

## **Royal Welsh Yacht Club**

Minutes of the Management Committee Meeting held in the Club and on Zoom  
Wednesday the 22<sup>nd</sup> of February 2023.

### **Members present:**

Tom Edge	(TE)	Commodore
Jan Edge	(JE)	Regalia / Minutes Secretary
Chris Jones	(CJ)	Sailing Secretary
Linda Park	(LP)	Social Secretary
Clive Haycock	(CH)	Committee Member
Daniel Hanlon	(DH)	Membership Secretary
Julie Lewis	(JL)	Assistant Social Secretary

### **On Zoom**

Frank Smykowski	(FS)	Rear Commodore
Keith Belfield	(KB)	Secretary
Kate Jones	(KJ)	Committee Member

### **Apologies:**

**If you cannot attend, please offer apologies**

David Richardson	(DR)	Southern Squadron
Elin Dillon	(ED)	Committee Member
Jane Crowther	(JC)	Treasurer
Sarah Roberts	(SR)	Vice Commodore
Bethan Majski	(BM)	Committee Member
Iwan Rees Jones	(IRJ)	Committee Member

### **Approval of Minutes of meeting held on the 12<sup>th</sup> of January 2023**

Proposed: Clive Haycock, Seconded: Linda Park - Passed Unanimously

### **Conflict of Interest**

The Commodore made it known that the new logo had been designed by his daughter.

### **Matters arising** – see action list

#### **1. Maintenance and Health & Safety Matters**

- a. **Gutter pipe** – the missing section had been located in the snooker room but it was a 3 man job using ladder and rope to re-attach it. FS
- b. **Curtain Poles** FS  
A stronger drill and longer screws were needed to put up the curtain pole covering the doorway to the Barbican.  
Curtain rings were required which JE had brought.  
The second curtain pole over the steps to the roof needed a higher ladder and assistance.
- c. **Flagpole access gate.** FS made contact and waiting for a quote. D J Williams FS
- d. **The Dishwasher** in the kitchen is very slow to warm up. Probably needs servicing. FS  
Do we know anybody who can do this?

- e. Painting of the galley wall. A work party to be organised mid-March FS

## 2. Incorporation

- a. Liam has circulated the CASC form, filled in. 4 people to sign. The CASC application will go forward with 4 names on it. KJ to keep in touch with Liam. KJ
- b. We will have to register the company, RWYC, and identify the directors. KB  
The membership were told that all members of the Committee would be directors but those who did not want to be a director were asked to identify themselves. JE said she did not want to be a director as TE would be.  
Directors would change regularly but the Accountant would deal with this.  
KB to draw up a list of directors. KB
- c. A conversation with the Accountant (Laura) was required to give us direction. TE  
We would use the RYA template for the letter to HMRC.  
A timescale was set of the end of April.  
For transfer of assets, do we need professional help eg Carter & Vincent. TE to contact Mike Butterfield for advice. TE
- d. CASC application - check to see if the application to HMRC and application to Companies House to be made at the same time.
- e. KB asked if the accountants should be involved as Companies House need information but since this company would be "not for profit" and there are no shareholders, it would have community status. TE  
Thus a meeting with Laura is necessary for clarification. KJ  
FS  
KB

## 3. Replacement Furniture

Vote for the new chairs and tables from Trent Furniture, unanimous.  
LP asked if small cushions could be made to make the chairs comfortable. It was decided to get the chairs first and then see if this was necessary, but there would be no problem.

## 4. Club Logo

Hannah Edge has designed a new logo for the Club which will enable us to produce letterheads etc more easily.

CJ had received a letter from Clarence House enclosing their suggestion for a logo but we did not feel the need to change our logo to that one. CJ to issue details. CJ

## Officers Reports

### COMMODORE

1. **CADW**  
Letter awarding the grant will go out soon, when the problem of change of email has been resolved.  
Professional teams will be available to start work at the beginning of April/May.
2. **Flagpole**  
Manufacturer coming to take the gaff off 8<sup>th</sup> March.

### 3. **RYA AGM**

This was very successful and we will write to the RYA for support of our planning application.

4. **RYA** to hold a seminar on How to make the Club more welcoming. Tea and coffee to be served.

5. **Caernarvon Harbour Trust**

Looking for volunteers to chair 2 meetings a year to promote how things are run in the Menai Straits. Currently Anglesey and Gwynedd liaise to control speed along the whole of the Menai Straits. This would be an opportunity to improve things.

### **VICE COMMODORE**

One member has passed his Safety Boat Course. Three members are taking their PB2 Courses this month (funded via Outdoor Partnership). The Whaly boat has been tested after its service and members have had the opportunity to practice for their courses. Fuel costs for practice and use during the PB2 course to be met by the members taking the course.

£107 has been collected from members and passed for banking. This collection more than meets the cost of the rent for keeping two Celtic boats and one yole at PDSC for a month.

Volunteers have come forward to fill some of the necessary duties on land and sea for Castle to Castle and League races (April 22nd and 23rd). Volunteers to be sought to fill these roles: Taxi service from Aberforeshore to Beaumaris. Beach masters at Aberforeshore. Registration duties both days. Safety boats (approx. 5 required).

Accommodation and transport arrangements are in place for the 17 members attending the Semaine du Golfe in Morbihan this May. Two Celtic boats are entered in the 5 day festival held in Brittany.

Loan of Welsh Sea Rowing double Scull – this is booked for our members use (cost £80 for 8 weeks) from the 1st of August to 25th of September. WSR representatives will bring the boat up to us from Solva. Cost of hire to be met by users of the Scull.

Club ERG rowing machine is installed in the Snooker room at the Club. Out of bar opening hours members can access the Club via a Chubb key (deposit £20.00) and members only access code and then gain entry to the Snooker room via key. Logbook of use to be completed after use. Once serviced this resource to be advertised to all members via the Monday Bulletin and Sailing and Cruising Whatsapp group. Another ERG rowing machine may be available to sit next to the Club ERG if the committee agrees. (Agreement to be sought via email)

Members have been attending indoor rowing and circuit training at Plas Menai lead by David Chinn.

Luminous tape and replacement cushion: Branwen - one seat partially completed and tape stuck onto gates. Gel coat reviver has been tested.

Trailer for Uther – the trailer purchased to transport the Whaly boat is now our field. Uther to be moved this month and kept either at Ty Calch or Sarah and Brians house prior to antifouling and minor repairs.

Two invitations for upcoming events: Thursday 23rd February at the Club: RYA Networking Evening – ‘how to make your club more welcoming’ This will be a useful meeting to attend for any rower involved in recruiting and greeting new members. As I’m not able to attend members to let Clive know if you’d like to go.

Sunday 5th March – Bala. Mike James from Porthmadog says: Thanks to everyone who turned up at Llanberis. We at Madog are trying to make the first Sunday of the month a different venue where all can meet and that we hope Café’s will be open soon. Our next sojourn is to go to Bala on the 5th of March. I have passed Clive’s email address onto Mike James as the most appropriate contact for the next couple of months. As we’re away from the 22nd of Feb until early April please use my personal email robertssarah247@gmail.com or contact/copy in Clive Haycock on messenger or via clivewaun@gmail.com for day to day issues/queries/concerns.

Equipment/Club matters can also be fielded to Frank on rearcommodore@royal-welsh.com for action.

## **REAR COMMODORE**

### **1. Whaly Boat**

Whaly Boat engine serviced, and various life-improving enhancements fitted by the contractor Above the Brine at £455.14 and £245.30 respectively in order to use the vessel as a designated Safety Boat.

The service cost more than anticipated as more things arose – propeller was damaged, bilge pump required securing, anode needed, bracket re-painted. FS sought agreement to pay.

### **2. Gas Certificate**

Gas inspection signed off in January at cost of £90.

### **3. Bar**

Rota to cover Graeme is provisionally signed off and agreed but still looking for volunteers to step in ad hoc when and if needed – training dates to be set. Since it is a long period 17/3 to 24/5, additional assistance may be required.

### **4. Commercial Waste**

Commercial Waste contract to be signed at cost of £240 - £480 per annum depending on our changing usage with £240 being the base for two 240l wheelie bins, one for mixed recycling and one for general waste, will be provided and emptied every fortnight. Bins to be kept next to Richard Pritchard’s garage, may have to be moved to Church Street to be emptied. We will need a sticker to identify our bin. Committee a-fittedapproved. FS

### **5. Social Media**

We gain new followers all the time.

To minimise Issues with spam and unauthorised use of our email, we could

use a graphic so these users could not cut and paste the email address. DH commented that our provider has no spam filtering and had not put mechanisms in place to stop unauthorised use of our email. He would look at how we can introduce more security.

DH

## **Sailing Committee Report**

The Sailing Committee met on zoom on Wed Feb 8th.

1. The sailing programme for the 2023 season was discussed and it was agreed that members would be given notification of any longer cruises in plenty of time, via the Weekly Bulletin and WhatsApp group, so that they could make appropriate arrangements. This would mainly involve Bank Holiday long weekend Cruises in Company and the Summer Cruise.
1. The Rowing Committee had noted that rowers were keen to join in local weekend events with the yachts when conditions allowed. They had particularly mentioned a round Anglesey event. Every effort would be made to facilitate such events.
2. Following a brief review of the 2022 Cruise to Scotland, it was agreed that it was important for participants in such events to at least start at the same time otherwise it was difficult to keep the fleet together at agreed rendezvous places. Also, it would provide added attraction if rendezvous coincided with events such as the Cork Midsummer festival June 14th - 25th or we arrange to be hosted by local yacht clubs such as Cork, Glendora, Waterford, or Wexford. All ideas welcomed by GH.
3. JS updated us on progress towards getting the Club recognised as an RYA CW Training Centre for shore-based courses. It was felt that we had considerable experience and expertise among the existing members and that we should look towards making positive use of that to the benefit of the wider membership. This required some close liaison with RYA CW to ensure that any courses provided in their name properly covered their syllabus while not over proscribing the manner in which such courses should be delivered. Ongoing discussions were in hand. JS and CHJ had made good progress in producing a Quality Assurance document to support such training.
4. Model yacht racing was discussed with RW having agreed to run a demonstration session on March 22nd to check the suitability of Doc Victoria and explore any safety issues. TE/RW
5. Menai Strait Regattas 2023. It was agreed that RWYC would run two race days, now that CSC had withdrawn, and that these would follow a similar pattern as 2022. Day two would be under the banner of the RWYC and not Caernarfon Town. The most important changes would be to improve the post-race facilities, possibly by providing a marquee on the sea front and to encourage more dinghy participation by arranging launch / recovery and overnight storage on the Doc Victoria quay. Discussions would be held with CHT in respect of both ideas.
6. TE flagged up the idea of hiring J80s from Plas Menai for an out of season fun race day. The idea was supported, and TE would further explore the costs and feasibility

TE

## **SECRETARY**

### **Data storage**

Currently data is stored in various places:

- Personal computers, laptops, phones
- Google
- USB stick
- Carrier bag
- Somewhere in the Mezzanine

#### **Aim:**

- Store data in a secure account belonging to RWYC.
- Make data visible to Flag Officers and ensure when the holder no longer holds a position that the data is then available to the new post holder.

#### **Progress:**

- Data available to the Secretary has been collected, categorised, and put in one place.
- Flag officers, Treasurer, Secretary and Membership Secretary have been consulted as to the data they currently hold. Varying responses.
- Currently in contact with Microsoft and looking at One Drive/SharePoint regarding cloud storage, other options include Google, Dropbox, and many others.
- Establishing cost implications.
- Established a trial account in the name of RWYC, this is time limited.
- Roll out the trial starting with the Treasurer and Rear Commodore.

Discussion ensued regarding storage of data:

KB wanted to store on One Drive and proposed a trial which would cost £4.50/month

We are storing a lot of data we do not need therefore what are we obliged to keep and for how long?

Information on the building project will need to be stored so it is available.

CH was concerned that storage should not be tied into Microsoft as anybody should be able to access from any device.

CH DH FS KB to discuss the use of One Drive as a trial to see what data, how sensitive it is and who needs to access eg Secretary needs access to membership data, and how to update constantly.

This is not something that will be sorted out quickly but suggestions for progressing this should be available in the April MM.

In the meantime KB proposal to pay £4.50/month was accepted.

### **Insurance**

Quotes have been received from the RYA's insurers. (22 February, 2023) Ben Gallagher has all the information relating to our current insurance. It is with the underwriters. Details should be available in time for the management meeting.

Stop press – details arrived 22 February 2023 and issued prior to the meeting.

Price was similar but a better policy. All to read and comment

ALL

CJ pointed out that as some documents should not be tampered with, the insurance policy should be a PDF.

## **MEMBERSHIP SECRETARY**

- **Total Number of Members:** 292  
Made up as follows:
  - Full members 69
  - Senior members 130
  - Social members 71
  - Honorary members 10
  - President 1
  - Overseas members 10
  - Cadet 1

- **New Membership Applications**

### New Applications

Full	Mat Curtis
Full	Andrew Wood, Deborah Wood
Senior	Stephen Wade, Yvonne Wade
Senior	Geof Trueman
Social	Martin Lewandowicz
Cadet	Ciaran Dowds, Anahita Laverack

Payments received	239 members
Payments outstanding	53 members

All new members voted in and there is still less than 25% social membership.

If any member has not yet paid, TE to check the Constitution to ascertain what period of time is given to pay subs. Simplest way is for all members to pay by 'Go Cardless' TE

## **Background Information**

A discussion ensued with regard to background information on new members. DH did not have the time to ask new members for information and it was put forward that the proposer and seconder should offer information on the people they were proposing.

The application form should be updated to include somewhere for the proposer to fill in but with online applications this would be more difficult.

It was thought that If anybody wants to join they should come into the club and fill in a paper form, therefore the website application should be removed.

However it is the Management Committee's job to interview prospective members not the barman's. FS

DH to put forward proposal for changing the application form. DH

## **Email List**

KB asked for an up to date list of members email addresses as many members have more than one email and he needs to ascertain which one is correct DH

## **Door Keys**

None have been returned and the list of those holding keys is outdated.

It was decided to have 7 new keys cut and to start a numbering system of key against member.

## **Treasurer**

### **Financial Position:**

Business account	£	1,025.37
Subs account	£	56.89
Investment account	£	130,027.82
Petty Cash	£	32.72
Total at Bank	£	131,142.80

NOTES: Since last meeting, larger amounts paid out include £2,807 for the Yearbook & £400 for postage. Thank you to Malcolm who kindly dealt with some payments during my absence. He has agreed to stay on the bank while Graeme is away so he will still be able to use his Club debit card if necessary.

The process to have Keith as a signatory on the bank is in hand, this is just for insurance purposes, in case I drop dead, but also to stop me running off with all the money.

Interest received on the deposit account have risen noticeably recently (to circa £60 per month). Given the rise in interest rates, should we be looking to tie up some of the funds on deposit to find a better interest rate? (We are only getting 0.6% now).

We need to increase the wages paid to Graeme and his team by April. National minimum wage increases to £10.42, we traditionally try and stay 50p ahead of this, so I am suggesting the increase be to £11.00 per hour (currently we pay £10.00)

Easy Fundraising have paid out £33.70. I am still waiting to be given the correct bank account details for the RNLI before I transfer our pledged donation of £3,441.10.

Caernarfon Sailing Club have yet to pay the invoice for cartridges used at the Regatta (68)

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### **January Social Events**

Port & Sherry event raised £111.01.

Burns Night event raised £366.00.

## **Comments**

KB The Bank can do a lot better than 0.6% as there are currently rates of 3% for business accounts for 6 months. He would look into it and issue a note. KB

We should not tie up the money for longer than 6 months due to imminent building work. Liam had put a budget together so we know outgoings of the Club.

## **RNLI**

Money is still in our account. Fi wrote to Katheryn but it seems every RNLI station has its own account.

JL meeting with Katheryn and will discuss the matter with her.

JL



## **ROWING**

See Vice Commodore's report

## **SOCIAL SECRETARY**

1. **St Davids Day Dinner** – 4<sup>th</sup> March 2023 - 1900 for 1930  
Overbooked so there is a waiting list.  
Thanks to Jules for collating the bookings and menu choices
2. **Lifting in Supper** – 23<sup>rd</sup> March  
Catering in-house.  
Numbers increasing steadily.  
Thanks to Mark and Dave for a home made supper
3. **WOA Lunch** 25<sup>th</sup> March 2023  
RWYC hosting this annual event once more after very complimentary comments following last years event.
4. **RWYC / RAYC Joint Dinner Dance**  
LP has spoken to Sarah at RAYC.
5. **Castle to Castle and League Races** 22/23 April 2023  
Catering in house.  
An important rowing event in our calendar. Large numbers being catered for both for food and drinks. Sarah has volunteers to help but, as ever, more will be needed.  
  
Volunteers will be sought for all the above events to assist with serving food, clearing tables, washing up etc.
6. **Honesty Box**  
It was decided to reinstate the honesty box for tea/coffee and also for using the washer/dryer at £1. LP to provide the box. LP
7. **Quizzes**  
4/3 provided by Bev  
TE to ask Ken Newing of PDSC to provide a quiz TE  
JL dealing with quizzes JL

## **ANY OTHER BUSINESS**

### **Yearbook**

Why has the yearbook become so expensive? It used to be £1,200 but this year it cost £3,200 inc postage. The adverts are costing more than we get for them (£600). It is something of quality that we give to members but there is too much in it which is costing us too much. Either it should be reduced in size, limiting the book to programme/tide tables/names and boats of members and articles published in the quarterly bulletin available as a PDF.

TE/FS/JS/KB/LP to review year book content.

**Date of next meeting:**

Thursday 30<sup>th</sup> March 2023, at 19:00 in the clubhouse and on zoom

Please note **FOLLOWING ACTIONS LIST**

**Actions**

1.	Circulation of Development Plan	FS
2.	Model Yacht – list of those wishing to take part	TE/RW
3.	CASC application – check on application 2d)	TE
4.	Incorporation – List of Directors	KB/TE
5.	Flagpole – liaison with manufacturer	TE
6.	Maintenance items	FS
7.	Meeting with Accountants	TE/KB/FS/SR
8.	Club Logo – CJ to issue.	CJ
9.	List of Members, Membership number and email to be drawn up	DH/KB
10.	RNLI transfer of money details	TE/JL
11.	WOA lunch 25 <sup>th</sup> March	JE/JL
12.	RWYC / RAYC Joint Dinner Dance update	LP
13.	Building Project – Design Team Co-ordination	TE
14.	Waste Disposal Contract to be signed.	FS
15.	Plas Menai J80 hire	TE
16.	Revision of membership application forms	DH
17.	New insurance policy to read and comment	All
18.	Remove application form from website	FS
19.	Cloud Data Storage system update	KB/FS/DH/CH
20.	Update list of members email addresses	DH
21.	Bank investment details – options	KB
22.	Yearbook - review of content to reduce cost	TE/FS/JS/KB/LP
23.	Agenda and Officers Reports to be issued to KB at least 4 days before the meeting.	All