



SPOSC Committee Meeting

Cricketers Arms, Berwick – 1900hrs Monday 20th April 2015.

Present: Owen Poplett (OP), Alwyn Evans(AE), Dusty Miller(DM), Graeme Castell(GC), Colin Jaques (CJ).

Apologies: Alain Jacquet, Dave Frey, Freya Carter, Anne Darling.

1. SPOSC Proposed rule change

AE - For the first time since SPOSC produced its original Club Rules in 1996, I would like to propose a reforming of the Committee Titles, Roles & Responsibilities, to bring the Club up to date and to mirror virtually all other sailing clubs I have experienced or researched on the Internet.

When SPOSC first originated in the 1980's it was fashionable to have a 'father figure' to represent each sports section of the SPSA. Barry Rutherford & Liz Neville were just two Honouree 'ex officio' who fulfilled this prestigious role of being the Commodore and sailed regularly with the Club on Cross Channel passages.

As senior officers of the Club retired from both police and SPOSC Committee, the Club honoured them by inviting them to be the Commodore, acknowledging their esteemed service to the Club or sailing achievements of crossing the Atlantic or similar.

With a changing SPOSC profile of members this is really no longer the case and the Committee could be 'updated & modernised'

Currently, although there is an active SPOSC membership, not all members want the responsibility or can spare the time to be a committed Committee member.

This has been evident at the AGM's where over many years we have a membership of about 80 - 100 members, less than 20 attend the AGM the majority of whom are retirees, we receive only a handful of apologies (usually from retired members) and there is only 1 - 2 serving Police Staff members who attend.

The current Committee profile is further evidence of this with more retired than serving police staff.

Committee members are becoming a 'rare breed' and with the current trend, appear to be even more so and concerning for future years.

With this in mind, for the future continuance of SPOSC it is important that our Club members can **first** fill the required Committee roles for the Club to legally function and then consider other '**auxiliary**' positions as being undertaken either by a Committee or non-Committee member.

SPOSC needs a Committee structure that is robust to withstand the departure of any member and can maintain and recruit from its member's replacements to fulfil the required General Committee Officer roles. This proposal would modernise the Committee, personalise the structure to SPOSC, standardise and ensure future sustainability and continuance of the Club and a Committee.

The proposed changes are not extensive or organisation changing, but for the first time defines individual Roles and Responsibilities along with a more streamlined and less confusing 'Committee Officer' structure.

After discussing this proposed reform amongst the Committee, I would propose circulating to SPOSC membership for consultation.

In recent years the practice has developed within SPOSC Committee where the selection of SPOSC Committee Officers has become a 'closed shop'. These decisions have been made at SPOSC AGM pre meetings with very little transparency to the membership.

In order to prevent a reoccurrence of the Officer nominations that occurred at the last AGM and to make the Election and re Election of SPOSC Committee Offices more transparent and open to the SPOSC membership I propose the below Rule change. Proposed changes are in **bold**.

Proposed change Rule 3 ii3 Management**Current Rule**.ii. Re-election of the 'Officers' and 'Representatives' shall take place at each Annual General Meeting. If an officer retires or resigns from the Committee, a temporary appointment may be made at a Special Committee meeting.

Proposed Rule Change.ii. **Election** of the 'Officers' and 'Representatives' of the **General Committee** shall take place **every two years** at the Annual General Meeting. If an officer retires or resigns from the Committee, a temporary appointment may be made at a Special Committee meeting.**Secretary will issue a notice to members by 31st December prior to election year, of those Committee Officers standing for re-election, forthcoming vacancies and inviting applications from members for election as a Committee Officer. Nominations should be returned to the Secretary by 14th January and these will be circulated by the Secretary together with Notice of AGM and Agenda at least 21days prior to the AGM.**OP - Above Proposal discussed amongst committee members present.DM – Is this all officers of the club? – So this year everyone up for election –OP – then every two years from then on.AE – to re-draft the rule.

Decision – Agreed to change Rule and circulate to members in minutes.

2. SPOSC – Committee roles & responsibilities

AE - Proposed Committee Structure, Committee Officers & Responsibilities.

General Committee: The Club is managed by a General Committee elected by Members every two years at the Annual General Meeting. The Committee is composed of 6 'Officers', supported with Area Representatives, who all 'report' to the General Committee and have the following roles & responsibilities.

Commodore: Principle Flag Officer and Member of the Committee. Sets the direction for the Club and is responsible for the organisation, Health & Safety and management of the Club. Ensures the Club is run according to its Rules and Constitution. The Commodore chairs the Committee and Annual General Meetings. Prepares and presents the Annual Sailing Report to the AGM. (In effect the previous Chairperson)

Vice Commodore: Second in Command and Member of the Committee. Deputises for the Commodore in their absence. Responsible for the organisation and management of the Club and ensuring the Club is run according to its Rules and Constitution. Prepares and presents the Annual Sailing Programme to the AGM. Maintains the database for SPOSC authorised skippers. (In effect the previous Assistant Chairperson).

Secretary: Member of the Committee. Responsible for all Club records, maintaining all Club legal documentation, point of contact for all mail and internal / external enquiries. Organises, produces agenda and taking of minutes of General Committee and Annual General Meetings. Arranges Skippers for Club Charters.

Assistant Secretary: Member of the Committee. Assistant and deputises for the Secretary in above functions. Has principle responsibility for all Membership matters and maintaining up to date record of all members and contact details. Maintains record of trophies and holders. Arranges trophies for awarding at AGM.

Treasurer: Member of the Committee. Responsible for all Club finances. Applying for Annual Club Grants, payment of Charters and receipt of members Charter contributions. Treasurer required to keep the Committee apprised of the Clubs financial position at each Committee meeting. Makes recommendations to AGM for members charter contributions. Prepares and presents a Financial Report at the AGM.

Assistant Treasurer: Member of the Committee. Assistant and deputises for the Treasurer. Responsible for administering Associate Members Subscriptions.

Area Representatives: Members of the Committee. Elected by the Committee. Promote SPOSC and it's activities in their designated areas of Sussex Police.

Other Key Roles: (non General Committee)

Web Master*: Responsible for the management and updating of the Club web site.

Training*: Responsible for advising and promoting training within the Club.

Scuttlebutt Editor*: Responsible for the editing and publishing of the Club publication.*The above 'Key Roles' may be undertaken by a Member of the Committee as an ancillary responsibility, or a non-Committee member.OP – Discussed amongst committee members present who decided that an updated structure to the club would

both encourage potential members to stand for committee positions and hence build a succession of club officers to carry forward the club for the benefit of all members in the future. Nearly all yacht / sailing clubs use the terms Commodore and Vice Commodore instead of Chair and Vice Chair, this would bring SPOSC into line with most clubs and make the Commodore role a meaningful one.

ACTION – DF – To circulate to membership in minutes

3. Bank Accounts

OP – First part of discussion established why separate accounts were created from having just one account.

AE - Cruising & Racing The Cruising and Race Bank Accounts, should be amalgamated into one SPOSC Bank Account, managed by the one Treasurer & Assistant Treasurer on behalf of the members.

Separate grants for cruising and racing can still be made to ensure we maintain the funds we currently receive.

This would then give the Committee, as well as deciding on funds for Cruising, the options for which Annual Race Event the Club would enter a team i.e. PSUK (assuming its continuance) UKFSC Regatta, London Emergency Services or other.

DM - Do we go to one account instead of two?

Committee consensus – Yes

ACTION - Old account signatories to be taken off (Tara) and AJ to be added.

AE – Committee should plan race and cruising calendars earlier in year and then will be easier to apportion monies to the separate sections.

Proposal: To go to one bank account – Decision - agreed

4. 2015 Cruising calendar

OP – Last year the committee meetings were taken up with the work of amending the rules, risk assessment, briefing's and insurance. As a result apart from the Frostbite cruise, no other cruises were planned in October when they should have been. What cruising trips would we like to have as a club in 2015?

GC - May/June – Solent 5 day cruise plus a 5-day charter if demand and skippers available.

Owners Rally (July) – Len Wheeler to run it?

Long Passage – Sept/Oct – 7 day?

Oct – 5 day to possibly to 'link in' with L.E.S. London Emergency Services (replaces MET Open)– Sun 27th to Tue 29th. £1000 for 2 days.

ACTION - Need to send out invitations to our potential skippers to see who wants to do what.

AE – It will ultimately be the skipper's decision as to what exact dates are they need to be available for each event.

5. SPOSC Racing Calendar

AE - SPOSC – UK fire service regatta April 27th.

OP - PSUK – Not doing it this year.

ACTION: OP – to call PSUK chair to discuss potential of a future ‘emergency services’ regatta.

DM – A new proposal for racing – Skippers, if you want to race – find an event and we will support it and fund part of it if reasonable. Should we take this approach rather than how it’s done now?

AE – We should set the calendar based on our budget – should be done in November and taken to the AGM. Any additional monies available could be for racing if someone wants to propose it.

OP – We would always like to do PSUK (if possible).

AE – Comes down to setting the calendar earlier. Vice Commodore to prepare the calendar.

AE – Look at available race events that could be subsidised if you have a skipper and crew.

OP – Committee to come up with a core-racing calendar and invite members to approach committee if they want to attend another event. - Agreed

AE – any member to contact secretary from circulated minutes if trips they want to do – either racing or cruising for this year or next year. We should respond to what the general membership want. - Agreed

DM – Do we need to review how much people pay to go racing? Is there a premium to be paid for those that want to race due to increased costs? Matter discussed but no decision made.

6. SPOSC Training

OP – In the past we have supported training but it has slowed down in recent years, it is one of the objectives of the club.

How do we subsidise training?

OP - Has to be done through RYA training school for insurance reasons. While Alwyn is an instructor and would try to be the instructor, he may not always be available. Also if some thing happened and Alwyn went sick, if booked through a training school they would have to provide an alternative trainer.

Traditionally may have been some people who didn’t agree that some members were subsidised. But the club should support members with training opportunities.

AE - SPOSC has never before used members funds to subsidise a RYA Practical Course. The objective is to encourage members to either take RYA Qualifications or develop their skills and experience to qualify to RYA Yachtmaster Coastal or Offshore. This would then provide the club with more skippers and the opportunity to arrange more charters particularly outside of the Solent.

Any decision to financially support RYA Practical Training Courses only should not be to the detriment of arranging charters on behalf of members.

The club funds are currently buoyant as a result of the extra grant we received from SPSA last year.

RYA Shorebased Courses or any other RYA Courses will remain the financial responsibility of the individual.

AE - put forward to the Committee the difference in costs between an average charter for SPOSC members and the cost of a RYA Practical Training Course.

After discussion it was agreed that the Committee would subsidise any SPOSC arranged RYA Practical Course by £100 per person, members would pay the balance of the course fee including the boat charter costs. This would be for 5 persons on a SPOSC Practical Course. 5 persons could do a Practical Coastal Course but an examiner can only examine up to 4 persons following such a course for RYA/MCA Certificate of Competence which is conducted over a further 2 days following the course. A subsidy of £100 would be made to members taking this exam which costs £200 per person. The fifth place on the boat during the week could be used for a member wishing to complete Competent Crew or possibly Day Skipper.

This subsidy would be at the discretion of the Committee and reviewable each year as finances may not be available every year.

CJ - Aim – to encourage people to train by providing a subsidy.

CJ – Should all exam fees be paid by SPOSC?

SPOSC will not subsidise shore based courses.

DM – wants to see in minutes.

Boat handling course – email to be sent out to see if any interest.

7. 2015 Training Calendar

Abated until up take on training known.

8. 2015 Committee Meetings calendar

OP – Busy last year with changes to rules, risk assessment, briefing and insurance so 2015 trips were not discussed in October when they needed to be: Need committee meetings to be planned to ensure the club is properly managed and it's activities planned. Cruises/races in Oct – need to advertise for skippers.

AGM – a little criticism that we had not planned enough. AE – October meeting definitely – to plan cruises/races and invite skippers. Plus plan for AGM. DM – Nov/Dec – meeting to ensure everything set up. OP – Need agreement on who committee happy to endorse as skippers for various events, based on qualifications, passages etc.

OP – Meeting before AGM (on day)

9. SPOSC Skippers Register

OP - to create a spreadsheet on SPOSC site as an initial start.

DM – Need for 'Dropbox' – as few members have a .pnn email addresses.

OP - a SPOSC hotmail account has been set up which will allow committee members to send out emails in the Secretaries absence. On hotmail is one drive a cloud storage system which can have folders in it that are restricted to

committee members and others that are open to all members. This will be explored further.

10. AOB

DM – We should be monitoring how much money we have – should it be made known at each meeting. Treasurer will update the committee with amounts in account at each meeting when we discuss potential expenditure. Figures will not be recorded in the minutes.

OP – Have we got a HQ rep – OP to approach Richard Bates re volunteering for HQ rep.

Meeting closed 21.39hrs.