




MEETING OF TRUSTEES MINUTES

Date & Time:	Wednesday 16 th January 2023 at 2:00pm
Address:	Clubhouse, Dartside Quay, Galmpton
Signed:	 Neil Strevens, Chair Dart Sailability Group

Minutes	Action by
Attendance and apologies	
<p>Present Neil Strevens (NS) Chair Nicky Steven's (NikS) Ian Wakeling (IW) Principal Mike Pleass (MP) Robert Boyd (RB) Paul Wyman (PW) Kate Graeme-Cook (KG-C) Derek Lowe (DLo) Anne Blood (AB) Chris Wood (CW) Nick Woodwood (NW) Jo Heaton (JH) Trustee Secretary</p> <p>Apologies Juliet Prentice (JP) Chris Sumner (CS) Stuart Saunders (SS) Anne Blood (AB)</p>	
1. Minutes of previous meeting (4th & 27th October 2023)	
<p>Trustees approved the minutes. Proposed: (MP) Seconded: (RB)</p>	
2. Matters Arising	

11.2	MOD veterans: They have received the brochure, but they are unable to recommend us.	
5.14	Sally Brown cheque for £300 picked up by Neil.	
5.19	Solar charging panel not going ahead.	
5.24	Laptop David Pendlebury, David to purchase up to £500.	
5.3	Re: HANSAs Bristol networking meeting didn't happen. Another meeting in early May. Free stall 9 th May.	
5.34	Easy fundraising & Give as you live: members are using.	
7.1	10-year awards, 2 presented at Xmas dinner.	
6.1	New trustees: we have new trustees Nick Lalne, Chris Wood (review insurance) & Richard Tonks to be ratified at next AGM. Neil stepping down in just under a year before AGM 2025.	
7.2	SharePoint to access documents and financial info. Immediate access for whoever needs it, using the Trustee email. Ian Wakeling will supply details.	
3. Principal's Report – Ian Wakeling IW had previously circulated his report to Trustees.		
	February 2024 Actions	
4.6	WhatsApp group for Ark and Keel boats, still in discussion.	
5.36	Is there a need for boat planing in the PB2. Not asked but purpose of course and certificate is to certify people as competent in all types of power boat. Planing is a dangerous activity so needs to be taught.	
	Matters Arising <u>RYA Inspection.</u> RYA Regional Development Officer apologised for lack of inspection in 2023 and will ensure that we are listed for an early inspection in 2024. <u>RYA Conference.</u> We had 6 representatives at the Inspection including Chair of Trustees, Principal and a Sailor. We picked up some useful ideas etc which will be taken forward. There was an issue raised about whether our application of Temporary Associate Membership exempted us from a requirement for ARC to be Classed as a Passenger Vessel when taking visitors etc on trips. Neil has investigated with RYA Legal. Lessons Learnt Review. We had a very good review on 13 November with around 40 members attending. Topics discussed were: <ul style="list-style-type: none"> · Lifting and Handling including use of hoist · Mix of Boats 	

- Role of and need for Pontoon Master
- Hansa Towing
- Training

A range of ideas and suggestions were put forward. These were subsequently reviewed at the Officers Meeting on 22 November and a way ahead and actions agreed. Many of the ideas will be reflected in refinements of pre-season training and Operating Procedures.

Winter Programme. The talk by John Ridsen was very well attended. Unfortunately, we did not have sufficient takers for the Quiz, but the Christmas Lunch was another success (I am told. Absent due to COVID)

Projects. Of the projects proposed at the last Trustees meeting the following update is provided:

- ARC Engines should be delivered this month. ARC will then be recovered or installation.
- New Sails for Equaliser on order
- Modification for Cover for Equaliser Sails is on order
- Space for Gazebo is still being explored as our preferred options were not acceptable to Dartside Quay management. Gazebo has been delivered.
- Oscar Sail Cover on order
- Additional Hansa on order
- Laptop awaiting exploration of possible sponsorship
- VHF No action yet
- ARC Ramp and handrail. Way ahead agreed. To be developed as part of maintenance
- Have discussed training with RYA. Awaiting details of PBI training, possibly free, and trying to arrange KBI training.
- Whiteboards will be purchased when final arrangements for Gazebo have been agreed
- Hansa Hull cleaning. No progress
- Support Boat re-wiring. Contractor being sought.
- Concrete slab. See Gazebo comments above.

Progress Report

Maintenance is well underway. BRNC sent a Division of Cadets over on 3 December. They scraped and cleaned all the boats, saving volunteers from the least popular job. A letter of thanks went to the Captain of the College.

New Season Planning. Officers will be meeting on 7 Feb to develop a plan for boat launching and pre-season training. A key issue to be addressed will be the development of Dolphin Yard and the impact on our mid creek moorings and avoiding conflict with Dartside Quay boat launching. We are maintaining close contact with the company to ensure that we can operate safely and efficiently.

SharePoint Use and Training

A training session has been arranged for 24 January starting about 1745. This will provide Officers and Trustees with an understanding of:

- How to access documents
- How to upload and download documents
- How to edit and comment on draft documents
- How our documents will be organised and managed.

Web Site

The updated website has worked well. Some corrections and refinements have been proposed. It is hoped that these can be undertaken before the season starts. In particular we hope that the Governance Section can be modified to include:

- Constitution
- Handbook
- Policies
- Operating Procedures
- Safety (Risk Assessments and Guidance)
- Annual Report and Accounts
- AGM Minutes
- Trustee Minutes

Masters of all documents will be held in SharePoint.

Budget

The Officers would like to seek approval of the following Budget for Operating Costs. This does not include the individually approved Projects. This does not include the individually approved Projects or Rent and Insurance which are Trustee responsibilities.

- Maintenance - £6000 to cover all materials, parts etc and any professional work that we require.
- Social - £250 to cover misc catering and room hire etc not covered by charges (We may spend more but will then have income to cover it)
- Training - £2000 to cover instructors, materials and expenses
- Safety - £1900 to cover testing, servicing and spares
- Fuel - £2000 Allows for price increases.
- Publicity - £200 to cover event costs and materials
- Printing etc - £100 to cover postage and misc materials
- Sundry - £ 200 to cover room hire, wifi etc

Assuming Approval these budgets will be allocated to the appropriate Officer to manage. This will include approving invoices.

Trustees are invited to advise if they wish to set any constraints on Officers Financial Decision making within these budgets. Eg prices above which a second level of approval is needed and prices above which multiple quotes are required. Note: this budget does not include capital expenditure which will always be referred to Trustees for approval but may well be booked against these headings

Constraints officer to carry on anything signification to speak to Ian.

I would hope that expenditure against these headings can be tracked and be visible on SharePoint.

Management Transition

Anna Christie has announced her intention to stand down from her position as Chief Sailing Instructor after the 2024 Season. We have commenced activities to find a replacement. We are approaching suitable volunteers. If that is unsuccessful, we will advertise around local Sailing Clubs.

Graham Gardner would also like to stand down as Chief Powerboat Instructor when a replacement can be found.

I had intended inviting members to consider finding a new Principal in the next year noting that I would then have been in post for 5 years and it

might be time for a change. However, with the other changes happening, I will be happy to stay on unless there is somebody keen to take on the role or a change is wanted.

The Trustees approved the proposed Operating Costs budget.

4. Fund Raising – Kate Graeme-Cook and Paul Wyman

Grants/funding

Kate's report

1. Fundraising

Sally Brown Ladies' Fashion – collection box raised £200 (Claire Woodgate owner Sally Browns, there so many thanks to her for organising this)

John Risdon's fascinating talk about Galmpton's very varied and interesting history raised £305 and was thoroughly enjoyed by all.

Lesley Prout and her Bingo friends have raised another £100 – great news!
Christmas lunch at Horizons – raffle raised £200 thanks to Carrie & Co.

2. Grant applications pending

Laywell Matthey Trust is a new charity in Brixham with funds coming from the sale of the Laywell Nursing Home in 2022. Kate has made an application for contribution towards the new ARC engines (no amount specified as no guidance given). The decision will be made March 2024. The trust only allocates grants annually. If the ARC engine application at Laywell Matthey is unsuccessful, Kate will apply to Dartmouth Town Council as applications can be made throughout the year.

Dartmouth Town Council

Grant application made for £3966 for the Hawk electric engine and sail repairs, and sail covers for Oscar. The meeting is on 22nd January 2024 at 7pm so if we get that far, we will need to attend the Finance and Gen Purposes Committee meeting at 7pm to answer any questions.

Alternative funding

Depending on the progress of ARC engines and Oscar/Hawk equipment as above, applications may be made to other authorities/charities in 2024, ie Torbay Council, South Hams.

3. Proposed grant applications

Again, depending on the above application to Dartmouth Council, an application may be made for safety costs/tests etc. (David P) as an alternative. Torbay/South Hams may be alternatives.

4. External events

Nobody has come forward to help with external events so Fiona's offer to assist (as opposed to organise) is on ice. We need help please! Thank you

	<p>to Derek and Dereks daughter Millie to do a medical assessment for Gooseberry Pie Fair.</p> <p>5. Website</p> <p>News stories and photographs are added most weeks so if you have anything, please let Kate know. Please note – if you are submitting photographs, please ensure that everybody has given permission.</p>															
5. Treasurer’s Report – Nick Woodwood																
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">CAFBank Current Account</td> <td style="text-align: right; width: 30%;">£869.11</td> </tr> <tr> <td>CAFBank Deposit Account</td> <td style="text-align: right;">£66468.58</td> </tr> <tr> <td>Committed funds – Tonto Marine re ARK engines Deposit of £3600 paid</td> <td style="text-align: right; vertical-align: top;">£14189.70</td> </tr> <tr> <td colspan="2">Treasurer scheduled absences:</td> </tr> <tr> <td colspan="2">January 23rd - January 26th</td> </tr> <tr> <td colspan="2">June 18th – July 7th</td> </tr> <tr> <td colspan="2">August 2nd – August 9th</td> </tr> </table>	CAFBank Current Account	£869.11	CAFBank Deposit Account	£66468.58	Committed funds – Tonto Marine re ARK engines Deposit of £3600 paid	£14189.70	Treasurer scheduled absences:		January 23 rd - January 26 th		June 18 th – July 7 th		August 2 nd – August 9 th		
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6. Ratification of Annual Accounts & Report																
	<p>Following the identification of a couple of errors in the original draft, David Blood has corrected the accounts, which were forwarded to the Trustees two days before the meeting..</p> <p>Proposed for accounts (PW) & (DLo)</p> <p>The Trustees approved the Annual Report and Accounts for ratification at the AGM on 30 April 2024</p>															
7. Major Fundraising Proposal																

NicS: Fundraising Event

Extreme Energy set up events for big charities. Nici has spoken to the owner to set up a local fundraising event running / walking. They will plan test the route, encourage lots of people to take part in the event. Should attract lots of interest. Upfront cost may be up to £9,000; they will supply medical support etc....

It was suggested that it could be feasible to attract at least 200 people to participate; different plans for charging were suggested one of which was to charge an amount for people to enter for the event which could be abated if a certain level of fundraising was achieved by the individual.

Profit forecast based on each participant raising £250

200 participants - profit £45K

100 participants - profit £18K

50 participants – profit £4.600K

Possible dates 12th or 19th October

Possibility of wheelchair race.

Funds raised would come straight to Dart Sailability.

Up to £9k upfront cost from Dart Sailability for suppliers, medics but only when it was clear that the event was feasible, and the funds would only be needed to meet stated up-front costs.

Extreme Energy happy to take 25% deposit and if not enough uptake would be happy to give cash back. They get all the permissions with councils etc...

How many volunteers would DS need, based on 200 participants they would provide 5 volunteers. We would also need to find 5 volunteers.

How is the work split? Marketing down to DS. Nicky will run the project.

XEnergy requested some videos for publicity 'share stories'.

They plan and test the routes, online entry system. Aid stations on route, food, snacks, water, tea, coffee at the finish.

It was felt important not to put too much pressure on participants to raise certain amount of cash as would too much pressure on the participants.

VAT suppliers invoice no VAT charge.

Social media

Worst financial exposure would be £9k

When would be final commitment to decide if we have enough support?

There would be formal contact between us and them.

Is DS the official organiser for insurance purposes?

Does DS want to do this? An annual event to raise these potential funds,

Nicky to be principal organiser for the event?

In October this year?

Milestone commitments

To start the ball rolling have an agreement in principle. Then go back to Extreme energy

Agreement in principal & then in writing

Have a plan and workload commitment and when and financial commitment and when in writing.

Proposed by Trustees

Come back at next meeting and look at it again

8. Operating Budget

£12,650 Budget agreed by all trustees.

9. AOB

9.1	Temporary member's query. We need to speak to our insurance to check that they are happy. Temporary members for visitors to be insurance	
9.2	New pontoons: hopefully before the beginning of the season. Pay commercial rate for Ark to be lifted out of the water.	
9.3	Advertise for any senior instructors to take over from Anna as Chief Sailing Instructor. Need to find a principal and two instructors to replace Ian, Graham & Anna.	
9.4	Horizons for annual meal and meeting. 30 th April 6:00pm	

<p>9.5</p>	<p>(NS) Looking at the constitution and came across a provision which allows trustees to vote in new trustees without having to go to the membership.</p> <p>13.1 (d)</p> <p><i>The members or the charity trustees may at any time decide to appoint a new charity trustee, whether in place of a charity trustee who has retired or been removed in accordance with clause (15) (Retirement and removal of charity trustees), or as an additional charity trustee, provided that the limit specified in clause 12(3) on the number of charity trustees would not as a result be exceeded.</i></p>	
<p>9.6</p>	<p>Because Chris Wood has already started looking at the insurance information, it made sense for Chris to look into insurance matters and liaise with Gallagher's for the renewal at the end March.</p> <p>NS Proposed to elect Chris Wood</p> <p>Trustees all agreed for him to become a Trustee.</p>	
<p>9.7</p>	<p>Neil going away for 2 months, any that would like to emergency point of contact if Neil is unable to be contacted. MP agreed outside the meeting to fulfil this function</p>	<p>MP</p>
<p>9.8</p>	<p>Neil going go into Yorkshire building society, Dartmouth.</p>	<p>NS</p>
<p>10. Date of future meetings</p>		
<p>The next meetings of Trustees will take place on:</p> <ul style="list-style-type: none"> • Tuesday 9th April 2024 • Thursday 9th July 2024 <p>Meeting to be held at 2pm in DSG Clubhouse, Dartside Quay.</p>		