

Rossendale Valley Sailing Club: Minutes of the meeting held on the 18th April 2023 1930 at the clubhouse and via Zoom.

Apologies from: David Hudson

Present: Steve Booth, Tom Nimmo. Mike Morgan, Mark Barrowcliffe, Bob Glowa, Bryan Youlden, Eric Davis. Mick Green and Joan Forbes via Zoom.

Minutes of the last Meeting: held on the 21st March 2023, read and accepted after being amended to include that when there isn't a powerboat on the water there should be a buddy system in place but when there is a powerboat out members can sail individually. Acceptance of the minutes proposed by Steve, seconded by Mike and passed.

Matters Arising: Buddy system, dealt with.

Commodore's Report: Vice Commodore away.

Treasurer's Report: The RYA Grant is now showing in the accounts, apart from that there is nothing of note in the accounts for March. Membership payments still coming through. The rent £2280 is due in April.

Louise Howarth has volunteered to take on the role of treasurer from the AGM in November. She and Steve have had a meeting and from next month she will be sharing the accounts with Steve ready to take over.

Steve said he was happy to pay RYA invoices as they arise instead of setting up a Direct Debit.

100 Club draw winner for April was Bob Glowa.

The browser on the new laptop with three users Microsoft account, Principal and Secretary.

Steve has sent out an email to members interested in L1 Dinghy courses. Nick said that he has had 2-3 responses. He has also sent out emails to people interested in Taster Sessions. Need to agree what is happening with the people who respond. He has put the alternate 1st and 3rd Saturdays in each month through to 21st October on the calendar for taster sessions which will be put in the invitation. Taster sessions cannot take place on Wednesdays as there isn't an SI on site. A discussion took place regarding insurance for guest fees and what a guest got for their fee.

Membership Secretary's Report: Tom said that the Ball family have left the club. Steve and Tom need to tidy up the members who have resigned or left the club and a definitive list should be ready by May/June. Membership is steady and there are still enquiries coming in.

Training Principal's Report: (written by Nick)

1. **Centre Inspection Cat A Physical (Pontoon) is now complete**
2. **Centre Inspection Cat A Policies not complete. Adam B only sent working copies this morning. NAA to complete before Onboard commences**
3. **Centre Inspection Cat B and C to be complete for next meeting**
4. **2 more DI's trained in April. NAA and Geoff Whalley. Small adjustments needed to bring to full certification.**
5. **Assistant DI is better understood now with SI and DI recent training. Seamanship is a new skill from the Advanced Module that can easily be taught on site meaning no need to AI candidates needing to take advance modules elsewhere**
6. **12 Mast Head Floats required for Dinghies: Size and litres advice needed**
7. **Review Course Structures with SI's. The Ops Manual version is slightly out of order**
8. **Early L1 Dinghy moved one week. Currently 2-3 Candidates due to Bank Holiday**
9. **June L1 over-booked at 7 Candidates confirmed already**
10. **Bryony Walker joined and booked 2no L1's and 2no OnBoard**

11. Do we do a L3 Course for AI Candidates?

12. **L2 need advertising.** Candidates already coming forward

13. **PB2 Certs** on way now NAA RYA Profile is linked and recognised

14. **Adult Tasters:** Strong demand for potential member tasters from 27th April

15. **Taster** requested Coronation morning from Dr Paul Kirkham plus 1. NAA will facilitate

16. **Strategy Meeting:** None due to DI commitments, PB2 Courses and Safeguarding

17. **EDI Volunteer:** Leanne has offered to take up EDI Volunteer across all members including adults. NAA working with RYA Southampton on requirements including Whistleblowing, Trauma-Based Approach, Who to Ask for What and stronger reassuring signage around the Club

Next Focus: 1. Complete DI Training (NAA modules and GW First Aid)

2. RAMS and Safe Working Procedures (Risk Assessment and Method Statement)

3. EDI Policies and Signage (Equality, Diversity and Inclusion).

Mike Morgan's update on the safeguarding team's progress was included in the training principal's report: (written by Mike) *We now have a team of four safeguarding officers at the club who have successfully completed their Safe and Fun course.*

We also have four instructors and volunteers who also have completed the course.

The Safeguarding team will also be doing the RYA Safeguarding course later this month or in early

May

The operation manual needs to be updated to add the new Safeguarding team details and remove the old names.

Details from the accident book need to be stored securely after the book has been used to comply with data protection rules. Filled forms to be stored away from the accident book. In the classroom in a secure box.

Several posters have now been put up around the clubhouse with the Safeguarding team details, and contact information.

There was also a discussion about shower curtains in the men's showers and a sign being put on the door saying no use of phones in the changing rooms.

Secretary's Report: Joan said that she would sign the Cathedral Hygiene contract. Steve said he would deal with the DD notice from the RYA.

Joan proposed the purchase of a new dishwasher and removal of the old one (value up to £280), seconded by Mark and passed.

Council: Tom said that the new Treasurer cannot attend council meetings on Tuesdays so he proposed that the day be changed to the third Monday in the month, from May. Seconded by Nick and passed.

Nick thought that there should be general rules about accepting non-members in the clubhouse, visitors to the club interested in sailing, by making them feel welcome and whether or not to give free brews. Bryan to write a policy document on visitors, brews, use of toilets.

AOB: Bryan said there was a lack of clarity about the drinks of licence at the club. He suggested that we review the licence and include with the policy on visitors.

Pendle CHS coming on the 19th April to clean boats. From the emails he has received he said they don't appear to need a lot of help. Bryan queried whether they should have a key, Steve said it

hadn't been discussed as he thought somebody from the club would be on site when PCHS came up to the club. To be discussed with them on the 19th.

Bob asked Joan if she had the Measurement Certificated for the Fireflies. Joan said that she could print one off but thought that Mick might have them. Mick said that he would check.

Mike asked about notice boards and Nick said he was dealing with it.

Mike also asked about purchasing paddleboards. As this has already been passed it was agreed that we buy three wide boards and paddles.

Steve raised a few items. He said that he has had an email from a SUP trainer which has been passed on to Nick who said that he would contact her with a view to doing sessions on Saturday mornings.

The Fire Pro PAT test is due soon. Bob to deal with that. ON Board needs advertising and he would insure the Fireflies until they were sold.

Meeting closed 2115

Next meeting Monday 15th May 2023 1930.