

Royal Welsh Yacht Club

Minutes of the Management Committee Meeting held on Zoom.
Thursday 23rd November 2023.

Members present on Zoom:

Tom Edge	(TE)	Commodore
Jan Edge	(JE)	Regalia / Minutes Secretary
Chris Jones	(CNJ)	Sailing Secretary
Linda Park	(LP)	Social Secretary
Kate Jones	(KJ)	Joint Rowing Secretary
Keith Belfield	(KB)	Secretary
Frank Smykowski	(FS)	Rear Commodore

Apologies

David Richardson	(DR)	Southern Squadron
Mike Hamer	(MH)	Joint Rowing Secretary
Jane Crowther	(JC)	Treasurer
Julie Lewis	(JL)	Assistant Social Secretary
Bethan Majski	(BM)	Committee Member
Sarah Roberts	(SR)	Vice Commodore

Did not attend.

If you cannot attend, please offer apologies.

Elin Dillon	(ED)	Committee Member
Iwan Rees Jones	(IRJ)	Committee Member
Clive Haycock	(CH)	Committee Member
Daniel Hanlon	(DH)	Membership Secretary

Approval of Minutes of meeting held on 27th October 2023

Proposed: KJ, seconded: CNJ - Passed Unanimously
JC requested amendment to test certificates – now amended.

Conflict of Interest: None

Matters arising – see action list.

1/2	Roof structure fault resolution. John Shields to meet TE on site 29/11/23 at 14.00, he doesn't want to join the committee but will help project manage the roof structure problem.	TE/JS
3/4.	JC to look for invoices regarding PAT testing and electrical test certificates	JC
5.	Install cistern miser in gent's toilet. Rob Hampton agreed to take on maintenance issues	IRJ/TE
6.	Fix tiles in gent's toilet floor.	Done
7.	Yearbook progress.	See below.
8.	AGM documents and notice to issue.	Dealt with

9.	Yearbook adverts to chase up. 5 takers out of 15	IRJ
10.	Cash register meeting 17/11/23 – estimates received.	Held
11.	Treasurers position letter to members.	In Bulletin
12.	CASC letter to members.	To Be issued
14.	Membership questionnaire. LP and SR to comment.	LP/SR
15.	Promotion of Guillemot Trust boats. Letter received – see below	TE/SR/KB
16.	New Membership Application Forms - resolved on web site.	DH/KB
17.	Rowing Meeting (9 December 23) – development strategy – infrastructure.	MH/KJ
18.	Annual Award nominations for AGM.	Done
19.	Boat sticker progress. – To be approved – price and quantity to be resolved.	LP/IP
20.	Mail shot problems – KB to contact Will Cubit Smith to resolve.	No reply from WCS
21.	MoJo access for linked members. Can this be resolved?	See below

1. Advert for Bar Manager

Graeme will continue until 31st December, but we need a plan to ensure lines cleaned, stock is ordered, and banking is carried out. It is important to get this in place for January 2024. The Bar rota is working on the What's App Group, but the jobs should be spread out so that it is less of a burden to one person.

The Wednesday duties need to be carried out by someone the Club can trust, therefore FS is not approaching everyone on the bar list as a vehicle would be required for shopping.

We should agree a new set of duties and advertise within the Club membership, draw up a new contract which could take 3 months. KJ offered to contribute to these duties on a short-term basis, January to March, for shopping and banking.

This was a good start and would be very helpful in the short term until someone was found.

A Job Description with adjusted duties to be drawn up with person specification – there was no mention in the operations Manual about the post of “Steward”, TE preferred the term Bar Manager with defined duties. KB / FS / SR / TE

SR Proposal was read out - I propose the introduction of quarterly one to one meeting between our Club employees and their line manager (designated Flag Officer or Bar Steward/Bar Manager) The purpose of the meeting is to discuss development, communication, motivation, and employee work duties.

2. Yearbook

Thanks to CNJ for compiling sailing programme for 2024. There are several articles for inclusion. TE identified common pages from 2023 and will speak to the printers.

After the AGM there will be more information regarding trophy winners to include. The aim is to have everything prepared for the end of December.

3. CASC Update

Application has been sent to HMRC, but it will take some time for this to arrive on someone's desk. KB will contact them in a week or so.

They do not usually respond to emails, but we are still asking for a proposer and seconder for new memberships on the website - this needs to be removed urgently. FS dealing with this.

CNJ asked that the website provider be contacted about the amount of spam he is receiving. FS is dealing with this.

4. **Meeting with Beics Antur** – going ahead on 7 December 23 at 13.00.

5. Sea Scouts

Next meeting 5 Dec 23 at 19.00.

TE spoke to John Jones (next commodore) of PDSC and discussed the possibility of the 2 clubs working together to provide sailing for the Sea Scouts. PDSC were having a committee meeting, and he would bring the matter up. Dave Jones, Sailing Secretary PDSC would also be attending.

6. AGM

Everything prepared but Zoom is always a worry. LP to stock up on tea & coffee.

7. House Committee

This should re-form. SR to deal with this matter.

8. Web Manager

We need to distribute the workload as FS too much to do and a person dedicated to web management should be found to improve the situation. This requires someone to co-ordinate the website and Facebook by emailing the web provider and liaising with the management committee to ensure the website is kept up to date.

Post meeting note – Mark Pearson has agreed to take the position. He will need to be co-opted onto the Management Committee at the next meeting.

Officers Reports - See Addendum

COMMODORE - no questions

VICE COMMODORE – no questions

REAR COMMODORE

1. Bar rota covered to end of December.
2. Jobs requiring physical input:
 - Gas boiler check done.
 - Electrical and PAT testing needs doing.
 - Cast iron down pipe needs fixing.
 - Waterflow in gent's toilet – cistern miser to be fixed.
 - Curtain rail down again.

Rob Hampton to be asked to help with these jobs. TE

3. Woodworm problem in Tegerty Bar.
SR taken this in hand. CH has treated the shelf, but the top shelf will need to be replaced.

4. SPAM – FS contact Delwyn website provider regarding this matter.

5. Whaly Boat

Needs a new bilge pump. We should take the WB out of the water for the winter and sort it out, perhaps at ABC. The problem is with the trailer which is currently being used under Uther. Team of people required to lift WB out of water.

Post Meeting note: Kate & Keith Jones have offered to store the Whaly boat for the winter and service engine.

6. Advertisers for Yearbook

Should we be worried about losing advertisers since we are cutting down the number of pages to be printed. It was felt that we should contact the remaining 10 advertisers to find out why they have not renewed, and LP offered to approach some. FS to compile a list and send to TE.

SECRETARY

Membership Applications

There were a few glitches to sort out with Membership MOJO. LP had a meeting with DH and many issues were sorted out which should lead to a more streamlined process.

Meeting with Gwynedd Cash Registers

See report for details.

The 3 options were discussed, and it was felt that such an important item should not be skimmed on, and we should future proof the cash register by getting a new one. 6 votes for new and 1 vote for second-hand.

The issue of 2 cards or one per membership was discussed. As all cards are individually numbered it would not be a problem to issue 2 cards if members wished, if cards were lost another could easily be issued with another number.

There were still things to iron out but at this stage it was felt we should go ahead with a new cash register and EC was to be asked to extend the cable to a new till.

TREASURER

See report. Approval was sought to pay the accountants £1074. Agreed.

MEMBERSHIP SECRETARY**New Applications**

Rebecca Parry
 Cara Archer
 David Richardson
 Ron Ruben

Approved

Roger Webb – pending completion of application on MoJo.

It was felt that waiting for Committee approval was taking too long, however once CASC is in place, no application can be refused. Therefore, payment via MoJo will be adjusted to take subs immediately. Once MoJo gets going the process will be more streamlined.

Rowing Secretary Report

MH to send in report after the Meeting of 9th December when rowers will discuss development and specific training sessions.

Sailing Secretary Report

Meeting re Guillemot Trust to formulate a reply and introduce to Sailing Committee. Proposed to delay access until Spring 2024.

Training Centre – Advert for Day Skipper course will be included in the 2024 Yearbook plus an article about training.

SOCIAL SECRETARY

- Dinner Dance preparations OK – 59 people. Band been to see the venue.
- Christmas Party and Commodore's Reception – 16 December at 19.00. Members can book on MoJo. Club to provide food.
- Stickers for Boats and Cars – small / medium / large. Price to be advised.

MARKETING

Thanks to Jo for producing an excellent Quarterly Bulletin. KB to distribute.

AWARDS

All trophy winners have been advised. Only 3 will not be able to collect. Karl & Polly have sent a thank you note.

Date of next meeting:**Thursday 11th January 2024, at 19:00 on zoom only.**Please note **FOLLOWING ACTIONS LIST****Actions**

1.	Cistern miser, re-fix rainwater pipe and curtain rail	TE/RH
2.	Send Yearbook data to Alan Jones.	TE
3.	Prepare Bar Person duties list.	TE
4.	Prepare Bar Person experience profile	KB
5.	Reform House Committee	SR
6.	Examine Tegerty Bar for woodworm and fix replacement shelf	SR/KJ
7.	External data cable to new cash register position. Check need for additional socket outlet.	TE/CH/EC
8.	Price of new stickers.	LP/IP