

**Dhekelia Sailing Club**c/o 62 (Cyp) Sp Sqn  
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All Members

Reference: COM/09

Date: 19 Feb 09

**EXECUTIVE COMMITTEE MEETING (ECM) RECORD OF DECISIONS – WED 18 FEB 09****Present**

Maj Mike Lewis	Commodore (COM)
Capt Chris Mullins	Vice Commodore (VC)
Mr Chris Dodds	Rear Commodore (RC)
Mr Steve Kimberley	Membership Secretary (MS)

**Apologies**

WO2 Ian Hutchinson	Treasurer (TR)
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Item		Description	Action
1		<b>Action points from previous meeting</b>	
	1.1	The RC has distributed CRB forms but only received 4 out of 14 back. This is being pursued.	RC
	1.2	The top ten rules sign has been manufactured. It will be brought down to the club and erected during one of the working weekends.	COM
	1.3	The newly purchased Pico has now arrived. The property book is to be updated.	RC
	1.4	The common fire brief that can be delivered by any committee member has been received by the VC. The VC is to liaise with the RC and MS so that it can be held in the OOD file and published on the club website.	VC
	1.5	The UNRATT has paid €1,000 and still owes the balance of its membership fee.	COM
	1.6	RIB membership is to be renewed on 01/03/09. The COM will write to the RIB offering new membership at €1,400.	COM

Item		Description	Action
	1.7	54 AEC has a mechanism to encourage entitled persons to undertake courses at minimal cost but pays the club instructors to run the course. Alongside the current club course programme this avenue is being considered to boost entitled membership.	COM
	1.8	The fire safety torch has gone missing from the upstairs bar and needs replacing (VC). The COM will look into getting a permanent emergency light with motion sensor fitted to the stairs and outside area.	VC & COM
	1.9	Following the recent engineer work, some large rocks have appeared just beyond the launching ramps. The COM will investigate whether they and a metal stake left at the 2 <sup>nd</sup> slipway can be removed.	COM
	1.10	New RACs are required in the club account.	TR
	1.11	Courses would benefit from an overhead projector. The COM will investigate whether one is available on long term loan from the Station QM.	COM
<b>2</b>		<b>Encroachment Inspection</b>	
	2.1	The current entitled/non-entitled membership statistics are well out of balance. Ideally the club should not have any non-entitled members but it is recognised that without such persons the military clubs would cease to exist. The SBAA and SBA Customs agree that the membership should not really exceed 15% of the total membership. Various options are being considered by the COM and MS	COM & MS
	2.2	Defence Estates is working on the policy with respect to encroachments running any business activities. It is likely however that the Station Comd will waive offering it out to tender each year. The Area Office will however require Andreas to pay for a licence to regulate his occupation - exact cost yet to be confirmed but will be minimal.	All to note
	2.3	The policy with regards to the sale of alcohol is unclear. The club awaits definitive guidance from the SBAA.	All to note

Item	Description	Action
2.4	The COSH locker must be locked at all times.	RC
2.5	The tree at the eastern end of the clubhouse poses a fire risk and will be removed by the Station QM department. Any other shrubs/trees within 10m of the building should also be removed.	All to note
2.6	A fire brief and drill must be carried out at the AGM and all names recorded. It has also been requested that the SBA Fire Service deliver the fire awareness video after the AGM in order that any members, especially if ever OOD, are fire safety aware. Anyone not able to attend the AGM will be captured on a sweep up basis.	VC
2.7	The COM's SHEF statement should be displayed on the 2 noticeboards. The COM will get a copy of the Station QM's statement.	COM
2.8	Some new fire extinguishers have been placed around the club. These should be mounted on the wall against a red painted square background. The COM will get some more mounting brackets.	RC & COM
2.9	Accident reporting books are no longer used. Instead Army Form 510 should be made available and individuals notified of the process for these forms.	VC
2.10	A visitors' sign in/out book must be made available. It is recognised that it is almost impossible to police but should be available and have a copy of the fire brief on the front cover.	VC
2.11	The fire warning bell should be moved downstairs or another one installed downstairs. The COM will first try and find a spare bell to install downstairs.	COM & RC
2.12	The property book should also act as an electrical register for all electrical appliances. All appliances must also be PAT tested.	RC
2.13	All electrical and petrol driven equipments must be checked by a competent person. The COM can authorise competency. The documentation for all outboard motors should be kept in the club.	COM/RC/VC
2.14	The club risk assessment must now include an environmental section. This will undoubtedly raise the issue that the club should	VC

Item	Description	Action
	hold a spill kit in the event of a minor fuel spill.	
2.15	Any clubs/societies using the DSC building/area must complete its own risk assessment and apply for a casual user's licence.	All to note
2.16	Andreas should attend the Basic Food Handlers course that is run by the Master Chef in Dhekelia Station.	VC
2.17	Andreas should maintain a cleaning schedule for the bar/kitchen area.	VC
2.18	Andreas should hold temperature records for all his fridges that contain fresh produce.	VC
<b>3</b>	<b>Commodore's Points</b>	
3.1	Parts for road trailer have been ordered from the UK. Dimensions and weights of 4 out of the 5 parcels have been received. Details of 5 <sup>th</sup> parcel not expected until mid Mar whereupon an Air Way Bill can be completed.	All to note
3.2	The Bosuns and Laser 2000s all need to be held on the Station QM's Miscellaneous Stores Account (MSA). The Club Property Member must complete an Army Form 115 to complete this transaction. It is worthy of note that the Station QM is then responsible for disposing of these craft if/when the times arises.	RC
3.3	A new fire safety torch is required in the upstairs bar area.	VC
3.4	It would be prudent to appoint a club SHEF officer, there is a 4 day course in Akrotiri in Jun. The COM will gain a draft job spec and pass to the MS for advertising and appointment at the AGM.	COM & MS
3.5	The letter to request payment from the Nuffield Trust has been sent. Now awaiting receipt of cheque.	All to note
<b>4</b>	<b>Rear Commodore's Points</b>	
4.1	The chain across the entrance to club has been installed but there is still a requirement to position a post to allow pedestrian access. This will be done when the 'Top 10 Rules' sign is erected.	RC
4.2	Fred and Alan have taken the hot water tank down and are pricing	RC

Item	Description	Action
	up a replacement system.	
4.3	The swimming bouys will be located at the end of Mar. 62 Sqn will liaise with the RC to ensure correct placement.	COM & RC
4.4	It is felt that the recent increase to course pricing is too much and that the cost should reduce slightly.	RC & MS
4.5	The RC will approach DWSC or Matt Walker ref the loan of a boat trailer to get the safety boats into Larnaca for servicing.	RC
4.6	DI and PBI courses will be run on island this year and the SI re-evaluation is a matter of sending off paperwork.	RC
4.7	All instructors need to attend a basic 1 <sup>st</sup> aid course. The VC will approach Cpl Box at the Dhekalia MRS to see if he is willing to run a 1 day package. The RC will also confirm the course content requirement with the RYA.	VC & RC
<b>5</b>	<b>Treasurer's Points</b>	
5.1	The TR is to investigate the figure of €2,627 for maintenance and improvements.	TR

6	<b>Membership Secretary's Points</b>																																																			
6.1	<p>Personal Membership (ie excluding corporate schemes) is down a further 5 from the last membership report, at 83, with 6 leavers and 1 joiner. Corporate membership is unchanged at 792. The list of joiners &amp; leavers is attached.</p> <p>The summary membership analysis is as follows:</p> <table border="1" data-bbox="363 629 1225 1182"> <thead> <tr> <th></th> <th>Ent</th> <th>Non-Ent</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td><b>FULL MEMBERS:</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>INDIVIDUAL</td> <td>9</td> <td>29</td> <td>38</td> </tr> <tr> <td>FAMILY (HEADS)</td> <td>6</td> <td>13</td> <td>19</td> </tr> <tr> <td>FAMILY (DEPENDENTS)</td> <td>6</td> <td>13</td> <td>19</td> </tr> <tr> <td>HONORARY MEMBERS</td> <td>2</td> <td>2</td> <td>4</td> </tr> <tr> <td>SOCIAL MEMBERS</td> <td>3</td> <td></td> <td>3</td> </tr> <tr> <td><b>TOTAL FULL MEMBERS:</b></td> <td><b>26</b></td> <td><b>57</b></td> <td><b>83</b></td> </tr> <tr> <td>CORPORATE - UN</td> <td>264</td> <td></td> <td>264</td> </tr> <tr> <td>CORPORATE - RIB</td> <td>528</td> <td></td> <td>528</td> </tr> <tr> <td><b>TOTAL CORPORATE MBRS</b></td> <td><b>792</b></td> <td><b>0</b></td> <td><b>792</b></td> </tr> <tr> <td><b>GRAND TOTAL</b></td> <td><b>818</b></td> <td><b>57</b></td> <td><b>875</b></td> </tr> </tbody> </table> <p>** There are 21 PWRR personnel and 5 dependants, who have registered their names under the RIB corporate membership scheme.</p>				Ent	Non-Ent	Total	<b>FULL MEMBERS:</b>				INDIVIDUAL	9	29	38	FAMILY (HEADS)	6	13	19	FAMILY (DEPENDENTS)	6	13	19	HONORARY MEMBERS	2	2	4	SOCIAL MEMBERS	3		3	<b>TOTAL FULL MEMBERS:</b>	<b>26</b>	<b>57</b>	<b>83</b>	CORPORATE - UN	264		264	CORPORATE - RIB	528		528	<b>TOTAL CORPORATE MBRS</b>	<b>792</b>	<b>0</b>	<b>792</b>	<b>GRAND TOTAL</b>	<b>818</b>	<b>57</b>	<b>875</b>	All to note
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6.2	<p>Since the start of the new financial year (1 April 08), we have collected € 7102 in personal membership subs, slightly up on the € 6,629 received in the same period last year. Renewal notices totalling € 2,500 have been sent out in the last week, and although some members may not renew, we should be receiving over € 3,000 in the next few weeks, with some members electing to pay annual membership fees. In addition we are due a balance of € 400 from the current UN regiment, plus € 1,400 from the incoming regiment.</p>			All to note																																																

	6.3	A membership contract should be sent to the incoming UN Regt.	COM
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{Original signed}

M D LEWIS  
Major  
Commodore