PORTCHESTER SAILING CLUB

Minutes of the Finance and Policy Executive Committee

Held on 13 February 2018

Minutes Approved: Signed: Dated:

Committee Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Present</th>
<th>Apologies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christiaan Beech</td>
<td>CB  Vice Commodore</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>John Roberts</td>
<td>JR  IT Officer</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Ian Currie</td>
<td>IC  Hon. Treasurer &amp; Trustee</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Angela Whiting</td>
<td>AW  Hon. Secretary</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Tony Wilde</td>
<td>TW  Membership Secretary</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Colin Slade</td>
<td>CS  Communications Officer &amp; Marketing Officer</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Chris Prowse Minute Taker

FP1 APOLOGIES as above. ACTION

FP2 MINUTES OF THE LAST EXEC MEETINGS

2.1 The minutes of the Finance & Policy Committee held on 2 January 2018, were reviewed and approved subject to minor amendments.

FP3 MATTERS ARISING (and not covered elsewhere)

15.7.9 The volunteer coordinator's terms of reference need to be written. The role is to promote volunteering among club members, to encourage people to volunteer for more than just the (mandatory) one duty day and also to look after volunteers.

Ongoing CB

FP16.4.2 Draft TOR for google-groups specific interest group moderators have been circulated. CS to update and submit revised TOR before next meeting. Google-groups is used as a message board from the club. CS CS Ongoing

FP16.6.2 Review of membership categories, charges and fees. Issues raised at AGM. TW to form a small group that includes JW.

TW Ongoing

FP17.6.1 In view of the income lost by having empty moorings, IC asked CS to advertise that the club had moorings available. CS to get signs on the piles we own (5 for £80) and run an advertising campaign in the press after Christmas. "All At Sea". Responses to "The Secretary". CS also to follow up on suggested film.

CS Ongoing

FP17.7.1 CB said that he would prefer that members made standing order or direct bank payment of fees into the Club's Membership Bank Account for making advance payments. CB said that Members could not use standing orders to pay arrears.

Closed

FP17.9.2 F&P recognises that the club will require administrative assistance with book keeping, payroll, membership, bookings, I.T, catering and other tasks.

Minutes of PSC Finance and Policy Executive Committee Meeting held on 13 Feb 2018
To take this matter forward it was agreed TW JR and CB to compile a list of activities to be undertaken by an Administration Assistant and submit to CB before the next meeting in February. CB said that the employment of a Finance Assistant under the Honorary Treasurer would require a complete review of the club’s finance processes and due consideration of segregation of duties, which in itself will not be an easy task. CB to hold a meeting with IC and consider further.

FP17.10.1 The ESP software still does not enable the generation of renewals data. It was agreed TW will send a report to JR to see what could be done.

FP18.1.1 The Policy for collecting membership subscriptions and fees had been reviewed by F&P. Version 4.1 of the draft policy had been circulated to House and Marine. It has been approved by House but no comments have been received formally from Marine. Draft policy to be sent to GenCom for approval.

FP 4 CORRESPONDENCE
A letter had been received from Natural England about increasing public access on foot to coastal land as indicated on their map. IC said that the Club needed to respond pointing out that some of the land indicated lay within the Club’s fenced boundary. Also pointing out that we did not agree that the public should have a right of access to our unfenced slipway, because they could obstruct events. IC to send detailed argument to AW. AW to respond to Natural England and request an onsite meeting

IC, AW

FP 5 APPOINTMENTS
5.1 None.

FP 6 TREASURER’S REPORT
6.1 Latest Accounts
6.1.1 The management accounts for the month of December 2017 had been been circulated by CB. This report focuses on the cumulative position to 31/12/2017.

6.1.2 Summary Highlights Cumulative Position to 31 Oct 2017

<table>
<thead>
<tr>
<th>Description</th>
<th>Actual £</th>
<th>Budget £</th>
<th>Prev Year £</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income from Fees &amp; Subs</td>
<td>104,727</td>
<td>114,460</td>
<td>104,692</td>
<td>See Note 1</td>
</tr>
<tr>
<td>Other Income (inc Bar &amp; Sublift)</td>
<td>17,017</td>
<td>15,769</td>
<td>15,707</td>
<td></td>
</tr>
<tr>
<td>Expenditure (inc Depreciation)</td>
<td>84,886</td>
<td>96,623</td>
<td>87,475</td>
<td>See Notes 2 &amp; 3</td>
</tr>
<tr>
<td>Operating Surplus/deficit before special projects/other items</td>
<td>36,657</td>
<td>33,606</td>
<td>32,925</td>
<td></td>
</tr>
<tr>
<td>Bar Inc Food</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Turnover</td>
<td>52,011</td>
<td></td>
<td>50,358</td>
<td></td>
</tr>
<tr>
<td>Gross Profit</td>
<td>48%</td>
<td></td>
<td>47%</td>
<td></td>
</tr>
<tr>
<td>Expenses</td>
<td>21,287</td>
<td></td>
<td>22,308</td>
<td></td>
</tr>
</tbody>
</table>

Minutes of PSC Finance and Policy Executive Committee Meeting held on 13 Feb 2018
<table>
<thead>
<tr>
<th></th>
<th>4,315</th>
<th>4,029</th>
<th>2,584</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Profit/-loss (inc food)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash at Bank</td>
<td>467,102</td>
<td>395,955</td>
<td></td>
</tr>
<tr>
<td>Loans owed to Members</td>
<td>-100,000</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

6.1.3 Notes

1. The major variance is on subs & fees which are down by £9,733 on budget and up £35 on previous year.
2. This adverse variance is offset by savings of £11,737 on Expenditure.
3. However, there are approx £30,000 of building costs to be re-allocated to repairs and maintenance from Special Projects in due course.

6.1.4 Loans from Members of £69,000 were repaid, and £31,000 remains as a loan to the club.

FP 7 REPORTS

7.1 Major Projects Report

7.1.1 The refurbishment is running to schedule and the heating is back on.
JR had taken some photographs.

7.1.2 The Commodore’s application for a grant to pay for installation of an "Accessible Toilet" within the refurbished clubhouse had been refused because work on it had already started.

7.2 Membership Secretary Report

7.2.1 The Membership Report for February 2018 had been circulated. Membership has dropped to 591, a further reduction on 2017. Two new membership enquiries have been received and have been paid in addition. The database is up to date.

7.2.2 Currently a three year history of transactions is shown in the issued statements. It was agreed a statement run would be carried out to clear this data before the renewals were issued, to leave only outstanding transactions on the report.

7.2.3 2018 renewals are underway. 140 have not yet paid. 53 have resigned. Forty queries about duty day fees were received.
Member packs to be prepared this week.
TW is including a sheet of 1 line reminders.

7.2.4 It was agreed that Membership Fees and Charges should be put in the Members area of the website. There was a debate about whether they would include mooring fees. To be finally agreed at next meeting. 6 March 18

7.3 IT Officer Report

7.3.1 JR said that new cabling had been put in by the contractor but it needs to be terminated at both ends. To avoid mistakes, the club will be doing the termination at both ends (26 cables upstairs). JR said that he would be putting Wi-Fi in the Angler’s Roost.

7.3.2 JR reported that the club would need some Audio Visual Equipment upstairs and some screens to hang from the ceiling.
The club will require some furniture for the upstairs rooms. These rooms have eves, so they will require 2 or 3 drawer filing cabinets and appropriate cupboards.

7.3.3 The AV equipment in the lower and upper bar will need attention to secure them.

7.4 Communications Officer Report
CS said that he had checked one of the club emails to the membership and

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found that only 37% had been opened. He would do some more tests. There were some problems with the software for website content editors. He was preparing a new website and would address these issues with its release. There was a discussion about different booking systems being used by some sections. Bookings needed to be handled in a consistent manner. CS said that he wanted to have a useable booking system for the new website that had the features required by all the sections.

JR said that he was having a meeting with ESP on Friday and will ask them what their booking system would cost (also 8.3.1 issues). He would like all payments for bookings to be routed through the till.

JR added that he thought a volunteer management system, operating under the same sign-on, at the website would be good.

7.5 Marketing Officer Report
CS said that he would do some more marketing for the Training section and had set up a Facebook account. He was also going to add some model yacht content from the new RC Yacht section to the website.

FP8
8.1 Role Descriptions
8.1.1 AW has found several role descriptions that were out of date. AW to ask the Club's Officers to get them updated soon. She would then put copies on the website, so potential volunteers could read them. They should be updated by the role holders two or three months before the AGM.

8.2 GDPR
8.2.1 TW had produced and circulated four documents, taken largely from the RYA website for review by the committee:
- Data Privacy Policy v1.pdf
- Data Audit Template v1.pdf
- Data Time Period for Clubs v1.pdf
- Guidance on Subject Access Requests v1.pdf

These documents were reviewed and amended by the committee. Other problems were identified that required attention including:
- Data being stored on club member's devices in pursuit of their duties
- Data storage & Transfer remaining within the EEC

TW to make the necessary changes, so the document can be taken forward to GenCom.

8.3 Direct Debits
8.3.1 CB had circulated a document PSC Direct Debit Consideration v1.0.docx. CB said that he was in favour of providing a direct debit service to the membership, as there would be benefits in maintaining membership, and reduce the year end workload on the membership secretary but was concerned about adding further to the bookkeeping workload. This additional work would need to be managed.
- The ESP system only has a single security domain, so all users with a password have access to all its data, and because bank details are kept within it for the purpose of DD then this would represent a risk.
- The Sage system and it's Go Cardless integrated service would be more secure and require less work, although it would require processing, as Sage and ESP are not linked together.
- There were costs associated with both systems that would have to be paid and recovered.

CB to contact Warsash SC or other ESP clubs about their experience of providing a direct debit service to their members.

8.4 Development Plan
8.4.1 "Portchester Sailing Club Development Plan 2016 – 2021 Issue: 4.4" dated:

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January 2018 had been circulated. The committee reviewed the pages that were most relevant to its responsibilities. Amendments were recommended for:
- 3.10 SWOT Analysis
- 5.2 Club Finance
- 5.3 Membership
- 5.4.1 Clubhouse and Grounds

8.5 Rule Changes
8.5.1 A member had identified an inconsistency between Rule 11g and By-Law 2j about those over 75 being excused from doing duty days. The committee agreed that the requirement to have had at least 5 years membership should be deleted from the By-law. AW to update bylaw accordingly.

8.7 Charges List
TW showed a new report that he had been able to produce that lists all people who have been charged for something (e.g. Moorings, SUDs and Dinghies).

FP9 ITEMS FOR NEXT MEETING.
Topics for the meeting on the 6th March to AW.

FP10 AOB
10.1 CS said that the Gala Site application fee had risen to £120 this year. The expenditure was approved.

Meeting closed at: 22.30 hours

NEXT MEETING: Tuesday 6 March 2018 at 19.30 hours
FINANCE and POLICY EXECUTIVE COMMITTEE MEETING
To be held on Tuesday 6 February 2018 at 19.30 hours
AGENDA

1. Apologies, and welcome

2. Minutes:
   2.1 Minutes of the F&P Committee meeting held on 2 January 2018.

3. Actions and Matters arising.

4. Correspondence

5. Appointments

6. Treasurer’s Report

7. Reports:
   7.1 Major Projects Report
   7.2 Membership Secretary’s Report
   7.3 IT Officer’s Report
   7.4 Communications Officer’s Report
   7.5 Marketing Officer’s Report

8. Additional Items

   Forward requests for other topics to AW

9. Items to be Raised at Next Meeting

   Forward requests for other topics to AW

10. AOB

Dates for meetings:

F&P:  
06/02/18  06/03/18  10/04/18  01/05/18  05/06/18  03/07/18
04/09/17  02/10/18  06/11/18  04/12/18

GenCom:  
26/02/18  26/03/18  30/04/18  29/05/18  25/06/18  23/07/18
24/09/18  22/10/18  26/11/18  18/12/18

AGM:  
Sun 18/11/18