

## **Royal Welsh Yacht Club**

Minutes of the Management Committee Meeting held in the Club and on Zoom  
Wednesday 29<sup>th</sup> March 2023.

### **Members present:**

Tom Edge	(TE)	Commodore
Jan Edge	(JE)	Regalia / Minutes Secretary
Chris Jones	(CJ)	Sailing Secretary
Iwan Rees Jones	(IRJ)	Committee Member

### **On Zoom**

Frank Smykowski	(FS)	Rear Commodore
Keith Belfield	(KB)	Secretary
Jane Crowther	(JC)	Treasurer

### **Apologies:**

Linda Park	(LP)	Social Secretary
Clive Haycock	(CH)	Committee Member
Daniel Hanlon	(DH)	Membership Secretary
Julie Lewis	(JL)	Assistant Social Secretary
David Richardson	(DR)	Southern Squadron
Sarah Roberts	(SR)	Vice Commodore
Bethan Majski	(BM)	Committee Member

### **Did not attend**

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

Elin Dillon	(ED)	Committee Member
Kate Jones	(KJ)	Committee Member

### **Approval of Minutes of meeting held on 22<sup>nd</sup> February 2023**

Proposed: Iwan Rees Jones, Seconded: Tom Edge - Passed Unanimously

**Conflict of Interest** : None

**Matters arising** – see action list

1. CJ has updated the operating manual, which is to be circulated
2. Model Yacht demonstration has taken place.
3. CASC application – Liam has all the signed paperwork ready to be sent to HMRC.
5. Flagpole – has been returned to the manufacturers and we await their comments as to why the fitting failed.
7. Accountants – a phone call to Laura took place, asking for instruction as to how to apply for incorporation
8. Club Logo – A letter to King Charles needs to be sent, first to congratulate him and secondly to ask for approval of our logo. Suggestion was made to continue with the round logo and incorporate the Welsh translation.
9. List of Members – there is an issue with having 2 spreadsheets with member data.
10. RNLI transfer of money has been completed.

14. Waste Disposal Contract signed but will start 1<sup>st</sup> April, therefore bins have not yet been delivered.
15. Plas Menai J80 hire – 16 people have signed up with 3 on waiting list. Date to be clarified.

### 1. Maintenance and Health & Safety Matters

- a. **Shower** – The shower mat is dangerous and has been removed, One with better suction is required. FS  
Also a grab bar should be installed – one that can be screwed to the wall.
- b. **Flagpole access gate.** FS still waiting for a quote. D J Williams FS

### 2. Incorporation

- a. We will need to fill in Asset Register Forms for transferring all assets to the new company.  
The Rowers have already filled in their list.

Forms will be circulated and members will be asked to fill in relevant data – only large items need be entered.

### 3. Replacement Furniture

The Bench seat has been reupholstered and the 5 chairs are expected back on Friday. The replacement chairs and tables are due around the end of April. JE

### 4. House Committee

At the moment there is no upfront payment for meals but since outside caterers generally charge for the number of meals it was felt that members should pre-pay meals when booking. There would be more reason for people to turn up or cancel. JC said it would not mean more work for her if people paid by Go Cardless or direct to the bank. TE/LP/JC

## Officers Reports

### COMMODORE

#### **Incorporation.**

CASA application needs to be progressed with HMRC – Liam is making a new application and has prepared the paperwork for signature. Kate to contact Liam for update. Laura recommended we send CASA application first. We need a list of the Directors. Names of Trustees on Land Registration documents will require amending. Asset transfer forms have been prepared – the rowing committee have made a start. Allocate forms to Committee members to complete.

#### **Flagpole.**

Rescheduled for 08 March 2023 did not happen. Harrisons paying for shipping back to them-in hand.

## **CADW/ Building Project.**

Received the grant £17000; our time match funding is £5000. Arrangements for investigation work being made to start end of April. Architects work to commence May – completion July. We must claim all the grant by mid-September. Contact made with AW new CEO Ellen Thirsk.

## **RYA Cymru Wales.**

Working closely with RYA CW on outline development strategy, and incorporation to take the club forward and gently bring it in line with RYA guidelines. First step an anonymous membership information gathering survey following RYA guidelines will be required to assist funding applications.

## **Female Toilet Refurbishment**

Scope of work to be prepared to outline extent of work and specification- cost to be sorted, April/May.

## **New Furniture – Tables and chairs**

Delivery date advised end of April - will need team to move existing and new.

## **New RWYC Logo and Information Board**

We have had the original blue logo redesigned – as per top of page – we need to agree a standardised format, currently we have both the original Blue one and the new in use. Chris has provided logo that our Patron suggests. Need to add new Patron to lounge information board.

## **VICE COMMODORE**

### **ROWING**

Maria, David and Sarah passed their PB2 course.

Semaine du Golfe in Morbihan event in May. Two Celtic boats are entered in the 5 day festival held in Brittany. 2 rowers have pulled out, Tom Harrison (has hurt his back) and Gillian (can't get travel insurance while awaiting radiotherapy). Ferry crossings are booked outbound for 13 people, 5 vehicles and boats, and inbound for 11 people.

**Rowing Committee to check and confirm that the vehicle insurance for those towing boats will cover them while in transit in Europe. SR**

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). UPDATE: David Chinn still needs to do the service to the machine that is now in the snooker room. He plans to do this on Friday 24 March.

Seats on Macsen have been "refurbished". Gel coat reviver has not progressed, awaiting warmer weather.

Uther has been moved to Brian & Sarah's on a club trailer, awaiting finer weather to do minor repair work.

Clive attended the RYA Networking evening in the club which was a bit disappointing as there were only 5 people there. They were all from our club but no rowers.

Equipment form for moving to the new company has been completed, to be reviewed / confirmed.

### **WRS annual affiliation forms, now sent off to WSR:-**

Rowing risk assessment Angie can email it on to Keith so it can be stored on the sharepoint if ready.

Rowing annual safety audit

Affiliation form

### **RWYC Constitution 2021**

Only outstanding is the club membership return spreadsheet, awaiting the list of names for those rowing members who have paid their £15.00 WSR fees. Dawn is awaiting update from Mem Sec and Treasurer.

Angie is happy to email the above documents to Keith for the club sharepoint, if ready. Please advise if Word docs (can be edited/updated) or PDF would be required.

### **Great River Race 2023**

Will be held on 16.9.23 on the Thames as usual. Entries open on 3.4.23, website will be available 31.3.23. A call has gone out to rowers via the "special Events " facebook group to see who wants to join in this great event.

### **Montford challenge 2023**

One boat attending this event on Saturday 25.3.23 in Shrewsbury.

## **REAR COMMODORE**

1. **Website changes**
  - a) Application form has been taken off the website, replaced by PDF form to be downloaded and sent to the Secretary.
  - b) Email addresses - Still open to phishing
  
2. **Projects in the Building**

Only one project completed – painting in the galley.  
Rest to be undertaken Wednesday 5<sup>th</sup> April. FS/TE
  
3. **Roof Gate**

Still awaiting quote FS
  
4. **Social Media**

Nothing to add
  
5. **Year Book** FS/TE  
JS/KB

Matters to discuss with Alan/Editor have been circulated.  
A small group are looking at a proposal to reduce the size of the Yearbook.  
We would have the same level of adverts but more numerous “mini adverts” at a lower cost of £15 as opposed to £40 which may encourage increased uptake.

Perhaps the local committee members could help promote the mini advert. All

## **Sailing Committee Report**

A somewhat unfortunate start to the sailing season this year with the Craning in being cancelled due to high winds and rescheduled for April 7th - however the Craning in Supper was the usual feast thanks to Mark and Bethan's excellent catering contribution and the moral support from Mr Majski. The tectonic layer of erupting custard over the stove set nicely after a while and was happily easier to remove than the welded soup in the giant saucepan, but all in all clearing up provided plenty of exercise and was completed in good time and spirit.

On the assumption that Craning in will be completed on the next occasion here are some dates for your sailing diary.

**Saturday April 1st VDBHA AGM** at the Sailing Club at 1100

**Wednesday April 5th Sailing Committee** meeting at 1830

**Thursday April 6th Craning in**

**Friday April 7th - Monday 10th Easter Weekend** - possible local shakedown cruise / barbecue depending on the weather.

**Saturday April 22nd Competitive Cruise to Britannia Bridge** and back. This will hopefully be a repeat of the fun event we ran last year. Again we will arrange a running start and results will be handicap based. HW is at 12.07 with the gate to Doc Victoria going down at 0924. In order to make the best use of the tide we will have a start time of 0950 - so look sharp and enjoy.

**Sunday April 30th, 1100, in the Clubhouse** - General info sharing / Training session. I'll give a Weather Talk and Harrison is going to do a talk on VHF Radio operation including setting up mmsi group calls etc.

The talks shouldn't last more than 40 minutes with a midway break for coffee or a packed lunch.

Finally, this is just a heads up for your diaries - detailed arrangements for each session will be posted on WhatsApp the week preceding. Any other ideas / suggestions - please get in touch - thanks.

Iwan Rees Jones says he is prepared to take on the role of Sailing Secretary from November.

## **SECRETARY**

Committee approval to transfer funds to Lloyds 2.9% deposit account. JC to action.

<b>Forename</b>	<b>Surname</b>	<b>Approval to open 2.9% FTD</b>
Iwan	Rees	y
Bethan	Hughes	a
Tom	Edge	y

Daniel	Hanlon	
Frank	Smykowski	n
Jan	Edge	y
Rowing	Sec	
Chris	Jones	a
Keith	Belfield	y
Linda	Parkes	y
Jane	Crowther	y

Sarah	Roberts	y
Elin	Dillon	
Clive	Haycock	y
Kate	Jones	Y
David	Richardson	
Julie	Lewis	y

Data sharing site Royal Welsh Yacht Club has

been set up on iCloud.

Existing files, where they could be found, have been brought together and can be viewed on the link:

[https://royalwelshyachtclub-my.sharepoint.com/:f:/g/personal/secretary\\_royalwelshyachtclub\\_onmicrosoft\\_com/Eo7oNwV3hZlKhLl2xqZcHplBhoMQCFL6r2VyML9-IDMCTg?e=LFOb3M](https://royalwelshyachtclub-my.sharepoint.com/:f:/g/personal/secretary_royalwelshyachtclub_onmicrosoft_com/Eo7oNwV3hZlKhLl2xqZcHplBhoMQCFL6r2VyML9-IDMCTg?e=LFOb3M)

It will take time to get used to this but it will mean that all the data is in one place and not stored on personal computers.

CJ said he had a lot of stuff on his computer, eg Royal correspondence, would it be possible for KB to edit this. KB said to upload the folder into Sailing Secretary. Currently working through the process of enabling Officers to upload their own data, this has currently been trialled with the Commodore, Sailing Secretary and Rear Commodore.

### **Insurance**

Quotes have been received from the RYA's insurers on the basis of last year's insurance. We need to decide whether to go with this by May.

### **Incorporation**

Graham's contract needs to be changed, but FS contract is the more urgent one to deal with.

## **MEMBERSHIP SECRETARY**

### **New Membership Applications**

Chloe Judge has applied to be a social member, proposed by JJ and seconded by Mo. I don't have a background but I think Chloe is known to most of the committee who'd be happy to support her membership. Voted in.

Alex Edge has applied to be a social member, proposed by Tom Edge and seconded by Jan, who kindly provided the following background:

“Alex has been exposed to boats since birth. He sailed at PDSC, is a willing helper and will bring youth into the club. He has an interest in model yachting and crews with us on Toucan. A real asset”. To be voted in next meeting.

Finally, there has also been an application from Julian and Wendy Daniel, proposed by Steve Taylor and seconded by Iwan Rees-Jones. Their application has been advertised in newsletters, but I've so far been unable to obtain any background information. Iwan may be able to provide one verbally in which case could they also be presented to the committee for approval. They have a boat in the Marina called Greeba Girl. To be voted in next meeting.

General update:

Total Number of Members: 298

Payments outstanding (not paid, or paid less than fee): 45 members Payments received: 253 members.

A reminder to pay to be issued in the bulletin. The permit for a warrant is affected if membership is not paid, as they can be fined.

### **Workload**

DH finding the workload excessive and wishes to step away from the role.

The problem is that in January when all the money comes in the membership secretary has to reconcile all payments from the Bank but there are two excel sheets of members, and spreadsheets have the wrong names/numbers making it very difficult. He is finding that doing his professional job and meeting our requirements is too much.

TE has asked other Clubs how they manage their membership data and has discovered an of the shelf software package “MemberMojo”, where members input their own data, which is linked to the bank and automatic reminders are generated.

KB installed a 60 day trial of Membermojo, which would cost £75 pa and some officers filled in their info. It looked like a very useful system. Information can be recorded such as who has a key to the Clubhouse, boat names, also payment of meals can be made with one click.

There is still work to be done in merging the 2 excel sheets and then merging the information into MemberMojo. DH to look at this and set it up. We will need another membership secretary to work alongside DH until they are able to take over. There were no objections to looking into this new system.

### **TREASURER**

#### **Financial Position:**

Business account	£	2,009.51
Subs account	£	54.78
Investment account	£	125,088.43
Petty Cash	£	124.43
<b>Total at Bank</b>	<b>£</b>	<b>127,277.15</b>

NOTES: Since last meeting, larger amounts paid out include :

Trent Furniture Ltd for deposit for chairs and tables = £780.98 (balance of £2,342.96 due on delivery)

We have (at long last) paid out our pledged donation to the RNLI of £3,441.104

We are currently holding £150 in WSRA fees in from the rowers ie 10 x £15 – TE will remind Sarah/Dawn to chase rowers as this needs to be paid by 1<sup>st</sup> April.

I require Committee approval before I pay for the RYA affiliation fee of £515.00 due on 1 April 2023 – passed unanimously.

We have received £150 from the Government “Energy Bill Support Scheme” towards our gas & electricity costs.

Invoices have gone out to sponsors of the Year Book, invoices total = £1,063.00 – 2 have paid so far

Caernarfon Sailing Club have still yet to pay the invoice for cartridges used at the Regatta (£63) TE will ask them again to pay up.

I am assured by Lloyds Bank that Keith should now have full access to the bank accounts.

Wages paid to Graeme and his team from 1<sup>st</sup> April will be increase to £11.00 per hour, this is just over the national minimum requirement.

#### February Social Events

Gin and Salami event raised £155.00

St Davids Supper event raised £230.00

### **ROWING**

See Vice Commodore’s report

### **SOCIAL SECRETARY**

#### **1. RYA Networking Evening 23 February**

Four clubs had indicated an interest but only RWYC turned up! A very informative discussion ensued which will bear fruit in the future.

#### **2. St Davids Day Dinner – 4<sup>th</sup> March 2023**

A very successful and oversubscribed event. Well done to Julie for her time in compiling numbers and ensuring everything went smoothly. Her hard work, assisted by Gwenda and their willing helpers made for a great evening.

#### **3. Lifting in Supper – 23<sup>rd</sup> March**

Thanks to the in house catering team, Bethan, Dave and Mark a super supper was enjoyed by 22 members.

#### **4. WOA Lunch 25<sup>th</sup> March 2023**

27 guests attended and the catering by Bishopsgate was, once again, excellent.

#### **5. RWYC / RAYC Joint Dinner Dance**



The proposal for a joint dinner/dance made by RAYC did not gain agreement at their management committee meeting. It was felt by some that there are significant costs to the participants already and another cost at this time might not be supported. The suggestion now is to hold an event next April, to herald the beginning of the sailing season. Would we support this?

6. **Castle to Castle and League Races 22/23 April 2023**  
Catering in house. SR  
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.
7. **Honesty Box**  
A locking cash box has been purchased and a sign to request donations will be posted. LP  
  
£1 for tea/coffee. £2 for use of the washing machine and tumble dryer.
8. **Quizzes**  
Quiz nights continue to be popular and entertaining. Many thanks to Julie for working with others to ensure there are quizmasters and to those who volunteer. TE  
JL
- 9 **Events Scheduled:**  
  
The Rowing Regatta on 22/23 April  
  
PD Sailing club meet. 3rd or 17 June tbc.  
  
La La Rally 15/16 July.

## ANY OTHER BUSINESS

1. **Logo**  
It was felt that the logo should incorporate the Welsh name of the club.  
JE to contact Brodwaith JE
2. **Whaley Boat**  
The boat had filled with water as the battery had stopped. FS/TE will look at it and propose a solar panel to keep the batter topped up. FS/TE  
IRJ
3. **Operating Procedures**  
CJ proposed that the membership should be made aware of the existence of operating procedures, however bank details should be removed before circulating.
4. **Prepayment** for Club events is an item for the newsletter. LP

- 5     **Fridge**  
 The fridge has stopped working. We should replace the fridge and freezer with a combined fridge/freezer and buy a wine cooler. The microwave that is not working is to be put in the skip.     TE
6.     The Cleaner has Covid.

**Date of next meeting:**

Thursday 27<sup>th</sup> April 2023, at 19:00 in the clubhouse and on zoom

Please note **FOLLOWING ACTIONS LIST**

**Actions**

1.	Circulation of Operating Procedures to Management Committee	KB
2.	CASC application – Liam Adams	TE
3.	Incorporation – List of Directors	KB/TE
4.	Flagpole – liaison with manufacturer ongoing	TE
5.	Maintenance items – Shower and Access Gate	FS
6.	Letter to King Charles	KB
7.	Club Logo – Format to be agreed and updated	JE
8.	Club Member Survey following RYA guidelines	KB/TE
10.	Building Project – Design Team Co-ordination	TE
11.	Waste Disposal – Delivery of bins awaited	FS
12.	Plas Menai J80 event confirmed 14/10/23	CJ
13.	Member MOJO update	DH/KB/TE
14.	New insurance policy	All/KB
15.	Cloud Data Storage system update	KB/FS
16.	Revision of membership application forms	DH
17.	New insurance policy to read and comment	All
18.	List of members email addresses etc to be updated	DH/KB
19.	Bank investment details completed	KB/JC
20.	RWYC/RAYC Joint Dinner Dance April 2024?	LP
21.	Circulation of Asset Register Forms to Committee Members	KBTE
22.	Yearbook - review of content to reduce cost	TE/FS/JS/KB/LP
23.	Add new Patron to large information board	?
24.	Rowing risk assessment emailed to KB for Cloud storage	SR/KB
25.	Check boat towing insurance for Europe	SR
26.	Agenda and Officers Reports to be issued to KB at least 4 days before the meeting.	All