

**Draft Minutes of Theewaterskloof Board Meeting held at
19h00 on Friday, 18th January 2013 at Theewaterskloof Club Premises, Villiersdorp**

	Present:	
	<div> <div>Kuba Miszewski</div> <div>Chairman</div> </div> <div> <div>Grant Ekermans</div> <div>Director, Finance</div> </div> <div> <div>Venessa Mulder</div> <div>Director, Events</div> </div> <div> <div>Laurence Green</div> <div>Director, IT Support</div> </div> <div> <div>Brian Ferguson</div> <div>Director, Caravan & Camping</div> </div> <div> <div>Neil Spilhaus</div> <div>Director, House & Grounds</div> </div> <div> <div>Mary Ann Sharwood</div> <div>Commodore, Watersports</div> </div> <div> <div>Leon Deacon</div> <div>General Manager</div> </div> <div> <div>Di Hutton-Squire</div> <div>Trustee</div> </div> <div> <div>Christine Tatt</div> <div>Secretary</div> </div>	
1	Welcome	
	Kuba Miszewski welcomed everybody to the meeting and wished all a Happy New Year. He noted that we had challenges ahead that we had to get through but that we were all members and could get involved. Kuba Miszewski thanked all Board Members, Members and Staff that were involved in the hard work over the holiday period, the Grand Slam Event and the Synergy event.	
2	Apologies	
	<div>Des Mudge</div> <div>Trustee</div> <div>Tony Strutt</div> <div>Trustee</div>	
3	Bass Anglers Presentation	
3.1	Kuba Miszewski noted that Craig Fraser and Richard Watson from the Western Cape Bass Anglers Association (WCBAA) would like to make a presentation to the Board at 7.30. The WCBAA has wanted to join Theewaters Sports Club (TSC) for a while, and say that it would be to the advantage of all if they encouraged their members to use TSC more.	
3.2	Neil Spilhaus noted that there was an old agreement between Bass Masters and the Club and it would be good to formalize it.	
3.3	Leon Deacon noted that currently there were between 30-50 members in the WCBAA and that they were requesting a possible reduction in Club Membership Fees and to form an affiliation with TSC. Rand amounts, numbers and types of membership possibilities were discussed.	
3.4	Grant Ekermans objected to a Full Membership to TSC for the WCBAA members, and noted that this would not be very fair to the current members of TSC who paid full fees and had full access to all benefits of the Club. He noted that the WCBAA should have a limited access membership if they were offered a reduced membership amount.	
3.5	<p>Presentation by Craig Fraser and Richard Watson from WCBAA</p> <p>Craig Fraser introduced himself as the previous president, and Richard Watson as the current president of the Western Cape Bass Angling Association (WCBAA). He explained the structure of WCBAA and who they were accountable to: beginning with South African Sports Confederation and Olympic Committee (SASCOC); South African Bass Angling Association (SABAA), which is at National Level; then WCBAA which is one of the five Provincial Divisions. Website: www.sabaa.co.za</p>	
3.5.1	Craig Fraser and Richard Watson both spoke about the state of bass, carp and	

	alien species in 4 of the main dams in SA, namely Clanwilliam, Voegelvlei, Theewaterskloof, and Kwaggaskloof. They noted that there was a study being conducted by Professor Olaf Vale and explained the study. They also spoke about the WCBAA Junior Development Program that was supported by SASCOC, and that the aim was to teach kids about fishing and also to get kids outdoors.	
3.5.2	They both mentioned their hope that WCBAA could create an Affiliation with TSC and that we could all come to an agreement. The wish of the WCBAA members was to (1) have an affiliation with TSC, (2) to have a membership option (with restrictions if necessary), and (3) to create a sense of belonging for the WCBAA members.	
3.8	After Craig Fraser and Richard Watson had excused themselves there was a discussion around finances and membership options by the board members.	Leon Deacon
3.9	It was proposed that a sub-committee be formed to look at different options and numbers and work out what to offer the WCBAA. Members on this sub-committee would be Leon Deacon, Brian Ferguson and Laurence Green, and they would report back to the TSC Board.	Brian Ferguson
	Proposed by Kuba Miszewski Seconded by Neil Spilhaus	Laurence Green
4	Adoption of the Agenda	
	Agenda for this meeting was accepted with Point 15. (Comments on written reports removed as it was not necessary and New Members to be inserted under Point 17. (General). Grant Ekermans also requested that in future the Minutes, when typed up, should have numbered sub-paragraphs for ease of reference. All agreed. Proposed by Neil Spilhaus Seconded by Venessa Mulder	
5	Adoption of previous Board Meeting Minutes, held on 16 November 2012	
	The Board Meeting Minute of 19 th October 2012 was adopted with the following changes: <ul style="list-style-type: none"> • Point 13: Rewording It was also noted that Leon Deacon's exit policy and procedure needed to be addressed <u>at the end of his current contract</u>. Proposed by Grant Ekermans Seconded by Laurence Green	
6	Matters Arising from Previous Minute	
6.1	Point 8: Venessa Mulder noted that she still had not received an email with the full Minutes of the SWOT Analyses. Leon Deacon explained that a Summary had been emailed to all, and that a second email had gone out to all with the Minutes of the SWOT Analyses. He offered to email it again.	
6.2	Point 10: Moonlight Market: Sub-committee on this had not met yet and it was discussed why Sean from the Moonlight Market had requested to move the market to TSC (No ablutions: changes to liquor laws etc.), and where on the TSC premises the market would be situated.	
6.3	Point 10: Members' Spare Caravan Key Cabinet: Grant Ekermans noted that the Members' Spare Caravan Key Cabinet had not been secured yet. Leon Deacon stated that it would be done.	Leon Deacon
6.4	Point 13: Club Cabins: Leon Deacon noted that a basic report had been done, but	

	that he had not found a lot of paperwork relating to Leases for Club Cabins. He did however have one Lease from Droomer that was signed years ago, probably when the Club Cabins were built in 1984. There were four families that still had Club Cabins, namely, Neil Spilhaus, Innes Droomer, Peter Sarkozy and Tielman Malherbe.	Kuba Miszewski
6.4.1	Grant Ekermans suggested that a Sub-Committee be formed to sit down and formalise the situation. Kuba Miszewski noted that he would contact Frank Silberbauer who may have information on Club Cabins. Neil Spilhaus stated that he may be able to look through Nicholas Sarkozy's paperwork to find documentation relating to Club Cabins.	Neil Spilhaus
6.4.2	Proposed that a Sub Committee be formed consisting of Grant Ekermans, Neil Spilhaus, Leon Deacon and Brian Fergusson to meet and decide on a plan of action and report back to the Board.	Grant Ekermans
	Proposed by Grant Ekermans Seconded by Kuba Miszewski	Leon Deacon
7	Chairman's Report	
7.1	Kuba Miszewski requested any questions or comments on this report. Grant Ekermans noted that this report highlighted a lot that was mentioned in other reports so most of the questions and comments would be made when the other reports were on the table. All agreed.	
7.2	Kuba Miszewski noted that a letter needed to be sent to the Raubenheimer family. Mary Ann Sharwood stated that it had been done, and other letters had been sent as well.	
8	General Manager's Report	
8.1	Security Report Leon Deacon stated that Jerome Bailey had reported a solar panel stolen from his boat. No other security breaches had been reported.	
8.2	Leon Deacon noted that poles had been planted into the access spaces left on Erf 109 so that it could not be accessed by the road. It was suggested that the security should patrol that area to ensure that no one is camping there.	
8.3	Discussion about the Cash Flow report; Kuba Miszewski stated that the Board did not need these figures as they could be confusing and that the information in the Financial Report was all that the Board needed. It was agreed that it was not necessary for Leon Deacon to include the Cash Flow figures in his General Manager's Report.	
8.4	Kuba Miszewski asked if the figures for the permanent site stays were for November and December. Leon Deacon confirmed that the figures were for November only. A discussion was held about all stays not being registered by the new access system. Laurence Green responded that an audit was being conducted with the signing in register to confirm stays.	
8.5	Grant Ekermans explained that the Cash Flow figures may give the impression that the bank account was in overdraft, but this was not the case, as it was only on paper. Grant Ekermans explained to the Board that there was a process of transferring money from the Call Account into the Cheque Account to ensure that the bank account did not go into overdraft.	
8.6	It was mentioned that Ernst Lederer Had an electrical cable running under the road to his caravan and that there was a car and a caravan parked in the boat shed. It was noted that Ernst Lederer was in "permanent residence" at the Dam; and had it been checked that he had not contravened the constitutional rules of only staying	

	for 30 days?	
8.7	After discussion Grant Ekermans stated that we did not have to act until there was a formal complaint about Ernst Lederer and that to date he was within his constitutional rights.	Brian Ferguson
8.8	It was requested by the board that the Caravan and Camping Committee should research the constitution and the bye laws to see if there could be changes made to them to prevent this happening. Leon Deacon noted that the car and caravan parked in the boat shed were in the process of being removed.	Caravan and Camping Committee
9	Financial Report	
9.1	Grant Ekermans noted that December 2012 financials were not available yet due to a very busy period in the office. November 2012 was looking positive and it would be good to wait until the next meeting to see the full financial picture. He continued to explain some of the expenditure and income in the financials.	
9.2	Mary Ann Sharwood questioned the high spending in Watersports Budget, and Grant Ekermans noted that this was the purchase of the Radio's that needed to be reflected in the CAPEX budget and it would be amended.	
10	Commodores Report	
10.1	Grant Ekermans voiced his concern over the preservation of our stock. He noted that he took Mayflower out of the water on Sunday and she sat on shore until Wed or Thurs. which is not acceptable. Boat covers should be used. The ethos of care amongst the club staff needs to be improved upon. Clinton has been spoken to. There is an attitude toward the club equipment of not caring as much because it does not belong to them. We need to find someone locally who will maintain the club boats and equipment on a regular basis.	
10.2	Leon Deacon accepted what he considered to be fair criticism and noted that considering a maintenance contract does have merit. There is however a limitation in terms of locals to repair boats. He has looked into this option already and has begun to implement a regular maintenance schedule.	
10.3	Di Hutton-Squire noted that there are short courses offered to farmers on maintenance of machinery for their staff that we could look into sending the Club staff on these courses. Kuba Miszewski requested Di Hutton-Squire to pass on this information to Leon Deacon.	Di Hutton-Squire
10.4	It was noted that Blouvis was donated to the Club and needed to be looked after. There needs to be a system of booking in and out of club boats which is part of administration. A culture of looking after the boats, caravans, buildings and equipment needs to be encouraged to be part of TSC Club culture amongst staff and members.	
10.5	Grant Ekermans stated that he would take the Blouvis motor to be repaired if someone left it on his site so that he could take it with him. Kuba Miszewski suggested putting Blouvis away in the storage cabin when it was not in use.	Grant Ekermans
10.6	Neil Spilhaus stated that the Kombuiskas hull was sound, but the rest of it was in a shocking condition. Neil Spilhaus noted that Kombuiskas could be taken by Shane Wiscome to be investigated by his neighbour boat builder, if it could be repaired.	
10.7	Kuba Miszewski stated the Raubenheimers said the Club could continue using their boat and if it needed repair that they would pay the bill.	
10.8	It was agreed that in the March 2013 Board Meeting a decision would be taken on purchasing a boat when we had heard from Lottery Board.	

10.9	Neil Spilhaus stated that he was repairing Naughty Neil and had the shaft straightened and it had also been necessary to repair to the propeller.	
10.10	Kuba Miszewski asked Leon Deacon if we could get new fuel drums to replace the old ones from Mark's contact in Caledon. Pumps and filters needed to be services and/or bought as well to prevent dirty fuel. Leon Deacon said he would take care of this.	Leon Deacon
10.11	Grand Slam Camping Fees discussion. It was noted that many competitors managed to get away with not paying camping fees for the weekend. Laurence Green explained that the process was flawed and people arriving had said that they were Registered and paid online – but later it was found that many were not honest and had only paid registration fee online or had not paid at all. A discussion was held on how to rectify the issue and it was decided that Leon Deacon was to meet with Mary Ann Sharwood to compare their notes and figures of the weekend to find the gaps.	Leon Deacon Maryann Sharwood
10.12	Grant Ekermans suggested that we put a lid on this and not to waste too much time, and that we make sure that it does not happen again. Laurence Green also noted that the Grand Slam portal was basic and it had not done what we needed it to do. It was suggested that Mary Ann Sharwood and Andrew Rissik from Hermanus should meet to discuss our findings and share our observations before the next Grand Slam at Hermanus.	Mary Ann Sharwood
10.13	Sail Training Academy - It was stated that John Gailbraith seemed to be well on the way with this. There was a Memorandum of Understanding (MOU) in place. It was to be noted that this was the professional and paid sail training being offered at TSC.	
10.14	Mark Josephs had approached TSC to ask if a development sailing programme could be set up with support from TSC and using our venue. A discussion was held around the two different sail training environments and how they would work together using TSC as the same venue. The conclusion was that the Board would support Mark Josephs in the Theewaters Sailing School with some expenses to be reimbursed to Mark Josephs and also full Club support.	
10.15	The local school (Kosie De Wet) had made a Lottery Application for 3 Lazer Pico's and the De Villiers Graaf school had requested a presentation to be made at their assembly about the Sailing Training. It was noted that the local community and schools were very excited about this sailing project. Kuba stated that this was awesome and that we needed to support this.	
10.16	Funding support for the Theewaters Sail Training School should be sought from local business. Neil Spilhaus mentioned that Arbeidsvreught was a good ally. Kuba Miszewski mentioned that Deon Brintjies, who is a former development sailor, could be approached for support.	
10.17	Neil Spilhaus noted that Mark Josephs would need to have some Budgets and Plans in place for fundraising. Grant Ekermans stated that a business plan needs to be put in place with two afternoons a week Sail Training with approximately 10-15 children from the community.	
10.18	Cardinal Markers need to go back in the water. It was explained that DWAF would like to use TSC as a test for new markers. Leon Deacon noted that we did not want to spend money now and then there is going to be a change. Kuba Miszewski noted that basically 2-3 marks should be laid at 80 % water level to prevent accidents. It was decided to use the mark that we had currently until we had news.	Leon Deacon
10.19	Mary Ann Sharwood stated that she was concerned about the Triathlon event as there were two other events that weekend as well, namely, 9-hour and Carp Fishing	Leon Deacon

10.20	<p>Competition. Leon Deacon noted that he was in the process of planning the weekend and that he had a meeting with the Triathlon organizers on Monday. Discussion about how to work the timing and venues of the three events. It was concluded that if the Triathlon swim could be concluded by 08h30 then it could work.</p> <p>A question was asked if the Triathlon swimmers needed a safety boat – it was stated that only one would be necessary but Leon Deacon could confirm this after his meeting. Mary Ann Sharwood stated that when booking events things like this need to be considered before the time in future.</p>	Leon Deacon
10.21	<p>Kuba Miszewski stated that David Barnes had offered a boat to TSC and was prepared to give it for nothing all we had to do was collect it. It was a good “work” boat or bridge boat. Unfortunately it had no trailer but it was suggested that Tony Largier be approached to use his truck to collect the boat. The boat has an inboard engine.</p> <p>It was proposed that TSC accept this offer of the boat from David Barnes.</p> <p>Proposal Kuba Miszewski Seconded by Grant Ekermans</p>	Kuba Miszewski
10.22	<p>Houseboat discussion. There had been an application to TSC to allow a houseboat on the Dam. The plans of the house boat had been submitted for scrutiny. In the discussion it was noted that sewerage, size of the houseboat, and the strong winds that we get at TSC are all concerns. It was decided that Leon Deacon would liaise with Erwin from DWAF on this issue. It was noted that the gentleman had made applications to other dams that had turned him down. It was generally agreed that as a Club we could not service this request.</p>	Leon Deacon
10.23	<p>Kuba Miszewski made an observation that there were a handful of boats on moorings with their rudders pulled up. Members should be encouraged to leave their rudders down if possible to prevent accidents when the boats swing at different speeds in the wind.</p>	
10.24	<p>Kuba Miszewski also thanked and congratulated all the staff and board members for their hard work and a job well done for the regattas and the training that had taken place. He noted that the French trainer was impressed with the TSC facilities and would like to bring a team of International 420 sailors out to TSC next summer.</p>	
11	House and Grounds Report	
11.1	<p>Maintenance Schedules on all equipment including pumps had to be put into place and kept up. Neil Spilhaus noted that he had begun this process of producing a maintenance schedule. The problem was the “who” to the maintenance work. It had to be broken down into daily, weekly and monthly maintenance tasks.</p> <p>Kuba Miszewski noted that we were more than halfway through tenure. What did Neil Spilhaus need to complete this? Neil Spilhaus noted that writing it all down by hand was difficult and that he needed a typist as computers were not his forte’.</p> <p>It was decided that Neil Spilhaus and Leon Deacon sit down together and work on typing up the schedules.</p>	Neil Spilhaus Leon Deacon
11.2	<p>Neil Spilhaus mentioned that people were needed to do the jobs. Training up people takes time but he is prepared to train people. “Farm” not “Club” analogy explained.</p> <p>Grant Ekermans mentioned that it only needed someone to walk around with a screwdriver and a spanner to repair some things. E.g. dripping taps, showers etc.</p> <p>Grant Ekermans felt that maybe we need a “Facilities Manager”.</p> <p>Leon Deacon noted that he had employed Eddie Tupper, who also works as a Barman at the Club, on an hourly rate as he had noticed that he was very handy.</p> <p>Lupetin had also been moved from Administration into the Workshop.</p>	

11.3	Kuba Miszewski proposed that all board members that do notice things that are in need of repair when they are visiting the Club. There should be some sort of “Defect Logging System” in place. It was stated that there was a book at the main gate for this purpose that was not used often. Most agreed that a log in system online or and SMS or email system would work better. It was agreed that this was a good idea and it would be looked into.	
12	IT and Communication Report	
12.1	It was noted that some people had thought that the Access Cards would be free for members. Laurence Green drew attention to the discussion that was held before Synergy in one of the Board Meetings where it had been explained that the cost to the Club of one card was R29 or R30 and it had been decided to charge the members R50 per card. The extra R20 would be for the clubs benefit. A discussion around the cost to members of cards and bangles was held.	Leon Deacon
12.2	Venessa Mulder mentioned that some people had paid only R30 for their cards and others had been charged R50. Laurence Green explained that the R30 charge was a mistake that happened on the first weekend the cards were issued when there had been a misunderstanding about the cost of the cards. It had been rectified as soon as it was noticed and they did have a record of those people who had only paid R30 and this would be followed up.	
12.3	Di Hutton-Squire enquired whether the “Super Card” would cost more and Laurence Green replied negative, that there would be a straight swop from the present card to the “Super Card”. Laurence Green also explained that by the end of February 2013 all aspects of the card would be fully operational and that you would probably make back the R50 your had spent on the purchasing the card.	
12.4	A proposal was made that the Card would cost R50 and the Bracelet would cost R120 for all. Proposal by Laurence Green Seconded by Neil Spilhaus	
12.5	Laurence Green then noted that as a board we need to understand what we had done with the decision to go this access control system. He noted amongst other things the following points that when the card was fully operational: SAS integration with the card; it had taken away a massive amount of administration and paperwork: it had automated the mailbox and we can tell you who had opened their mails; there is only one database for emails now; logging into your own member details from the website and you will be able to make certain changes to your details; calendar on the website can be accessed by all; stays will automatically be registered; payments can be logged; integration with accounting systems; etc. Kuba Miszewski noted that the Calendar on the Website needed to be updated and populated with data. Laurence Green stated that this would be addressed.	
12.6	Grant Ekermans stated that the member internet connection at the club had been free in the past but now there was a charge. Why was this so? It should be given free to members. Laurence noted that the Club had to be on a wireless set up as there was no provision of ADSL lines in our area. This meant that the “uncapped” internet was not available to the Club and that wireless did cost more. It was noted that the speed was also a problem. Di Hutton-Squire suggested Breedenet or Vianet and Laurence Green suggested Vodacom should be used. Leon Deacon stated that he would look at the costs and different options and report back.	
13	Events Report	

13.1	Kuba Miszewski noted that there were and had been some events that Venessa Mulder was organizing, and that there were other events where Venessa Mulder was not communicated with or kept informed of events. Was it even necessary to have a Director of Events?	
13.2	Grant Ekermans observed that as Director of Club Events the Triathlon is not part of the portfolio as it is an outside event, but that the New Years Eve event was a Club event and there would be part of the Director of Club Events portfolio. The way of communicating needs to be looked at. Who is advising who? And there is nothing stopping anyone from going into the office and finding out what's on. Lise Wheeler does send out a list of events that are coming up. Venessa Mulder stated that she was not getting these emails. Whose responsibility is it to communicate? The New Years Eve Event was a good example of miss-communication that resulted in some chaos. We need to find a solution and not lay blame.	
13.2.1	Grant Ekermans noted that there was a difference between Club Events and Outside Events. Kuba Miszewski stated that it was the whole Boards job to know about and bring in events. Leon Deacon noted that all events are reported on in reports. Grant Ekermans stated that communication is vital. It is a good idea for Lise Wheeler to email all on the Board after the Monday morning staff meeting informing of the upcoming events. Grant Ekermans stated that the Events Director needs to work with the system. Venessa Mulder noted that despite several emails she was not replied to by Mark van der Westhuizen or Lise Wheeler during that planning process.	
13.2.2	Kuba Miszewski stated that it would be good to have a TSC Club representative at the outside events prize giving's E.g. a Board or Club member.	
13.3	Proposal made stating that the Director of Events and an organizing committee are responsible for all Club Events including Christmas, New Year, Easter, Poitjiekos Competitions; Gluwein Events etc.; and that Club Staff are responsible for organizing all other events that are not Club Events E.g. Triathlon. Proposal by Grant Ekermans Seconded by Laurence Green	
13.4	The Christmas Party planning was discussed and it was concluded that no board decision had been made about who to invite to the Christmas Party. Venessa Mulder noted that a request had been made to Kuba Miszewski and Leon Deacon to invite the staff children to the Christmas Party. Leon Deacon explained why the decision had been made to not invite the staff children. Grant Ekermans noted that Leon Deacon had been acting within his rights to make decisions on behalf of the staff as this was his job description.	
13.4.1	Kuba Miszewski stated that gifts had been distributed to all the children, and that we would learn from this for the future. Grant Ekermans noted that as a Board we needed to respect Leon Deacon's job description and the integrity with which he manages the staff.	
13.4.2	Kuba Miszewski asked Venessa Mulder if this meeting could continue and she responded affirmative. He also noted that thank you letters needed to be done. Venessa Mulder had a list.	
13.5	Synergy report back. It was noted that at the Subcommittee, Neil Spilhaus and Venessa Mulder had been at the first meeting but had not been at any since.	
13.5.1	Alien vegetation has been removed by Synergy staff and had been piled up. Leon Deacon noted that they could not get permission to burn it during the fire season and the plan was to burn it after the season.	
13.5.2	Grant Ekermans noted that some trees and braai places would need to be replaced on the public side. Leon Deacon stated that the Club had invoiced Synergy for	

	these as well as the poles and other broken things.	
13.5.3	Grant Ekermans also noted that maybe the main stage should be positioned differently for sound control purposes next year. Discussion.	
13.5.4	Kuba Miszewski stated that it would be good to lock Synergy into a contract for the next 5 years, and also that in the future we do not budget on the Synergy income but consider it to be a windfall.	
13.5.5	It was noted that TSC could do more to market the club during Synergy next year and it was important to get the resource management plan concluded so that when for example Synergy built ablutions they would be in the right place.	
13.5.6	Leon Deacon stated that he was meeting with Clyde from Synergy in the next week or so. Grant Ekermans noted that some Board members needed to be at this meeting. Kuba Miszewski thanked all the staff and the members that were involved in Synergy for the huge work effort.	
13.5	Kuba Miszewski noted that there were contacts for School Camps, Wild Runner and Leon Deacon noted that the powerboats were coming back to the dam.	
14	Caravan and Camping Report	
	Brian Ferguson asked the meeting if there were any questions about his report.	
14.1	Kuba Miszewski proposed that the present site issuing system be investigated. We could look at setting up an online system on the website that had no human intervention. Lawrence Green explained how it would work.	
14.2	Maryann Sharwood noted that to begin this process an email should be sent to all members to advise them. A notice should be sent out to all, not just those parties involved. Laurence Green stated that in the interim we will need to use a flawed system. Traditionally an email was sent out with a short time to respond etc. It was noted that other than cutting and watering of lawns the Site Transfer List and process was the next biggest complaint from members.	
14.3	Brian Ferguson proposed that a meeting be held at the Club to arrange the transfer process and that two weeks' notice be given to all members. All sites would then get processed with everyone present and there would be no reason for anyone to doubt the process. Laurence Green suggested an improvement on this proposal explaining that if only 20 % of members actually opened the notification email then at what point did we still go ahead with the meeting?	
14.4	Grant Ekermans also mentioned that proxy voting also needed to be considered and he noted that electronic voting was the way to go forward. He stated that in the interim until the electronic system could be set up the process should be what it has always been. If you don't read your emails then that is your issue, and is the delivery rate even a factor?	
14.5	Laurence Green noted that this process could be done online. The delivery receipt of the email could be used as proof of receipt of the notice, and then the allocation is based purely on stays.	
14.6	Proposal made to continue in the interim with meetings and to send out emails with delivery receipts as proof of receipt of the notices. You can send in an email to confirm, and the General Manager and the Director of Caravan and Camping can decide not to have a meeting if the allocation is going to be clear cut and there is only one person eligible for the site in question or if there was only one site for allocation.	
	Proposed by Brian Ferguson	Seconded by Kuba Miszewski

14.7	The development of waterfront sites was discussed. Precinct planning; Albert Geiger. Kuba Miszewski suggested that this was not really Albert Geiger's area, and that Leon Deacon should contact Erwin from DWAF. Leon Deacon noted that there was a verbal agreement with Erwin and rehabilitation and was part of environmental planning. Leon Deacon also noted that no one has applied as yet.	
14.8	Brian Ferguson noted that the caravan and camping by-laws are overlapping. The whole book needed to be overhauled, and he asked if the Caravan and Camping Committee could do this. Grant Ekermans suggested that a sub-committee be formed for this. Brian Ferguson noted that a revised electronic document could be sent out to the Board for comment.	
14.9	Di Hutton-Squire enquired about the plans for cabins to be built at the Club. It was noted that there needed to be member input and proposals. (1) The resource management plan, (2) the Spatial Development Plan and (3) the Zoning issues needed to be completed first. Leon Deacon stated that Nicky Naidoo the consultant working on the RMP would be contacted to find out how far they were with getting the RMP finalised. Once the RMP was in place, we could apply pressure to have the Spatial development plan finalised. Di Hutton-Squire hoped that it would not take a long time as there was much interest and questions about the cabins. Brian Ferguson stated that quotes and drawings had been done. Kuba Miszewski stated that we needed to make this into a separate debate for another time.	
15	Adoption of Written Reports	
	All written reports submitted were adopted: Proposed by Maryann Sharwood Seconded by Laurence Green	
16	General	
16.1	Grant Ekermans noted that there were people visiting the club that were not members but that they were still getting into the club. E.g. Members children that had previously been family members but now needed to be Members in their own right as they were over 21 years. It was requested that a careful look through the records be done and action taken	
16.2	Grant Ekermans also stated that the Bass fishermen were parking cars inside the perimeter fence of the Clubhouse. This is not allowed and they should be requested to move their cars.	
16.3	Venessa Mulder noted that there was a letter that was sent out to the Board members by Laurence Green that referred to the process of the site transfer list that needed to be addressed. After a heated discussion Grant Ekermans suggested that this issue needed to be discussed and dealt with, but not now in this meeting, and suggested tomorrow (Sat) morning. Laurence Green noted that he would not be at TSC on Sat. and that he did not wish to discuss this issue further now.	
16.3.1	Kuba Miszewski suggested that after this meeting closed and that Venessa Mulder, Laurence Green, Grant Ekermans and Kuba Miszewski to discuss this. All agreed.	
16.3.2	Brian Fergusson stated that from reading the reports and letters he thought that there needed to be a workshop arranged to work out some issues and that a Board Meeting was not the place. Grant Ekermans and Kuba Miszewski both agreed that now was not the time to arrange this, and that it was a good idea and that at the next meeting a decision could be made on a workshop.	

16.4	It was noted that TSC had been asked to host the Extra Nationals over the long weekend in March 2013. All agreed that this would be acceptable.	
16.5	Kuba Miszewski stated that Randal's (Staff Member) father had died and noted that condolences would be sent from the Board.	
16.6	Kuba Miszewski noted that he was very concerned about the events that had happened with the fire in Hermanus. Were we prepared for a fire? Did everyone know the procedure to follow if there was a fire reported at TSC?	
16.6.1	<p>Leon Deacon stated that he shared Kuba Miszewski's concerns in case of fires. Interim measures to please be put in place and these included:</p> <ul style="list-style-type: none"> • Members to be informed of the fire plan and process in case of fires. • Signs could be put up with instructions and numbers to call in case of fire. • Kuba Miszewski asked about the tractor and trailer with water tank. Leon Deacon noted that it was ready to be used in case of fire. • Members should be advised to only make fires on their sites and then to also ensure that the fires are extinguished properly after use. • Members need to be aware that they have to have a serviced Fire Extinguisher in their caravans. 	
16.6.2	It was suggested that it be advertised to the Members that a company to service fire extinguishers would be available one weekend at a cost of R300 to service all fire extinguishers. All agreed that this was a good idea.	
16.8	<p>New Member Applications were noted and all accepted:</p> <ul style="list-style-type: none"> • Gavin Blake • Anders Buchwald • Phillip Cadwallader • Arno De Wet • Christopher Dorrington • Andrew Henshilwood • Adrian Liebrecht • Daniel Matthee • Petrus Meyer • Graham Stuart • Robyn Venter • Nicolette Wessels 	
16.9	<p>A proposal to make a R5000-00 donation to iKasi Kati who were needing to raise R320 000-00, could be made from the Synergy Income.</p> <p>Proposed by Kuba Miszewski Seconded by Maryann Sharwood</p>	
17	Closure and Date of Next Meeting/s	
	<p>Kuba Miszewski appologised for the long meeting and thanked Leon Deacon and the staff for the supper that was provided for the meeting. Kuba Miszewski also thanked all for keeping a cool head, for the staff and member support during Synergy, Grand Slam and over the busy holiday period.</p> <p>Next meeting date was discussed and decided on as 1st March 2013 at 19.00 at the club premises.</p> <p>Meeting closed at 12h10am.</p>	