Arden Sailing Club

Minutes of Committee Meeting at ASC Clubhouse
Monday 4th May 2018 at 2000

Present : Keith Stevens (KS), Helen Williams (HW), Stephen Trzoska (ST), Ralph Evans (RE), Tricia Wood (TW), Niall Campbell (NC), Ken Pinfield (KP), Julian Smith (JS)

Absent : Kevin Powell (KP), Steve Ryder (SR),

Minutes of last meeting : Proposed – KS, Seconded – RE,

Matters Arising from previous meeting :

- Nil

Correspondence :

- From Jerroms re tax fees
- Leaflets about RYA affiliated Hereford Sailing Club

Treasurer :

- Current account balance £11,872.88
- Deposit account balance £7,137.02
- Income this month from member subscriptions, Training fees and Dragon boat subscription.
- Expenditure this month included ANT, Training course materials and grass mower.
- RYA Membership Survey, anonymous for all members, agreed to send out email addresses to RYA.
- Change of bank signatories accepted.

GDPR :

- Audit template completed, copy attached to minutes
- Continue with policy information and document preparation

Risk Assessment :

- Spread sheet Kept updated, nothing to report this month. A number of new actions completed.

Social Programme :

- Decided to defer social programme until better weather arrives, HW will assume social secretary unless someone else will make the commitment.

Suggest purchase of gas BBQ for organised use on free sailing weekends and Wednesday evenings.

Officers' Reports

Commodore (NC) :

- Nil

Boatswain (JS):

- Landing stage repairs completed, thanks to JS and David Brydon.
- Continued with the Green garage sort out and for Scrap metal to be taken away, outboard motor to be made operational and sold. Space to be made to store inflatable boat and engine. Wooden Kayak cleaned up and sold for £50.
- Starting hut roof leaking, plan established to repair.
- Boat audit completed, 47 Dinghies and 4 other craft. Unaccounted for boats to be removed from the club by their owners. We need the boat parking spaces and to clean up the boat park by removing unsightly and un cherished boats.
- New racks for masts to be installed
- RIB sponson foot pump, new adapter fitted and working ok.

Sailing Secretary (RE):

- Pursuit series sheets produced
- Location of Emergency mobile telephone is not known, priority to find out where it is and set up for club use when sailing. If cannot be found, purchase and set up another telephone.
- Need to prepare handicap sheets

Training (ST)

- Update on the course attendance for 2018, sufficient instructors have volunteered to cover both courses. Have restricted candidates for training to only 4 persons utilising two boats per course due to lack of commitment by volunteer instructors.

Any Other Business :

- Powerboat course dates need to be produced and published

Meeting closed at 21.20

Date of next meeting 11^{8h} June 2018, at 2000 (ASC Clubhouse).

DATA AUDIT TEMPLATE

Who? Whose data are you collecting? Local contacts? Suppliers/ potential contractors? Members/ participants? Staff/ instructors?	MEMBERS TRAINING PARTICIPANTS + APPLICANTS INSTRUCTORS, WHO ARE USUALLY MEMBERS SUPPLIERS & LANDLORD
What? Names? Email addresses? Phone numbers? Picture? Medical information? Anything which can identify an individual.....	NAMES, ADDRESS, EMAIL, PHONE NUMBERS, BANK A/C DETAILS. PHOTOS ON WEBSITE & IN CLUBHOUSE MEDICAL INFORMATION FOR TRAINEES TRAINING RECORDS + COPIES OF QUALIFICATIONS
Why? Why do you need the information? To process membership? To deal with event entries? To contact them? To pass on details to someone else? To market to them?	TO KEEP A RECORD OF MEMBERS AND PROCESS MEMBERSHIP TO CONTACT THEM AND ENABLE MEMBERS TO CONTACT EACH OTHER. MEDICAL RECORD TO ENSURE CORRECT SAFETY PRECAUTIONS FOR TRAINEES. TO PAY OUT & RECEIVE PAYMENTS.
Where? Where do you store the information? In a filing cabinet? On personal laptops? Spreadsheets? Dropbox/ cloud file sharing?	INFORMATION STORED ON TREASURER'S AND SECRETARIES PERSONAL LAPTOPS/PC AND ON THE MEMBERS PART OF OUR WEBSITE BANK DETAILS ON CLUBS BANK ACCOUNT WEBSITE.
When? When did you collect the information? Is it still accurate? Do you still need it?	PERSONAL DETAILS COLLECTED ON MEMBERSHIP APPLICATION FORM & UPDATED VIA ANNUAL MEMBERSHIP RENEWAL FORM OR AS NOTIFIED BY MEMBERS. TRAINESS VIA TRAINING APPLICATION FORM

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