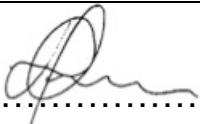




MEETING OF TRUSTEES MINUTES

Date & Time:	Thursday 17 th October 2024 at 2:00pm
Address:	Clubhouse, Dolphin Boatyard, Galmpton
Signed:	 Neil Strevens, Chair Dart Sailability Group

Minutes	Action by
Attendance and apologies	
<p>Present Neil Strevens (NS) Chairman Ian Wakeling (IW) Principal Mike Pleass (MP) Chris Smith (CS) - Observing Chris Tamlyn (CT) - Observing Charlie Hindley (CH) - Observing Kate Graeme-Cook (KG-C) Derek Lowe (DLo) Chris Wood (CW) Nick Woodwood (NW) Richard Tonks (RT) Stuart Saunders (SS) Jo Heaton (JH) Trustee Secretary</p> <p>Apologies Juliet Prentice (JP) Anne Blood (AB) Robert Boyd (RB) Paul Wyman (PW) Nick Lane (NL)</p>	
1. Minutes of previous meeting (9th July 2024)	
<p>Trustees approved the minutes. Proposed: (MP) Seconded: (SS)</p>	

2. Matters Arising		
2.1	Website - scrolling issue when trying to view the programme on iPhones. Chis to liaise with Carrie and Phil to sort it out during the Winter.	CT
3. Principal's Report – Ian Wakeling IW had previously circulated his report to Trustees		
3.1	Low level new hoist has now been installed on a new, lower extension to the main pontoon in Dartmouth. Once access has been cleared, this may open many possibilities. IW and KG-C will investigate possible joint publicity with DHNA.	IW
3.2	Actions Bilge Pump issues continued throughout the year. Some modifications, based on lessons learnt, will be implemented over winter. Share Point is generally working for those who need to use it. There is now a good library of photos and videos. Any Trustee who has problems trying to use it should contact our IT Support team itsupport@dartsailability.org We are collating website issues to be worked on over the winter. Please let Carrie know of any issues or things that need updating.	
3.3	Progress Report We have had a good season with only a couple of sessions lost to the weather and some excellent turnouts including the final session when virtually all our boats were in use. We had over 40 members (Sailors and Volunteers) attending on at least four occasions out of a total membership of 151 (87 volunteers and 64 Sailors). Some sessions have been a challenge for the volunteers but the refined procedures, that we introduced this season, have helped make things more efficient in launching and loading. The number of sailors requiring hoisting is the limiting factor for loading times. However, we cannot see a way of setting up with a second hoist to speed things up. There is a lack of space and very, very rarely any spare volunteers. We are now preparing for winter. <ul style="list-style-type: none"> • The Piggery has been cleared of weeds and prepared. • The Trailers have been checked • All boats except ARC are now ashore. • Work is underway to re-cover the damaged Maintenance Tent 	
3.4	Management Team and Officers	

	<p>Bob Miller has taken over from Graham Gardner as Chief Powerboat Instructor. We have decided to share out the responsibilities that Bob had as Training Officer, (New Volunteer Induction, First Aid Training, Winter Training Organisation)</p> <p>Kevin Ruff has agreed to take on responsibility as Chief Sailing Instructor, subject to qualifying as a Senior Instructor. We have asked RYA to identify a course as soon as possible. Chris Tamlyn has agreed to support Kevin by taking on overall responsibility for the sailing boats, supported by Boat Guardians, while Kevin focuses on managing training and ensuring that all Skippers and Crews are suitably qualified and experienced. Trustees are requested to endorse this proposal as Principal and Chief Instructors are appointed by Trustees.</p> <p>Nominations for Chief sailing instructor / Chief Powerboat Instructor</p> <p>Proposed and agreed</p> <ul style="list-style-type: none"> • Keven Ruff – Chief sailing instructor • Bob Miller - Chief powerboat • Tom King taking over from David Pendlebury <p>Fiona Westcott has taken over from Gill Pendlebury as Membership Secretary and will endeavour to provide further analysis of attendance etc as required for the Annual Report or in Support of Grant Applications. She will also manage First Aid Training.</p> <p>We have somebody talking to David Pendlebury about taking over as Safety Officer.</p> <p>IW suggested that he should be replaced at the end of next season. Hopefully we can find somebody willing to take on the role who can do some shadowing over the next year. Suggestions for potential candidates would be welcome.</p>	
<p>3.5</p>	<p>Winter Activities</p> <p>The Social Programme has been published.</p> <p>We are developing ideas for a Winter Training Programme and are seeking somebody to coordinate the programme.</p>	
<p>3.6</p>	<p>RYA Inspection</p> <p>Our RYA Annual Inspection took place on 14 September. This was generally positive with some helpful suggestions for improvements in our operations.</p> <p>However, we were advised that, contrary to our previous understanding ARC requires a Kill Chord to be fitted. This will be done at no charge as part of the annual service and check following last year’s fitting of new engines.</p> <p>We removed the Kill Chord as it was not being used and we thought that the high sides meant that one was not needed. The RYA have stated that</p>	

	<p>since the boat can plane, and is used at planing speeds during PB2 Training it must have a kill chord.</p> <p>We are developing a Risk Assessment to determine whether we will have to require the use of the Kill Chord at all times or only when outside the castles or conducting RYA Training.</p> <p>During the Inspection IW had a discussion with the Inspector about how we ensured and could demonstrate that our volunteers were suitably qualified and trained for the roles they undertook. As far as the RYA Inspection of us as an RYA Training Centre is concerned there is no issue. We have qualified Instructors and ensure that they make an annual confirmation that they have read the relevant Operating Procedures. However, the question is whether, in the unlikely event of a major incident during normal operations and an enquiry, we can demonstrate that we have ensured that volunteers are suitably experienced and trained.</p> <p>Please see the attached paper on the subject. This needs consideration by Trustees.</p> <p>RYA happy with the way we document procedures. All instructors sign that they have read all operating procedures.</p> <p>In discussion during the RYA inspection for RYA training centre the question arose as to how we know all are suitably qualified. Where's the record kept that volunteers have looked at all the procedures? In case of an accident, we would need to prove they have been trained properly. At the present we produce a list of who is authorised to skipper each boat, but this needs updating during the season as qualifications are gained.</p> <p>NS suggested volunteers get sent email to say they have to read procedures, and they need to accept they have read them.</p> <p>What's RYA best practice? Should an instructor sign each year to say they have read it.</p> <p>Authorisation list is available in blue box and share point. IW suggested to email to all officers of the day. Procedure: if anyone gains a qualification throughout the season so it gets updated.</p> <p>NS would like hoist operators to look at procedures to be part of preseason re fresher.</p> <p>List of tasks for new volunteers. They already get a logbook but there needs to be thorough follow-up of completion before they can operate unsupervised.</p>	ALL
<p>3.7</p>	<p>Budget Proposals</p> <p>IW attached a Proposal seeking approval of a number of increases in Maintenance Budget aimed at easing the load on volunteers and improving boat reliability.</p> <p>He also sought approval for a Capital spend to improve boat steering reliability.</p>	

	<p>In order to get ahead of the winter maintenance queue, we would request urgent approval of this work.</p> <p>Last year's budget was £14,000</p> <p>This year's budget to increase by = £1,429</p> <p>Total budget = £ 15,429</p> <ul style="list-style-type: none"> • Lifting and Power washing of all boats, increase of £700 • Re-wiring of Support Boats increase of £1,717.50 • Outboard Servicing increase in labour costs £1,012 <p>£ 17,500.00 Winter maintenance</p> <p>Approved by all to increase from £14k to £17,500 (CW) and (DLo) proposed & for Tonto to do the work.</p> <p>Replacement of Mechanical Steering with Hydraulic</p> <p>To replace steering on Safety & Support 1 with Hydraulic Sterling at the cost of £1,300 per boat - To look for sponsor</p> <p>Total capital expenditure of £2,660 initially Safety and Support 1</p> <p>Then Support 3 and Nab next.</p> <p>Tonto to service and modify boats at the same time.</p> <p>Commit own funds for first two and Kate to try for grant for the other two.</p> <p>Propose to approve the above: (DLo) and (CW). Motion carried</p>	
4. Fund Raising – Kate Graeme-Cook and Paul Wyman		
	<p>KG-C has a shopping list for her grants. Hopefully, some pending grants will soon be approved, and by mid-November she should be able put together decent grant applications for items approved today. She has raised about £35,000 this year, so we have not had to dip into reserves.</p>	
<p>4.1</p>	<p>Fundraising</p> <p>Stoke Gabriel Summer Concert series - £300</p> <p>Gooseberry Pie Fair - £250</p> <p>Dawn Fallon - £40 book sales (plus some £ from Galampton Festival)</p> <p>Neil Hockaday - £40 lifejacket</p> <p>We need to draw up a shopping list for grant applications asap please and we can use current funds for operating costs where necessary.</p>	
<p>4.2</p>	<p>Pending applications</p> <p>Aldi - £1500 general</p> <p>Poundstretcher grant – no specific amount</p> <p>Andrew Hammond via Anna – Westcott Accountants – Kate has emailed but no reply as yet.</p>	

4.3	<p>Future funding sources</p> <p>Paul Riley painting via Brian Woodgate – need suitable way to exploit the donation</p> <p>Barchester Healthcare – Red Hansa sails – Anna. Sails for Liberties (Rob) Max £2,500</p> <p>Persimmon Homes – up to £5000</p>	
4.4	<p>Events</p> <p>Paul’s thank you event – Paul to report. Thanks to everybody involved.</p> <p>Gooseberry Pie Fair (£250 donation and new members?)</p> <p>Galmpton Autumn Festival. Thanks to all volunteers. £60 on Sum up machine (donations and Dawn Fallon’s book).</p>	
5. Treasurer’s Report – Nick Woodwood		
	<p>Nick £70,500 all funds</p> <p>Do we have gift aid number? Nick confirmed we do, and that relevant organisations have been informed.</p>	
6. Stride 4 Sailability Debrief		
	<p>NS apologised that the Trustees had agreed to cancel the event. Even though potentially the event could attract people at the last minute, only 30 people had entered three weeks before the date, which was not enough to go ahead without incurring significant costs to the charity. After discussing many potential reasons why we failed to attract entrants, everyone agreed to consider the event for a future year.</p> <p>The committee said a huge thank you to Nikki, Jade, Neil and Kate for everyone’s efforts</p>	
7. Introduction of Liberty Accounting Software		
	<ol style="list-style-type: none"> 1. Cloud based software 2. For commercial and Non-for-profit organisation (but uses customers not member terminology). 3. Free 30 minutes training courses over zoom. 4. Designed for use by charities eg handles Gift Aid. 5. David and I think it could work for Sailability. 6. Needs to be careful set up before use (Chart of Accounts etc). 7. Initial set up may take some time. 8. Nick out the country until 12 November 9. User access and set-up would need work re access/responsibilities. 10. Budget holders would need to be disciplined about reporting expenditure. 11. Reports facilities seem very flexible. 12. Officers will need to be disciplined about recording expenditures. 13. Cloud based software; costs £12.95 pcm. <ul style="list-style-type: none"> • As many users as you like. 	NW

	<ul style="list-style-type: none"> • Able to give read only access, pretty sure. • Vast range of reports • Officers to make sure things are reported appropriately <p>Nick thinks it is worthwhile going ahead with it.</p> <p>Proposed by (MP) and (SS). Motion carried</p>	
8. Sale of donated Paul Riley painting – ideas to maximise income		
	<p>Local artist Paul Riley has donated a painting of Galmpton Creek, to be sold to benefit DSG. Typically, his paintings of that size sell for around £500. Suggestions of how to maximise the benefit included offering it to Ben Morris for a minimum price of £700, or seeing if local clubs might be holding charity auctions where it could be placed with a reserve. NS will have a word with Bob Millar re Churston golf club.</p>	NS
9. Trustees – prospective new member and positions		
	<p>As notified at the AGM, NS will step down as chairman after AGM – looking for new chairperson.</p> <p>Neil will send out an email to all members and local organisations to seek candidates.</p> <p>Potential new trustees:-</p> <ul style="list-style-type: none"> • Chris Smith • Peter Smith • Chris Tamlyn • Charlie Hindley – Possible social media 	NS
10. AOB		
10.1	<p>NS proposed the purchase of a new SumUp Solo as it would not need to be paired to a phone, has built in Wi-Fi and SIM card for all networks; this would simplify the whole process for volunteers. There would be a one-off cost of £95 incl VAT</p> <p>Everybody agreed.</p>	
10.2	<p>MP advised the meeting that we should determine if any volunteers were eligible for Long Service awards to be awarded at the Xmas lunch and AGM Dinner</p>	
11. Date of future meetings		
<p>The next meetings of Trustees will take place on:</p> <ul style="list-style-type: none"> • Thursday 16th January 2025 • Thursday 10th April 2025 <p>Meeting to be held at 2pm in DSG Clubhouse, Dolphin Boatyard.</p>		

