

Committee Meeting 25/03/24

ICC Clubhouse 7pm

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

Apologies: Gordon Hill, Anthony Cameron, William Brown

Chair: Kenny Rennie

Minutes: Caroline Devlin

1. Updates and actions from previous minutes

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
Arrange launch awareness session for all members launching their boat as changes have been made to launch process.	E Smith/J McCahill	Complete
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 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 to be sent to committee
identify further equipment/tools that may be required for WP	G Hill	list to be sent to committee
check status of legal case	E Smith	Email update sent to committee, discuss at next meeting
review membership list and ensure this is up to date	E Smith	To be confirmed
Email members covered by 4 year rule and ask for update on plan to launch/sell boats	E Smith	To be confirmed
Review membership forms	E Smith, C Devlin, A Devlin	Ongoing, requirements discussed
Check with Scotia re whether invoice for cable has been paid	W Brown	No update
Mooring fees – will review and update at next meeting	W Brown	No update

Discuss proposing rules not passed at AGM as bye laws and then enter as suggested rule change at next nominations meeting.	ALL	Carry forward
WS requires access to Scottish Power account	A Cameron	Complete - Access set up
Each convenor should provide update on required budget for 2024 at next meeting	ALL	ongoing
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	Report provided via email, way forward to be agreed
Launch sheet to be finalised and will then be printed and posted on noticeboard	W Brown/J McCahill	complete
Trained operators for crane should also be listed on noticeboard	E Smith	complete
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	Carry forward
Consider how to deal with access at low water via the first arch of the stone bridge	R Smith, G Hill	Ongoing under discussion
Review of safety equipment and fire plan	R Smith, W Brown	ongoing
Consider risk assessments that may be required for work party activities	R Smith, G Hill	ongoing
Ensure recent minutes are available via website	C Devlin, A Devlin	Reports still required for some meetings

2. Reports

Honorary Secretary

Report presented (attached to minutes). Some points discussed under AOCB

Honorary Treasurer

Report provided.

Launch Convener

Launch sheet now on noticeboard and members informed that slots are available.

Launch awareness session taking place on Wed 27th March @ 7pm. Send reminder via What's app and Facebook.

Plant Convener

Issue with the crane so currently offline. There was a problem with the battery charging due to solar panel setting. Should be available tomorrow once fix put in place. No other issues.

List of crane operators printed and posted on noticeboard.

Master of Works

No report

Link sent to committee for fencing that may be suitable for bridge access (£500). Felt it may be better to go for baskets with stones as previously suggested due to issues with attaching anything to the bridge. This will be followed up by R Smith.

Lists of activities for work parties and associated equipment to be sent to committee, ongoing action

Safety/Security Officer

Defibrillators – plan to move this from shed, which is locked, to the porch of the hall so that it can be accessed easily. The cost is £375 to replace the pads and battery (4 year life). Committee agreed it was ok to proceed with this.

RS will assess the area at the bridge to determine best way to improve security and will check whether any CCTV cameras covers this area.

Website

Added list of hoist and winch operators to the Launch and Haul out section. A link is available from the News section on the first page.

TSO bill received for £34.99 for maintenance of website, paid by treasurer. Have had a couple of emails since still asking for payment so will follow this up via their site and update contacts. Will ask if the treasurer can be added.

Minutes section will be updated once all reports are available.

Social

Launch lunch – a poll of 3 options was issued on what's app with most votes for afternoon *and* evening. Have decided to go for a full day event with BBQ for lunch and plan to have food in the evening (Chinese or Indian?) Agreed that probably best to order food in for the evening as it is a lot of work to prepare food. AR has ordered some games/activities for kids.

Sea Scouts have an honorary membership and have been in contact to say they would like to be involved in this event. AR will contact them to check what involvement they would like.

Agreed that a communication would be sent out to ask for volunteers to come down and clean the hall before this event. **ACTION AR**

General cleaning was discussed, and confirmed this is recorded in the book in the hall, usually done weekly with rubbish cleared and floors mopped.

3. 2024 Planning

List of overall plans from recent meetings will be compiled.

4. AOCB

Launch Awareness session on 27th March, email sent out to membership on 15/03/24. Will also add a reminder to what's app and Facebook. Previously agreed to use all 3 to promote events.

Notification received from club member re for change of boat name. The full list of boat's should be updated to reflect this **ACTION ES**. Berth plan will be updated **ACTION AD**

CCTV cameras have been updated but a fault with cabling to one has been identified, RS and GH to investigate where this may be and if it can be repaired.

A member has been contacted re payment of outstanding bills. Their boat is currently up for sale and a note was put on the noticeboard but no interest as yet. Discussion around how the club could assist with getting it ready for selling. JMcC will contact him to offer assistance in marketing the boat if he is able to get it ready.

Correspondence with member who chose to deduct money from his subscription as he felt he should have discounts in the past 2 years due to being over 65. As it was agreed at a general meeting that he could have the reduction for one year but not two, he will be asked to submit an appeal so that the issue can be discussed again at the next general meeting.

Member with ill health in contact asking for exemption from work party – committee discussed and agreed this exemption, ES will reply.

Email from member asking for clarity of the purpose of the launch waiver. There was discussion around the content of the launch waiver and who is liable for damage during launching. Club Insurance covers operators if equipment is maintained and passed testing. Waiver confirms that owner must have their own insurance and that they take responsibility if their property is damaged. It was felt that this could be reworded to make the situation clearer. **ACTION ES**, discuss at next meeting.

Request from member who would like to bring his new boat onto the island prior to launch of the boat he is selling (as sale will not be finalised until boat can be reviewed on the water) Request for 2 boats on a temporary basis of around 2 weeks. This would be on the understanding that if the sale was to fall through before launch then they would need to pay two membership fees to keep both boats on the island. He has also requested if he can move to a bigger berth and ability to erect a shed. The berthing plan will be reviewed **ACTION JMcC**

Discussion re ability of member to be returned to list of hoist operators, previously told they would need to do training and to review a previous incident at haul out. To date they have not watched the video of the incident or discussed, as requested. Some serious issues were identified including requirement to hit emergency stop so it is felt that these should be discussed prior to any decision being made.

A video of a haul out recorded via CCTV was viewed at a committee meeting and was used during a training session, as it was felt that there were safety issues that should be highlighted. The committee previously agreed this would not be used again and with further discussion reviewed the decision to use it and in hindsight it was agreed that permission should have been requested from all those featured in the video before showing it at the training session as images are classed as personal data. The secretary will contact all those involved and invite them to review the video and discuss lessons that can be learned. **ACTION ES**

There was discussion around whether the video should be deleted or retained. Agreed that the membership could be asked at the next general meeting whether they think if video should be deleted or retained as a record as it involved safety issues and evidence of not following procedures.

A further discussion around CCTV is required to ensure documentation including DPIA is available and purpose and use is shared with membership. Updated signs will be displayed once printed. An example from another sailing club will be shared with committee **ACTION CD**

Legal case – discuss at next meeting.

Meeting closed @ 9.45pm

Next general meeting will be 03/04/24 @ 7.30pm

Next committee meeting @ 7pm on 29/04/24

SUMMARY OF ACTIONS

Detail	Owner(s)	
Review berthing plan, publish changes via website	J McCahill/A Devlin	Action 25/03
Contact all members involved in incident that was recorded via CCTV and invite to review footage noting that we should have asked permission to use it	E Smith	Action 25/03
Review wording in launch waiver to confirm responsibilities are clear	E Smith,	Action 25/03
Share example of CCTV information posted in other sailing club	C Devlin	Action 25/03

Ongoing actions

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REPORTS

Secretary's report 25/03/24

Met with John McCahill, Donald McLellan and Ian Moodie to review the actions required for the slip. Report sent to the Committee (note some of this work subsequently carried out by JM).

Discussions with the Committee regarding the Member who had deducted monies for their fees without reference to the Committee. The decision to relieve one year and charge one year had been a decision of the floor, not the committee. Secretary had already written to the member explaining this situation.

Invoice from Crown Agents – sent to Commodore who deals with moorings.

Mail sent to member confirming that he was not approved for use of the hoist and that any unauthorised use of the hoist would not be covered by insurance. Received a reply confirming receipt and that he would be at the Clubhouse on Wednesday evening. Further discussions on how to deal with this matter and Raymond and Richard to meet and discuss with the member. Await information.

Mail sent to the member who is suffering financial difficulties to see how we might help and to offer a payment plan – no response.

Mail to Commodore to get a copy of the Crane Operators. Received and distributed.

Mail from Brian Kerr confirming all ten cameras now operational and that one has a tricky underground fault. Sent onto Committee and mail sent to thank Brian for his assistance in this matter.

Mail sent to a Member regarding moving materials previously moved to allow access to the CCTV camera masts. Response received from member's wife stating he is very ill and asking for exemption from work parties. Passed to the Committee. Member arranged a friend to remove materials. Mail sent to the wife wishing the member all the best in his treatment on behalf of the Committee. Contacted the friend and thanked him for his efforts. Contacted the member and confirmed if access now clear to their berth. Await response.

Mail from a member asking the purpose of the launch waiver. Passed onto the Committee for discussion.

Request from a Member for two boats on the island for a period of approx. one week to allow sale of second boat (subject to launch). Passed to the Committee for discussion.

Mail from a Member noting name change of boat. Passed to the Committee.

Mail to the solicitors regarding questions from the Committee. This resulted in a response which was sent onto the Committee for discussion.

Mail sent to membership regarding Crane back on-line, Work parties to start on 24th April and asking all to write if they wished to claim exemption for some reason. Confirmed five required. Launch awareness session to be held on the 27th March from 7pm. Finally request for stories for the newsletter.

Mail received from Titan regarding a mail considered spam and warning that account could be blocked. Wrote back identifying that the mail account is used for a Membership only club and that distributions are only to members. They wrote back noting my comments. Attempted to call member however, their phone was off.

Mail from one member re insurance policy – need to update all who are currently or due to run out of insurance.

Mail and discussion with Committee regarding a member who has not paid their account. Numerous mails sent and discussions ongoing.

Associate membership application received from Kate Wright and Aleksander Josifovic.

Mailchimp wrote to say that due to inactivity they were going to be closed.

Treasurer report 25/03/24

Current Balances as at 25 March 2024

NO 1 A/C	4778.55
NO 2 A/C	77207.86
Petty Cash	119.55
Total	<u>£82105.96</u>

Expenditure from 11 March 2024

Paragon Internet	35.99
Scottish Water	1345.28
Scottish Power	643.00
Total	<u>£2024.27</u>

Income from 11 March 2024

No 2 Account Interest	87.71
Total	<u>£87.71</u>

Account Transfers

From No 2 Account to No 1 Account on 22/3/24	2000.00
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Petty Cash

Balance brought forward	139.55
Payment to Print Studio (See note)	20.00
Closing Balance	<u>£139.55</u>

Notes:

My large format printer packed up last year so I had to get Print Studio to print out the Launch Sheet on plastic material. They charged £20 cash for the material only.

The Commodore asked me to contact Scottish Power to get access to the online account, All details now updated to treasurer email and phone number. Not tested logging in as yet.

CCTV signs are in production and will be available in the next couple of weeks.

