



# MINUTES

## GENERAL COMMITTEE MEETING

6.30pm Tuesday, 24 October 2017



1. **ATTENDANCE** – David Bovell, Justin Congdon, Robert Boykett, Darren Chatfield, John Olsen, Walter Reeves, Mike della Posta, Paul Hodgson, Bill MacLeod, Bill Harding, Peter Wilkinson, Peter Stanley.

Phil Smith – **General Manager**.

2. **APOLOGIES** – Nil

3. **MINUTES FROM PREVIOUS MEETING**

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

**Resolution** *To accept the Minutes of the Meeting held 26 September 2017.*

**Moved:** *Bill MacLeod*

**Seconded:** *Walter Reeves*

**Carried:** *All in favour*

4. **CORRESPONDENCE IN/OUT**

Correspondence noted.

### IN

- 4.1 AGM Papers - Warren Merritt – David Bovell has responded. Completed.
- 4.2 Waiver of House Credits - Colin Pierce – The Committee is happy to waiver the House Credits for Colin Pierce.
- 4.3 New Club Entrance - Bruce Jeanes – Unhappy with proposed drawings and would like more glass/transparency.
- 4.4 Collections Department - Karen Whitley – unable to collect debt from Cardin Langer however the debt will still be registered.
- 4.5 Waiver of House Credits - George Muhlins - – The Committee is happy to waiver the House Credits for Colin Pierce.
- 4.6 Bill and Anne MacLeod Mandurah Club Opening Day Ceremony Invite 4<sup>th</sup> November – FYI
- 4.7 David Bovell – Swan Yacht Club Opening Day 12<sup>th</sup> November - FYI

### OUT

Nil

5. **MEMBERSHIP**

#### 5.1 **Membership Report**

New Senior Members:

- Kate Hadwen



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- Adam Waterworth
- Dave Andrews

### New Social Members:

- Lynda Thomas-White
- Andrew Packard (NWFC)
- Graeme Quann (Just Friends)
- Mark MacLeod (CCGS OBA)
- Peter Boyd (Associate Reciprocal)

### Resignations:

- Karl Spargo (Social)
- Camilla O'Shea (Senior 21-25)

### Transfers:

- Matt Robinson (Senior transferring to Social)

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

### 5.2 Membership Count as at 24 October 2017

There was no total membership count for the meeting.

## 6. REPORTS

### 6.1 GM Report

Phil Smith presented the GM Report. Financials and COGS increased in September with revenue and house voucher cards driving the revenue up for the month. Expenses were down for the month and wages improved.

Wednesday's Buffet Night is the Club's strongest revenue generator compared to casual diners and seeing numbers picking up each week.

Discussed new starters and staffing movements. There are some resignations that will affect the Club. Sue Hancock has handed her resignation in and her last working day was noted as 27 October 2017. After further discussions, Sue will be working on a 3-day contract basis until a replacement is found subject to Committee approval.



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**ACTION:** Bill MacLeod to arrange for Friday drinks for Sue's Farewell and advise members of the details.

Phil Smith has resigned and will be finishing up in November. Ash has resigned with his last day being 11<sup>th</sup> November. Sonja resigned and came back. Emma Evans has also handed her resignation.

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 the shortlist for a Bar Supervisor. They will present top candidates to the Management Review Committee for a second interview.

Ads went out on Friday, 20 October for a Book Keeper/Office Manager and Chef. Currently reviewing resumes that are coming through on Seek.

### 6.2 House Committee

#### 6.2.1 House Minutes October 2017

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

- Advised the Committee of the overdue 90-day debtors action whereby the members are to pay their outstanding 90 days invoice by the next General Committee meeting to avoid further action. Most were paid;
- Noted the AGM was held last Thursday, 21 September 2017 which is to be discussed in Constitution, Rules & Bylaws;
- Yachting Invoice which is to be discussed in General Business;

#### 6.2.2 Debtors 24/10/2017

John Olsen presented the Debtors report. Phil Smith provided the following updates:

- Nigel Barrow is paying off \$1,000 tomorrow;
- Mitch Behan has indicated he will pay off his debt by the end of the month;
- Jackie Connelly requires a follow up as she only just hit 90-days today;
- Adam Gailey is disputing his account as he has no boat and his only outstanding fee is "Allocation Fee".

**ACTION:** Office to advise Adam Gailey that the Committee will waiver allocation fee to the size of pen (Cat. 3 or 4) as this is what he is entitled to.

- Final email sent to Kim Hanson and suspended;
- Debt Collectors sent to Steve Harrison;
- Phil Judge has requested his bill be put on hold due to unexpected circumstances and will pay off his debt once his boat is immediately sold;



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<b>Resolution</b>	<i>That the Committee accept Phil Judge's request on the condition an agreement is signed, and proceeds are to be sent to Claremont Yacht Club as soon as the boat is sold. Rent will also continue to be accumulated.</i>	
	<b>Moved: Bill MacLeod</b>	<b>Seconded: Justin Congdon</b>
	<b>Carried: All in favour.</b>	

- Travis Lithgo and Paul Long have had 3 emails sent with no response;  
**ACTION:** Walter Reeves to contact Travis Lithgo and Paul Long with respect to their outstanding debt.
- David Stephens to be sent to Debt Collectors.  
**ACTION:** Sue Hancock to provide a report of Special Payment Plans and revert to Committee.

### 6.3 Power Committee

#### 6.3.1 Power Minutes – October 2017

Nil to report.

### 6.4 Pens & Moorings Committee

Discussed pen movements.

### 6.5 Sail Committee

#### 6.5.1 CYC Sail Minutes - October 2017

Rob Boykett presented the Sail Committee report. The following was discussed:

- The Club's Open Day was a success, great turnout. 16 boats in total with 12 boats finishing the race;
- Rob Boykett requested for a budget of \$20 for Committee food. Approved by Commodore;
- Advised that the mast from the jetty has been removed as requested;
- David Bovell would like to thank Wilma for her article on the Club's Open Day. The article was well written, detailed from start to finish and was featured in the Newspaper;

**ACTION:** Office to prepare a thank you notice from the Commodore for the mid-stream Newsletter for Wilma's article on the Club's Open Day.

### 6.6 Dinghy Committee

Walter Reeves presented the Dinghy Committee report. The following was discussed:

- Good start to the season with numbers picking up;



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- Tackers is quiet at the moment with only 3 attending the last session. May need to review the program at some point.

### 6.7 Management Review Committee

Bill MacLeod moved a motion for Darren Chatfield to be invited to the Management Review Committee and Bill Harding to be removed.

<b>Resolution</b>	<b><i>That the Committee accept Darren Chatfield as part of the Management Review Committee and for Bill Harding to be removed.</i></b>	
	<b><i>Moved: Bill MacLeod</i></b>	<b><i>Seconded: Peter Wilkinson</i></b>
	<b><i>Carried: All in favour.</i></b>	

Amendments to the Boating and Accommodation Guide "BAG" were approved by round robin email. **Motion carried.**

### 7. CONSTITUTION, RULES & BYLAWS

Nil to report.

### 8. SPONSORSHIP/PARTICIPATION

Nil to report.

### 9. GENERAL ACTION STATEMENT

General Committee Action statement discussed and updated.

09.1 – Rob Boykett to follow up. Ongoing.

09.2 – Ongoing.

09.3 – Completed.

09.4 – Completed.

09.5 – Completed.

09.6 – Completed.

09.7 – Completed.

09.8 – Completed.

09.9 – Ongoing.

09.10 – Completed. Guest cards to be placed in the bar and train staff. To be implemented by new Food and Beverage Manager

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09.11 – Completed.

09.12 – Completed.

09.13 – Completed.

### 10. GENERAL BUSINESS

#### 10.1 GM & Staffing Matters

David Bovell expressed his concern with respect to the staffing issue and presented his proposed management structure with an Office Manager, a Food and Beverage Manager and a Chef. The Committee discussed this structure at length and agreed it was a starting point and not a final structure.

Bill MacLeod advised that going back to 12-months ago structure didn't work as the General Committee were unable to manage staff.

After further discussion Darren Chatfield moved a motion for a structure to be implemented with an Office Manager, a Food and Beverage Manager and a Chef as a starting point.

<b>Resolution</b>	<b><i>That the Committee move a motion for a structure to be implemented with an Office Manager, a Food and Beverage Manager and a Chef as a starting point.</i></b>	
	<b><i>Moved: Darren Chatfield</i></b>	<b><i>Seconded: Paul Hodgson</i></b>
	<b><i>Carried: All in favour.</i></b>	

#### 10.2 CYC Club Events

Children's Christmas Party was indicatively booked for Sunday, 17<sup>th</sup> December however may be moved to Saturday, 16<sup>th</sup> December due to a clashing function on the Sunday.

**ACTION:** Office to check for events on 16<sup>th</sup> December and if available advertise Children's Christmas Party in the mid-stream Newsletter.

**ACTION:** Paul Hodgson to arrange for Children's Christmas Party costings and present at the next House Committee meeting.

The INXS band was approved by a show of hands. **Motion Carried.**

#### **AROUND THE TABLE.**

#### 10.3 Contact List – Justin Congdon

Justin Congdon queried whether a full contact list was available which included member category. The Committee advised this could be generated by the Office and in excel format.

**ACTION:** Office to arrange a full member contact list including membership category.



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### 10.4 Sound System Replacement – Justin Congdon

Justin Congdon advised that some of the sound system equipment, including speakers and microphone, required replacing as they were faulty or broken. Justin Congdon moved a motion for up to \$5,000 budget for replacing the sound system.

<b>Resolution</b>	<b><i>That the Committee move a motion for a budget of \$5,000 be put towards replacing the Club's broken sound system equipment.</i></b>	
	<b><i>Moved: Justin Congdon</i></b>	<b><i>Seconded: Peter Wilkinson</i></b>
	<b><i>Carried: All in favour.</i></b>	

### 10.5 Anode Purchase – Peter Stanley

Peter Stanley has requested for retrospective approval for the purchase of \$1,500 worth of Anodes. The Anodes immediately required purchasing and were too urgent to wait for Committee Meeting approval. **Approved by Committee.**

### 10.6 Correction to Statement – Bill MacLeod

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.

**ACTION:** Office to arrange for final\* minutes of the meeting to be made available to the Club's website on the members portal.

\*Commodore has signed off as a correct record of the meeting.

### CLOSURE

11. The meeting closed at 10:01pm.

12. **NEXT MEETING – House – Tuesday, 21 November 2017 at 6.30pm**

**General – Tuesday, 28 November 2017 at 6.30pm**

Signed as a correct record of the meeting.

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David Bovell  
**Commodore**

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Dated



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### ACTION STATEMENT – OCTOBER 2017

Action	Topic	Action	Responsible	Due
10.1	Farewell Drinks – Sue Hancock	Bill MacLeod to arrange for Friday drinks for Sue's Farewell and advise members of the details.	BM	
10.2	Debtors – Adam Gailey	Office to advise Adam Gailey that the Committee will waive allocation fee to the size of pen (Cat. 3 or 4) as this is what he is entitled to.	OFFICE	
10.3	Debtors – Travis Lithgo and Paul Long	Walter Reeves to contact Travis Lithgo and Paul Long with respect to their outstanding debt.	WR	
10.4	Special Payment Plans	Sue Hancock to provide a report of Special Payment Plans and revert to Committee.	SH – OFFICE	ASAP
10.5	Thank you Notice – Wilma	Office to prepare a thank you notice from the Commodore for the mid-stream Newsletter for Wilma's article on the Club's Open Day.	OFFICE	
10.6	Children's Christmas Party	Office to check for events on 16th December and if available advertise Children's Christmas Party in the mid-stream Newsletter.	OFFICE	
10.7	Children's Christmas Party Costing	Paul Hodgson to arrange for Children's Christmas Party costings and present at the next House Committee meeting.	PH	21/11
10.8	Full Member Contact List	Office to arrange a full member contact list including membership category.	OFFICE	
10.9	Minutes on Member Portal	Office to arrange for final signed off minutes of the meeting to be made available to the Club's website on the members portal.	OFFICE	