

Rossendale Valley Sailing Club. Minutes of the meeting held at the clubhouse 21st of June 2022

Apologies from: Mick Green, Bryan Youlden and Norah Girven.

Present: Steve Booth, Bob Glowa, David Hudson, Martin Lewis, Joan Forbes and Mark Girven (Chair).

Minutes of the previous meeting: Read and accepted as a true record. Proposed by Steve.
Seconded by Martin and passed by the meeting.

Matters arising: None

Mark asked the meeting if anyone had any objections to Joan taking on the duties of Honorary Secretary. There were none from the meeting but a notice needs to be put on the board for 21 days to see if any member had any objections.

Commodore's Report: Mark has sent to emails to Mike Morgan, Mark Barrowcliffe and Tom Nimmo about accessing the building by using the key safe in the foyer. Eric Hughes has agreed to the responsibility conditions and has now been sent the key safe code.

Pendle Community High School contact Peter Robinson (an S.I from Burwains S.C. who volunteers for the school) requires two power boats, powerboat drivers and volunteers from the club to help launch boats and provide safety cover. This would be on either Tuesday or Thursday, possible all day. The email now needs to be sent to members requesting for volunteers.
Terms of Affiliation have been agreed with the school and now needs amending accordingly.
The club also needs a copy of the school's risk assessments

Mark wondered if it would be possible to get a grant or pay for members to go on p/b courses.

Mark queried whether we should put all members details on duty man with regards to opening up the club and support boat. All member details have now been supplied to Jamie McMillan for the Dutyman programme. At present no duties have been allocated. The system will be very like Webcollect with a link to it through the Club's website.

Ops 'n' Tops/ On Board would hopefully run this year. David Hudson will send an e-mail asking for volunteers to run it on Saturdays during the six weeks school holidays which start on the 23rd July.

Mark noticed that in the gents changing rooms the legs of the benches were showing signs of rot and there is also some flooring which needs sticking down. As the tops of the benches are all sound Bob said he would look into replacing or welding new parts to the legs and will contact a member who has the ability to stick the floor down.

Principal's Report: Unfortunately, the level one dinghy course had to be cancelled due to bad weather but following a successful power boat course the club has now got three new level 2 power boat drivers who are keen to get involved and get on a rota. The dinghy course has been rescheduled to the 30 of the 31st of July and another dinghy course is planned for September.

The Club has had its RYA Sailability status renewed.

Mark has spoken to Adam McGovern about dinghy instructor courses and dinghy SI courses. If we can get six people interested in an instructor course and eight people interested in an SI course then he can arrange for them to be at run at the club with an instructor brought in.

Mark asked Bob if he could arrange for the power boats to be serviced. Bob said he will contact the engineer and arrange for the job to be done.

Treasurers Report: Steve referred to the sheet already distributed. The club is again paying council tax to Burnley Borough Council. It appears from the accounts that the Sum-up card machine and Go-cardless via Webcollect are both working well. The balance, at the moment, is static money in equalling money out. The 100-club winner in May was Gill Garner and in June was Tony Atkins. There is due to be a rent review, any increase will be linked to the RP I. This review will be the first one for a few years.

Membership Report: The club has 110 memberships comprising 185 members from the 1st of March 2022 there have been 13 new memberships comprising 29 people, Steve did say that there are still some ex-members boats in the boat park. Mark said that Nora would be looking into this.

Secretary's Report: Joan said she had nothing to report and was wondering how to get emails directed to the secretary's e-mail address. Steve said he would send her details of how to do this.

Council: item 1 from the agenda previously dealt with.

2) Dutyman 'job' descriptions: Steve has already written job procedures for opening up the club and power boat duties. The club had opted for a trial of 90 days of the Dutyman system. The full cost is £180 per annum. Jamie McIlroy the guru on this system can link it to the club's website. As the 90day trial is a restricted programme it was proposed that the Club buy the full Dutyman. Proposed by Steve, seconded by Martin and was passed by the meeting.

3) Communications: Martin has set up two WhatsApp groups one for sailors which has 21 active members and one for the Club Council which has been actively used.

Mark commented on the Facebook group which has several members who are not club members. He proposed removing the non- club members and making the group private so anybody wishing to join would have to ask permission. The club already has a Facebook page where events are advertised, and details of the club are shown.

Martin offered to get one of his I.T. people to investigate these changes.

4) Burnley Pendle and Rossendale Sea Cadets. Joan said she had heard nothing from Lisa since she requested a copy of their risk assessments to be sent to info rvsc.co.uk. Steve said he would check whether these have been received. The Cadets have been busy with the Armed Forces Day and Joan said she would contact them this week to see if they had moved further with insurance etc.

5) Joan pointed out that when the keypad locks were fitted the idea was to change the codes periodically. This has never been done. There are many ex-members with unreturned keys who might remember the code and therefore could still have access to the facilities. It was agreed to change the numbers on the keypads from Wednesday the 29th of June and let every member know via an e-mail from Webcollect.

6) Current arrangements for guests at the club. From the website it looks like anyone can pay a fee via Webcollect and just turn up at the club, whereas there is still a need for sailing visitors to have relevant insurance and be signed in by a member. Steve said he would look into the website and in the meantime Joan said that she would produce a document which would be like the previous guest book for members and guests to sign.

7) Scrap metal. Bob said the one of the old gates was probably good enough to be sold but the other one should go for scrap. There is also a certain amount of scrap on the boat park, mass and such like. Bob said he had contacted a number which Joan had given him but with no joy. Martin said he knew of a scrap chap and would arrange for him to come up to the club.

8) Draft emails to members. Steve has drafted several emails which are now ready to be sent. The first one asking if anyone is interested in taking on the role of centre principle for the RTC. The second one asking for volunteers tell with Pendle Community High School is also ready to go. The third one asking for anyone interested in taking on membership secretary has already gone.

A.O.B. As member volunteers are being asked to take on responsibility's for opening and closing the clubhouse it was confirmed the Council members, by virtue of holding a full set of keys, already assume full responsibility when they open and close the clubhouse.

An e-mail has been received from Mark Barrowcliffe contesting the Council's decision to hold a closed meeting. He queried whether the Council was amending the Constitution doing so. Joan and Martin agreed to reply to the points raised in Marks e-mail.

FirePro carried out a Fire Inspection and PAT electrical tests on the 13 March 2022. Three issues were raised:

- a) The three emergency lights were not functioning correctly.
- b) A second sender would be required to bring the installation to current standards (advisory).
- c) An automatic system to raise the external door shutter was also advised to bring the installation to current standards (advisory).

Bob Glowa has repaired the emergency lights and these are now functioning correctly. Bob is also looking into the other recommendations and will recommend in due course.

The Club's Fire Management procedure has been updated.

Meeting Closed at 10:00 PM.

Next Meeting: 19th of July 2022 1930, at the clubhouse.