



MEETING OF TRUSTEES MINUTES

Date: Wednesday 12th July 2023

Time: 2:00pm

Address: Clubhouse, Dartside Quay, Galmpton

Signed:

Neil Strevens, Chair – Dart Sailability Group

<p>1.</p>	<p><u>Attendance and Apologies</u></p> <p><u>Present</u> Neil Strevens (NS) Chair Ian Wakeling (IW) Principal - on Teams Nick Woodward (NW) Treasurer Juliet Prentice (JP) – on Teams Mike Pleass (MP) Robert Boyd (RB) Stuart Saunders (SS) Paul Wyman (PW) Kate Graeme-Cook (KG-C) Jo Heaton (JH) Trustee Secretary</p> <p><u>Apologies</u> Derek Lowe (DL0) Chris Sumner (CS) Anne Blood (AB)</p>	
<p>2.</p>	<p><u>Minutes of previous meeting (5th April 2023)</u></p> <p>Trustees approved the minutes. Proposed: (PW) Seconded: (KG-C)</p>	
<p>3.</p>	<p><u>Matters Arising</u></p> <p>6.3 Annual report and accounts David Blood re restricted funds. Keep as it for now and move as and when needed for different funding requirements.</p> <p>10. Constitution if anyone wants anything changing let Neil know.</p>	

	<p>13.1 Harbour Master re new disabled access and hoist, re assess next month.</p> <p>Dart Haven hoist, Dart Harbour said they would load test however nobody was available at the time. Note: It has not been tested.</p> <p>4.4 IT and website refresh are in hand. Anybody requiring an amendment to the website should advise Carrie or Kathryn.</p> <p>NS met with Ben Morris, new owner of Dartside Quay in April. Rent and moorings are about the same and the Farthing trust will cover the cost for £5,000.</p> <p>11.2 NS still on the case re MOD veterans. Turn to starboard very wary of us poaching people and NS is going to approach.</p> <p>12. NEW TRUSTEES - Have at least two more new trustees this year and maybe another one next year. NS will be stepping down as chairman early in 2025.</p> <p>13.2 Road closure gained us £5,000 from Persimmon Homes, with not too much disruption.</p>	<p>IW</p> <p>NS</p> <p>NS</p>
<p>4.</p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.3.1</p> <p>4.3.2</p>	<p><u>Principal's Report – Ian Wakeling</u></p> <p>IW had previously circulated his report to Trustees.</p> <p>UV strips on Hansa sails has made rigging and launching a lot easier. It has been decided to rig Hansa sails fully on the shore and unclip the boom, has also helped avoid rigging problems afloat.</p> <p>SHAREPOINT – DOCUMENT MANAGEMENT SYSTEM This should now become the place to store all relevant electronic documentation. Where relevant copies of documents can be placed on the website. Folders have been set up under the control of appropriate officers who have permissions to upload and edit documents. Documents should only be stored in the appropriate folder. The relevant officers are responsible for keeping documentation under proper control. They can add sub-folders eg for archived drafts.</p> <p>With other activities going on, not much has been placed in the folders at this time. Procedures and Policies are all in place. Relevant Officers should be encouraged to place relevant documents on the system. Documents must not be placed outside folders as this will lead to a loss of configuration control. Create archive folder for older documents that are not currently relevant but may be needed in the future.</p> <p>Create a trustee email address for all trustees, with one password. So, trustees can access SharePoint.</p> <p>KG-C, PW, NW get together with NS to work out what financial documents are needed for funding bids.</p>	<p>IW</p> <p>IW</p> <p>KG-C PW, NW & NS</p>

<p>4.3.3</p> <p>4.3.4</p> <p>4.5</p> <p>4.6</p>	<p>Create a fundraising sheet for operations and maintenance for IW. Make available for fundraising team for funding bids.</p> <p>Trustees to be sent SharePoint instructions.</p> <p>What documents on the website need to be password protected? Ask Tom King to comment on what documents should be on the website. Legal pitfalls? Ask Tom.</p> <p>Decided: AGM Minutes to be made public on the website and trustees' meetings minutes for members only.</p> <p>Create a separate WhatsApp group for Ark and Keel boats.</p>	<p>IW</p> <p>NS</p>
<p>5</p> <p>5.1</p> <p>5.1.1</p> <p>5.1.2</p> <p>5.1.3</p> <p>5.1.4</p> <p>5.1.5</p> <p>5.1.6</p> <p>5.1.7</p> <p>5.1.8</p> <p>5.1.9</p> <p>5.2</p>	<p><u>Fund Raising – Kate Graeme-Cook and Paul Wyman</u> KG-C had previously circulated report to Trustees.</p> <p>Kate's report</p> <p>Persimmon Homes Visited 12th April for £5,000 cheque handover. MP Anthony Mangnall also attended. Good publicity in press Persimmon & MP websites/social media</p> <p>Farthings Foundation Visited 15th May – pledged £5,000 rent – we have been given £5,140.00.</p> <p>Eurosafe Event – thanks to Neil – nearly £3,700</p> <p>Alan Hill - £4,000 donation</p> <p>Bruce “Top Gun” talk - £260 at Kingswear Village Hall</p> <p>Tony Davey collection – just over £700. Family visited 15th May</p> <p>Eddystone Pursuit (Chris Smith & Crew) – £3,014.17 With grateful thanks to Mike Pleass for doing online appeal.</p> <p>Pending Missin' Tackle Shanty Crew Quay Concerts – July and August Gypsy King Jazz concerts, Stoke Gabriel – during Summer.</p> <p>Not successful Spar Community Funding (no feedback unfortunately) Kevin Foster MP - £500 for hoist service – refused due to our location being in South Hams</p> <p>Paul's report</p> <p>Co-operative Local Community Fund - application made. Awaiting decision as to whether we will be chosen for the next round so we get a portion of all donations.</p>	

5.2.1	Bernard Sunley – on ice as we need capital project.	
5.2.3	Viscount Amory – our application was rejected with no reasons given.	
	Website & Shared Information	
5.3	Generally, far easier to understand and navigate the website and get information ie for grants. Thanks to all involved.	
5.4	Volunteers for external events	
	Has been quite hard recruiting volunteers for Missin' Tackle concerts July/August and Gooseberry Pie Fair etc. All help welcome as usually same people step forward.	
	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)	
	Kate to write a paragraph for job description to go out. Ian suggested identifying someone who may do the job. Kate putting on website and all member's email.	KG-C
5.5	Publicity material	
	Banners, fliers, posters etc. all in club house for dispersal. Please display Missin' Tackle shanty crew concert poster.	
5.6	Partnerships	
	No update from Level Water in March until June 30 th asking us to publicise Bantham Woosh swim 8 July. We are waiting to hear about progress on joint swimming/sailing project for disabled youngsters.	
5.7	Neil taking Fred to an event in Bristol. He suggested to have business friendly plan with a list of projects we need funding for. Businesses would be able to choose a project and tax advantages.	
5.8	Brian Woodgate's daughters shop Sally Browns in Dartmouth raising money for DSG.	
5.9	Put DSG leaflets in new doctors and Dartmouth swimming pool indoor and outdoor.	
6.	<u>Treasurer's Report – Nick Woodward</u>	
6.1	Funds currently have £75,500 in the bank. Last year we had £65,000.	
6.2	£21,800 fundraising raised so far.	
7	<u>AOB</u>	
7.1	Review of the sailing fleet	
	DLo Suggested wrong mix of boats. Management team to survey sailors of which boats they would like to sail before the end of season. To be determined by management team ask DLo to do it? Maybe survey monkey or google survey.	DLo?

<p>7.2</p> <p>7.3</p> <p>7.4</p> <p>7.5</p>	<p>Opportunity to go in Dittisham Regatta with Kanata and Dartmouth Dinghy Regatta maybe Oscar.</p> <p>Website Cost £2,400 agreed to come out of restricted funds.</p> <p>RB: Philip Wooldridge passed away in May. Janet and Ian went to the funeral this week. Daughter said proceeds will go to DSG.</p> <p>New pole needed for banner.</p>	<p>KG-C</p>
<p>8.</p>	<p><u>Date of future meetings.</u></p> <p>The next meetings of Trustees will take place on</p> <p>Wednesday 4 October 2023</p> <p>Wednesday 17 January 2024</p> <p>Meetings to be held at 2pm in the DSG clubhouse, Dartside Quay.</p>	