

Minutes of a UKNCCA Committee Meeting on 15th September 2012 at Paradigm Offices, Woking, Surrey

Present: Andrew Shorrocks (Chair), Chris Green (Class Administrator), Steve Jones, Geoff Harris, Rachael Williams, Jackie McKellar, Mike Lloyd, Clare Corby (Treasurer), Paul D'Arcy, Howard Warrington (Secretary),

AGENDA ITEM	DISCUSSION	ACTIONS
1. Welcome and Confirmation of Quorum	<ul style="list-style-type: none"> Andy Shorrocks welcomed members. And confirmed the meeting as quorate (50% attendance required) He also confirmed etiquette to only communicate committee decisions through proper channels. 	
2. Apologies for absence	No apologies, all present.	
3. Approval of Minutes of committee meetings held 16 th June 2012	<ul style="list-style-type: none"> Minutes of the meeting on 16th June 2012 were agreed and approved by the committee members from the previous year's committee. The approval of the minutes was proposed by Howard Warrington and seconded by Steve Jones. 	
4. Matters arising from the minutes not covered in the agenda	<ul style="list-style-type: none"> Clare Corby has offered to take on clothing from Tim Gummer and suggested doing general clothing as well as specific event clothing. First Cadet had kindly offered to market the clothing on our behalf. It was decided that it would be cleaner to take payments via Clare or BACS payment. The UKNCCA have recognised the services offered by First Cadet and their support of the class. However it has been made aware of potential conflict of interest with some on site chandlers. 	<p>Clare Corby – look into this further and contact suppliers. To come back to the committee with a proposal of designs and costings. – Done and ongoing.</p>

<p>5. Chairman's Introduction</p>	<ul style="list-style-type: none"> • Andy Shorrocks told the committee of his sailing career and professional career and where he saw the class heading. He wants to regain status as "Supported Class" and booked a meeting with Roy McCubbin on Friday next week to discuss what level of support we can expect. Andy explained to the new members the RYA process of progression & transition through their supported classes. All agreed that we should work hard and closely with the RYA 	
<p>6. Committee Members Introduction</p>	<ul style="list-style-type: none"> • Andy invited each Committee member to make introductions to their colleagues to see what skill sets were among us. • AS drew up a "mind map" (attached) which shows the responsibilities for each member. • AS – stated that apart from the RYA status a key issue for us will be to focus on retaining and growing the class funds. SJ –said we should be making money from events and training rather than aiming for cost neutral. The Marketing and Sponsorship role will be crucial to raising funds. JMCK has agreed to take on the role and was keen to develop the website. Will talk to Tony Goodrich about that and will come to the committee with a proposal. CC- said we were paying £200/mth to Toolkit to maintain current site. No one knew what this fee was for. • Rachael Williams offered to take on role of Squad Liaison as well as offering her legal skills. • Geoff Harris will take on the Child Protection Officer role as is qualified in pastoral care within his school. 	<p>Jackie McKellar – Speak to Tony Goodrich (South Cerney) re costs and feasibility. –Done</p> <p>Paul D’Arcy – speak to Neil Hardie about these costs. <i>Post meeting note: HW has spoken to Tim Gummer who said it was for additional storage not planned for originally. He said to make sure the new site had huge data and file storage!</i></p> <p>Howard Warrington – Pass Squad handbook from Kate Ayre to RW – Done.</p>

	<ul style="list-style-type: none"> • CG noted that we need someone to oversee the results. Dasha Jannaty and Kim Bradbury do this for the class. Mike Lloyd and Paul D’Arcy have said they would take this on and work with Dasha and Kim to ensure that this can run smoothly in the future. • PD offered his assistance to SJ with all matters training. • AS- asked if anyone had heard from Chippy and if he would continue. GH said he would be happy to act as the committee liaison with a measurer if we did not need one as a flag officer. All agreed they would go away and think of a suitable person for the job. • CC- brought up topic of coaches and their suitability. An issue arose at Carnac of severe language. Although it is too late to do anything about it now AS will discuss with the RYA. 	<p>Mike Lloyd & Paul D’Arcy – review the process and report back to the committee. Contact Dasha and Kim for their input. – Done and ongoing</p> <p>Rachael Williams- Review constitution to see if there is a option not to have 4 flag officers- Done</p> <p>Andrew Shorrock- Communicate with RYA- Done</p>
<p>7. 2013 Event Plans</p>	<ul style="list-style-type: none"> • A vote taken on Abersoch as the next Nationals. Accepted proposal to lose lay day and finish on Thursday night. • Suggested to produce programme and sell advertising space to raise funds • SJ said Burnham have offered use of club for national training camp. Suggested dropping last Weymouth camp and taking up Burnham offer. CG- will write to WPNSA to cancel but offer to go for Indicator instead. • Selector Series 2013 will now be: Inlands – Rutland 6/7 April and 1st Selector. Clemenson Nautilus Trophy 2nd Selector – Weymouth 4/5 May (STC) Alf Simmonds 	<p>Jackie McKellar & Rachael Williams- review this opportunity.</p> <p>Chris Green – WPNSA contact. Confirm this has been done asap and Steve Jones- Confirm with Burnham.</p>

	<p>Memorial Trophy 3rd Selector Burnham 25/26 May with World Team Announcement and 2 day training following the event</p> <ul style="list-style-type: none"> • 2014 events has been left to Chris to make enquiries 	<p>Chris Green – make initial contact with suitable venues and report back to committee</p>
<p>8. Treasurer's Report</p>	<ul style="list-style-type: none"> • CC reported current bank balances • CC informed that we had spent £5k maintaining ET rib. AS – thought that the ET Trust paid this? Need to find ET contract and explore. Request refund if necessary • Costs on marketing items. Agreed that we would not spend anything unless a direct result or need could be established. JMCK will look at how best to use these items. • JMCK-keen to continue to promote and market class. Dinghy show deposit has been paid and all agreed that we need to be there. All costs to be presented to committee for approval. • JMCK-proposed to have a “throw 7 sixes” competition at dinghy show to win a rib. 	<p>Chris Green – to find ET contract and review with AS. - ongoing</p> <p>Jackie McKellar- research costs of insurance and availability of rib and size of stand. Report back with full costs.</p>
<p>9. World Team Update</p>	<ul style="list-style-type: none"> • HW- team letter gone out requesting £2333 from all using container to ship by the Stone Open. • Waldringfield have secured sponsorship of £5k from Karcher. HW-written to Karcher thanking them and ask for time line for funds. • Container booked for packing on 6/7 Oct. Mark Wootton and Matt White overseeing. • Training booked with Adam but agreed to cancel him for Stone Open as not required. 2nd training booked at Grafham and 3rd at Datchet. • AS – talking to RYA re coach funding. SJ suggested it might have a chance now that 3 under 15's are going. 	<p>Howard Warrington – email Adam cancelling Stone Training. – DONE</p> <p>Andy Shorrocks – Follow up with Roy McCubbin on Friday's meeting</p>

<p>10. Training Update</p>	<ul style="list-style-type: none"> • SJ- 52 applications for training which is very encouraging and lots of new helms keen to get into a squad. SJ and CG managing implementation of new programme. • Need to push Rutland RYA Champs. To make sure it is well supported • Question of squad clothing and jackets • Prepare a new child squad contract, agreeing behaviour standards and what is expected. • AS asked if parent ribs insurances were known? Task Neil Hardie with requesting insurance certs and copies of PB2 licenses from all drivers. 	<p>Chris Green – email class Howard Warrington –website push Mike Lloyd- Twitter announcement.</p> <p>Clare Corby & Steve Jones- review ideas and costs for committee approval - Done Chris Green – email contract to Rachael Williams and Geoff Harris for review and re-write if necessary- Done</p> <p>Howard Warrington – contact Neil Hardie</p>
<p>11. Class Measurer</p>	<ul style="list-style-type: none"> • This item was discussed earlier for feedback from committee members at the next meeting. 	<p>ALL – come up with suitable candidate for measurer.</p>
<p>12. AGM Minutes and matters arising</p>	<ul style="list-style-type: none"> • AS noted that the members who wrote in, 1 did not require a reply and the other has had a reply and acknowledged it. • RW noted that we may have been out of constitution with the proposal to raise subscriptions. It may need a Special GM which could be held at 1st Training Camp • Suggestion from GH to think about a Sailor Rep within the fleet to communicate sailor requests to committee. Agreed all to think about for another time. 	<p>Rachael Williams –review constitution for clauses to confirm either way. Done</p> <p>Howard Warrington- Send AGM Minutes to all members of committee - Done</p>

<p>13. Any Other Business</p>	<ul style="list-style-type: none"> • AS – Oppies end of season try a cadet. Katie had set this up and need someone to take over. AS, HW, RW said they could cover a day. GH said he would look into getting Waldringfield Assoc Cadets there and could do a day himself. • Xmas cards to be re done by the Speirs? JMCK said it was in hand. • Need to send out first letter to members • SJ – Will look at the New Helm Training • JMCK- has been talking to Zhik regarding them being a headline sponsor. She showed a draft letter to him and asked if she could carry on? All agreed that it would greatly benefit from the partnership with Zhik. • JMCK- also looking at other sponsors and will target current known sailing sponsors who do not cover junior sailing. She asked approval of a letter of request. All agreed for her to proceed with this. • ML- Asked who monitors boat register. Do we follow up members who don't renew? Can we get access to the data base and perhaps write a better one? • ML- how can we get a better newsletter? Old book too much to produce, what more modern method is available? 	<p>Geoff Harris – Make arrangements for Association boats and arrange enough people to cover the event. Done</p> <p>JMCK</p> <p>Andrew Shorrocks – Write newsletter – DONE</p> <p>Steve Jones – Come back to committee with plan and costs. Ongoing</p> <p>Jackie McKellar – keep committee updated with progress.</p> <p>Howard Warrington- Send Jackie some better photos for use in the document - Done</p> <p>Chris Green – Will check with David Elliott</p> <p>Mike Lloyd- look into options available.</p>
<p>14. Date of next meeting</p>	<ul style="list-style-type: none"> • Set for 21st October at Weymouth 09:30 Start. 	