

Committee Introductory Meeting 26/02/24

Held via Zoom 7pm

Present: Anthony Cameron, Kenny Rennie, Eric Smith, William Brown, Gordon Hill, John McCahill, Alistair Devlin, Caroline Devlin, Angela Rankin, Richard Smith

Apologies: Raymond Rutherford

1. Commodore Welcome

Welcome back to all who were on last year's committee and to those who are new (or returning). All agreed to transcription of meeting via zoom.

2. Overview of Committee roles

An overview of roles is provided below and there was discussion re who will take on these roles. Agreed as in table below. *Main office bearers agreed at AGM.

Commodore clarified that the Honorary Secretary and Honorary Treasurer do not pay membership fees due to 'Honorary' position. All additional roles act as lead for that function and have 'ownership' to make suggestions, but committee support these roles. The individuals should suggest their ideas at meetings and prepare a report in advance of each meeting, this is particularly important if they are unable to attend. In meetings we may not always agree and there may be some challenges, but everyone is free give their opinions on decision making but we all must ensure we are all polite and have the right 'tone'.

Will need to get further help from membership particularly in relation to plant, can co-opt members into any team that needs support. R Smith happy to help with plant but feels that he can't take on overall responsibility as out of the country at least 3 months of the year. It is a concern that G Cameron was not voted on to the committee as he has a lot of experience with the plant.

Committee will need to ensure they have an overview of plant as a lot of work has been put in over the last few years to get the plant to the state it is in now so need to be able to maintain this. The committee appreciate all the work put in by G Cameron.

AGM was not well attended (27 out of 73 full members) and this is the most important meeting of the year. Concerns were raised around the turnout at the AGM and the current nominations process, this will be discussed further by the committee.

General email to membership was suggested, reminding them of responsibilities of membership particularly with regard to meetings and work parties. Consider a welcome pack in future. **ACTION ES - Will compile and circulate for comment.**

Position	Role	Agreed as
Commodore	Manage club meetings; Represent the club at all levels; Ensure planning for the future is being carried out for the benefit of the Club.	*Anthony Cameron
Vice Commodore	Deputise for Commodore	*Kenny Rennie
Honorary Secretary	Conduct the correspondence of the Club; Keep custody of all Club documents and to make them available as appropriate; Keep full minutes of all meetings of the Club, Administer all aspects of Club business.	*Eric Smith
Honorary Treasurer	Maintain accounts; Maintain all incoming and outgoing payment to and from the club; Record Electricity readings and provide Berth holder with meter readings and cost. Manage Club mooring on behalf of Crown estate	*William Brown
Minute Secretary	Record Minutes of all Committee and General meetings; Distribute minutes to members - can also be Associate member post	*Caroline Devlin
Launch Convener	Coordinates all launch and haul out activity, Maintains list of approved operators for Club equipment and coordinates training for new operators. Responsible for the allocation of berths (agreed by committee)	John McCahill
Plant Convener	Responsible for the operation and maintenance of all plant @ICC and ensures Plant is certified in accordance with Insurance requirements. (Hoist, Crane, Dumper, Winch, Bogie)	Raymond Rutherford
Master of Works	Coordinates Work parties and the allocation of duties to members for work parties/projects. Records attendance of members at work parties	Gordon Hill
Safety/Security Officer	Responsible for communicating safety & security requirements to members. Acts as point of contact in the event of a breach in safety & Security. Ensures adequate first aid and life saving equipment is present. Investigates and reports on safety & security breaches.	Richard Smith
Website	Manage / update Website and other media related to ICC.	Alistair Devlin
Social	Plan/organise and coordinate all Club social events.	Angela Rankin
Associate member representative	represents the interests of associate members.	*Caroline Devlin

ES will be creating a new Committee Dropbox so that all information is available to the committee, there will be folders for each of the committee functions. All archive documentation will move over.

Email will be used to provide information to committee members between meetings to allow discussions. This helps in preparation for committee meetings as there is often a lot to get through. What's app was mentioned for discussion between meetings, but AC felt that is ok for chat but not for recording decisions.

ACTION ES – update office bearer emails on Titan email to new committee members

ACTION AD – change info @ email on website to secretary@ email.

We could set up a further email for launching, launch@ with messages going to JMcC, preference from John is to use text/phone and launch board.

3. AGM minutes review

Accounts – discussion re money noted as from 4 year rule, this applies to 17 (now 18) boats, the rest of money was from joining fees and temporary membership

Rule changes – A suggested new rule was discussed at the AGM. ‘ All members over the age of 80 with disabilities be exempt from work parties’. Noted that this was not seconded at the nominations meeting. This therefore can’t go through as a new rule at AGM but consider at a future meeting.

ES will compile new version of rule book following the changes agreed at the AGM and once agreed this will then be published on the website. No paper copies will be provided. **ACTION ES**

Can propose a subcommittee for reviewing rule book, discuss at next committee meeting.

4. Updates and actions from past minutes

Discuss at next full committee meeting

5. AOCB

Scotia Handling – new wire is ready for collecting. Confirm final cost & payment and GH can arrange collection.

Hoist operator training for new and existing operators is planned for 9th March, GC would be happy to perform training if requested by committee. All agreed happy for ES to contact GC to ask him to perform this training. Can consider a further date if anyone not able to make this date as all operators need updated training or they can’t be added to 2024 list. We also need to plan a further launch awareness session for boat owners before 1st April, AC stressed the importance of educating members about their responsibilities in the launch process (**ACTION – ES**)

ACTION ES – contact G Cameron asking if he can lead the winch and hoist training.

ACTION ES - Send reminder re this date and reminder that to be on list for 2024 operators must attend a training session

GH asked a question around use of video of previous haul out incident in future training sessions and whether this meets with GDPR. Consensus was that the video would not be used in future training sessions. The reason it was used as everyone involved was asked for their opinion on what had happened but member involved did not engage, so was decided to use this for training. **ACTION for committee**, CCTV requirements should be reviewed including signage and Data Protection Impact Assessment (DPIA)

Social events – consider dates in advance and whether to have some things in the afternoon rather than always evenings, this would make events more family friendly. **ACTION AD** send Angela information re events from last year.

Treasurer - Member has paid his £100 fine for storage of Rib in his berth without informing committee, member has continued to not respond or communicate with the club. £100 temporary membership monthly fee paid. Treasurer should propose potential budgets for the next meeting so that we can seek approval from general meeting in advance and anything more can go back to general meeting. **ACTION WB**

Launching - Request made for early launch for Locheil Lady, boat was sold and owner currently has temporary membership but keen to launch. AD will contact JMCC directly to arrange a date.

Master of Works - MOW to collate a list of activity required for the year ahead and determine how many work parties will be required by the membership for the coming year. Start date for summer work parties to be suggested and agreed. MOW to identify any further tools or equipment required for work parties. **ACTION GH** There was discussion around the dumper, and agreed that this should be scrapped.

6. 2024 Planning

ES will send an updated list for 2024-25 meetings and these will be posted on the website and noticeboard **ACTION AD – add to website**

Aim to carry out general review and revision of rulebook in advance of 2024 AGM

SUMMARY OF ACTIONS

Detail	Owner(s)
Update office bearer emails on Titan email to new committee members	E Smith
Contact G Cameron to ask him to deliver hoist & winch training	E Smith
Email membership with reminder of training session on 9 th March	E Smith
change info @ email on website to secretary@ email so that all enquiries go to the secretary	A. Devlin
Future meeting dates to website and minutes from 2022 and 2023 archived	A. Devlin
Compile email to send to membership re involvement in club. Remind all of low turnout and lack of apologies for AGM. Also state responsibilities in relation to work parties	E Smith
Consider whether appropriate to form subcommittee for reviewing rule book	Discussion by committee
Consider welcome pack for associate/full membership explaining responsibilities re work parties, meetings	Discussion by committee
Arrange launch awareness session for all members launching their boat as changes have been made to launch process.	E Smith/J McCahill
CCTV requirements should be reviewed including signage and Data Protection Impact Assessment (DPIA)	Discussion by committee
Treasurer should propose potential budgets for upcoming expenditure based on last years spend	W Brown
collate a list of activity required for the year ahead and determine how many work parties will be required by the membership for the coming year, agree work party start date,	G Hill
identify further equipment/tools that may be required for WP	G Hill

Next meeting 11th March

Each convener should email a report in advance of the committee meeting providing any relevant information and items for discussion.



Meeting closed @ 9pm