

UNITED KINGDOM NATIONAL CADET CLASS ASSOCIATION

Minutes of a meeting of the Committee of the UKNCCA held on Saturday 8th January 2011 at Openwood, Whitmead Lane, Tilford, Surrey GU10 2BS commencing at 10am.

Present: Claire Bridge (Chair), David Elliott (Secretary), Simon Flack (Class Measurer), Mark Ingall, Yiorgos Palierakis, Katie Shorrock, Steve Smith, John Wilson.

In Attendance: Chris Green

1) Welcome and Confirmation of Quorum

Claire thanked those present for standing for the committee and confirmed that the meeting was quorate.

2) Apologies for Absence

Apologies had been received from John Galazin (Treasurer) and Phil Unwin.

3) Approval of the Minutes of the Committee Meetings held on 4th September 2010, 16th October 2010 and 20th November 2010.

The minutes of the meetings held on 4th September 2010, 16th October 2010 and 20th November 2010 were approved and would be posted on the website.

4) Review of the Minutes of the Annual General Meeting held on 20th November 2010.

It was agreed that the minutes were a fair representation of the meeting and a proposal for their approval would be put to the next AGM.

5) Matters Arising from the above Minutes

Claire referred to the points raised by members during the AGM. John proposed that progress on these matters be reported on regularly to the membership and this was agreed. Steve suggested this could be achieved by including these within a document available within the Members Area of the website. Simon stressed the importance of these tasks being shared amongst committee members.

6) Draft Plan for 2011

The Committee considered the Draft Plan produced by Claire. Steve suggested that we needed Vision and Mission Statements and possible wordings were discussed. Yiorgos believed that the key point was the Cadet's exclusive status as the only competitive double-handed dinghy sailed by juniors in the world today. Yiorgos referred to a conversation with the RYA at which he had promoted the view that they should focus on the Optimist and the Cadet as preferred boats for juniors. Katie referred to the Cadet's huge advantage over asymmetric classes because it can be sailed on any water. Mark offered to co-ordinate the drafting of these statements and asked for suggestions to be e-mailed to him. John asked that any attachments to e-mails be in a recognised, easily accessible format and shown as part of the heading.

It was noted that we already had in place a Development Plan covering the period 2010-12. Simon suggested we should have single document and this was agreed. Claire explained the importance placed by the RYA on long-term planning and that we must not look at 2011 in isolation. Progress on issues raised by members at the AGM would form an integral part of the Plan and it was agreed that Steve and Claire would take this forward with the aim of producing the document at the next meeting with the RYA.

The principal project outstanding from the previous year's plan was the production of a Squadron Captain's Handbook. There was a general discussion about content and Katie referred to information compiled by Neil Hardie when he was Squadron Captain at Frensham Pond. Simon also referred to a booklet produced by

Parkstone YC for their class captains. This information will be shared between Simon and Katie as it may be useful to them in preparing a Squadron Captain's Handbook.

7) Allocation of Responsibilities amongst Committee Members

As part of the Plan, the following responsibilities were assigned;

- RYA Liaison. The importance of this link and the need for Committee Members to be able to contribute to discussions and decision-making was expressed by John and Yiorgos, together with a request that notes from meetings be distributed to the Committee. Claire explained that meetings with the RYA were normally limited to the Chair and Administrator, but that she would ask if attendance could be opened up to others. She advised that in addition a planned Class Meeting, a Stakeholder Conference was also scheduled for later in the month. Katie considered it was important that we participated fully in this Conference, including the pre-meeting social event scheduled for the Friday evening. It was agreed that a RYA Liaison Sub-Committee be formed comprising Claire, John, Yiorgos and Chris.
- Fleet Structure – Simon Flack
- Safety Cover - Neil Hardie
- Funding for Australia - RYA Sub-Committee
- Sponsorship and Advertising - Phil Unwin
- Event Management - Katie Shorrocks & Simon Flack
- World Team - John Wilson
- Communications – David Elliott
- Squadron Captains Handbook – Mark Ingall & Katie Shorrocks
- Training – John Wilson
- Review of locations for 2012 – Steve Smith & Mark Ingall
- Long-term planning – Claire Bridge

8) Items requiring decisions

Event entry – Chris explained the need for someone to take responsibility of setting up online entry for the nationals and indicators. This had been undertaken previously by Neil Hardie and John offered to liaise with Neil and identify a successor.

Format of Training days at Inlands – Chris asked how this should be structured. It was agreed that the procedure adopted for 2010 had worked well with groups being allocated ahead of the event and this procedure should be adopted for 2011. John will assist Chris to ensure all groups are allocated and that training programmes and assistant coach planning were prepared well in advance of the event.

Association Boats - Chris reported that two boats had been placed at Alton Water. It was agreed that Squadrons should be responsible for care and upkeep while in their possession and that Squadron Captains should check on condition etc. when transferring boats between clubs.

Payments – It was agreed to renew our Lottery and ICO licences.

9) Items of interest

David referred to the London Dinghy Show in March and advised that he would make a full report at the next meeting. The support of parents and sailors in looking after the stand was needed. Claire and Chris referred to a newly-refurbished Cadet being raffled in aid of the RNLI and advised that Matt Barr, Squadron Captain of Corinthian Otters had been asked to contact the promoters.

10) Any Other Business

Simon asked about the cost of the AGM. Chris advised that this was in the region of £2,200, which included a cancellation fee in respect of the planned dinner and dance.

Mark referred to the Constitution passed at the AGM and offered to carry out a review ahead of the next AGM. This was accepted.

John referred to use of conference calls should discussions between meetings be required. It was agreed that this would be acceptable.

Yiorgos referred to the importance of communicating decisions taken at committee to the membership on a timely basis. Yiorgos offered to produce an e-mail for Claire following this meeting.

Steve and John thanked Claire for agreeing to stand as Chair and stressed the need for the committee to support her in this role.

11) Date of Next Meeting

5th February 2011 at Fishers Green Sailing Club, commencing at 10am.