

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

Reference: COM/

Date: 1st April 09**EXECUTIVE COMMITTEE MEETING (ECM) MINUTES****Present**

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

Apologies

WO2 Ian Hutchinson	Treasurer (TR)
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Item	Description	Action
1	ACTION POINTS FROM PREVIOUS MEETING	
1.1	Ref CRB forms, still only 4 returned, but it has been ascertained that if the applicant has not held a UK address then checks cannot be done and this is the case for the ex-pats. This is now completed.	-
1.2	Sign still to be erected. Also some benches are being provided as well and to be put in place.	COM
1.3	Property book update with the arrival of pico . This now completed	-
1.4	The fire brief to be emailed to Membership Secretary ,so it can be placed on the club website	VC
1.5	UNRATT has now paid the outstanding membership fee balance. Completed	-
1.6	RIB membership expired on 01/04/09 . The RIB do not want to renew the membership, therefore any RIB personnell who wish to sail will have to obtain their own personal membership.	MS

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. Still on going and will be handed over to the new commodore in August.	COM
	1.8	A new fire safety torch has been obtained and will be replaced in the bar upstairs. The motion sensor light for the stairs outside the bar area is still to be sourced.	COM
	1.9	The large rocks just beyond the launching ramps is bedrock and cannot be removed. The metal stake at the end of the second slip way still needs to be removed.	COM
	1.10	New RACs are required in the club account is still ongoing.	TR
	1.11	It has been ascertained that an overhead projector will be far too expensive to obtain. Other ideas were for a flat screen TV or monitor maybe of use and cheaper.	RC
2		Encroachment Inspection.	
	2.1	Reference the current entitled /non entitled membership statistics has now been balanced out. Completed	-
	2.2	Reference the fire drill, it has been ascertained that if the member who runs the club are Fire Safety Awareness trained then there will be no need for the fire brief and drill at the AGM. Commodore and Vice Commodore run the club and are both trained. Completed	-
	2.3	SHEF statement now displayed and the a copy of the Station QM's statement obtained. Completed	-
	2.4	Fire extinguishers and more mounting brackets have been obtained. Completed	-
	2.5	Forms 510 are now available for accident reporting. Completed	-
	2.6	Visitors book has now been obtained and has been made available at the club for usage. Completed	-
	2.7	Fire bell has been installed downstairs. Completed	-

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	2.8	Property Member advised to place a spare column in the book so when electrical items are recorded in the book it can be identified that they have been PAT tested. Completed	-
	2.9	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. Health and Safety officer needs to be appointed. Ongoing	COM/RC/VC
	2.10	The club risk assessment must now include an environmental section. This will undoubtedly raise the issue that the club should hold a spill kit in the event of a minor fuel spill. Ongoing	COM
	2.11	A casual user's licence has now been applied for. Completed	-
	2.12	Andreas is to sort out a time with the Master chef to attend the Basic Food handlers course. Completed	-
	2.13	Reference maintaining a cleaning schedule for the bar/kitchen area this will be covered on the BFH course.	-
	2.14	Reference records to be kept by Andreas for all his fridges that contain fresh produce will be covered on the BFH course. Thermometers may be needed to be brought for the fridges.	VC
3		COMMODORE'S POINTS	
	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 th parcel not expected until mid Mar Whereupon an Air Way Bill can be completed. Still on going.	COM
	3.2	The Bosuns and Laser 2000s are all on the MSA . Forms 115 completed.	-
	3.3	Fire safety torch obtained – Completed	-
	3.4	Reference a club SHEF officer this is to be sorted at the AGM	COM/MS
	3.5	Nuffield Trust Payment has now been received. Completed.	-
4		REAR COMMODORE'S POINTS	
	4.1	Sign has been made but the post still needs to be erected. Ongoing	RC

Item		Description	Action
	4.2	Reference the replacing of the new water, this is still on going but it also appears that the solar panels are broken and need to be replaced as well. Still on going.	RC
	4.3	Reference the swimming bouys being located. This still needs to be done. Ongoing.	COM
	4.4	The cost of courses has now been reduced. Completed.	-
	4.5	Unable to loan a boat trailer to get the safety boats to Larnaca for servicing so it has been decided that the club will have to pay for the person to attend the club instead. Ongoing	RC
	4.6	Reference DI and PBI courses and the SI Re-evaluation paperwork has been sent. Completed.	-
	4.7	Reference First Aid Course for instructors, having problems getting First Aid Instruction. RC will check the syllabus for RYA and email it to the Commodore, who will ascertain if an A&E Doctor can deliver the First Aid Course. Ongoing.	RC
5		TREASURER'S PONTS	
	5.1	The TR is to investigate the figure of €2,627 for maintenance and improvements.	TR
6		MEMBERSHIPS SECRETARY'S POINTS	
	6.1	<p>Since the last report, an encroachment inspection resulted in a clarification and enforcement of the SBA regulations concerning non-entitled membership numbers, and the manner of calculating same, in relation to corporate The UN corporate membership, previously reported as 264 entitled members, can no longer be included in the entitled membership for technical/legal reasons, as they are not part of the SBA's. The RIB corporate membership previously reported as 528 entitled members has now been reduced to just 17 "statistical" members. In addition, 26 non-entitled members have been re-classified as non-members and a further 16, those considered essential to the operation and management of the club, have been re-classified to entitled status, (for reporting purposes only).</p> <p>The net result is that the reported membership is now reduced to 76, of which 15, (19.7%) are non-entitled. The non-renewal of the RIB membership will increase the non-</p>	

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	<p>entitled percentage to 25%.</p> <p>The summary membership analysis is as follows:</p> <table border="1" data-bbox="376 407 1238 1146"> <thead> <tr> <th></th> <th>Ent</th> <th>Non-Ent</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>FULL MEMBERS:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>INDIVIDUAL</td> <td>8</td> <td>15</td> <td>23</td> </tr> <tr> <td>FAMILY (HEADS)</td> <td>7</td> <td></td> <td>7</td> </tr> <tr> <td>FAMILY (DEPENDENTS)</td> <td>7</td> <td></td> <td>7</td> </tr> <tr> <td>HONORARY MEMBERS</td> <td>3</td> <td></td> <td>3</td> </tr> <tr> <td>SOCIAL MEMBERS</td> <td>3</td> <td></td> <td>3</td> </tr> <tr> <td>N/E INSTRUCTORS & COMMITTEE MBRS</td> <td>16</td> <td></td> <td>16</td> </tr> <tr> <td>TOTAL FULL MEMBERS:</td> <td>44</td> <td>15</td> <td>59</td> </tr> <tr> <td>CORPORATE – RIB</td> <td>17</td> <td></td> <td>17</td> </tr> <tr> <td>TOTAL CORPORATE MBRS</td> <td>17</td> <td>0</td> <td>17</td> </tr> <tr> <td>GRAND TOTAL</td> <td>61</td> <td>15</td> <td>76</td> </tr> <tr> <td>Percentage</td> <td>80.3%</td> <td>19.7%</td> <td>100%</td> </tr> </tbody> </table> <p>MEMBERSHIP SUBS & DEBTORS</p> <p>Since renewal notices were distributed in mid February, we have received just over € 3,000 in personal membership & berthing fees. During the full financial year to 31 March, the amount received was € 9,307, 7% up on the previous financial year (€ 8,686).</p> <p>There is currently € 589 in outstanding membership fees.membership schemes and in relation to the classification of certain “essential” non-entitled members.</p>		Ent	Non-Ent	Total	FULL MEMBERS:				INDIVIDUAL	8	15	23	FAMILY (HEADS)	7		7	FAMILY (DEPENDENTS)	7		7	HONORARY MEMBERS	3		3	SOCIAL MEMBERS	3		3	N/E INSTRUCTORS & COMMITTEE MBRS	16		16	TOTAL FULL MEMBERS:	44	15	59	CORPORATE – RIB	17		17	TOTAL CORPORATE MBRS	17	0	17	GRAND TOTAL	61	15	76	Percentage	80.3%	19.7%	100%	
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6.3	Membership contract has been sent to the incoming UN Regt. Completed.																																																					

{Original signed}

M D LEWIS
Major
Commodore