




# MEETING OF TRUSTEES MINUTES

<b>Date &amp; Time:</b>	Thursday 10 <sup>th</sup> April 2025 at 2:00pm
<b>Address:</b>	Clubhouse, Dolphin Boatyard, Galmpton
<b>Signed:</b>	 ..... Neil Strevens, Chair Dart Sailability Group

Minutes	Action by
<b>Attendance and apologies</b>	
<p><b>Present</b>            Neil Strevens (NS) Chair            Jo Heaton (JH) Trustee Secretary            Ian Wakeling (IW) Principal            Mike Pleass (MP)            Paul Wyman (PW) via Teams            Derek Lowe (DLo)            Chris Wood (CW)            Nick Lane (NL)            Kate Graeme-Cook (KG-C)            Richard Tonks (RT)            Charlie Hindley (CH)            Chris Tamlyn (CT)            Nick Woodward (NW)</p> <p><b>Apologies</b>            Stuart Saunders (SS)            Juliet Prentice (JP)            Anne Blood (AB)            Robert Boyd (RB)</p>	
<b>1. Minutes of previous meeting (16<sup>th</sup> January 2025)</b>	
<p><b>Trustees approved the minutes.</b>            Proposed: (MP)            Seconded: (DLo)</p>	

<b>2. Matters Arising</b>		
<b>8</b>	NS: Ben Morris was not interested in purchasing the Paul Riley painting donated to DSG. NS will continue to seek a buyer.	<b>NS</b>
	NS: Not stepping down yet however, may have to at some point later on in the year. For continuity of business, in the event that he might have to step down at short notice, he asked Trustees to volunteer for a Vice-Chair in the interim.	<b>NS</b>
<b>4.1</b>	Loading limit stickers are on the boats.	
<b>4.2</b>	Volunteer qualification and experience training is next week.	
<b>4.4</b>	Safety checks are done and ensuring safety procedures are in date and quarterly safety report from the Safety Officer who will create a report for each Trustee meeting.	
<b>5.1.1</b>	Eddystone Pursuit, no one is available for this year.	
<b>5.1.2</b>	Farthings Foundation Donation: The Foundation have again generously agreed to contribute to the cost of rent and moorings. IW explained that the amount was yet to be finalised, but is expected to be greater than previous years, so DSG should be prepared to shoulder some of the final amount.	
<b>5.2</b>	Give as you live and Easy Fundraising, encourage anyone buying online to use them.	<b>KG-C PW NS</b>
<b>5.3</b>	Dawn Ravenhill is taking on the role as Events Co-ordinator. In the process of allocating her DSG Email address.	
<b>7.2</b>	Long service awards It is MP last meeting therefore we need to find somebody to take on the job of monitoring volunteer awards to work with membership secretary.  JH Will ask if any of the sailors will take this on.	<b>JH</b>
<b>3. Principal's Report – Ian Wakeling</b> IW had previously circulated his report to Trustees.		
<b>3.1</b>	<b>Matter Arising</b>	
	April 2025 - Actions	
	Access Pontoon in Dartmouth. Successful event on Saturday 5 April. Unfortunately no press interest although Visit Dartmouth attended and will include the pontoon and us in their literature etc.  RYA Sailability have requested that we provide publicity material to their Social Media agent for publication  Dart harbour would be pleased to publicise DSG.	

<p><b>3-3.4</b></p>	<p><b>Management Team Roles</b></p> <p>Kevin Ruff has completed his Senior Instructor Course. We are in the process of advising RYA that he has taken over as Chief Sailing Instructor. Transfer between Kevin and Anna now underway.</p> <p>JH suggested that Trustees should formally acknowledge Anna’s contributions over the last few years.</p> <p>Tom King has taken on the responsibilities of Safety Management Officer</p> <p>Dawn Ravenhill has agreed to take on the responsibilities of Rota Sec from Tom. She has also offered to take on the new role of Events Manager (action 5.3) but we are also approaching somebody else with better local knowledge as suggested by Dawn.</p> <p>Procedures and handbook all done and on the website and in cabin.</p>	
<p><b>3 - 4.3</b></p>	<p>All maintenance work has been completed</p>	
<p><b>4.1</b></p>	<p>Loading Limit Stickers have now been added to boats now that they are afloat.</p>	
<p><b>4.2</b></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. Will be discussed at OOD/PM Workshop on 15 April.</p>	<p><b>IW</b></p>
<p><b>4.3</b></p>	<p>All Procedures have been updated and published on web site and hard copies.</p>	
<p><b>4.4</b></p>	<p>Management Safety Review held Tuesday 8 April. Safety Officer will report to Trustees at quarterly meetings.</p>	
<p><b>4.6</b></p>	<p>Joint Working with Disabled Sailing Association and Wet Wheels.</p> <p>We have had a meeting with DSA and agreed that we should join them and Wet Wheels as members of the Torbay Water Sports Forum as a means to publicise the opportunities for people with disabilities. It has also been proposed that Exe Sailability join the forum to provide a “South Devon” offering. We have provided input to a proposed press release for discussion at the forum. We would also use this forum to agree plans for the proposed joint marketing event. Unfortunately, the Forum meeting on 24 March was cancelled at late notice. We believe that it will now be on 9 April. If so IW will report at meeting.</p> <p>8 to 17<sup>th</sup> June to take ARC to Disabled Sailing Association. Anyone wishing to go.</p>	

	<p>NS thanked Chris Tamlyn for the programme on the website</p>	
	<p><b>Progress</b></p> <p>Updated Handbook and Operating Procedures have been published.</p> <p>Programme has been published</p> <p>Maintenance has been completed thanks to the efforts of many volunteers. The work done by Tonto significantly eased the demands on volunteers and provides greater assurance that engines will be reliable.</p> <p>Most boats have been launched with others to be launched as detailed in the Programme.</p> <p>Pre-Season Training is underway as detailed in the Programme.</p> <p>The winter social meetings have been well received with raffle and door payments for the final session, by Black Gold, contributed to the Fishermen’s Charity.</p> <p><b>Dartside Quay Developments</b></p> <p>Rent and Mooring Fees</p> <p>Bob Miller and IW were invited to a meeting with Tim Dewing to discuss our requirements and potential rent and Dolphin Yard’s charitable contribution..</p> <p>IW will provide more detail verbally due to the sensitivity of figures.</p> <p>We await a formal invoice. NS requested that KG-C and NW ensure that The Farthings Foundation donate the money for DSG to pay the invoice for rent to ensure both sums are appropriately accounted for in the accounts. This had not happened in the previous year, and had been overlooked.</p>	<p><b>IW</b></p> <p><b>KG-C</b></p> <p><b>NW</b></p>
	<p><b>Parking</b></p> <p>Dolphin Yard have generously offered free parking to sailors and volunteers on programmed sailing days. Volunteers are asked to park by the slipway on the far side of the creek, and sailors will park on the left side of the road to right after clubhouse. IW or Bob Miller will supply all eligible registrations to Dolphin before the first session of the season.</p>	

	<p>NS and IW will remind all members of the need to make sure they add car registrations to the membership on mojo before the end of April.</p> <p>NS stated that he will ask Social Secretary to invite Ben and Jackie Morris to the Annual Dinner.</p> <p>NS will write formally to Ben Morris to thank him for this generous offer.</p> <p><b>Future Requirements</b></p> <p>Tonto have advised that Support 1 will need an outboard replacement next winter.</p> <p><b>Hoist</b></p> <p>We have identified that at least one sailor is too heavy, when fully dressed, to be safely lifted using our existing hoist. We will have to deny him the opportunity to sail this season.</p> <p>We have identified that the hoist installed in Dartmouth has a significantly greater capacity. We are investigating costs (Harbour Master suggested £9000) and practicality of installing on our pontoon and will report.</p> <p>Project for fundraising for new hoist with higher weight limit. Research the options cost could be around £20,000 or more if depending if new pontoon is needed.</p>	<p>IW</p> <p>KG-C</p>
<b>4. Fund Raising – Kate Graeme-Cook and Paul Wyman</b>		
	<b>Grants/funding – Report Spreadsheet previously circulated</b>	
<b>4.1</b>	<b>Kate’s Fundraising Report</b>	
	<p>10th April 2025</p> <p><b>Grants and donations</b></p> <p>Postcode Local - £12,200 refused. New application next month.</p> <p>Hadley Trust - £5,000</p> <p>Laywell Matthey Trust - £4,967.50 for safety boat hydraulics and steering and new sails for Hansa. Paid 25th March, KGC has thanked the trustees.</p> <p>Dittisham Regatta - £150</p> <p>Galmpton &amp; Churston Ladies Group - £150</p>	

	<p>Lesley Prout and Bingo Ladies - £100</p> <p>Ian - £40 sailing gear</p> <p>Total (January to March 2025) - £10,400 approx.</p>	
<b>4.2</b>	<p>PR</p> <p>We are liaising with Wet Wheels and Disabled Sailing Association to have a combined offer. Bob and Kate went to a meeting arranged by Torbay Council on 24th March but when we got there it had been cancelled. the council wants to promote the bay's watersports. No updates or explanation despite follow up emails.</p> <p>We are now on the Galampton Village Hall Institute list of regular users which is great news as it spreads the word about what we do to in our local neighbourhood.</p>	
<b>4.3</b>	<p><b>Events</b></p> <p>Chris Wood has very kindly taken on organisation of attendance at July's Gooseberry Pie Fair.</p> <p>Dawn Ravenhill has volunteered to organise external events. More volunteers needed for events, particularly in the summer.</p>	
	<p><b>NS</b> Grateful to CW for coordinating Gooseberry Fair. CW happy to lease with new event co-ordinator Dawn and help her out for next year's Gooseberry Fair.</p>	
<b>5. Re-wire Support 2 –</b>		
	<p>NS explained that Tonto had discovered an urgent need to re-wire Support 2 in late November. Due to the relatively small amount and the need for a quick decision, he authorised up to £550 to be paid from own funds. NS asked the Trustees to retrospectively approve this payment. Propose RT and 2<sup>nd</sup> DLO</p>	
<b>6. Treasurer's report</b>		
<b>6.1</b>	<p>Currently £70,000 in bank</p>	
	<p>Liberty accounting system working out fine. KG-C, IW &amp; David Blood trained on Liberty software. NS asked that IW, NW, KG-C and David Blood meet in the near future to ensure that Liberty is set up to suit the needs of Budget Holders, Fundraiser and the Accountant to enable accurate and live reporting, and swift reports at year end.</p>	<p><b>IW, KG-C, NW</b></p>

<b>7. Annual Report and Accounts</b>	
	<p>KGC: Check £ 48,000, Yes we can use.</p> <p>Raising funds has cost £2,554 was explained as including costs incurred for the cancelled for Stride for Sailability event</p>
	<p>NS explained the delays in presenting the annual account report but was satisfied it now reflected the true position. He asked that the Trustees accept it for presentation to the membership. Proposer KGC and CW carried unanimously.</p>
<b>8. AGM</b>	
	<p>29<sup>th</sup> April 2025 5pm AGM food at 6pm</p>
<b>9. Any other business</b>	
	<p>Safety report</p>
	<p>Important that disabled sailors are not strapped into wheelchairs. However, some sailors will require to be strapped into their chairs and will have to have been made aware of the safety implications for this. A stability test will be carried out on the ARC and it may become necessary to consider strapping heavier chairs to the deck to prevent them sliding inadvertently.</p> <p>RT: Shore party are fully aware regarding strapping in on the boats</p>
	<p>Will review safety before the beginning of the season starts next sailing session</p>
	<p>NS To thank Mike, Anne, Juliet and Rob for all they have done, such excellent service.</p>
<b>10. Date of future meetings</b>	
<p>The next meetings of Trustees will take place on:</p> <ul style="list-style-type: none"> <li>• Thursday 17<sup>th</sup> July 2025</li> <li>• Thursday 2<sup>nd</sup> October 2025</li> </ul> <p>The meeting closed at 15:16</p> <p>Future meetings to be held at 2pm in DSG Clubhouse, Dolphin Boatyard.</p>	