



MINUTES



GENERAL COMMITTEE MEETING

6.30pm Tuesday 23 October 2018

1. **ATTENDANCE** – Darren Chatfield, Bill MacLeod, Peter Wilkinson, Peter Stanley, Richard Boykett, Bill Harding, Justin Congdon, Paul Hodgson, Richard Boykett, David Bovell and Dave Andrews,
General Manager - Richard Teuchert
Meeting Opened at 6.30pm in the Bayview Room
2. **APOLOGIES** – Walter Reeves, Mike della Posta and Rob Boykett
3. **CONFIRMATION OF AGENDA**
 - 3.1 Additional items were raised by the committee member and placed on the agenda for discussion under General Business.
4. **MINUTES FROM PREVIOUS MEETING**
 - 4.1 The Commodore queried the donation from Graham Nixon.
Action: General Manager to remove item from the action statement as the Committee were unaware of the donation.
 - 4.2 The Commodore requested that the General Committee minutes be circulated earlier.
Motion: that the minutes of the previous meeting be accepted with corrections as identified.
Moved – Bill Harding; **Seconded** - Paul Hodgson. **Carried.**
5. **CORRESPONDENCE**
 - 5.1 **Inwards** – read and accepted.
 - 5.2 **Outwards** – read and accepted.
6. **MEMBERSHIP**
 - 6.1 **Membership Report October 2018**

The number of Social Member resignations was discussed and the General Manager stated that they were a combination of resignations and unfinancial Social Members. It was also noted that Garrick Stanley's children should be Junior Members and not Associate Family Members.

Action: General Manager to present correct list of Social Member resignations for acceptance at the next General Committee meeting.

Motion: That the membership report be accepted with corrections as noted and with the exclusion of the 23 un-named Social members
Moved – Bill Macleod **Seconded** – Bill Harding. **Carried**
 - 6.2 **Membership Count October 2018**
 - 6.3 **Proposed Change to House Support Scheme**

The concept of having a House Support system that worked in arrears was discussed and it was resolved that the current system should remain. The General Manager was tasked with providing a report, for the previous year, detailing the amount of outstanding House Support by Member and by quarter.

Action: General Manager to provide a report of how much each Member had outstanding at the end of each quarter for the previous year.

It was reiterated that if cartons of beer are purchased House support Credits are not to be used unless the Member is paying the individual container price rather than the take away price.
Action: General Manager to report to House that this practice is occurring.

6.4 Paddle Board Storage

The provision of paddle board storage was discussed and it was resolved to seek feedback from Members as to whether they had a requirement for this.

Action: General Manager to ascertain interest from Members in paddle board storage.

Action: House Committee to advise potential storage location, cost of storage and membership category required to be permitted this storage.

7. REPORTS

7.1 House Committee

7.1.1 GM Report

The General Manager spoke of his report as tabled.

The accounting for the free meals on Father's Day was questioned and the General Manager replied that these had been put to House Expenses. It was resolved that these should be a food COGS.

7.1.2 Report from Meeting October 2018

- The use of labour hire and the roster were discussed with Peter Stanley questioning the Food and Beverage Manager's hours
- It was noted that the dishwasher had still not been sourced by Aart.

Action: General Manager to inform Aart that if a secondhand dishwasher cannot be sourced in the next fortnight that the Club would purchase a new one.

- Darren Chatfield noted that a survey of Member demographics would assist in ensuring an appropriateness of service provision. The Commodore noted that a great deal of this information was already at hand.

Action: Darren Chatfield and Richard Teuchert to establish an appropriate survey

- The marketing plan for pens and Social membership was tabled, as recommended by the House Committee.

Motion – That a six-month lineage advertisement in the West Australian, use of Gumtree, Boats Online, Facebook and the Club website be used to market pen specials and Social membership. Additionally, brokers are to be offered 10% of the allocation fee should they bring a boat into H Jetty South. Additional to the House recommendation a stall at Claremont Quarter is to be investigated.

Moved - Darren Chatfield; **Seconded** - Bill Harding; **Carried**

- Justin Congdon suggested having "happy hours" to promote Member participation in the bar.

Action: Richard Teuchert to progress incentives with boat brokers and put marketing plan into place.

- It was agreed that the House meeting will be held on Tuesday 11 December at 6.30pm and the General Committee meeting will be held Wednesday 19 December at 5.00pm with the General Committee members attending the Christmas Buffet at 7.00pm. General Committee members are to have their meals as complimentary; however, their partners and other guests will have to be paid for.
- The Christmas opening hours were accepted as proposed. Menus from local take away restaurants will be available and staff will order for Members.

7.1.3 Debtors

Motion - that David Cha be declared unfinancial and his debt be written off.

Moved – Darren Chatfield; **Seconded** – Bill Harding; **Carried**.

- Justin Congdon raised the use of purchase orders for all purchases. The General Manager replied that without a procure-to-pay system this would be complicated.

Action: General Manager and Dave Andrews to propose purchase verification system.

- Justin Congdon raised the issue of whether Members should receive Members' discount when holding functions

Action: General Manager and Food and Beverage Manager to review whether this is appropriate and if so, who would qualify for this discount. This is to be presented to the House Committee for consideration.

7.2 Power Committee

Report from meeting

Paul Hodgson confirmed the \$40 cost for the Power Prize Night.

Action: General Manager and Food and Beverage Manager to prepare a menu in line with this cost

7.5 Sail Committee

No Member available to present report.

7.6 Dinghy Report

No Member available to present report.

7.7 Constitution Review

Bill MacLeod advised the definition of Rules and Bylaws.

Rules – Primary document; changes require a 75% majority vote at a General Meeting of Members;

By- Laws – Secondary document; changes require only a simple majority of 50% at a General Meeting of Members.

Motion: That the changes proposed by the Constitution Review Committee be prepared and that the items identified in the outline presented be moved to the new By-Laws.

Moved Bill MacLeod; **Seconded** Peter Stanley; **Carried**.

8. ACTION STATEMENT

1.2 Darren Chatfield presented a proposal for repeaters on the jetties to provide wifi to boats at a cost of approximately \$10K. The speed of the Club's internet is an issue although we have unlimited Broadband. He advised that the Club has existing copper cable with spare cable for service to the jetties.

Action: General Manager to investigate NBN availability or high speed internet connection

8.3 New Taps on Lawn – The General Manager stated that the product cost for the new pipework would be approximately \$700. It was agreed that this could be expended, however, on the proviso that the Dinghy Members dug the trenches and that the works were completed in four days.

Action – General Manager to liaise with Walter Reeves

9. GENERAL BUSINESS

9.1 Strategic Planning – Jim Crockett has agreed to do this process and needs 5 to 6 committee members for an initial workshop of 4 hours, followed by a short review meeting.

Jim Crockett has been a Senior Member for about 10 years and was recommended by Lloyd Smith. It was agreed to proceed with the first workshop in November at a date to be agreed.

Action – Bill MacLeod to get names of participants and set dates.

9.2 House Committee – Mike della Posta to join committee.

Power/Pens Moorings Committee - Roger Hunt and Cameron Mardardy to join. Mike Della Posta to leave

Jetty – Justin Congdon to join

Motion – That the above changes be made to Sub-committees

Moved – Bill MacLeod; **Seconded** – Bill Harding; **Carried**

9.3 Bill MacLeod presented a spreadsheet for proposed KPI's for the General Manager.

The KPIs required increased revenues, pen occupancy and Social membership.

9.4 Paul Hodgson suggested happy hour to be held on Fridays for 1 or 2 hours.
To be put to the General Manager for follow-up.

Meeting Concluded at 22.00 with the next meeting tabled for TUESDAY 27th NOVEMBER 2018.

Signed as true and correct  Date: 28/11/18

**Bill MacLeod
Commodore**