

2023-24 Balmain Sailing Club Management Committee Meeting Minutes.

Date of meeting: Wednesday, 1, May 2024
Time: 6.30pm,
Location: Balmain Sailing Club
Type of Meeting: Management Committee.

Attendees: Campbell Reid (CR), Chris Price (CP) Ed Tacey (ET) Ray Miller (RM) Sharon Harvey (SH) Colin Grove (CG), David Stenhouse (DH)

Secretary/Minutes: Colin Grove.

Apologies : Geoff Watkins (GW) Chantelle Hodgson(CH)

- The meeting commenced at 6.30pm.
- The minutes of the BSC Management Committee Meetings of 20 March 2024 were approved without amendment .
- The committee agreed that the **Future Directions** discussion would be held over until the next meeting.

ACTION ITEMS ARISING FROM THE PREVIOUS MEETING.

- CR and CG advised of discussions they had separately held with Australian Sailing in respect of the annual fees of payable to Australian Sailing and an interim reduced payment has been made in good faith whilst the discussions continue.

MATTERS FOR DISCUSSION AND DECISION.

- **Date for AGM:**

Wednesday 17 July 2024 commencing 7pm in Clubhouse.

- **Incident and Risk Management Plans:**

The revised and updated Incident and Risk Management plans were noted and approved by the committee .
Approved

- **2024/2025 Proposed Fees Schedule:**

The committee approved the 24/25 fees schedule and agreed that to encourage younger membership the Youth Category should be amended to \$100 per annum for any member under 30 years old .

Also, existing members will be asked to pay the annual fees asap ,and as an incentive to pay early ,a member has donated \$250 towards dinner for two at the Dry Dock Hotel the names of the first 100 members to pay their fees will go into a draw to select the winner .
Approved

- **Banking and payment matters:**

Following discussions at the last committee meeting the Treasurer tabled the following motions to clarify banking arrangements which were then discussed in detail.

Motion 1

To maintain current Committee based oversight of banking arrangements extending it to secondary Committee member should the treasurer not be available to make payments to 3rd parties as required.

Current arrangements to continue to have committee member to sight / approve at bank payments but extending it to a second committee member such that the treasurer is not the only point of contact for this request of the Manager - this is exception process.

Recent uplift bank file approvals to move from fortnightly to weekly based on xero data entry will still be the norm for payment runs. Scheduled date will be end of play Monday of each week as deadline for invoice data entry into xero and relevant approval by subject owner and or treasurer.

Motion Approved: CG was approved by the committee as a signatory to the approve payments if required . It was agreed that the above arrangements will be reviewed within the next 3 months.

Motion 2.

Labour Resource structure.

Instruct management team of club to ensure all labour resource is either accreted ABN or casual employment labour. Casual employment rates to benchmarked to relevant awards and agreed to budgeted plans with treasurer reviewed annually or in line with current industry award increases.

Timesheets to be implemented and submitted for close of play Monday each week for processing Monday evening.

Motion Approved

Motion 3.

Support Superannuation moving to monthly.

Confirm superannuation cycle for Club manager and any future employees to go from quarterly to monthly. Enacted by the retained bookkeeper service and lodged by treasurer to regulatory calendar schedules.

Motion Approved

- **Club Managers Report:**

Membership:

Currently 297 members.

FINANCE:

- See attached P&L
 - **RM** confirmed that the club had applied for a grant of up to \$300,000 or lesser amount being offered by the NSW Government in November 2023 in respect of Capex items, the Clubs application nominated the requirement for new flooring in the main room, and the exterior painting of the premises. He advised that he was still awaiting advice re the grant.
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INFRASTRUCTURE: Nil report-

SAILING SCHOOL:

Since the last meeting there have been several courses booked and completed .

SAILING: Nil Report

REGATTA: Nil Report.

RISK MANAGEMENT WORK HEALTH AND SAFETY :

- The committee requested that adequate safety rings be placed in suitable locations around the pontoon area.
 - An updated Incident and Risk Management Plan, that all members should be familiar with is to be kept in the clubhouse. In addition, the race starters are to keep a permanent copy at the starting desk.
 - The Committee agreed that in circumstances where the wind on the harbour side is/or is anticipated to exceed 20 knots per hour, no sailing school course must be undertaken.
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FUTURE DIRECTIONS STRATEGIES:

- The committee over the past 3 months has been discussing and developing ideas in respect of maintaining and increasing the club's membership base and identifying appropriate deliverable strategies to ensure the financial viability of the Club.
 - The discussion facilitated by Commodore Campbell Reid have elicited many excellent suggestions and strategies and these will be discussed in detail at the next committee meeting.
 - Once the committee have identified and agreed key deliverable and realistic outcomes that can be viably implemented in the short to long term, a discussion paper will be generated and sent to all members for consultation seeking feedback, comments .
 - Supporting papers will be presented at the AGM on 17 July 2024 for further consideration and endorsement.
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General Business /Correspondence : Nil

Meeting Closed at 8-30pm.

Next Meeting: Thursday June 6 at 6-30 pm in the Clubhouse .

The BSC committee usually meets once a month on a Wednesday evening at 6.30pm to discuss and agree actions in respect of general club matters. If members would like to attend or wish have an item raised at the meeting, please email info@balmainsailingclub.com at least one week prior.

A question or concern may be dealt with before the meeting, if not, it can be added to the agenda if time permits, or to the following month if the current agenda is already full. All members are encouraged to access and read the Committee Meeting Minutes which are posted on the Clubs website .