



MEETING OF TRUSTEES MINUTES

Date: Thursday 16 January 2025

Time: 2:00pm

Address: Clubhouse, Dartside Quay, Galampton

Signed:

Neil Strevens, Chair – Dart Sailability Group

1.	<p><u>Attendance and Apologies</u></p> <p><u>Present</u> Neil Strevens (NS) Chair Ian Wakeling (IW) Principal Nick Woodward (NW) Treasurer Nick Lane (NL) Derek Lowe (DLo) Mike Pleass (MP) Stuart Saunders (SS) Chris Smith (CS) Chris Tamlyn (CT) Paul Wyman (PW) – on Teams</p> <p><u>Apologies</u> Kate Graeme-Cook (KG-C) Charlie Hindley Rob Boyd Juliet Prentice Anne Blood Chris Wood Richard Tonks</p>	
2.	<p><u>Minutes of previous meeting (17 October 2024)</u></p> <p>Trustees approved the minutes. Proposed: (SS) Seconded: (DL)</p>	
3.	<p><u>Matters Arising</u></p> <p>3.1 New hoist now in place on the Dartmouth pontoon and the barrier has been removed. The Harbour Authority would like to have an event to “launch” the new</p>	IW

	<p>hoist. Steve Oakey would like to be the first person to use it as he was involved in initiating the project.</p> <p>3.4. Management Team role handovers are proceeding including RYA certification where needed.</p> <p>4.3 The electrics and steering work has been done by Tonto Marine on Safety and Support One. Support Three still to be done.</p> <p>7. NW has been using the Liberty accounting software and hope to use it for DSG's next financial year.</p> <p>8. The sale of the Paul Riley painting donated to DSG has not taken place yet. A buyer is still being sought.</p> <p>9. NEW TRUSTEES – The new Trustees proposed at the October 2024 Trustee meeting have all agreed to stand for election at the 2025 AGM.</p> <p>NS has decided not to step down as chairman early in 2025 and will stay on for a further year.</p>	<p>IW</p> <p>IW</p> <p>NW</p> <p>NS</p> <p>NS</p>
<p>4.</p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p> <p>4.5</p> <p>4.6</p>	<p><u>Principal's Report – Ian Wakeling</u></p> <p>IW had previously circulated his report to Trustees, along with a report and recommendations following the MAIB report of the Rockford fatal incident.</p> <p>The DSG conclusions and recommendations following the MAIB report have been sent to RYA Sailability and no negative feedback received.</p> <p>Loading limit stickers or plates will be placed on DSG boats as appropriate.</p> <p>Principal and Chief Instructors will sign off, and keep updated, a master list of volunteer qualifications and experience. IW will discuss with OODs on the best way to use the list to ensure volunteers are allocated appropriate tasks during operations.</p> <p>The maintenance procedures and sign-off protocols are being amended slightly to ensure all defects are known.</p> <p>Boat and other equipment (e.g. hoists) safety checks and inspections are documented on Sharepoint.</p> <p>Officers and Trustees should ensure safety procedures are in date and appropriate. The Safety Officer will create a report prior to each Trustee quarterly meeting for Trustees to sign off that safety procedures are fit for purpose and being used correctly.</p> <p>IW has removed the formal Trustee safety statement from HOPs. It was discussed whether this should be re-instated. The decision was that there is no need as Trustee delegation to the Principal and CIs, together with role descriptions, are already in HOPs.</p> <p>The funding of the Hawk rudder replacement following damage when grounding is approved by the Trustees. The procedure for raising and lowering the rudder has been amended slightly to prevent a recurrence.</p>	<p>IW</p> <p>IW</p> <p>IW</p> <p>IW</p> <p>IW, NS</p>

4.7	<p>The Disabled Sailing Association is not responding to DSG or Wet Wheels attempts at communication and collaboration, including potential press and publicity opportunities. IW to follow up.</p> <p>IW's report, supporting documents and recommended actions were approved by the Trustees. Proposed: (DL) Seconded: (SS)</p>	IW
5	<p><u>Fund Raising – Kate Graeme-Cook and Paul Wyman</u> KG-C had previously circulated report to Trustees.</p>	
5.1	<p>Kate's report</p>	
5.1.1	<p>Chris Smith raised around £1,100 from his Stride for Sailability solo effort.</p>	
	<p>Chris mentioned that the Eddystone Pursuit is a good way of raising funds and awareness, as proven by his successful fundraising for DSG 2 years ago. Chris stated that there is additional funding available for teams (of at least 3 boats) and is encouraging others to join. Andrew Cushen and Roger Marsden have boats at Mountbatten so they could be approached to see if they are interested.</p>	CS
5.1.2	<p>Farthings Foundation have again pledged to cover our rent and moorings costs. We need to let them know the actual rent amount in May.</p>	K-GC
5.1.3	<p>Movement for Good granted £1,000 from its 12 Days of Giving campaign.</p>	
5.1.4	<p>Other fundraising included £245 from Fiona Westcott (new Membership Secretary), £40 from Don Fallon's talk at Torquay Ladies Group, and around £200 from Ian Wakeling's sailing items sale.</p>	
5.1.5	<p>Approximately £36,000 was raised during the DSG financial year Oct 23-Sep 24.</p>	
5.1.6	<p>The IT issues in October and November had a serious impact on fundraising as many grant applications have a December deadline. Grateful thanks to Richard Salt for getting the IT issues resolved.</p>	
5.2	<p>Paul's report Give As You Live is a very good way of raising funds from people's every day spending if they sign up e.g. TUI give 2%, BA give 1.5%, Paul & Neil to publicise to encourage more people to sign up.</p>	PW, NS
5.3	<p>Decided we should we have an (external) events co-ordinator as this is taking up a lot of Kate's time – although part of fundraising/PR/marketing such a role would relieve pressure. (Different from Carrie's role as that is internal)</p>	K-GC
	<p>Kate to write a paragraph for job description to go out. Ian suggested identify someone who may do the job. Kate putting on website and all member's email.</p>	K-GC, IW
6.	<p><u>Treasurer's Report – Nick Woodward</u></p>	
6.1	<p>Funds currently have > £70,000 in the bank. We earned £1,650 of interest from the savings account.</p>	

	K-GC needs current copies of bank statements for funding proposals. NW to forward them monthly.	NW
7	<u>AOB</u>	
7.1	Tom Glomb volunteer of the year award NS put out feelers for nominations in the autumn following the 2024 season. Anna Chrystie was awarded the trophy for 2024.	NS
7.2	MP raised the topic of volunteer long service awards. Bob Miller has given MP read access to Member Mojo to identify potential candidates and where people who do not have a joining date on the system. MP & NS to follow up with the Membership Secretary. MP has also reached out to Anna Chrystie, Fiona Westcott and Rob Boyd for any 10 year and 20 year award candidates they can think of. MP will source awards for agreed candidates in time for presentation at the AGM/annual dinner. MP is standing down as a Trustee at the 2025 AGM as he has served his maximum 3 terms. A Trustee is needed to take over the long service award duties.	MP, NS
7.3	MP asked if the First Aid course is confirmed for 15 Feb. NS confirmed that it is going ahead.	NS, MP
8.	<u>Date of future meetings.</u>	
8.1	The next meetings of Trustees will take place on Thursday 10 April 2025 Thursday 17 July 2025 Meetings to be held at 2pm in the DSG clubhouse, Dartside Quay.	
8.2	The AGM and annual dinner will take place at Horizons, South Devon College, on Tuesday 29 April 2025.	