



MINUTES

GENERAL COMMITTEE MEETING

6.30pm Tuesday, 28 November 2017



1. **ATTENDANCE** – David Bovell, Justin Congdon, Darren Chatfield, John Olsen, Walter Reeves, Mike della Posta, Paul Hodgson, Bill MacLeod, Bill Harding, Peter Stanley.
Richard Teuchert – **General Manager**.

2. **APOLOGIES** – Peter Wilkinson, Robert Boykett.

3. **MINUTES FROM PREVIOUS MEETING**

The Minutes from the previous meeting were taken as read and accepted subject to amendments.

Resolution *To accept the Minutes of the Meeting held 24 October 2017 with the below amendments.*

Moved: Bill Harding

Seconded: Peter Stanley

Carried: All in favour

Amendments.

1. **Section 4.5** should read George Muhling *not* Colin Pierce;
2. **Section 5.1 Resolution** should read accept *not* move;
3. **Section 6.1 Paragraph 5** should read “They are currently still interviewing and in the process of producing a shortlist for a Bar Supervisor. They will present top candidates to the Management Review Committee for a final interview.” *Not* “Phil Smith and Bill MacLeod are going through the recruitment process for a new Bar Supervisor. They are currently still interviewing and in the process of reviewing producing at the shortlist for a Bar Supervisor. They will present top candidates to the Management Review Committee for a second interview.”;
4. **Section 6.2.2** should read “Steve Harrison to be referred to Debt Collectors” *not* “Steve Harrison to be sent to Debt Collectors”;
5. **Section 6.7** should read “Darren Chatfield moved a motion requesting that he sit on to the Management Review Committee and Bill Harding to be removed.” *Not* “Bill MacLeod moved a motion for Darren Chatfield to be invited on to the Management Review Committee and Bill Harding to be removed.” – Moved by Bill Harding *not* Bill MacLeod;
6. **Section 10.1** should read “Bill MacLeod advised that going back to 12-months ago the General Committee decided that the proposed structure didn’t work and that a General manager was required to manage the Club’s staff.” *Not* “Bill MacLeod advised that going back to 12-months ago the General Committee decided that the proposed structure didn’t work and that a General manager was required to manage the Club’s staff.”;
7. **Section 10.2 Resolution** should read “That the Committee accept a new organizational structure be implemented with an Office Manager, a Food and Beverage Manager and a Chef separately in charge of their sections.” *Not* “That the Committee move a motion for a structure to be implemented with an Office



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8. Manager, a Food and Beverage Manager and a Chef as a starting point.”; Carried by Majority *not* All; and
- Section 10.6 should read “Bill MacLeod advised that incorrect statements were made by some committee members at the previous General Committee meeting. All minutes for General Committee meetings held during August to December 2016 were taken by employed minute taker Heather Wylie. Consequently, any omissions of discussion of pen allocation to Rebecca Bovell, from those minutes, was not the through any fault or omission by Bill MacLeod. The last General Meeting Minutes record no detail in response to Steve Scott’s emails. Any undertakings in relation to Guest Cards, will be implemented subject to the newly hired Food and Beverage Manager.” *Not* “Bill MacLeod would like to correct his statement with respect to writing the last General Meeting Minutes and in response to Steve Scott’s emails. Bill MacLeod did not write the minutes of the last General Meeting and it was logged that Heather Wylie, the Club’s previous minute taker, took the minutes. As Bill MacLeod did not write the minutes, there was nothing omitted from the minutes. Any undertakings, such as Guest Cards, will be implemented subject to the newly hired Food and Beverage Manager.”

4. CORRESPONDENCE IN/OUT

Correspondence noted.

IN

- 4.1 Alinta Gas to be upgraded for \$300 – Mike Della Posta to send through details to General Manager.

OUT

Nil

It was noted that Correspondence flow is to improve. Debtors letters sent to members and Thank You letters should be provided in the Correspondence report.

5. MEMBERSHIP

5.1 Membership Report

New Senior Members:

- Michael Ardagh
- Beverley Ardagh (not present for
- Mike Blair
- Dave Andrews

New Social Members:

- Peter Telford



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- Tommi Harbeck
- Bart McCarter (Just Friends)
- Sandi Duckworth (Just Friends)

Associate Crew:

- Austin O'Brien
- Roger Karpin

Resignations:

- Sam Keats (Senior)

Transfers:

- Bob Ryan (Senior transferring to Country as working in the US)

ACTION: Office to send out notices of membership interviews to all flag officers.

Resolution	<i>That the Committee move the Membership Report.</i>	
	<i>Moved: Justin Congdon</i>	<i>Seconded: Paul Hodgson</i>
	<i>Carried: All in favour.</i>	

5.2 Membership Count as at 17 November 2017

Membership count stands at approximately 305 voting members, actual figures not available.

6. REPORTS

6.1 GM Report

The General Manager, Richard Teuchert, presented the GM report and discussed the following items:

There has been a 13% increase in revenue with food cost 6% worse and members discount less. Overall COGS 2% worse performance which is owing to the increased food cost. The Club is saving around \$8,000 per annum on gas and power switching to Alinta.

Bill MacLeod raised concern with current staff costings and with casual staff not having enough shifts he was also concerned with staff turnover. Bill believes he was not provided with sufficient information and a proper structure has not been



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followed. The Committee discussed this at length and majority indicated they were happy with the current staffing structure and were comfortable to reassess at the end of the probationary period.

Peter Stanley moved a motion to reassess the new staffing structure at the end of the probationary period.

Resolution	<i>That the Committee move a motion to reassess the new staffing structure at the end of the probationary period.</i>	
R		
i	<i>Moved: Peter Stanley</i>	<i>Seconded: Bill Harding</i>
c		
h	<i>Carried: By majority.</i>	
a		

New Food & Beverage Manager has started and up to date on all incoming functions. Richard anticipates that the role will be mostly hospitality with minor administration requirements, otherwise, the "Office" and "Hospitality" departments will be treated separately.

Richard advised new Head Chef, Aaron, had commenced and was fitting in well. Sue has returned on a part-time basis with Lorraine also returning on a part-time basis to take over Emma's role. Richard is currently training staff and encouraging them to obtain their Approved Managers License at their own expense. Richard is also sending staff home during quiet periods.

Various letters of thanks have been received from hosts/guests at our Club events and will be supplied at the Committee meetings going forward.

Richard advised that the downstairs deep fryers are now working, and the archives computer is now completed. Christmas hours notices are around the Club and will be advertised in the mid-stream.

Darren Chatfield thanked Richard for all his efforts since employment. He commended him for his long working hours and contribution to the Club.

6.2 House Committee

6.2.1 House Minutes November 2017

Bill MacLeod discussed the following key items from House Committee Meeting:

- Darren Chatfield and Richard Teuchert are currently reviewing financials and coming up with solutions for various departments within the Club;
- Functions aren't being costed correctly and will be reviewed first;
- Cash position and financials should improve this month; and
- Club Christmas Buffet is Wednesday, 13 December. Flag officers are to wear white uniform and the Club will be subsidising one meal for Flag Officers, Office Staff and Office Staff Partners only. Bill MacLeod moved a motion for



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Members to have a complimentary drink on the Buffet night. **Seconded by David Bovell. Vote by show of hands. Motion not carried.**

6.2.2 Debtors Report

John Olsen presented the Debtors report. The Committee discussed the following:

- Nigel Barrow is paying off debt;
- Steve Harrison to be expelled from the Club after 3 months of being unfinancial;
- Adam Gailey is disputing his account as he has no boat and his only outstanding fee is "Allocation Fee".

ACTION: Justin Congdon and Paul Hodgson to discuss Adam Gailey's Account Dispute;

- Travis Lithgo, Jackie Connelly, Mrs A Devos, Paul Long and David Stephens to be declared unfinancial if debtors procedure has been followed accordingly;
- Kim Hanson paying off debt;
- Phil Judge has requested his bill be put on hold due to unexpected circumstances. Richard Teuchert will be drafting an agreement between Phil Judge and the Club whereby proceeds are to be sent to Claremont Yacht Club as soon as the boat is sold. Rent will continue to be accumulated.

ACTION: Richard Teuchert to draft an agreement between Phil Judge and the Club whereby the boat must be sold by the end of December and proceeds are to be sent to Claremont Yacht Club. Rent will continue to be accumulated. Vouchers to be reversed.

ACTION: Office to email detailed outstanding debtors report to General Committee Members including comments of follow ups.

6.3 Power Committee

6.3.1 Power Minutes – November 2017

Nil to report.

6.4 Pens & Moorings Committee

Discussed pen movements.

6.5 Sail Committee

6.5.1 CYC Sail Minutes - November 2017

Nil to report.



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6.6 Dinghy Committee

Nil to report.

6.7 Management Review Committee

New staff are to be supervised by Darren Chatfield on behalf of House and General Committee. New staff are to work Saturday and Sunday evenings. A special meeting may be called if require around 15th January to discuss new staffing structure. A combined meeting for House and General Committee is to be held on Tuesday, 19 November 2017.

Resolution	<i>That the Committee move for a combined House and General Committee meeting to be held on Tuesday, 19 December 2017.</i>	
	<i>Moved: Darren Chatfield</i>	<i>Seconded: Bill Harding</i>
	<i>Carried: All in favour.</i>	

7. CONSTITUTION, RULES & BYLAWS

David Bovell and Peter Stanley will be meeting with the Council on Thursday, 30 November to discuss slipway requirements.

The Constitution rewrite process will commence shortly with the main urgency being to make the Club's Constitution Compliant. Further amendments are to be made at a later time.

ACTION: Office to contact Clive Annear and advise he is to present his documents at the next combined House & General Committee meeting at 6pm on Tuesday, 19 December 2017.

8. SPONSORSHIP/PARTICIPATION

Letter of thanks and complimentary Wednesday Night Buffet Meal ticket to Tim at Cutting Edge for acknowledging his assistance with dinghy cover repairs.

9. GENERAL ACTION STATEMENT

- 10.1 Farewell Drinks – Sue Hancock – Actioned.
 - 10.2 Debtors – Adam Gailey – Actioned.
 - 10.3 Debtors – Travis Lithgo and Paul Long – Ongoing.
 - 10.4 Special Payment Plans – Ongoing.
 - 10.5 Thank you Notice – Wilma – Ongoing.
 - 10.6 Children's Christmas Party – Actioned.
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ACTION: Office to include notice in the mid-stream advising that tickets for the Children's Christmas Party can be bought in advance and are now available for purchasing at the office.

10.7 Children's Christmas Party Costing – Completed. Considering opening both bars.

ACTION: Paul Hodgson to contact insurers and investigate what insurance will cover for the event.

10.8 Full Member Contact List – Ongoing.

10.9 Minutes on Member Portal – Ongoing.

10. GENERAL BUSINESS

10.1 John Blakeman – Complaint

John Blakeman is requested to attend the next combined House and General Committee meeting at 6:30pm on Tuesday, 19 December for rectification over two separate incidents which occurred on 23rd and 24th November whereby John Blakeman was rude to a staff member and also left his trailer on the slipway grass for several days.

ACTION: Commodore and General Manager to draft a written letter to John Blakeman advising he is requested to attend the next combined House and General Committee meeting at 6:30pm on Tuesday, 19 December for rectification over two separate incidents.

10.2 CYC Flag Officers Uniforms - Events

The Commodore has requested that if Flag Officers are invited as a representative of the Club to an external event, they should wear full uniform and who is attending what event should be recorded in the office.

Resolution *That the Committee move if Flag Officers are invited as a representative of the Club to an external event, they should wear full uniform and who is attending what event should be recorded in the office.*

Moved: David Bovell

Seconded: Bill Harding

Carried: All in favour.

10.3 No Guests in Carpark – Justin Congdon

Justin Congdon advised the "no guests in car park during summer period" notice from last year should be revised and included in the mid-stream. Bethesda hours should also be obtained as they closed over the Christmas break last year.

10.4 Sound Control Update – Bill MacLeod

Sound control system budgeting was approved and Bill now needs to call the Sound Control Company to organize installation of sound proofing.



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10.5 Two Representatives at Swan Event – Bill MacLeod

It was advised that two Representatives attended the Swan Event when only one from the Club should attend. Communication is to improve.

ACTION: Office to forward correspondence between Emma Evans (Club Office) and Swan Club, advising Emma that Darren and Bill were both able to attend the event.

CLOSURE

11. The meeting closed at 9:20pm.
12. **NEXT MEETING – House & General Combined – Tuesday, 19 December 2017 at 6.30pm**

Signed as a correct record of the meeting.

DBovell

David Bovell
Commodore

19-12-2017

Dated