



MINUTES



GENERAL COMMITTEE MEETING

6.30 pm Thursday 27 September 2018

1. **ATTENDANCE**- Bill MacLeod, Peter Wilkinson, Robert Boykett, Bill Harding, Justin Congdon, Darren Chatfield, Paul Hodgson, Mike della Posta, Walter Reeves, Peter Stanley, Richard Boykett
2. **APOLOGIES** - Richard Teuchert (General Manager), Dave Andrews, David Bovell
3. **CONFIRMATION OF AGENDA**
 - 3.1 Additional items were raised by committee members and placed on the agenda for discussion under General Business.
4. **MINUTES FROM PREVIOUS MEETING**

Walter queried the spelling of Sean Brady's name in the previous minutes.

ACTION- Spelling to be checked and amended as required.

Motion – that the minutes of the previous meeting be accepted with minor edits as identified.
Moved - Bill Harding; Seconded - Darren Chatfield. Carried.
5. **CORRESPONDENCE**
 - 5.1 **Inwards**- read and accepted.
 - 5.2 **Outwards**- read and accepted.
6. **MEMBERSHIP**
 - 6.1 **Membership Report September 2018**

NEW MEMBERS

Richard Gregson	Social
Myra Ryan	Associate Family

TRANSFERS

Peter Arnold	Senior to Social
Travis Lithgo	Dinghy to Social
Nigel Barrow	Senior to Country

RESIGNED

Peter Mews	Social
Deborah Stewart	Social
Paul Stewart	Social
Lynda Thomas	Social
Jo Wilson	Social
Maria Miniello	Social
Robert Friend	Social
David Rickward	Senior

DECEASED

Ron Congdon

Motion – That the membership applications, transfers and resignation as presented be accepted.
Moved - Peter Stanley; Seconded - Bill Harding. Carried.

ACTION- GM to make sure David Rickards has been charged and paid applicable fees, specifically pen rental and charges for the Bosun's work.

ACTION- GM to contact Peter Arnold and inform him that membership is non-refundable.

ACTION- Graham Nixon to be thanked for his donation of \$100 to the club.
 - 6.2 **Membership Count September 2018**

Membership count up by 20 since same time last year.
 - 6.3 **New Member Protocol Motion**

Bill MacLeod spoke to his proposal to replace the current process with a new member protocol. The protocol would aim to have new member to use house facilities from date of application. Justin Congdon mentioned that other Clubs issue probationary cards for the initial period of membership. It was countered that the Club doesn't have the facility within our constitution to have new members as probationary for any period. Bill highlighted that new members will be provided with a pack of inform and invitations to use the Club hospitality facilities. He also noted the importance of members, particularly new members, attending the New Members' Sundowner. Bill spoke about the interview process, noting that interviews will be on the fourth Tuesday of every month at 5.45pm. It was also mentioned that the new protocol document is simply a modified version of the old protocol document, which now includes the New Members' sundowner and establishment of membership.

Motion – That the current membership protocol be replaced with the new document.

Moved Bill MacLeod, Seconded Bill Harding, Carried

Darren Chatfield abstained as he had not yet read the new document.

6.4 Fixing of Dates in the Club Calendar (tabled in conjunction with 6.3)

Peter W queried the restriction that comes with setting specific dates and proposed amending to "month of..". Rob Boykett mentioned that the document should state "Club Opening Day" rather than "Sail Opening Day".

ACTION- That the above amendments to be made to the proposed dates.

Motion: That the dates for Opening Days, General meetings of members and New Members' events as amended be accepted

Moved- Bill MacLeod. Seconded Peter Wilkinson. Carried

7. Appointment of Sub-committees

Bill MacLeod moved the motion to accept the appointment of sub-committees. Robert Boykett seconded. It was agreed that all sub-committees must report to the general committee. Peter W. questioned confidentiality in regards to House sub committee members who are not being General committee members. Paul H. suggested putting the suggested new members onto smaller committees first. Peter S. suggested that all new members/sub-committee members should sign a confidentiality agreement. Justin Congdon raised concerns regarding the importance of House meetings and the internal decisions made. He noted that accepting new members, into the House committee in particular, so easily could negatively impact the credibility of the Club. Darren clarified that Bill M had spoken directly with both of the proposed sub-committee members of House. Bill M suggested filling the spare General committee spot as a good way to start one of the potential new members. It was agreed that Adrian Ballard and Cameron Mardardy will be not be accepted as members the House sub-Committee and instead be approached to join the General committee or an alternative sub-committee such as Power, Dinghy or Sail.

ACTION- Spelling of Walter Reeves' name on the general committee sub-committee document to be corrected.

ACTION- Paul H. to get Power delegations to Bill MacLeod.

ACTION- Paul Munro to be include on both as a pens & moorings and Power Yacht sub-committees.

Bill explained that the Jetty Works committee covers the upkeep of the jetty and the committee meets as required. Darren asked Justin if Mike would be suitable to help out given Justin's time restraints. It was resolved that Mike della Posta will substitute for Justin Congdon on the Jetty Works committee.

The purpose of the proposed Management Review Committee was questioned. It was proposed to only have this committee when required.

ACTION- The Management Review Committee to be removed until required.

Motion – That all sub-committees as proposed be accepted with amendments as above.

Moved - Bill MacLeod, Seconded - Peter Stanley; Carried

8. REPORTS

8.1 House Committee

8.1.1 Report from meeting September 2018

Darren highlighted a number of key discussions and decisions from the most recent House Committee meeting. David Cha's boat has been chained and his access card has been cut until his account is cleared. Bill M. asked if the broker was aware of this, **ACTION-** Justin to contact and inform broker.

BBQ Purchase- Approved through House, finalized and to be delivered by Phil Judge.

8.1.2 Finance & Debtors Report

A number of social members who have not paid their 2018 membership subscriptions to be declared unfinancial was acknowledged in the General Committee meeting.

Motion: That the following Social members be declared unfinancial:

Ame Cliff
Bell Ken
Bogoias Natalie
Chandler Simon
Cribb Annabel
Critchlow Geoff
Harbeck Tommi
Harper Stuart
Hodge Chris
Ilbery Sharman
Lawrence Steven
Loiterton Paul
MylesSteve
Noble Isadora
Perree Trevor
Robinson Matt
Roe Anita
Smith Marc
Telford Peter
Whelan Lisa
Wilson Les
Woodhams Kevin
Zare Neda

Moved by Bill MacLeod, seconded by Bill Harding. Carried

Peter S. noted that the Operating Procedure for dealing with debts is to be available when debtors reviewed at House meetings.

8.1.3 Sponsorship – Request from Battery World

Darren Chatfield briefly introduced Battery World as a brand that is now local to Claremont. Justin questioned if it would be a conflict of interest to accept the sponsorship given that some of CYC's current sponsors also provide battery services. Therefore, Justin decided to refrain from voting due to conflict of interest.

Motion: That the sponsorship offer from Battery World be accept

Moved - Bill M. Seconded Darren Chatfield, Carried, all in favour

ACTION- GM to query Northport sponsorship.

8.1.4 Liquor Control

A clarification of the Clubs liquor license was presented by Bill M. A staff briefing was proposed and Paul noted that managers would need to attend the briefing. Darren suggested that there needs to be more clarity on the policy especially in regards to calling last drinks and closing times. It was raised that the staff have done nothing wrong but the issue does need more clarity so that management of the matter can be done smoothly in the future. The importance of protecting staff when handling a liquor license act policy was also raised.

ACTION - House committee for consideration and recommendation to general.

8.1.5 GM Report

Darren Chatfield presented a proposal by GM Richard, to take the 7 permanent staff members out for a team building exercise and dinner as a thank you for their contribution to the Club. Justin spoke against the motion saying that from previous experience the club has paid for staff to join with members and attend Christmas

functions. Darren spoke to the motion as a good team building exercise. The expense of the outing was queried, then clarified to have a \$400 budget.

Motion; that General manager Richard be permitted to take staff out as a group on a week day with the office to close from 3:00 pm.

Moved Darren Chatfield, seconded Bill Harding. Carried.

Against Peter W., Justin C., Paul H .

8.1.6 Participation

8.2 Management Review Committee

Bill presented a management review committee document with a clear GM job description. He explained that the purpose of the document was to help guide the GM through a defined role as listed on the document. Justin C. asked if all staff have a document that defines job requirements. It was answered that all staff do have an understanding of their roles and requirements, this document in particular is already in existence but is being reviewed. Darren questioned who the GM reports to as the document states the GM reports to the GC, despite an agreement under the previous General Committee that the GM would report to the Chair of House committee. The constitution was checked and determined that it states that the GM reports to the General Committee.

Motion; That the General Manager would report to the House chairman unless otherwise noted.

Moved, Darren Chatfield, Seconded Peter W. Carried.

Against – Bill MacLeod

Peter Stanley questioned the purpose of documents being reviewed again. Bill MacLeod proposed to move forward to negotiate of the document with the GM.

It was agreed that Bill M and Darren C. would work together on negotiation of agreed KPIs with the GM and present to House Committee.

8.3 Power Committee

8.3.1 Report from meeting September 2018

Paul H. tabled the Power Committee report, noting that correspondence is not being received by this sub-committee. Darren C. suggested speaking with office in regards to this issue and as a prevention method for future occurrences.

8.4 Pens & Moorings Committee

8.4.1 Pen Allocations:

Paul H. tabled pen allocations and movements speaking mainly of pen movements and rental changes. He also noted that the advertisement for pens has been changed to specify boats of 6-25m, instead of just stating "H Jetty" can be accommodated for.

ACTION- GM to give General Committee advertisement proposal including all options additional to Gumtree and Boats Online.

Justin C mentioned the importance of advertising to a broad audience and also advertise to gain new members as well.

It was also noted that a date for the Power prize night needs to be revised. Proposed dates for future events were also mentioned and highlighted.

8.5 Jetty Works Committee

Bill H. announced that the Jetty works are now complete and pictures have been taken.

Paul H asked when "H Jetty" will be done, the committee answered that it should be done this week weather permitting.

8.6 Sail Committee

8.6.1 Report from meeting September 2018

Robert Boykett noted that it is the end of the off season and roughly 4 boats per weekend are out on the water. Bill M. queried jetty gate opening times and Peter W asked if they are standard opening times. It was clarified that the crew membership card opens the jetty gate. Security issues were raised, for race days while boats are out racing.

Motion: That the jetty gate remains open from 12 until 2pm and also from 4pm to 5pm on Saturdays.

Moved Robert Boykett; Seconded Bill Harding. Carried.

Discover Boating Day is on the 17th of October, 2018.

Darren asked if CYC received any response to our question regarding fee increases. Justin commented that Andy Feathers has taken on a new role to look into the fees charged by YWA to Clubs. GC recommended contacting Andy F. regarding any concerns. **ACTION-** Richard B. to liaise with GM regarding correspondence with YWA on CYC fees. Richard B. to also receive a copy of email/contact.

8.7 Dinghy Committee

8.7.1 Report from meeting September 2018

Walter spoke to the Dinghy committee minutes and report. He noted that registrations are now open for the upcoming laser state heat at CYC on Dinghy opening day. Justin C asked about payments on dinghy rack storage. Walter clarified that he runs the spreadsheet, it was suggested that this be included in paperwork. Bill M. proposed reviewing prices and a possible increase.

ACTION- GM to review Dinghy rack storage at other clubs and to report back to committee with information.

8.8 Constitution Review Committee

No report

Motion; That all sub-committee reports be accept
Moved Bill M. seconded Darren C. Carried

9. ACTION STATEMENT

ACTION- GM to investigate the possibility of WIFI to jetties for members to operate their own on-board cameras - to be moved up on action statement and prioritized.

Darren asked if the club has an electrician on hand who can check compliance issues on boats. Peter W the Club does have a preferred electrician. It was questioned whether a certification process is completed before payments are made.

ACTION- Justin to update the GC and query certificate for Galvanic Isolators.

6.12 closed.

6.13 permission granted for use of spare lot at Bethesda for trainer parking on Dinghy opening day.

ACTION- GM to confirm that (6.13) has been granted.

7.8 and 8.6 closed.

10. GENERAL BUSINESS

10.1 Bank signatories to be:

Continuing - Bill MacLeod, Peter Wilkinson, Rob Boykett

Add - Darren Chatfield

All General Committee to receive payment information

Darren to see Sue regarding documents required. It was clarified that all payments and transactions can be viewed by the GC.

Motion; That the signatories as proposed be accepted.

Moved, Bill M, Seconded Bill H. carried.

10.2 Calendar of events 2018-19

Bill M. spoke about the calendar of events for 2018-2019 with more proposed dates and functions projected for the year ahead. This calendar was presented to enable Damon and the GM to plan and organize events ahead of schedule and avoid conflicts with private functions. Bill M. noted to the GC that the events as accepted in the motion above are highlighted on the document in bold.

ACTION- Christmas buffet dinner to be changed to the 19th of December, 2018. To be confirmed that this does not conflict with existing bookings first.

The calendar of events for 2018-2019 were accepted as an indicative calendar moving forward. Richard and Damon to receive and ensure that Club events are progressed.

It was clarified that the club events are defined as club orientated events in the calendar.

Bill M. sought endorsement for long term planning exercise, facilitated Jim Crockett, free of charge so CYC can work out future plans/prospects to work towards.

Motion; That the committee engages in facilitated planning process with member Jim Crockett.

Moved Bill M. Seconded Darren C. Carried

10.3 Firehose reel and air-conditioner

Peter Stanley raised concerns regarding the fire hose reel being fixed but still not working despite fee being paid. It was noted that no one signed off on the hose reel being fixed so payment should not have been made. It was reiterated that the approvers need to check that jobs have been done properly before paying invoices. Justin proposed devising a payment authorization system.

ACTION- GM to contact company to fix horse reel properly.

ACTION- GM and Dave Andrews to review payment sign off methods.

10.4 Late Staff payments

Darren raised the issue of staff receiving their pays late this week, possibly due to the public holiday. He was contacted directly by three different staff members. Peter W and Bill M noted that the payment process was not different from other pay days, but was not authorised by two approvers on the day issued.

10.5 Beyond Blue Function

Advised the committee that documentation and written correspondence is being put in place. CYC output confirmation.

10.6 Justin mentioned that other clubs took advantage of footy games and CYC should possibly consider doing the same in the future.

10.7 ACTION- GM and Darren to chase up new uniform progress.

10.8 it was noted that the old photocopier will be stored until the contract ends then it will be returned to provider.

10.9 Peter W. raised concerns regarding the new spring menu chicken dish. Darren confirmed that it is a very popular dish.

10 CLOSURE at 10.05pm

11 NEXT MEETING: 6.30pm Tuesday 23rd October 2018



**Bill MacLeod
COMMODORE**