out gravel and topping up.<br>**Slab paths round club house**: need some power washing. | |

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| | **Boundary Fence:** requiring some attention, some posts needing replaced and wire and rails needing attention.<br>**Slipway:** some cracks needing pointed and filled in the short term, however this is a long term issue that does need addressing. Plastic crates had been purchased to be filled with rocks and sunk at base of slipway to give a more substantial base at low tide, however these are still sitting in the shed. AM proposed filling a couple of these and putting them in to see how they perform. This was agreed. AM to pursue. | **AM** |
| | Stuart Brown asked if we should not get a quote to redo the slipway. Kirsty said that Jim Campbell had got a quote last year, she would arrange for it to be circulated for board members discussion.<br>**Roof:** Clubhouse roof has a lot of moss, plan to spray with moss killer then brush off.<br>**Fascia, Soffits and Gutters:** need to have a better look at these. | **KB** |
| | **Thursday Club/Maintenance Days:**<br>It was agreed that where possible club members would tackle maintenance work. Maintenance day/s to be organised and the Thursday Club to be involved. Stuart Brown agreed to drive forward the Thursday club and arrange a maintenance day (Saturday/s) at the end of March beginning of April, depending on weather. Stuart to report back with dates at next meeting. | **SB** |
| | **Club House Interior:** carpet tiles in main room looking tired. AC agreed to look into sourcing replacement carpet tiles.<br><br>**Male Changing Area:** Pressure wash tiles especially in the shower area. Remove rust marks. Repair and extend life of the benches.<br><br>**Female Changing Area**: similar condition to male changing area and requires same attention.<br><br>**Loft Area**: limited evidence of water ingress.<br><br>KB asked AM if any of the work suggested was high cost. Nothing so far likely to be big expense.<br><br>**Shed/ Garages:** Need to check the garage roof and establish if it contains asbestos. Need to replace the timber panels at the rear of the garage. | **AC** |

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| | **Dinghy Store**: this needs to be reconfigured, it does not meet the needs of modern dinghies, need to resize racks so that dinghies fit. Scaffolding tube would be ideal to sort this out.<br><br>Need to compile a list of those paying to use dinghy store.<br><br>It was agreed that we require a costed plan, especially for bigger items. AM agreed to produce document detailing a costed plan.<br><br>AC left the meeting. | **CC**<br><br>**AM** |
| 4. | **Treasurer Report:** report sent out in December and January. Income for the club all relates to the wine tasting event, no membership fees received yet this year.<br><br>Bank Signatories require to be updated.<br><br>Changes to the Board are still to be updated following AGM.<br><br>**SCIO Accounts:**<br>Kirsty suggested setting up a workshop for pulling together the SCIO accounts. Andrew as treasurer with support from Kirsty and Sallie will co-ordinate the document in support of SCIO accounts | **AL**<br><br>**AL**<br><br>**AL/KB/SC** |
| **5.** | **Secretary Report: (Appendix 2)**<br>**New Membership Applications:**<br>Fiona Ross – individual membership<br>Andy McPherson – individual membership<br>Tracy McPherson – social membership<br>CC to contact and establish the memberships they require.<br>**Correspondence:**<br>**Bidwells –** submitted new moorings declaration form, needs completed and submitted by 28th Feb 2025. New tags will be supplied in March, they will be valid from 1st March 2025 – 31st March 2030. If mooring numbers go up or down we need to notify them and they will adjust our fees accordingly. Bidwells are aware that we have not paid our mooring fees for 2024, this is due to an issue created by becoming a SCIO – it is currently with the lawyers and once sorted they will notify us and we can pay. | **CC**<br><br>**CC/AL** |

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| | **Piper Association: -** Piper Association has requested to book the Clubhouse for the following dates (there is no conflict of use on these dates).<br>21st March 2025 – Piper AGM<br>17th May 2025 – Piper Cocktail Party – will require licence.<br>21st June 2025 – Piper Anniversary Regatta – will require licence. (As the Crews' Race and the Strone and Tresta Cup are taking place the following day it makes sense to arrange a licence for the full weekend).<br><br>**Dates for Board Meetings**<br>With the exception of the next Board Meeting (3rd March 2025), CC proposed that future Board Meetings take place on the second Monday of the month – allowing more time to pull together accounts and avoiding the issue of Bank Holiday Mondays. The Board approved the change.<br><br>**Health and Safety and Risk Register**<br>Kirsty Brown requested that Health and Safety Reporting and Risk Register be added to the minutes. | **CC**<br><br>**CC**<br><br>**CC** |
| 6. | **Sailing Secretary Report (Appendix 2)**<br>The Sailing Calendar, as finalised by the meeting convened to discussed Tuesday dinghy racing, has been circulated.<br>No outside classes seeking to make use of HLSC facilities this year.<br>Permissions from Peelports for the running of water based events, has been applied for, in keeping with past procedures has been acknowledged.<br><br>The New Racing Rules for sailing have come out. There are no changes that affect racing in the Holy Loch.<br><br>**CYCA** are up to date with payments.<br><br>**Club House Race Lights**: the bulbs for our race lights are now obsolete so our lights need to be changed before the start of the season. Bill is ordering LED flood lights and will replace the old lights with a new system prior to the start of the sailing season. There will be a cost to this but it is not high.<br><br>The mast requires to come down to ensure that shackles etc are tidied up again before the start of the season. | BA<br><br>BA/SB |

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| 7. | **Principal Training/Cadet Officer**<br>Neil has nothing to report at this time. He will be updating documentation for Health and Safety in keeping with RYA requirements. | NT |
| 9. | **Forward Planning Calendar**<br>Catriona has been working with Kirsty to produce a forward planning calendar see attached appendix 3. | CC |
| 10. | **Volunteer Roles**<br>**a. Car Park:** The information regarding the carpark has now been handed over to Craig Wilson who will action what is required.<br>**b. Moorings:** Information regarding the moorings has been passed to Ali Gordon who will co-ordinate it. He has asked for some assistance in establishing the mooring locations, and whether Neil Cunningham is instructed individually by the owners or whether this is done through the club? KB to contact AG.<br>**c. Safety Boat Rota and Maintenance. (2 roles)**<br>The safety boats will require annual maintenance in terms of antifouling etc. They will also require engine maintenance. It was agreed that the boat engines should be serviced bi-annually by Swordfish with one engine going in this year and the other engine going in next year. It was established that Rib 2 requires more attention and should go to Swordfish this year. Alistair Mclean will look after the routine maintenance of the engines, with assistance from Harris Munns.<br><br>We require someone to compile and pull together a rota of safety boat drivers and volunteers. Each safety boat driver must have power boat 2 qualification, there should be a list on WebCollect. Ideally there will be two volunteers on a safety boat. KB is going to look for a volunteer to organise the rota. CC to put out an email asking for volunteers.<br><br>AM asked if there is a folder with information on the safety boats. Jim Mclean may have it.<br>**d. Kitchen Rota:** CC to put out emails requesting volunteers for kitchen. KB asked Marion if she and Ruth would take over the roll of co-ordinating this. | CW<br>KB<br>AM/HM<br>KB/CC<br>CC/MB |

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<td>e. Volunteers for Social Nights: CC email all social members as well as sailing members for volunteers. We need people behind the bar – CC to check if we need special training for them.<br>f. Cadet Night Volunteers: NT to produce list of all cadet night volunteers. Also what PVG checks need to be made.<br>g. Fundraising Role: Hannah Clinch (mum to a cadet) is a local Fundraising specialist has been given funding to provide clubs with ‘free’ hours as a consultant. HLSC can get a couple of hours for February and March. Kirsty has an appointment with her on Monday 17th February, Marion going to go along too. Looking for advice on what is available and how to go about filling in the forms etc.<br>Fundraising Priorities: add to the agenda for next meeting (changing rooms, slip way)<br><br>h. Sponsorship Liaison: Kirsty has spoken to Alastair Baird of Shearwater and Peter White of Swordfish who are both happy to continue supporting the club.</td>
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<td>9.</td>
<td>Social Events<br>a. Licences: we have 10 licences in a year. We are now also obliged to have an entertainment licence for any event where there is music played or entertainment (these need to be applied for, but do not cost the club anything).<br>We have 6 events requiring licences so far, which leaves 4 licences to use before the end of the year.
<table>
<tr><td>1</td><td>Wine Tasting</td><td>21 Feb</td></tr>
<tr><td>2</td><td>Abba Night</td><td>29 March</td></tr>
<tr><td>3</td><td>Opening Regatta</td><td>3 May</td></tr>
<tr><td>4</td><td>Piper Cocktail Party</td><td>17 May</td></tr>
<tr><td>5</td><td>Piper Anniversary Regatta/ Crews Race & Strone & Tresta Cup</td><td>21/22 June</td></tr>
<tr><td>6</td><td>Polaris</td><td>12-14 Sept</td></tr>
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b. Event Management – need to consider who is responsible for each event and what requirements are and how we meet them.<br>c. Up-coming events<br>i. Boat Jumble – looking like 7 tables so far, still time to promote.</td>
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| | ii. **Cadet Kit swap** – NT would like to focus this on the first couple of cadet evenings. Concern that we may be left with a lot of excess gear. NT highlight event to all cadets through email.<br>iii. **HeartStart** – leave until the autumn. Kenny Noakes has not yet come back to KB.<br>iv. **Potential Social event**: 'Lorna Jane' – a talk on the first electric fishing boat. Possibly in April or the Autumn. KB liaising.<br>v. **Cadets Social Events** – NT looking to organise a First Aid event in the summer. All committee tasked with coming up with ideas for next meeting.<br>vi. **ABBA night**: MB worked out the food – best to use IKEA. Note: MB has code for Booker. | NT<br>KB<br>KB<br>NT/ All<br>MB |
| 10. | **SCIO Reporting** – workshop day to outline framework. Date to be set after 24th February – week day AL to come back to KB with dates. | AL |
| 11. | **Skiff Update: (Appendix 2)** Main issue is finding funding. MB successful in getting Sandbank Community support so this should help with the funding process in the future. | MB |
| 12. | **Business Members:** KB has spoken to both Swordfish and Shearwater.<br><br>Swordfish have donated sails and a laser pico to the cadets.<br>Shearwater have agreed to sponsor Polaris again to the sum of £500.00. Need to ensure that an invoice is raised in good time prior to the event. As they have not yet paid for 2024 sponsorship. AL to contact Shearwater and reissue invoice for last year.<br>CC to write to both companies thanking them for their support.<br><br>**Club Handbook**: It was agreed that the Handbook is still a valuable tool for members and should be produced again this year. Advertising payments for last year's handbook were not all collected. We need the Handbook to be pulled together and printed for the start of the season (29th April 2025). IH offered to pull together the handbook. | AL<br>CC<br>IH |
| 13. | **Club House**<br>a. Alarm – new system quote (see appendix 4 )<br>After some discussion it was agreed to go ahead with the new alarm installation with the app facility. CC to progress.<br>b. Security: List of key holders to be drawn up. | CC<br>CC |

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| | c. Bins – CC has spoken to ABC Commercial Waste department. The club's bins are collected every two weeks on a Friday morning. NT confirmed that the cadets take the bins out on a Thursday night. (The refuse collection coincides with the domestic refuse collection in Sandbank. CC to confirm start date. | NT<br><br>CC |
| 14. | **Windows Teams – set up meeting 11th February**<br>A meeting has been arranged with Chris Bowen to set up Windows Teams for the club. KB and CC to attend. | KB/CC |
| 15. | **Vision Plan:**<br>The maintenance plan ticks a lot of boxes on the Vision Plan thus helping us move forwards. Bidwells Funding Application is time limited so mau not be possible for this round of funding. Need to check situation – SC. Crown Estates Funding possible source for replacement sewerage system. Need to confirm date for next year's application.<br><br>Note: CC to include copy of Vision Plan in next agenda) | SC<br><br>CC |
| 15. | **AOCB:**<br>**1.** KB has been approached by Iain Guthrie on behalf of RGYC to see if they could see a copy of the HLSC business plan that was submitted in the SCIO application. After some discussion it was agreed that it would not be appropriate to share the business plan as the business case for each club is different. It was proposed that members of HLSC notably SCand AL offer to meet with members of RGYC to offer advice.<br>**2. IH** asked it if was possible to get Lorn Campbell to train a couple of people to do Hals Race Results. It was agreed that this was a good idea, CC to include a request for volunteers to do this in the next email.<br>**3. Social Members:** CC to compile a list of social members to approach for volunteering. | SC/AL<br><br>CC<br><br>CC |
| 16. | **Date of Next Meeting: Monday 3rd March @ 7pm in Club House.**<br><br>**Meeting will be attended by Janice Marshall Reilly, Third Sector Support Advisor for Cowal and Bute.** | |