



**Committee Meeting 7:00PM 6<sup>th</sup> November 2023**

**Minutes**

<b><u>Point</u></b>	<b><u>Action</u></b>
<b>1) <u>Welcome</u></b> It was noted there were a significant number of apologies and the Commodores decided to wait for 5 minutes as the meeting was in quorate After Jim Campbell arrived the quorum of 5 was achieved and the meeting opened at 19:10 hrs.	
<b>2) <u>Apologies/Attendance</u></b> Apologies: Kirstie Brown, Sallie Condy, Lorn Campbell Neil Towart Bill Aitchison Angus Macdonald, Attendance: See Sederunt	
<b>3) <u>Previous Minutes</u></b> <b><u>Proposed: Jim Maclean</u></b> <b><u>Seconded: Andrew Leech</u></b>	
<b>4) <u>Matters Arising</u></b> Changing Rooms -It was decided to develop a specification of what is required after which we would make an application for grant aid, meantime the Committee/Board would investigate sources of grant funding. A link to Argyll and Bute Councils sources of funding was provided for further investigation. <a href="https://www.argyll-bute.gov.uk/my-community/grants-and-funding/monthly-funding-alert">https://www.argyll-bute.gov.uk/my-community/grants-and-funding/monthly-funding-alert</a>  The meeting was advised that it was not practical to report membership breakdown on a monthly basis however this will done as part of the annual report and submission of our accounts to OSCR.	<b><u>JimC</u></b> <b><u>JimMac</u></b> <b><u>Scott</u></b> <b><u>Andrew</u></b> <b><u>Sallie</u></b>  <b><u>Scott</u></b>
<b>5) <u>Treasurer's Report</u> See Attached</b> The main financial activity last month was around the Prize Giving which mad a small surplus of £4.94. The other immediate issue is the requirement to have somebody to audit the accounts. It was proposed that we ask the previous auditors if they would audit the accounts this year. It was suggested and agreed to approach the previous auditors	<b><u>Andrew</u></b>  <b><u>Jim Mc</u></b>
<b>6) <u>Secretary's Report</u></b> a) <b>Membership:</b> Currently remains at 176 members. b) <b>Accidents:</b> None c) <b>Carpark:</b> There remain 44 Craft/trailers in the Carpark while 1 of the of 12 long term storage cases has been removed Pixie a members Boat has returned and the winter storage paid . Still only 3 Members have paid the additional long term Storage fees and Reminders have been recently sent out. The outstanding	<b><u>Scott</u></b>          <b><u>Scott</u></b>



standard fees amount to £290.00 of which only £100.00 is due to new arrivals with £190 due to non-payment of members using the Carpark over the Summer. This breaks down to two individual members one of whom owes for summer storage of an empty trailer the other for both trailers and craft.

**Post meeting Note: a further craft a Hardy has arrived putting the numbers up to 45 also a decision needs to be taken on the levels of charge for empty trailers.**

d) **Moorings** Nothing to report.

**Post meeting Note Victor Harriosn hastaken on Trevor Bailey's mooring**

e) **White Club Tender** The tender has been in the Carpark for a number of years and to date is no nearer being ready for launching it is both currently and routinely full of water. It is time to consider our options over its future based on how we would use it and would the cost of making it seaworthy be a justifiable use of resources particular in light of anticipated costs around the Slipway, Skiffs and Changing Rooms. It was agreed on the Commodores recommendation to dispose of the Tender and He will approach a member who has expressed an interest in it.

f) **Correspondence** .none

Jim Mac

## 7) **Sailing Secretary**

The Prizegiving was successfully held in the 51st State, and subsequently all trophies and glasses have been disbursed.

We have a stock balance of 3 HL glasses, 5 Polaris glasses, and 8 special pewter embossed glasses with no Club identification.

3 Cadet trophies, 1 Club trophy, and 2 Polaris trophies weren't awarded.

All these remnants are residing in the Clubhouse loft, suitably identified.

A meeting of the Sailing Sub Committee will be held before the year end, and the proposed Calendar will be circulated to the Board for comment

Bill

## 8) **Cadet Officer**

Nothing to Report

Neil

## 9) **SCIO Update**

a) The Bank have asked for a letter from our Solicitors detailing the names of the trustees Harper Macleod our Solicitors have agreed to do this but have asked for evidence of who the trustee are details of the trustees as sent with the application to OSCR have been forwarded to them.

Andrew  
Scott

b) Harper MacLeod also asked for additional contacts in the event of Andrew or Scott not being available Jim Maclean has agreed to deputise for Andrew and Kirsty for Scott

Scott

c) It was also noted that a market valuation is required for the land and property. Jim agreed to look into this

Jim Mac

10) **Thursday Club** Nothing to report

## 11) **Skiffs**

a) Jim Maclean advised he had been able to find premises to build the skiff. Dunoon Community Shed have agreed to let us use their premises.

b) Ally Marshal who has agreed to manage the building. has advised it would be better to build it in the summer when it is warmer and the resin is able to set.

c) A report to be presented at the AGM /First Meeting for members approval.

Kirsty  
Sallie



**12) AGM/First Meeting**

The AGM is due to take place on Friday 9<sup>th</sup> February with the papers going out no later than 26<sup>th</sup> January with an initial notification on the 19<sup>th</sup>. The format will be for the AGM

Opening Remarks

Previous Minutes

Matters Arising

Accounts

Reports Secretary, Sailing Secretary Cadet Officer

Confirmation of the Car Parking Policy

Following on will be the first meeting of the SCIO the ain topic will be an

Update on the transition

Recruitment of further Trustee

**Scott**

As there is no meeting in January draft paper work inc the Draft minutes of the 2023 AGM will be issued for comment by the 12<sup>th</sup> January. It would be useful if those with reports could have them ready by the 12<sup>th</sup> January.

**13) Social Events**

It was agreed to hold a quiz night in February and a further event in March/April Taking account of the normal club activities including end of season BBQs opening Regatta, Polaris, a Piper event and the return of the RC35 we will require 9 Licences. The Councils allocations of 12 Licenses over 12 months means the following additional licences are available in Jan (2) Feb (1) Mar (2)Apr (1) May (3) Jun (3) Jul (3) Aug (3)Sept (3)Oct(3) Nov(3) Dec (3).

The Quiz night Licence will need to be applied for by 10<sup>th</sup> January.

**Kirsy/ Chris**

**14) Any Other Business**

a) The alarm needs servicing

**Scott**

**14) Date of Next Meeting**

19:00 hrs 5 /2/2024 in the Club House

**Meeting Closed: 21:00 hrs**

**Proposed**

**Date**

**Seconded**

**Date**

**Commodore Jim Maclean**

**Date**

The HLSC Club Minutes of Committee Meetings are not subject to the Requirements of Writing (Scotland) Act 1995, so this Minute can be 'signed' by the Members and Commodore typing their names into the electronic document.





Works

	Task (Est Cost)	Instigated	Current Situation	Cost/ Estimate	Complete	Comments
Internal	Electrical Check	2019	System upgraded to meet safety Standard		2020	To be done again in 2025
External	Upgrade Sewage System to meet current spec	2018	On Hold	Est £9k		
External	Extend Slip	2018	Change in spec	Est 4K		See attached
Internal	Curtains to be replaced with Blinds (£500)	2021	Committee did not approve works cancelled	NA	2020	Take down old Curtains
External	Repair /Replace Canopy (TBC)	2021	Complete new Canopy to be delivered	£2,000		Completed
Internal	Upgrade Bar (TBC)	2021	Now on Site	TBC		Completed
Internal	Kitchen upgrade	2021	Complete	EST £8K		Completed
Internal	Upgrade Heaters	2021	Costs	TBC		Put on hold
External	Extend the Lean too over the current Dinghy Pend	2021	On hold until close of season	TBC		
External	Crane/Derrick for lifting on and taking down masts (TBC)	2021	Feasibility being investigated	TBC		Put on hold
Internal	Replace single pane windows at front of Club house with DGU (TBC)	2021	Feasibility being investigated	TBC		Put on hold
Internal	Electrical Check	2025	Current Cert in Place start process Dec 2024	£600		Cost Est £600 based on 2020 costs



### Policy and Procedures

Policy/Constitution /Rules /Other	Task	Instigated	Current Situation	<u>Comments</u>
Constitution	Review Constitution	Jul 21	Complete	Review 2026
Policy	Data Protection Review	Due in 22		For approval by Board
Policy	Equalities Review	Due in 22	Complete	Complete Review 2025
Policy	Complaints	Due in 22		Scott
Policy	Child Protection	Due in 23		Review 2025
Policy	Health and Safety	Due in 22		Scott/Neil To Take Forward
Rule	Storage of Craft on Club Grounds	Due in 23	Complete	Complete awaiting members approval review 202
Rule	Accident Reporting	Due in 23		
Other	Review of Governance Model	Mar 22	Complete	Complete



Sederunt

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**P= Present A=Absent Part =PT AP=Apologies**

Jim Mclean Commodore	<b>P</b>	Kirsty Brown Vice Commodore	<b>AP</b>
Andrew LeechTreasuer	<b>P</b>	Scott Crossley Secretary	<b>P</b>
Bill Aitchison Sailing Secretary	<b>AP</b>	Neil Towart Cadet Officer	<b>AP</b>

2nd Term Year 1			
Gus MacDonald	<b>AP</b>	Chris Bowen	<b>P</b>

2nd term Year 2			
Sallie Condy	<b>AP</b>	Lorn Campbell	<b>AP</b>

2nd Term Year 3			
Vacant		Jim Campbell	<b>P</b>

Ongoing Attendance

**Number of Committee Meetings 10**

Jim Mclean Commodore	<b>8</b>	Kirsty Brown Vice Commodore	<b>8</b>
Andrew LeechTreasuer	<b>9</b>	Scott Crossley Secretary	<b>8</b>
Bill Aitchison Sailing Secretary	<b>7</b>	Neil Towart Cadet Officer	<b>7</b>
Gus MacDonald	<b>3</b>	Chris Bowen	<b>7</b>
Sallie Condy	<b>6</b>	Lorn Campbell	<b>5</b>
Vacant	-----	Jim Campbell	<b>5</b>



Attendance of Trustees of the SCIO FROM November 2023

Jim Mclean Commodore Board Member	2	Kirsty Brown Vice Commodore Board Member	1
Andrew Leech Treasurer Board Member	2	Scott Crossley Secretary Board Member	1
Bill Aitchison Board Member	1	Neil Towart Board Member	1
Sallie Condy Board Member	1	VACANT Board Member	
VACANT Board Member		VACANT Board Member	
VACANT Board Member		VACANT Board Member	