

THORNTON STEWARD SAILING CLUB - MANAGEMENT COMMITTEE

MINUTES of the meeting held on 18 December 2019 at the Old Black Swan, Bedale.

PRESENT: Phil Gamlen (in the Chair), Nick Hatch, Annabelle Le Page, Mike Smith, Jonathan Stephenson, Rob Wyatt, Eddie Fearnside

APOLOGIES FOR ABSENCE - were received from Malcolm Cummins and John Knopp.

Conflicts of interest - None were declared by any of the Management Committee / Directors.

1. MINUTES OF MEETING HELD ON 20 November 2019 were accepted as a correct record and a copy signed by Phil.

2. MATTERS ARISING

2.1 Model Boat enthusiasts: Rob – to review TSSC insurances to see if the Model Boats would be covered. Mike to e-mail Houseman and ask him to contact Alan Heatherington re membership

2.2 Mike to add a tick box on the membership mojo saying “I have insurance”.

2.3 Jonathan to add safeguarding key points to the folder and a new mini guide leaflet (he has access to a printing facility). Mike to add Jonathan’s policy documents to the website marked draft

2.4 Sailing Planning Group (SPG) – The proposal circulated by Annabelle was approved as amended. Annabelle to update and to add a junior rep onto the SPG, then circulate.

2.5 Consolidation of Club documents – John K had issued before the meeting a draft of “TSSC – everything you need to know in one place”. The aim is to have the same procedures for both TSSC and CGSC. Committee members were asked to review the draft and consider where they could contribute to any section. Mike said he would give advice on Drop Box repositories items versus OneDrive etc.

2.6 John Pilgrim had circulated a request to the Committee to be both Chief Instructor (CI) and Principle Instructor (PI) for “one season” i.e. 2020. The meeting decided that it was not a good policy to have the same person doing both roles, that there were already many changes happening and that John is anyway new to the CI role. Phil to thank John for his offer but to say he could do either but not both roles and the Committee suggestion was he should do the CI role first and Rob would remain as PI for 2020.

3. HEALTH & SAFETY AND SAFEGUARDING

- Nothing to discuss.

4. AGM preparation

Documents to be produced:

4.1 Agenda – to be issued (within 30 days of the AGM) i.e. by 27 January

4.2 Committee report – draft text to be issued to committee by Mike and Phil by 15 January.

4.3 Accounts and Report

4.4 Safeguarding leaflet – Jonathan to issue at the AGM

4.5 Consideration of future AGMs in November (starting 2020) and the bringing forward of Accounts year end to 30 September. This would allow the AGM to round off the season including trophy presentations, whilst it is fresh in member’s minds and memberships were still current, whereas memberships need to be renewed for the next season with the current