



MINUTES



GENERAL COMMITTEE MEETING

6.30 pm Tuesday 26 June 2018

1. **ATTENDANCE-** David Bovell, John Olsen, Peter Wilkinson, Mike della Posta, Bill Harding, Walter Reeves, Robert Boykett, Justin Congdon, Darren Chatfield
Richard Teuchert – **General Manager**

1.1 Suspension of Standing Orders

1.1.1 Proposal that Dave Andrews fill a General Committee Member position – agreed

1.1.2 Proposal regarding the outgoing Commodore

Peter Wilkinson proposed a “Roast and Toast” for the 31st of August or the 7th of September to farewell the outgoing Commodore. The roast and toast would be somewhat like a normal Wednesday night. It was agreed that the 7th of September would be the most suitable date to hold the event. The General Committee authorised an expenditure for a gift to the outgoing Commodore.

1.2 Re-establishment of Standing Orders

2. **APOLOGIES** - Paul Hodgson and Bill MacLeod

3. **MINUTES FROM PREVIOUS MEETING** - The minutes from the previous meeting were taken as read and accepted.

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| Resolution | To accept the minutes of the General Committee meeting held 22 May 2018 | |
| | Moved: Bill Harding | Seconded: Peter Wilkinson |
| | Carried | |

4. CORRESPONDENCE

4.1 Inwards

4.1.1 PFSYC- Invitation to the Commodore’s Annual Cocktail Soiree.

4.1.2 Sonya Lefevre- Resignation from social membership with general feedback

4.1.3 Matt Martin - Email – Matt Martin’s e-mail apology was tabled. The General Manager explained the investigation to date noting that the e mail addresses pre-dated October 2016 and that all staff have signed an acknowledgement of Section 9 of their Contract of Employment regarding their obligations and duties with respect to confidentiality. The Committee recommended that a letter be sent, from the Commodore, admonishing Mr Martin and warning him that any future breach may result in his Contractor access and rights being removed. Further, that he may wish to consider membership as he spent so much time at the Club.

ACTION: Letter to Mr Martin, from the Commodore admonishing Mr Martin.

4.1.4 Sharon Wilkins (MLC)- Positive function feedback. Roughly 120 people attended for breakfast with positive feedback for the function. The Commodore noted that the gate had not been dropped to allow access to attendees.

4.1.5 East Fremantle Yacht Club- 2018 EFYC Commodores Ball

4.1.6 Garry Roscoe. Pen Movement. It was acknowledged that Mr Roscoe’s boat is too big for the pen and would have to move from E03 to E08 and the Club would cover the cost of new ropes for Mr Roscoe when he moved pens. Whilst E08 is a Category 5 pen it will be downgraded to a Category 4. Mr Roscoe will have to pay the difference in Allocation Fee from Category 3 to Category 4.

ACTION: General Manager to inform Mr Roscoe of the decision.

4.1.7 Stuart McDonald (AFP)- Section 202 Production Order

4.2 Outwards;

4.2.1 CYC- Birthday vouchers

4.2.2 GM- Notice of Constitution Changes to the Department of Mines, Industry Regulation and Safety

4.2.3 David Bovell - Invitation to the new and Distinguished Members’ sundowner

4.2.4 David Bovell- Claremont Town Planning Scheme No.3 Amendment No. 1398: Besthesda Hospital

5. MEMBERSHIP

5.1 Membership Report June 2018

New Family Members

- Simon and Felecia Brady

New Associate Members

- John Shillito

Resignations

- Sonya Lefevre (Social)
- Stuart Vernon (Crew)
- Luke Neil (Senior)
- Lorraine Richardson (Senior)
- Samantha Coad-Ward (Social)
- Alan Buckley (Senior)
- Helga Weaving (Senior)

5.2 Membership Count June 2018

It was noted that Voting Members were up one from last year.

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| Resolution | That the Committee accept the Membership Report. | |
| | Moved: Peter Stanley | Seconded: Bill Harding |
| | Carried | |

6. REPORTS

6.1 GM Report

The General Manager tabled his report as read noting that cost of sales was down by 7% and EBITDA was up by 10% for the month compared to May 2017.

6.2 House Committee

6.2.1 House Minutes June 2018 – no meeting. Darren Chatfield welcomed questions.

The Lloyd Anderson BBQ was discussed with respect to spoiled food at the end of food service, the inconsistency with the thickness of the steak and the amount of gristle on the lamb chops. The General Manager responded that there were a number of learnings from the day and that the layout of the buffet could have been improved.

Additionally, BBQs could have been used outside to decrease the amount of meat that was being put into the chaffing dishes at any one time.

6.2.2 Changes to the balance sheet

6.2.2.1 H Jetty nominations

John Olsen discussed pre payments for H Jetty. There was \$7,600 put into the suspense account, from the initial H Jetty Allocation Fees, however, he recommended that this should now be reversed into income.

6.2.2.2 JSF donations

John Olsen stated that there was over \$21,000 in the JSF fund with approximately \$700 being received each year. It was recommended that the \$21,000 be reversed into income and that the JSF levy continue to be charged to fund new rescue boats and the costs of the junior sailing program.

6.2.2.3 Movement of voucher liability to current liabilities

The General Manager noted that the voucher liability is being shown after the non-current liabilities and should be moved above them as they are a current liability. It was recommended that the position of the voucher liability be relocated.

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| Resolution | That the Committee accept the proposed changes to the balance sheet | |
| | Moved: John Olsen | Seconded: Peter Wilkinson |
| | Carried | |

ACTION: General Manager to effect the changes to the balance sheet

6.2.3 Payment of the Loan

John Olsen recommended that the Club pay another \$100,000 from the loan. Current cash at bank is \$231,000 and membership debtors are \$36,000. There is additional function debtors of \$20,000 and payments to be made prior to the end of the financial of approximately \$45,000. It was noted that fees would be sent out the following week.

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| Resolution | That \$100,000 be paid off the loan prior to 30 June 2018 | |
| | Moved: John Olsen | Seconded: Peter Wilkinson |
| | Carried | |

ACTION: \$100,000 to be put towards loan.

6.2.4 Steve Scott e mail re employment information

Darren Chatfield has reviewed resumes held electronically, copies of employment contracts and issuance of the Fair Work Information statements. It was acknowledged that this was in place for all permanent employees, however, some of the casual paperwork requires tidying up.

ACTION: General Manager to respond to Mr Scott and thank him for his offer to assist in auditing employment records.

6.2.5 Steve Scott e mail re development proposal

David Bovell reported that he and the General Manager had met with the Club's lawyer prior to the meeting. It was noted that the Club had been approached by a developer and that they had presented to the General Committee although no formalised agreement had been signed. After considerable discussion regarding whether a Special General Meeting or information session to Members was more appropriate (both of which Peet would be asked to present at) it was resolved that the General Committee should consider the options and revert the following day.

ACTION: General Manager to send out an e mail to General Committee members seeking their feedback on whether it should be a Special General Meeting or information session.

6.2.6 Salary increases

The General Manager spoke to his previous e mail regarding salary increases for permanent staff. It was agreed that Laura Allieres' duties had increased substantially from the reception position that she was originally employed as. Laura's current duties are consistent with a Level 3 Clerk under the award, however, she is paid below this. It was agreed that her hourly rate should be increased from \$25.30 per hour to \$27.83 per hour which will put her 28 cents per hour above the Award and in line with the Membership Co-ordinator. Justin Congdon noted the Vice Commodore's recommendation that pay rises be deferred until position descriptions and organisational charts were provided by the General Manager, however, the payrise was agreed.

ACTION: General Manager to inform Laura Allieres of the pay increase and amend her pay accordingly.

6.2.7 Debtors' Report

The improvement in outstanding debtors was noted. It was noted that in 2017 Rodger Martin had not been invoiced an allocation fee. Mr Martin's request for a reduction of his first year pen rental in accordance with the pen fee schedule on the Club's website was rejected as this reduction was approved post his initial allocation. It was also noted that Bruce Wiltshire had not been charged an allocation fee in 2017 but had paid his account.

6.2.7.1 H Jetty South rental reductions

Further to the pen fee reduction in for the first year of accommodation, for Category 9 boats and above it was discussed that this should only have been for H Jetty South pens.

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| Resolution | That the resolution at 6.4 of the March General Committee minutes be rescinded and replaced with the proposal <i>"That Claremont Yacht Club offer new members the first 6 months of Pen Fees free of charge for vessels occupying H Jetty South pens. The allocation fee still applies. This offer is at the discretion of the Pens & Moorings Committee, or the Commodore, and to be reviewed on a 12-month basis or as required."</i> | |
| | Moved: David Bovell | Seconded: Justin Congdon |
| | Carried | |

ACTION: General Manager to adjust the pen fee schedule to reflect this change.

ACTION: General Manager to inform Mr Martin that he is not entitled to the discount.

6.2.7.2 Greg Simpson - Debtor

Greg Simpson is again uncontactable and is still unfinancial. Should he not be able to be contacted the General Committee will assess his suitability for future membership.

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| Resolution | That should Mr Simpson not be able to be contacted and make good his outstanding debt, the General Committee will consider expulsion | |
| | Moved: Darren Chatfield | Seconded: David Bovell |
| | Carried | |

ACTION: General Manager to attempt to contact Mr Simpson through the University

6.2.7.3 Jackie Connelly - Debtor

Jackie Connelly has still not paid her debt and is still unfinancial.

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| Resolution | That Ms Connelly's membership be cancelled with the debt remaining | |
| | Moved: Darren Chatfield | Seconded: David Bovell |
| | Carried | |

ACTION: General Manager to cancel Ms Connelly's membership and inform her of such

6.3 Power Committee

6.3.1 Power Minutes June 2018

Mike della Posta discussed matching pen sizes to a more appropriate naming convention.

ACTION: Mike della Posta to recommend category naming convention changes.

Paul Hodgson attended the CPYC meeting. Justin Congdon raised CPYC's request for \$500 fund assistance from Clubs. This was agreed.

ACTION: Justin Congdon to contact CPYC to advise them that the Club will pay the \$500 but are not happy with the proceedings.

The difference in width of pens, within the same Category was discussed. It was estimated that to commission a surveyor to propose pen realignment would cost up to \$2,500. The General Committee agreed to the expenditure.

ACTION: Justin Congdon to arrange for the survey to be undertaken and drawings provided to the next General Committee meeting. Cat walks also need to be discussed at the next meeting.

6.4 Pens & Moorings Committee

As per the Power Committee minutes.

6.5 Sail Committee

6.5.1 Sail Minutes June 2018

There was a proposal made to move the vessel in pen E03. This was left for Justin Congdon and Mike della Posta to pursue further and to be discussed at the next power meeting.

ACTION: Justin Congdon and Mike della Posta to table pen movement at the next Power Committee meeting.

The movement of Paprika was discussed and the plan is to move Paprika to pen E03 closer to the other yachts of similar size.

Swan River Racing was discussed with the Club having 8 courses registered. The number of courses required was debated and it was agreed that the number of registered courses will stay as they are for now.

6.5.2 Junior sailing report

Junior sailing is going well. Parents are tending to stay around after sailing and positive feedback is being received. It was noted that 6-9 juniors participate each Sunday mornings, 4 of whom are already junior members. The other participants will be asked to join also. A 3-4 day camp was mentioned as a possibility with price estimates to come.

6.6 Dinghy Committee

6.6.1 Dinghy Minutes June 2018

Walter Reeves discussed the WA Laser Series and suggested that hosting one at CYC would be great. Parking could be an issue with an estimate of 50 boats to cater for but if the event was held early in the season then congestion could be avoided, or at least, reduced. The date of the 14 October 2018 was proposed with two races in the morning and one in the afternoon. The Club can benefit from this event by participating and marketing for it.

ACTION: Walter Reeves to contact neighbours to request use of land for the event.

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| Resolution | That the General Committee accept the reports | |
| | Moved: Darren Chatfield | Seconded: Peter Stanley |
| | Carried | |

7. CONSTITUTION, RULES & BY LAWS

7.1 Amendments to the BAG as distributed by the General Manager on 31 May 18

There were no proposed amendments to the BAG changes as provided by the General Manager

8. SPONSORSHIP/PARTICIPATION

8.1 Sea Renity asking for naming rights sponsorship of the fourth State heat.

As this was a CPYC event and not a CYC event, it was suggested that Sea Renity approach CPYC directly

ACTION: General Manager to inform Sea Renity to approach CPYC directly

9. ACTION STATEMENT

9.1 Yachting fee; email sent out on the 26th of June, 2018. Fees discussed and noted.

9.2 Greg Simpson; still ongoing.

9.3 Check point roster; discussed.

9.4 Dinghies on beach were noted as an issue that is still being addressed/ongoing.
Moving forward it was agreed to continue to work with the Council on this issue.

10. GENERAL BUSINESS

10.1 Honorary Members for FY19

The following people were recommended to be Honorary Members for financial year 2019:

Mr Ronald Congdon

Mr Colin Cook

Mr Wally Giles

Dr David Honey

Mr Vincent Vuletic

Dr Marie Perry

Associate Professor Yasmin Naglazas

Mr Luke Pasotti

Mr Alan Jones

Mr Steve Smart

Mr Jock Barker

Mr Roger Cook

It was recommended that the Mayor be offered parking access.

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| Resolution | That the above named people be given Honorary membership for financial year 2019 | |
| | Moved: David Bovell | Seconded: Darren Chatfield |
| | Carried | |

ACTION: General Manager to send invites to approved Honorary Members

10.2 Steve Scott letter re Contractor Insurances.

Darren Chatfield informed the Committee that he had reviewed the contractor insurances that are held on file and that all contractors must provide at least \$10 million dollars of Public and Product Liability Insurance and at least \$10 million of Ship Repairers' Liability. Neither of these insurances is to have exclusions. An up-to-date register of insurance currency is maintained by the office.

10.3 Country Membership

The General Manager asked whether a Member who relinquished their pen could be given Country Membership to reduce their ongoing subscription and hold their allocation.. It was clarified that this is only allowable if the person lives over 100km away, in which case the fee can be retained at the discretion of the General Committee.

10.4 Breathalising Boaters

This topic was brought up and discussed as something to be aware of in the future. A petition is being run regarding this issue.

10.5 Corrosion Damage

Peter Stanley requested \$3,000 to \$4,000 for divers to assess corrosion damage on jetty piles. Bill Harding requested that employment of the divers be put on hold for two weeks.

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| Resolution | That \$3,000 to \$4,000 be approved for divers to assess corrosion damage on jetty piles | |
| | Moved: Peter Stanley | Seconded: Bill Harding |
| | Carried | |

10.6 Pen Advertising

With the impending price increases to Government pen rentals, Justin Congdon suggested an advertising campaign to market H Jetty South pens.

ACTION: General Manager to propose a course of action and approximate costs

10.7 Re-Clamping of Piles

Bill Harding informed the meeting that the re-clamping would commence on Monday if weather permitted. David Bovell will provide A2 drawings, including the pile numbers.

10.8 Subiaco Football Club

It was noted that SFC is having an auction of kitchen equipment which may be of use to the Club.

10.9 Regalia

Darren Chatfield mentioned that he had samples of Helly Hansen jackets, embroidered with the Club logo, coming shortly.

10.10 Air Conditioners

Justin Congdon noted that one of the split system air conditioners in the Deepdene was noisy.

ACTION: General Manager to arrange for the air conditioner to be fixed

10.11 Staff Uniforms

It was proposed that a formal uniform be implemented for staff.

ACTION: General Manager to ascertain uniform prices.

10.12 Aaron Papandroukalis

Justin Congdon mentioned that Aaron Papandroukalis had offered to assist the chef with service and provision of produce.

11. **CLOSURE.** The meeting closed at 9.30pm. Minutes taken by Lizzie Craine.

12. **NEXT MEETING: 6.30pm Tuesday 24 July 2018**

Signed as a correct record of the meeting.



David Bovell
Commodore

24-07-2018

Dated

13. Actions from the Meeting

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| 6.1 | Matt Martin E mail | Richard to draft letter from the Commodore admonishing Mr Martin | GM |
| 6.2 | Gary Roscoe pen move from E03 to E08 | Richard to inform Gary that he would have to move pen and pay the additional allocation fee from cat 4 to cat 4 | GM |
| 6.3 | Balance Sheet Changes | Richard to effect changes to the balance sheet as discussed | GM |
| 6.4 | Loan Account | Richard to arrange \$100K to be paid off the loan prior to June 30 | GM |
| 6.5 | Pay Increases | Richard to inform Laura Allieres of her pay increase | GM |
| 6.6 | H Jetty South 50% Reduction in Year 1 Pen Rental | Richard to alter Pen Fee Schedule to reflect that the reduction is for H Jetty South pens only and not for cat 9 and above throughout the marina | GM |
| 6.7 | Rodger Martin Request for 50% Reduction in Year 1 Pen Rental | Richard to inform Rodger that he is not entitled to this discount | GM |
| 6.8 | Greg Simpson - Debtor | Richard to contact Mr Simpson and inform him that should he not clear his debt the General Committee will consider expulsion | GM |

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| 6.9 | Jackie Connelly - Debtor | Richard to inform Jackie that her membership has been cancelled | GM |
| 6.10 | Pen Naming Conventions | Mike to recommend category naming conventions to align with pen sizes | MdP |
| 6.11 | \$500 Fund Assistance to CPYC | Justin to inform CPYC that CYC will pay the requested \$500 | JC |
| 6.12 | Survey re Pen Alignment | Justin to arrange for the survey up to an amount of \$2,500 | JC |
| 6.13 | WA Laser Series | Walter to request use of land for the event from neighbours | WR |
| 6.14 | Sea Renity Application to Sponsor 4th State Heat | Richard to inform Sea Renity that this is a CPYC and CYC event | GM |
| 6.15 | Pen Advertising | Richard to establish and advertising and marketing plan or H Jetty South pens | GM |
| 6.16 | Air Conditioner in Deepdene | Richard to arrange for the air conditioner to be fixed | GM |

