

**New Forest & District Sailability  
Minutes of Committee Meeting at 1B Broadshard Lane  
On Thursday 9 December 2010 at 10.00 am**

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| <p><b>1 Attendance</b><br/>Eric Blyth, Irene Hincks, Tom Glasson, Spike Spencer, Rory Morrison, Xavier Champeau, Rob Biddle, Mary White, Rowena Marsh. Also Tony Ryle – in body if not totally in mind.</p>  |   |
| <p><b>2 Apologies</b> – none</p>   |   |
| <p><b>3 Approval of Minutes of last meeting.</b><br/>These were approved and signed by Eric</p>  |   |
| <p><b>4 Correspondence</b><br/>4.1 Tom reported that Tapper Funeral Directors had sent a cheque for £389 in respect of donations following the death of Les Reeves.<br/><br/>4.2 He had also received a donation of £200 from Snowden Financials Ltd, following a talk given to them by Geoff Holt.</p>  |   |
| <p><b>5 Protection of children &amp; vulnerable adults</b><br/>5.1 Irene gave a presentation on how to deal with complaints or potential problems arising from the protection of children &amp; vulnerable adults. The recommendations accepted by the committee are set out in a separate paper.<br/><br/>5.2 It was agreed that if an issue arose under this heading, any confidential papers should be kept for at least 5 years. This is to comply with the requirement that information should be given to the relevant authorities in the event of a subsequent complaint. Eric will contact Paul Naser, of Ellis Jones Solicitors, to ascertain whether it is possible to store such papers in a secure place.</p>  | <b>Eric</b>   |
| <p><b>6 Chairman's report</b> – nothing to report</p>  |   |
| <p><b>7 Secretary's report</b><br/>7.1 Volunteers email distribution list is not working properly. Suggest we revert to the committees' individual lists.<br/><br/>7.2 NFDS website. Irene gave a presentation on the website. Requested that the committee should look at the website and bring any points to the next meeting. In particular we need to review the frequently asked questions and let Irene know of any changes or updates.<br/><br/>Agreed that Tom Harper should be involved in the website, so that there are 3 individuals capable of uploading information etc.<br/><br/>Agreed that, where possible, attachments to emails to volunteers should instead provide a link to the website. When we do email volunteers we should encourage them to look at the gallery and the FAQ's and generally encourage them to look at the website<br/><br/>7.3 Database update. Left to the next meeting.<br/><br/>7.4 Youth Cancer Trust. Agreed that we should help, where needed and relevant.<br/><br/>7.5 Irene is to define the jobs she would like to do in future. If she can establish a suitable role she will continue as a trustee.</p> | <b>All</b><br><br><br><br><br><br><br><br><br><br><b>Irene</b><br><br><b>Rory</b> |

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| 7.6 Rory has started to list her various jobs and will bring details to the next meeting.  |  |
| <p><b>8 Treasurer's report</b></p> <p>8.1 Gift Aid leaflet has been designed and is now available. Tom will take some to the AGM.</p> <p>8.2 Tom produced the accounts for the year ended 31 October 2010. Agreed to show the donation from HSBC separately and as a deduction from the cost of the new boat "Inspiration".</p> <p>Agreed that £10,000 of the total funds should be transferred to a "designated fund" for the building works at Spinnaker Club.</p> <p>8.3 Agreed that the accounts should be independently examined by Mike Shand.</p>   |  |
| <p><b>9 Sailing Captain's report</b></p> <p>9.1 The Access Travellers meeting at Spinnaker Club would take place on 30 August 2011.</p>  |  |
| <p><b>10 Members' representative's report</b></p> <p>10.1 Xav asked whether any activities could be arranged for the sailors in the "off season" next year? Agreed to consider this.</p>   |  |
| <p><b>11 Boats, equipment &amp; maintenance</b></p> <p>11.1 Tractor. Tom reported that he was having difficulty getting insurance. Agreed to leave the insurance under the normal public liability.</p> <p>11.2 Sheds. Xav reported that he has obtained quotes from various sources. We could get basic sheds at a reasonable cost, but there would be additional costs of constructing bases, erecting the sheds, treatment of the timber etc.</p> <p>He had also obtained a quote for approximately £3,500 for a purpose built shed, inc constructing the base etc. This would be a shed of approx. 11 x 14ft.</p> <p>Another discussion ensued about the likely number of years we would need that particular shed if Spinnaker Club does do the planned improvements.</p> <p>Mary offered to get a quote for a temporary "lean to" to go between the existing shed and the scout hut.</p> <p>11.3 Leak/ perspiration in 2 boats. Xav will ask his contact to come to the club on 17 December to look at the 2 boats, to see if they can be repaired.</p> <p>11.4 Inspiration. Spike will talk to Steve Sawford about a servo unit for the foresail.</p> | <p><b>Tom</b></p> <p><b>Xav</b></p> <p><b>Mary</b></p> <p><b>Xav</b></p> <p><b>Spike</b></p> |
| <p><b>12 Current projects &amp; funding – nothing to report</b></p>  |  |
| <p><b>13 Events</b></p> <p>13.1 15 December - Christmas lunch. Geoff Holt cannot now attend.</p> <p>13.2 17 December – Lay up rest of boats</p>  | <p><b>Rob</b></p>  |

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| <p>13.3 11 January – AGM. Joe’s first aid at 9.30am. AGM at 2pm. Rory &amp; Rowena to finalise agenda and email the volunteers. Also need to ask if anyone wants to put name forward for any position on the committee.</p> <p>13.4 1 February - Sarah Outen. Agreed to an evening meeting at Ellingham Hall.<br/>Rory will organise the hall<br/>Spike will let Sarah know<br/>Mary will organise coffees etc.</p>  | <p><b>Rory/Rowena</b></p> <p><b>Rory<br/>Spike<br/>Mary</b></p> |
| <p><b>14 Any other business</b></p> <p>14.1 Future meeting. Ellingham Hall would be available at cost of £17.50 per 2 hour session, but only at “unpopular” times. After discussion, agreed not practical. Rory’s house can be used for some meetings if necessary. Otherwise return to Spinnaker Club.</p> <p>14.2 Mary reported that Santa at Sainsbury’s was going well and they had donated 6 bottles of wine, some chocolates, a poinsettia and other prizes for raffles.</p> <p>14.3 Most sailing trips. Agreed to give Chris Pye a Sailability mug and a year’s membership as a prize. Rob will do a certificate.</p> | <p><b>Rob</b></p>   |
| <p><b>15 Date of next meeting. 11 January 2011, after the AGM</b></p> <p><b>Date of following meeting: 4 February 2011, after talk by Ray Barnard on Child protection</b></p>  |   |