

Committee Meeting 11/03/24

ICC Clubhouse 7pm

Present: Kenny Rennie, Eric Smith, William Brown, Gordon Hill, John McCahill, Alistair Devlin, Caroline Devlin, Angela Rankin, Raymond Rutherford

Apologies: Richard Smith, Anthony Cameron,

Acceptance of minutes from meeting on 26/02/24

1. Updates and actions from previous minutes

Updates to be provided at relevant part of meeting

Detail	Owner(s)	Update
Update office bearer emails on Titan email to new committee members	E Smith	complete
Contact G Cameron to ask him to deliver hoist & winch training	E Smith	complete
Email membership with reminder of training session on 9 th March	E Smith	complete
change info @ email on website to secretary@ email so that all enquiries go to the secretary	A. Devlin	complete
Future meeting dates to website and minutes from 2022 and 2023 archived	A. Devlin	complete
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	complete
Consider whether appropriate to form subcommittee for reviewing rule book	Discussion by committee	Carry forward
Consider welcome pack for associate/full membership explaining responsibilities re work parties, meetings	Discussion by committee	Carry forward
Arrange launch awareness session for all members launching their boat as changes have been made to launch process.	E Smith/J McCahill	suggested date of 27/03/24 @ 7pm
CCTV requirements should be reviewed including signage and Data Protection Impact Assessment (DPIA)	Discussion by committee	Carry forward
Treasurer should propose potential budgets for upcoming expenditure based on last years spend	W Brown	Spreadsheet compiled for further discussion
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	List compiled and can send round to committee

identify further equipment/tools that may be required for WP	G Hill	List compiled and can send round to committee
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Welcome to first full committee meeting, chaired by Kenny Rennie.

2. Reports

Honorary Secretary

Actions from previous meeting have been closed.

Report presented (attached to minutes)

Legal case – no update at present, will check status **ACTION ES**

Dropbox – all committee have been given access to new dropbox so should check access works ok and let ES know if there are any issues.

Membership list – ES will review and ensure this is up to date **ACTION ES**

Temporary Membership update – ES has contacted owner of Sayonara. The boat needs more work than expected so they plan to try and sell the boat/exchange for a smaller boat with less work to do/hand on the boat. JMcC has been approached to assist with reselling, boat owner's details passed to club member who may be interested. New owners of Locheil Lady plan to launch on 16th March (early launch previously approved)

4 year rule – list to be confirmed and communication sent to members in this category to ask for update on plan to launch/sell boats **ACTION ES**

Rule book– summary of changes have been issued to committee for final approval so can members please reply to confirm they agree. Updated rule book will be issued via website, ES will pass to AD when ready. **ACTION ES**

Further update of rule book required. Discussion around how suggested changes to rules should be dealt with in the future as at the AGM members stated these should not be 'discussed' at AGM, just voted on. All present felt that there needs to be an opportunity to discuss and provide background to suggested rule changes. Should discuss this and the proposed rule re members >80 years old and work parties (which did not pass at AGM as not seconded) Rules. Discuss proposing these as bye laws and then enter as suggested rule change at next nominations meeting. **ACTION ALL**

Honorary Treasurer

Report provided.

Total presently £84,062.52 No change since Feb as income and expenditure equal

Expenditure since Feb, auditor fee of £150 and refund of fees £150 = £300

Income - £100 fine, temp membership £100, Hall donation £100=£300

Crane cable – need to confirm if payment has been made as originally invoiced but this apparently wasn't paid as it was discovered to be the wrong cable, replacement was cheaper so would now be in credit. Check with Scotia **ACTION WB**

Overdue payments

Agreed at AGM that member could have one year reduction of fee (as >65) but not for two years. Member has not paid the balance of £100 still owed to club.

Member due to pay fees (£565) but asked for time to pay. Suggested that a payment plan be put in place to start paying off this balance. The member has attended work parties. Is attempting to sell his boat.

Scottish Power – WS requires access to account and will then be able to provide an update on the current level of charges **ACTION AC**

Moorings– will review and update at next meeting **ACTION WS**

Rate rebate – usually get a letter confirming the rate rebate from Renfrewshire Council. ES will contact them to check this and confirm it is in place for next year.

Budgets for 2024

WB has compiled a spreadsheet of previous spend over the last 3 years and split into different categories. This provides an average of the annual spend in each category. This will help each convenor consider what may be required in each area. Provide an update for next meeting. **ACTION ALL**

Insurance was paid up front in Dec 23, covered until Dec 24 so no budget assigned on spreadsheet.

Need to consider expenditure required for any special projects such as the slipway. Had some discussions re requirements for this and agreed a temporary fix is required to fill gaps with steel plates. Concrete base seems solid. Once done will need regular checks throughout launch period Confirmation should be provided of what is required, make plan re materials, labour and create specifications. This should then be discussed with the MOW. **ACTION ES/JMcC**

Launch Convener

Email to inform members that anyone launching this year should attend an awareness session. All boat owners have to sign a launch waiver. Club insurance will cover if operators are trained.

Requests for early launch – Locheil lady planned for Saturday 16th March

Would like to clarify requirements for launch training currently stated that operator needs to: do training, do 10 assists and then launch and haul out own boat twice. Review training plan for hoist/winch

JMcC happy to include operators in one to one training.

Need to update list of trained operators, confirm who has attended this training. Ask AC to send copy of list to ES so this can be filed.

Launch sheet to be finalised and will then be printed and posted on noticeboard, add Banksman to sheet

ACTION WB/JMcC

Trained operators for crane should also be listed on noticeboard **ACTION ES**

Plant Convener

Plant readiness - Hoist, Crane, Bogie are all available and certified. Rope has been changed on crane and has been load tested. Suggested a sub committee is formed for plant to ensure required expertise is available.

Discussed requirement for sign off of training and what evidence should be provided. This needs final sign off by committee and plant convenor should provide evidence. To be discussed further.

Crane training – what is involved? Different level of requirements, generally used for masts. Need to consider who authorises trained operator. Consider two levels of training, lifting and laying and mast movement.

Plant convenor should propose members to committee for sign off after training is completed. Minor works to be done, including painting etc but all plant is available for launching. MOW will add these to the list of work party tasks.

Some discussion around tasks being assigned, it would be helpful to have a list of maintenance task to ensure standards are kept up re maintenance, greasing etc. Look at guides for performing particular equipment tasks. **ACTION RR**

Master of Works

Slipway action plan: as above GH provided a further quote for rails (5 rails + brackets)

Work parties – will start on 24/04/24 and run to 21/08/24, agreed 7pm to 9pm (or dusk)

Number of work parties – each member should complete 5 during this period.

Light duties – consider duties available for members not able to perform heavy tasks. This could include painting fence, cleaning club house. Need to decide what goes back on to the walls in the clubhouse and could maybe help with this.

Equipment: GH has compiled a list of required equipment. Plans to finish BBQ area, so need more wood and slabs.

Tree update – ES got a quote for trees. One behind Sayonara needs attention so may need to move to another berth will this is carried out. Apparent that a number of trees need attention so should consider agreeing a budget for tree works and can then plan this over a period of time.

Safety/Security Officer

There has been an issue with access being available at low water via the first arch of the stone bridge (black cart side). Renfrewshire Council have been contacted as this has only become a problem since the work was undertaken to put in the cycle bridge, they have said it is not their issue. ES reviewed this area at low tide and showed photographs. Due to the changes made to the slope of the land and removal of undergrowth on the other side you could walk through. It is difficult to block the access in this area. A number of possibilities were discussed but need further consideration in discussion with MOW. **ACTION RS**

Review of safety equipment, first aid, defibs, fire safety. Task for safety officer **ACTION RS**

Fire plan – a fire plan should be displayed for the island, currently being reviewed **ACTION WB**

Work party safety – should identify any activities that may propose a risk and plan what risk assessments would be appropriate. **Action RS/GH**

Website

Website updates made as per actions from meeting on 26/02/24. Email updated to secretary @ for general enquiries.

Launch Lunch poster added to news and social section.

Minutes section has been updated to includes dates for 2024-25. Minutes will be added as a link to the relevant date. Previous minutes will be archived into folders for 2022 and 2023.

Newsletter

Rule book update will be added to website once finalised.

Social

Launch lunch – some members requesting this carries on into an evening event but felt as already arranged we should stick to what is planned for afternoon, especially as first event of the year.
 Club cruises dates and locations – discuss at next meeting. Consider budget for events to allow prizes, T shirts etc

Suggest poll of members so ask what type of events they would like.

Summer land based activity, consider work party BBQ – discuss at next meeting

3. 2024 Planning

Consider overall plans for 2024 and try to assign timelines .

4. AOCB

Action to review and update membership forms. CD/AD agreed to assist ES and then put on website.

Will Email membership when minutes are available on website. Need to gather all reports to include with AGM minutes, CD will find these from previous emails and finalise AGM minutes. **ACTION**

CD/AD

Meeting closed @ 10pm

Next meeting @ 7pm on 25/03/24

SUMMARY OF ACTIONS

Detail	Owner(s)	Update
Consider whether appropriate to form subcommittee for reviewing rule book	Discussion by committee	Carry forward
Consider welcome pack for associate/full membership explaining responsibilities re work parties, meetings	Discussion by committee	Carry forward
CCTV requirements should be reviewed including signage and Data Protection Impact Assessment (DPIA)	Discussion by committee	Carry forward
Treasurer should propose potential budgets for upcoming expenditure based on last years spend	W Brown	Spreadsheet compiled for further discussion
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	List compiled and can send round to committee
identify further equipment/tools that may be required for WP	G Hill	List compiled and can send round to committee
check status of legal case	E Smith	
review membership list and ensure this is up to date	E Smith	
Email members covered by 4 year rule and ask for update on plan to launch/sell boats	E Smith	

Review membership forms	E Smith, C Devlin, A Devlin	
Check with Scotia re whether invoice for cable has been paid	W Brown	
Mooring fees – will review and update at next meeting	W Brown	
Discuss proposing rules not passed at AGM as bye laws and then enter as suggested rule change at next nominations meeting.	ALL	
WS requires access to Scottish Power account	A Cameron	
Each convenor should provide update on required budget for 2024 at next meeting	ALL	
Record what is required for slipway project, make plan re materials, labour and create specifications. This should then be discussed with the MOW.	E Smith, J McCahill	
Launch sheet to be finalised and will then be printed and posted on noticeboard	W Brown/J McCahill	
Trained operators for crane should also be listed on noticeboard	E Smith	
Further discussion required on sign off of plant training and who is authorised to do this. Also look at requirements for guides for performing maintenance	Discussion by committee	
Consider how to deal with access at low water via the first arch of the stone bridge	R Smith, G Hill	
Review of safety equipment and fire plan	R Smith, W Brown	
Consider risk assessments that may be required for work party activities	R Smith, G Hill	
Ensure recent minutes are available via website	C Devlin, A Devlin	

REPORTS

Secretary report

Actions since last meeting:

Received a further quotation for both the top and bottom of the slip via Gordon Hill (note this was too big for Titan mail system.)

Mail to Iain Stevens regarding his proposed Rule not being accepted at the AGM.

Meeting dates distributed and after discussion, revised and re-issued.

Note from Iain Hossack re minute from the Nominations meeting. Minutes changed accordingly.

Correspondence regarding Members access to the Membership- area on the website – resolved.

Correspondence and telephone calls with Scotia regarding the crane wire

Request to Gordon Cameron asking if he was prepared to run the Hoist & Winch training session. GC agreed and then email authorising GC to provide this training on the Club's behalf.

Revised Rule book issued to Committee with new Rules added/amended.
 New Dropbox set up and invitations sent to all Committee members.
 Mail to all Members regarding disappointing attendance at the AGM, new Committee, Work Parties and projects, berth tidying/cleaning and list of meeting dates.
 Mail to Membership advertising the Kick-off Launch/munch Party.
 Attended Hoist Training on Saturday 9th March to discuss insurance cover with operators.
 Mail to member re he is still not authorised to use the hoist.
 New plant certificates uploaded to the new drop-box and delivered to the plant convenor.
 Commodore's mail regarding Committee positions.
 Committee Zoom meeting attended.
 Note we are getting a few "bounce-back" mails from N.Borthwick. Need to address.
 Changed all email addresses to new Committee Members.
 Membership enquiries from David Steel and Aleksander Josifovic. Standard response sent.
 Mail from a Member re Rule cannot stand as due process was not followed regarding work parties for members over 80. This was discussed at the Committee meeting and removed from the revised Rule Book.
 Significant number of spam mails ignored.
 Early launch formally requested for Locheil Lady.
 Signage discussion regarding CCTV.
 Online talk from Kip Cruising Club sent onto Members.
 Quote received from CRI (via Gordon Hills) re Slip Rails.
 Operators name sheets copied for use on 9th March training session.
 Reminder sent to all Hoist and Winch operators regarding training on 9th March Discussed launch awareness session with Launch convenor.
 Arranged with Ian Moody and John McCahill to attend at Club 5pm on 11th March to discuss slip issues.

Treasurers Report

Current Balances as at 11 March 2024

NO 1 A/C	4802.82
NO 2 A/C	79120.15
Petty Cash	139.55
Total	<u>£84062.52</u>

Expenditure from 21 February 2024

Fee Refund	150.00
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Accountancy Fee for 2023 Accounts	150.00
	Total <u>£300.00</u>
Income from 21 February 2024	
Hall Donation	100
Temp membership fee	100
Fines	100
	Total <u>£300.00</u>
Petty Cash	
Balance brought forward	139.55
No change	Total <u>£139.55</u>

Note:

Payment for crane cable ? confirm this