

# 2023-24 Balmain Sailing Club Management Committee Meeting Minutes.

**Date of meeting:** Wednesday, 20 March 2024  
**Time:** 6.30pm  
**Location:** Balmain Sailing Club

**Type of Meeting:** Management Committee.

**Attendees:** Campbell Reid (CR), Geoff Watkins (GW), Ray Miller (RM), Sharon Harvey (SH), Chantelle Hodgson(CH), David Stenhouse (DS)

**Secretary/Minutes:** Ray Miller

**Apologies:** Chris Price (CP), Ed Tacey (ET), Colin Grove (CG)

The meeting commenced at 6.30pm.

The minutes of the BSC Management Committee Meetings of 21 February 2023 were approved without amendment. The committee agreed that the meeting would be limited to 30 minutes and that items would only be discussed by exception with the committee agreeing to allocate most of the meeting time to discussing the topic of **Future Directions** for the club. (see below Future Directions Section below)

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## ACTION ITEMS ARISING FROM THE PREVIOUS MEETING.

- CR discussed the mechanisms Sailing Australia has around payment of fees and what options are open to us. CR moved that in the short term, he and DS work on a formal application for movement to a lower band. Agreed.

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## MATTERS FOR DISCUSSION AND DECISION:

### Club Managers Report:

- **General:**  
Post-Christmas Twilight Race and Fancy-Dress 'CIRCUS' Party. Staff, music, decorations, prizes and raffle organised with assistance from Louise Blair, Katherine Underhill and Chantelle Hodgson.  
DS requested that he become a signatory on the club bank accounts and to be given authority to process ordinary operational payments via EFT (invoices, suppliers, hall hire bond payments) and to request debit cards as needed to replace lost cards. CH suggested that she believed she was still a signatory and was willing to find out what options were available. GW suggested that permissions in Xero might be able to be changed to allow easier payment of invoices. DS walked committee through the current process for invoices to be uploaded in Xero. **Motion:** That committee agrees that DS be given appropriate permissions in Xero to pay the clubs business as usual accounts in an expeditious manager. Further, that we review our current banking arrangements with a view to perhaps changing banks.  
DS also requested that his superannuation payments are automatically paid monthly with my salary, rather than quarterly (minimum allowable). Agreed that previous motion should solve this issue.
- **Membership:**  
Currently 268 members (plus 9 since previous meeting) and is on par with last year. This is roughly \$3k less than for the same time last year largely due to a loss of storage revenue of \$5k (tenders) which is currently recorded in Xero under 'Membership Fees'.
- **Income:**  
We have approximately \$63k in the bank. \$35k of which is cash held by debenture holders.
- **Food & Beverage:**  
Bar Sales 12% higher than this time last year.  
Food sales 13% up on last year.
- **Income from Hall Hire:**  
(~\$35k) – new record.

- **Sailing /Sailing School:**  
Participation in sailing has been consistent across all series and divisions. There have been no serious issues
- **Infrastructure:**  
Most items off the previous list of actions recommended by Simon have been completed, DS has therefore prepared the following list of infrastructure items for ongoing consideration;
  - Permanent Astroturf on deck.
  - New gate on. Eastern side of the deck.
  - Digital POS System and new cash register.
  - New stainless ladder onto marina.
  - Creation of a 'bin's room' (or area) at rear courtyard.
  - Removal of large tree from halfway up the stairs between the clubhouse and the street (three large branches dropped over the past few months).
  - Removal of smaller gumtrees halfway down the stairs between the club entrance and the deck. The roots of these trees are forcing the retaining wall to collapse.
  - New interior floors.
  - Rooftop solar panels.
  - Exterior painting.
  - Balcony to NW (DA).
  - New Lift (DA).
  - DA to allow club rescue boats and sailing school boats to be berthed in club marina.
  - Kitchen upgrade (stoves/ovens, new pie-warmer, electric hotplate).
- **Clean up Day:**  
Possibly organise another clean up day on Saturday 13th April prior to the presentation night with following actions;
  - Removal of Brendan Stewart's laser hull.
  - Removal of unwanted tenders.
  - Removal of fridge from rear courtyard.
  - Remove freezer from oars room.
  - Tidy oars room and dinghy shed.
  - New Fridge/Freezer in oars room.
- **Acquisition of bar downstairs**  
Following a wedding at the club last week we were offered a custom-made portable bar (on wheels), which we have accepted.
- **Annual Presentation Night**  
DS asked to perhaps bring the date of this forward slightly to maintain the engagement. After discussion with committee a suggestion of 20th of April was set as a date. CH will discuss prizes offline with DS. CR asked that founding members of 1994 be invited to the presentation too. DS also presented initial committee meeting minutes and will scan to be distributed.

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## **FINANCE:**

- See attached P&L

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## **INFRASTRUCTURE**

- Nil report

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## **SAILING SCHOOL**

- Sailing school income has risen to be like-for-like compared to the past two years. Ongoing inquires being received.

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## **SAILING:**

- See Club Managers report above.

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## **REGATTA:**

- Nil Report

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## **RISK MANAGEMENT WORK HEALTH AND SAFETY (WHS):**

- Risk management plan, policy, incident plan & form have all been reviewed by SH & DS, with controls updated and thoroughly discussed. SH will finish updating them and provide them to be added to the club website – vote of thanks from the committee.

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**Future Directions Discussion:**

- This months Future Directions discussion was focused on the Sailing School – see attached separate minutes.
- Next Futures subject will be membership, with a particular emphasis on ways of recruiting and retaining.

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**General Business /Correspondence :**

- Correspondence was received from Sailing Australia regarding dues, as discussed above, CR & DS will reply.
- AGM date tentatively scheduled for 19<sup>th</sup> of June.

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**Meeting Closed** at 830pm

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**Next Meeting: 1 May 2024 at 6-30 pm in the Clubhouse .**

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*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](mailto: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 .*