



MINUTES



GENERAL COMMITTEE MEETING

6.30pm Tuesday 26 June 2019

1. **ATTENDANCE** – Bill MacLeod (Commodore), Darren Chatfield, David Bovell, Justin Congdon, , Dominic Papaluca, Mike Della Posta, General Manager, Paul Hodgson, Dave Andrews and Walter Reeves

Meeting Opened at 6.30 in the Board Room

2. **APOLOGIES** –Peter Wilkinson, Bill Harding, Peter Stanley, Richie Boykett and Rob Boykett

The meeting opened with Bill MacLeod tabling Richie Boykett's request for leave of absence for this meeting. Bill went on to explain the request.

Motion	That the Request for Leave of Absence by Richie Boykett be accepted.	
	Moved: Bill MacLeod	Seconded: Dominic Papaluca
	Motion Carried	

3. **CONFIRMATION OF AGENDA**

3.1 **Governance code of Conduct**

Bill MacLeod explained the Governance Code of Conduct that all General Committee Members had accepted. He spoke of Committee Members responsibilities prior to the meeting, during the meeting and after the meeting as stated in the Governance Code of Conduct.

- Prior to each meeting, you will prepare by providing timely and complete reports for any matters you wish to present, reading and considering papers circulated with the agenda and conducting research on additional matters where required.
- At meetings, you will recognise the authority of the Chair, listen to and respect opinions of others, debate issues in a non-threatening and co-operative manner, exercise independent judgement, contribute to debate and ask questions as required, to satisfy yourselves of the soundness of all decisions made.
- After meetings, you will not speak against decisions adopted by the GC so that the GC will be seen to be decisive and united.

Bill MacLeod also stated that he will be nominating for Commodore for the next term 2019/2020.

Darren Chatfield, Paul Hodgson and Mike Della Posta discussed code of conduct but mentioned the need for eloquence in discussions. Dominic Papaluca spoke to clarify. David Bovell said that not all of the committee members agreed with the Governance Code of Conduct and that he was a representative of members of CYC and could disagree with the decision making. Dominic Papaluca said that the Committee should support the Commodore and the Governance Code of conduct and they need to move forward with a spirit of cooperation. David Bovell said that he does not get the information in time. Darren Chatfield asked if there could be a time limit could be places on a meeting when the Agenda presented. Justin Congdon stated that he required the information at least a week prior. Bill MacLeod stated that half the pack for this meeting was sent Thursday prior to the meeting. David Bovell stated that as a volunteer he can't spend hours reading the information. Dominic Papaluca said that 7 working days should be sufficient. General Manager did not receive the House or Power Minutes until late last week with House being always held Tuesday prior to General. Bill MacLeod and Dominic Papaluca moved to move forward.

4. MINUTES FROM PREVIOUS MEETING

David Bovell stated that the minutes omitted that Action item for the General Manager to develop a Staff Smoking Policy. Also the discussion that the General Manager would leave the meeting prior to the reports. Darren Chatfield stated that the General Manager needs to be in the meeting for everything up to the General Business.

Resolution	That the Minutes of the previous meeting held on 22 May 2019 be accepted with the omissions noted above to be considered in General Business for this meeting.	
	Moved: Darren Chatfield	Seconded: Dominic Papaluca
	Motion Carried	

5. ACTION STATEMENT

Read and accepted.

5.9 Bill MacLeod confirmed that a meeting with the Town of Claremont had been requested by the General Manager.

9.10 Closed.

11.2 Wi-fi cabling – ongoing.

1.2 Disciplinary Actions Car park – ongoing.

2.4 Josh Smith Full time proposal was not going ahead as too piecemeal at this time. Justin Congdon questioned the exposure of keeping him as a casual. General Manager explained that he did not work 30 hours a week consistently or with regular shifts so there was no exposure. Closed.

3.1 Greg Simpson. Dominic Papaluca advised that he could not find another address. General Manager advised that the Debt Collect had had 3 failed deliveries to the known address. Greg's address is the same as shown on the electoral role. General Manager was working with Paul Hodgson to find Greg's address through the Bailiff. Message has been sent to Greg Simpsons Facebook page which shows him working in Bunbury. Message was asking him to move boats. David Bovell said we need to get rid of Greg's boats. General Manager to continue to chase up. Ongoing

3.6 Galvanic Isolators – Ongoing. This needs to be on Power agenda and action statement. Justin Congdon requires clarity. Darren Chatfield has emailed Justin Congdon re the bulk purchase of 10 at a time for a good price that we would then pass on to members who took up the offer. Darren Chatfield asked if we modify the VSID - consensus was that there would be an addendum only. Justin Congdon asked for it to be on the Power Action Statement.

Action – Guggested deadline for installation of Galvanic Isolators to be 1/1/2020 having offered a solution to members. Pens and Moorings to come back with a proposition.

3.8 Closed

3.9 Numbers of Jetties - ongoing

4.3 Closed. General Manager mentioned that after discounted beer Monday and Tuesday last week were best on record.

4.5 Mooring Inspections about \$600 cost to survey each mooring. \$1500 income per annum per mooring. David Bovell mentioned that we have 17 moorings with only 10 boats currently leasing moorings – 50% occupancy. 2 – 3 mooring should be kept free for Club use so all should be kept in survey. Bill MacLeod stated that we survey annually but maybe only necessary every 24 months for report to DoT, could do half annually. Darren Chatfield asked if the Club would then have to provide ropes. Could we use coloured tags to distinguish moorings available for use by Members and raft ups.

Action: Pens and Moorings to present to General Committee recommendations for number and frequency of mooring surveys and availability of moorings for club use.

5.1 YAWA Dominic Papaluca has emailed Andy Feathers – Ongoing

5.2 Members Survey addressed 5.1.

5.3 Special Members. Dave Andrews addressed the proposal to consider a change from 25% to 50% of Senior fees. He stated that the small amount of increased revenue would not be worth the tension it would cause. Recommendation not to change. Closed.

5.4 Discount of Senior Members Functions – General Manager stated that the discount would be negligible in terms of costs approximately \$1000k per annum but it may attract more functions. Darren Chatfield stated that it should be advertised in the Midstream. **Action: That the Discount for Senior Members Function be advertised in the Midstream.**

5.6 Floating Docks. Paul Hodgson stated that 2 applications had been received one same as already in Marina has been approved prior by Peter Wilkinson. Lou Sammut’s wife has been assigned temporary pen on A South with Airdock. Approved Paul Hodgson and Justin Congdon. Tim Crossland has been told a sea pen is not allowed and is looking at an Airdoc.

5.1 CYC Future Vision

5.1.1 Bill MacLeod explained 2 parts with document 1 “Planning for the Future of Claremont Yacht Club” being the outcome of workshop sessions and document 2 being the letter (email) and survey and timeline.

Darren Chatfield and Dominic Papaluca asked about interpreting the data from the survey. Bill MacLeod explained Survey Monkey analysis to the meeting and that once data is received it would be up to the committee to determine the actions resulting. Darren Chatfield queried the amount of detail and the idea that the first document could be reduced. David Bovell asked whose idea it was and Darren Chatfield explained that it stemmed from the planning meetings. Darren Chatfield mentioned that the money had already been spent on Survey Monkey. Justin Congdon also asked who was going to evaluate results. Darren Chatfield and David Bovell discussed that first page only of circulate document be distributed with survey.

Motion	That the Vision and Plan on a Page documents be circulated to Members.	
	Motion Withdrawn	

5.1.2 Bill MacLeod asked that any changes to the questions to be sent to him. David Bovell made the comment that Social members had no concept of participation. Discussion ensued.

Motion	That the survey be distributed to members as tested by General Committee with sub-committee members as a separate collector	
	Moved: Bill MacLeod	Seconded: Darren Chatfield
	Carried; first page only “Please Tell us What you Think” sent with Survey	

6. SUB-COMMITTEE RECOMMENDATIONS FOR ACTION OR APPROVAL

6.1 House Recommendations

6.1.1 CYC Discover Sailing Centre. Richard Boykett was approached by a training organization of teachers to hold a course at CYC with a boat, a trailer and to use the boat ramp. General Committee to approve as is outside normal function parameters.

Action: General Manager to negotiate as a commercial function.

6.1.2 New and Distinguished Members’ Night – Saturday 3rd August 2019. Bill MacLeod and General Manager discussed timetable and costing. Daren Chatfield requested another weekend and discussion continued with the outcome that there was not an alternative weekend available.

Motion	That the sundowner proceed with invitations to new members, 30 & 40 year members and committees and volunteers	
	Moved: Bill MacLeod	Seconded: Paul Hodgson
	Carried (Darren Chatfield against due to date)	

6.2 Power Recommendations

6.2.1 Dealt with in actions

6.3 Sail Recommendation

6.3.1 No recommendations

6.4 Dinghy Recommendations

6.4.1 No recommendations

6.5 Jetty Works recommendations

6.5.1 No recommendations

6.6 Constitution Review Committee recommendations

6.6.1 Calling of Meeting of Members and Constitutional Changes

6.6.1.1 Three new words now included in Constitution as per Steve Scott's requirement at HYGM. Words are "*and associated Rules*". Bill MacLeod also noted that there were changes to the detailed explanation.

Motion	That the proposed motion to amend the constitution provisions for calling meeting of members and changing the Constitution be put to the AGM on behalf of the General Committee	
	Moved: Bill MacLeod	Seconded: Walter Reeves
	Carried	

6.6.2 Clarification of Membership Categories

6.6.2.1 David Bovell and Dominic Papaluca moved to postpone and discussion ensued regarding waiting for the outcome of the member survey so that the committee could be better informed.

ACTION (WITHDRAWN): The required changes to the constitution and rules be prepared to provide for the membership categories as agreed.

Bill MacLeod requested permission to bring Alex Salvaris to the next meeting to explain circular resolution and amendments to the constitution (the oops clause). Noted that Darren Chatfield to Chair the next meeting.

ACTION: Alex Salvaris be invited to attend next GC meeting.

7. MEMBERSHIP

7.1 Membership Report May 2019

The membership report was discussed. The General Manager noting that 4 new senior members, 3 with boats, had come in this week.

7.2 Membership Count May 2019

The Membership Count was discussed. Overall numbers of members remains static.

Motion	That the Membership Report June 2019 be accepted	
	Moved: Darren Chatfield	Seconded: Mike Della Posta
	Carried	

7b CORRESPONDENCE

David Bovell asked why there was no correspondence. General Manager responded that there was correspondence in the file and that only relevant correspondence was included.

Justin Congdon asked why Doctor's certificated for staff taking Sick Leave forms were not included. General Manager responded that some of that documentation was confidential. Justin Congdon stated that as they were the board of management nothing should be confidential.

ACTION: Dominic Papaluca and General Manager to meet to discuss how/what to include in correspondence moving forward.

8. REPORTS

8.1 House Committee

8.1.1 Report from meeting June 2019

Presented.

Justin Congdon queried the Financials especially why there was a \$10k drop in hospitality income but no corresponding drop in COGS. Dave Andrews responded that cost increases had not been passed on to members, coupled with a slight decrease in volume and a small amount of wastage with the breakdown of the fridge and super chiller. Justin Congdon questioned why frenched lamb chops were put out as bar snacks on a Sunday afternoon and if we should purchase a cryovac machine to limit meat wastage. Paul Hodgson made the comment that the Beef Cheeks were Bloody Good!

Action: General Manager to follow up with the Chef.

8.1.2 Hon. Treasurer Finance Report

Dave Andrews mentioned that the club was approximately \$160k behind plan year to date and \$120K behind last which was predominately from the decrease in marina income – allocations and pen fees

8.1.3 Debtors Report

All debtors' reports accepted. General Manager mentioned that at the end of June the debtors will be approximately \$500k due to members invoicing.

8.2 Power Committee

Report from meeting June 2019 presented. Bill MacLeod asked when the A Jetty allocations would be permanent. Paul Hodgson explained that there had been delays due to contractors and Rob Depiazzi being sick. Peter Stanley is due to come in next week and assist. David Bovell stated the need to be careful re allocating boats as there are bigger pens going in. Discussion regarding reallocating boats ensued. Darren Chatfield mentioned the James Cramer boat movement to the next category.

8.3 Sail Committee

YWA – It was noted that the number of registered members will not affect our banding for fees and the suggestion was put to the committee that we should register all our members. David Bovell is of the opinion that we should register the least amount of members necessary.

Action: Dominic Papaluca to research and report back to Committee

8.4 Dinghy Committee

No Meeting

8.5 Jetty Works Committee

Discussion regarding cost of works and capital versus expensed items (repairs and maintenance)

8.6 Constitution Review Committee

See item 6.1.1

8.7 Participation Working Group

Darren Chatfield handed the meeting the report Participation Guidelines (Rough Draft) June 2019, and discussed the contents and that the General Committee need to decide what they mean by participation and then move to how that will be policed. Dominic Papaluca gave an insight into participation policies proposed in previous years and mentioned that participation increased when there was daylight saving as there was more involvement in twilight sailing. Bill MacLeod mentioned the need for enticements and to make it fun not a penalty. Dave Andrews said that this would also be better discussed after the results of the Member survey. Darren Chatfield thanked the Flag Officers for their input and suggested General Committee members read the report and come back to him with comment.

ACTION: Working Group report to be reviewed by GC after the survey results are available.

8.8

Motion	That the reports be accepted	
	Moved: Dominic Papaluca	Seconded: Darren Chatfield
	Carried	

9. GENERAL BUSINESS

Justin Congdon asked the General Manager what was happening with staff. General Manager explained that Sarah Nottle was on a return to work schedule which consisted of three hours a day, three days a week. This had been worked out between Sarah's Doctor and our insurer QBE. Justin Congdon asked what effect these claims had on our insurance and General Manager confirmed that having 4 claims in 3 years had increased our premiums. Discussion with Trident, who are currently working on our insurance premiums for next financial year, indicated that 2 insurers would have increased our premiums by 75%, one refused to tender and QBE premium increase was 15% which equates to a premium of \$21025 pa. Dominic Papaluca agreed that workers compensation has increased across his client base and General Manager mentioned that the entire insurance platform was volatile.

Rob Depiazzi – General Manager discussed his return to work with his Doctor today and Rob is to come back to work with restrictive duties and would need to be closely managed.

General Manager stated that Lynn the minute taker could not attend tonight's meeting and thanked Sue Hancock for filling in.

ACTION: General Manager to formulate a staff smoking policy.

ACTION: General Manager to attend meeting through to reports.

General Manager left meeting at 20:39

Discussion regarding Honorary Members. Local schools and Bethesda Neil Fong to be added. David Bovell questioned Bethesda. Dave Andrews questioned if it needed to go to the AGM. Commodore replied that no it was at his discretion – the list is to be circulated to the General Committee.

Bill MacLeod addressed the meeting regarding the parking on 30 May, he and his wife having two cars in Committee bays. Anne MacLeod had brought a second car into the carpark and parked in the Committee bay. Bill and Anne were staying on their boat at this stage due to home renovations. Bill MacLeod unreservedly apologized to the General Committee for this parking breach and reiterated that it will not happen again. Darren Chatfield mentioned that as Peter Stanley was not present and that he was the one that brought it to the Committees attention that the apology should be presented to him. Justin Congdon stated that everyone should abide by the same rules. Minuted that Bill MacLeod read his apology statement.

Prior to this discussion it was mentioned that Garrick Stanley had two cars parked in the carpark while he and his wife were staying on his boat under similar circumstances.

Justin Congdon proposed a motion that the General Committee are presented with the General Managers report which is to include budget, actuals, staff management, future projections, employee management etc.

Motion	That the detailed General Managers report is presented to the general committee.	
	Moved: Justin Congdon	Seconded: David Bovell

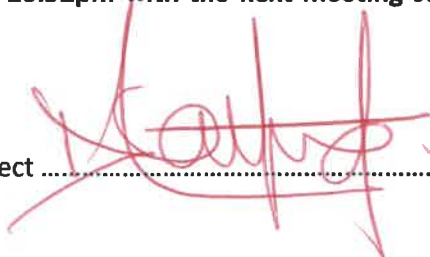
	Carried
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Justin Congdon stated that if the General Manager was employing a full time staff member that the general committee should see a detailed job description. He stated that this did not occur with the offer of full time to Josh Smith. It was pointed out that in-principle support was give for the proposition to employ Josh Full time and the GM was to provide a full job description as the proposed position had been changed by House from the position description provided to that meeting.

Dominic Papaluca aske to be minuted that the General Manager report and any detail should be presented to the General Committee.

Justin Congdon stated that the information regarding the increases in beverage prices was not given prior the last General Committee meeting. Darren Chatfield stated that the House Committee had all the information and had sent the recommendation to the General Committee.

Meeting Concluded at 20:52pm with the next meeting scheduled for Tuesday 23 July 2019. Darren Chatfield to Chair.

Signed as true and correct  Date: 