

<b>Draft Minutes of Theewaterskloof Board Meeting held at 19h00 on Friday, 12<sup>th</sup> April 2013 at Theewaterskloof Club, Villiersdorp</b>		
<b>1</b>	<b>Welcome</b>	
	Kuba Miszewski welcomed everybody to the meeting, and introduced Vanessa Davidson from MIASA (Marine Industry Association of South Africa).	
<b>2</b>	<b>Presentation by MIASA CEO – Vanessa Davidson</b>	
2.1	Vanessa Davidson explained, using a slide presentation, who MIASA was and how it could benefit the Club to become a member. (A copy of the slide presentation is available).	
2.2	Kuba Miszewski noted in conclusion that the small craft regulations were of particular interest and value to the Club.	
2.3	It was noted that there was a relationship between MIASA and SAMSA (South African Maritime Safety Authority), but that MIASA had no relationship with SAS (South African Sailing). Vanessa Davidson stated that she would follow this up.	
<b>3</b>	<b>Present &amp; Apologies</b>	
3.1	<b>Present:</b> Kuba Miszewski                      Chairman Venessa Mulder                      Vice Chairperson Grant Ekermans                      Director, Finance Neil Spilhaus                      Director, House & Grounds Maryann Sharwood                      Commodore, Watersports Leon Deacon                      General Manager Di Hutton-Squire                      Trustee Des Mudge                      Trustee Tony Strutt                      Trustee Christine Tatt                      Secretary	
3.2	<b>Apologies:</b> Brian Ferguson                      Director, Caravan & Camping	
3.3	Laurence Green, Director, IT Support was not present for the meeting.	
<b>4</b>	<b>Adoption of the Agenda</b>	
	Agenda for this meeting was approved by all, with the insertion of a presentation by Kevin Murphy and Paul Williams on pumps and irrigation inserted at <b>point 6</b> , and also a Trustee Report/Comment at <b>point 15</b> .	
<b>5</b>	<b>Adoption of previous Board Meeting Minute – 1 March 2013</b>	
5.1	Grant Ekermans requested it to be noted that he had recused himself from the Mirror Worlds Meeting point on the 1 March 2013.	
5.2	Point 12.1 in previous Minutes – Grant Ekermans noted that there was no conclusion to this point and it needed to be re-worded to include the statement that children re-joining the Club in their own right after having been part of a family membership were exempted from the joining fee.	
5.3	The Minutes of the Board Meeting on 1 March 2013 were adopted with the two amendments above:	
	<b>Proposed by Maryann Sharwood      Seconded by Grant Ekermans</b>	

6	Presentation by Kevin Murphy and Paul Williams – Pumps and Irrigation	
6.1	Kevin Murphy and Paul Williams presented their ideas for a plan for a submersible water pump and pipe system, and also irrigation for the sites. An in-depth discussion was held.	Leon Deacon
6.2	Neil Spilhaus stated that he was against the members having control over irrigation and would like it to be an automated system. Des Mudge asked some technical questions to fully understand the plan. Di Hutton-Squire asked if there was any idea of the cost of this plan, and it was noted that there was not idea at this stage but that it could be worked out.	
6.3	It was noted that trying to create a watering system for over 200 sites is a large project, and that with the present system it took a lot of manpower and man-hours to water all the sites.	
6.4	Neil Spilhaus noted that no mention had been made of the soil type that we had at the club and that this was not a Golf Course but that we had a very high clay content. There needed to be a low watering over a longer period preferably at night, smaller and more regular watering was definitely going to be needed.	
6.5	Paul Williams noted that there could be a central control point for the irrigation system, which could also have a weather station on it, that could easily control which section received water at what time and also how much.	
6.6	Grant Ekermans noted that a phased approach could be used in installing a system like this, and that this was a long term project.	
6.7	Kuba Miszewski stated that if we were to dig a trench for pipes could we not take into consideration new electrical cables as well? Discussion.	
6.8	Tony Strutt noted that we had an aging water system at the club, and a ring main system versus a pump system was discussed.	
6.9	After the conclusion of the presentation the Board decided that a qualified design engineer was needed to plan the pump, pipe and irrigation system and that maybe Kevin Murphy and Paul Williams could be used to install the system once it was approved.	
6.10	Tony Strutt stated that we needed to do a lot of homework and planning for this and that is was at least a five year plan. Grant Ekermans posed the question of whether we turf the old 30 year old system, gradually replacing sections at a time, or do we go with a completely new system.	
6.11	Des Mudge noted that there were two questions to answer 1) How much do we want to irrigate? 2) What can we afford? Maryanne Sharwood stated that we need to cater for and consider the future plans of the Club.	
6.12	It was proposed that: 1) That a design engineer be approached to assist. 2) Leon Deacon would supply the requirements and specifications to the engineer. 3) That a costing be worked out for the plan.  <b>Proposed by Kuba Miszewski                      Seconded by Neil Spilhaus</b>	
7	Matters arising from previous Minutes	
7.1	Grant Ekermans stated that there were some dates to be noted for the Mirror Worlds Application. We had to submit our Bid by 31 March. By the 30 <sup>th</sup> June 2013 we had to have Marketing material ready if selected. The South African Mirror	

	Committee will have a decision by the 15 <sup>th</sup> May 2013.	
7.2	Maryann Sharwood noted that in 8.4 of the previous Minutes the date should be November 2013.	
7.3	Grant Ekermans noted that for the Lottery Board Application the necessary constitutional changes (Clause 35 amendments) should be done by the 26 <sup>th</sup> April 2013 for the AGM.  <b>Proposed by Kuba Miszewski                      Seconded by Venessa Mulder</b>	Leon Deacon
7.4	Point 15.1: Carbon IQ Card – rewording of the name.	
7.5	Point 15.3: Grant Ekermans apologised for the fact that this sub-committee had not met yet. A meeting could be arranged with Kobus in Durbanville on Wed 24/or Thurs 25 April at 4 pm with Grant Ekermans, Venessa Mulder, and Leon Deacon present. Leon Deacon was requested to arrange this meeting.	Leon Deacon
7.6	Point 17.3: It was requested what the time line for the repairs to Kombuiskas were. Could Shane Wiscome have it completed by the month end? A discussion was held about Kombuiskas repairs.	
7.7	It was noted that Thor had been taken by Neil Spilhaus to Viljoens Yard in Villiersdorp and the question of insurance was discussed. Kuba Miszewski cautioned against moving any club property offsite without permission due to the Insurance issue.	Leon Deacon
7.8	Grant Ekermans stated the Blouvis engine was with Dudley Hardman and he will fix it. His attitude is that he would do anything for the Club and will support us. A discussion was held and it was stated that free commercial advertising must always be approved by the Board.  It was proposed that an advert space be given to Dudley Hardman to thank him for his support.  <b>Proposed by Grant Ekermans      Seconded by Maryann Sharwood.</b>	Leon Deacon
7.9	Point 18: It was noted that both new membership applications were in the categories of Family Membership and that in future Minutes it would be good to have the categories of membership mentioned with the applicants names.	
7.10	Kuba Miszewski noted that a facebook page had been operating on the subject of wakeboarding at Theewaters, and that the Board had not been made aware of this. Discussion was held and it was concluded that permission should be sought from the Watersports Director or the Board to operate any facebook page or website in the name of Theewaters. This should be followed up.	Maryann Sharwood
<b>8</b>	<b>General Manager's Report</b>	
8.1	<b>Security Report:</b> Leon Deacon noted that there had been one burglary last night and many in the last few weeks. A discussion followed about security cameras and fences.	
8.2	It was noted that the hot spots for break-ins were in the caravan storage area, covered storage area, and the end caravans (near Mr Van As caravan). These areas need to be 1) Secured with decent security fencing with razor wire, 2) extra security guards needed to be placed in the caravan storage area. 3) in the undercover storage area there also needed to be security fencing.	

8.3	It was stated that burglaries had exploded in the Villiersdorp area recently and it would be good to change the security alarm company to a local one that could respond faster than the present security company who had to drive out from Worcester to respond.	
8.4	Discussion was held around pricing and it was decided that R 50 000 or R 60 000 would be needed for the storage area alone. Grant Ekermans noted that Cape Gate have good rejects that can be bought. Neil Spilhaus noted that it could be done for less. Beams, security lights and loud alarms were discussed.	
8.5	Leon Deacon suggested that razor security fencing, increasing the beam area of alarms and also installation of audio alarms would be a great help, especially in the storage area.	
8.6	Kuba Miszewski suggested that rather than fencing in individual sections of the Club we should consider fencing right across the Peninsula. Discussion and a drawing on the white board to explain the extent of the fence needed.	
8.7	A proposal was made that quotations be obtained to replace the East and North East Boundary fences with razor security fencing with beams at both ends where the fences go into the water. (Across the Peninsula). In the interim that the beams in the storage area be repaired and linked to a security light and an audio alarm and that a guard be placed in that area and that the bushes are cut back.  <b>Proposed by Kuba Miszewski   Seconded by Maryann Sharwood.</b>	Leon Deacon
8.8	Leon Deacon noted that the Bass Fishermen presentation and proposals needed to be looked at, and also that a local traffic officer had been awarded to contract to remove carp from the dam.	
8.9	Leon Deacon noted that the Moonlight Market Proposals also needed to be considered and finalised. It was suggested that Sean Hormann do a presentation to the Board at the next meeting.	Leon Deacon
8.10	Status of Directors and Board Members: Maryann Sharwood, Kuba Miszewski and Venessa Mulder were due for re-election now because they had served on the Board for 2 years. There were vacancies in Caravan and Camping Director and the Roving Director posts as well, due to Brian Ferguson (Caravan and Camping) and Laurence Green (Roving Director – IT Support) having recently resigned from the Board.	
8.11	It was stated that the Resource Management Plan comments needed to be in by next Wednesday. It was noted that this was in essence a Research Report and that there were some points that needed clarification e.g. the mission statement of Theewaters Sports Club. Grant Ekermans suggested that we need to point out to them where they have misrepresented the Club in the Report.	Leon Deacon
8.12	The upcoming budget meeting was discussed and Grant Ekermans suggested that departments should put in their wish list for the Budget Meeting on the 28 April 2013.	
8.13	Venessa Mulder requested information on the Carbon IQ Card and if it was recording stays correctly. It was noted that Leon Deacon's report refers to this and that stays were being manually counted at present which took a lot of time. Maryanne Sharwood expressed concern that the stays would need to be correctly worked out as soon as possible so that people would know how many stays they would need to make before the end of April 2013. Leon Deacon noted that we urgently needed to sign the contract. A discussion followed.	
8.14	A proposal was made that we commit to the Carbon IQ Card if it has no cost to the	

	Club and that the contract needed to be adjusted.	
	<b>Proposed by Grant Ekermans                      Seconded by Kuba Miszewski</b>	
8.15	It was stated that an email should be sent out to all members explaining the how the stays were calculated and that they should be aware of how many stays they had. Leon Deacon to action. Leon Deacon did note that there was good news in that the gate was working well.	Leon Deacon
8.16	Grant Ekermans noted that there were some signed leases for the Boatshed Cabins that Leon Deacon had emailed out. Discussion. It was decided that the duly appointed sub-committee continue to formulate a proposal in this regard for the AGM.	
<b>9</b>	<b>Chairman's Report</b>	
9.1	Kuba Miszewski stated that we needed to apply our minds to long term issues. Cabins at Hermanus had been viewed by some Board Members. Approval was needed at AGM for the Board to continue with the planning for the Cabins. A proposal for AGM needed to be prepared. Kuba Miszewski, Maryann Sharwood and Leon Deacon to continue working on this. It would be good to get the principle approved at the AGM. The Hermanus By-Laws were a good example and we could use their ideas as they were working well.	Kuba Miszewski Leon Deacon Maryann Sharwood
9.2	Leon Deacon noted that there had been a request from a member to show the Board a caravan covering that he would like to build and get approved.  A proposal that the member submit a written proposal to the Board for the caravan covering structure for the next Board Meeting and it would be considered.  <b>Proposed by Kuba Miszewski      Seconded by Venessa Mulder</b>	Leon Deacon
<b>10</b>	<b>Finance Report</b>	
10.1	Grant Ekermans noted that everything was good in the Financials to date and above the Budget. Congratulations were given to Leon Deacon and his staff team who had a large part to play in this.	
10.2	Points to note were: <ul style="list-style-type: none"> <li>Wages were over which were due to extra gate personnel and casual workers during busy periods.</li> <li>Watersports Budget was over which is not important as we are a watersports club and it has been explained how the regatta and camping fees were allocated.</li> </ul> A question was asked about Capex under spend and the surplus. Grant explained why this was the case.	
10.3	Grant Ekermans stated that is would be good to consider spending this year's surplus on next year's Capex.	
<b>11</b>	<b>Watersports Report</b>	
11.1	Interschool Regatta. We have not received a large entry response. What are the minimum entries we would need before we consider to cancel the regatta? Discussion. Tony Strutt would meet with Maryann Sharwood to tick all the boxes.	
11.2	Maryann Sharwood noted that some schools had a problem with the entry being in the name of the school and suggested that to go forward that we not insist that the entry is under the name of the school but that it be a mixed match racing regatta for juniors.	

11.3	The accommodation if the weather was bad was discussed and it was requested that the army tents be made available to the regatta and then if needed the club cabins. It was noted that on the Club Calendar the Interschool Regatta and the Grand Slam Regatta's get 1 <sup>st</sup> priority.	
11.4	Maryann Sharwood noted her concerns over the costs of catering for such events. Discussion followed, and a conclusion that the solution was in the budgeting.	
11.5	Maryann Sharwood asked about the progress of repairing of boats. Kombuiskas, Gosling, Raubenheimer Boat and Thor were discussed.	
11.6	Kuba Miszewski noted that he had noticed that Francios's Flamenca was off her mooring and he assisted to tow it out of the trees. Leon Deacon will sort it out. Kuba Miszewski complimented staff members Lucas and David on their good assistance on the boat. Kuba enquired if Jerome Bailey had been informed that the Flamenca had been placed on his mooring in the interim. Leon confirmed that this had been done.	
11.7	Maryanne Sharwood requested to know if we should take our rescue boat to Hermanus. Grant Ekermans replied yes as we will be supporting them and we get supported for our regattas.	
11.8	Maryann Sharwood noted that SAS had new procedures for Regattas. Amongst which a 6 months notification of Regattas was required. Discussion.	
<b>12</b>	<b>Caravan and Camping Report</b>	
12.1	Leon Deacon noted that the last allocation meeting went off smoothly. It was also noted that at present with a rough guess that there could at least 4 sites available in May for allocation.	
12.2	Leon Deacon stated that a braai had been replaced on the public side where Braais had been removed for the Synergy Festival, but that it would also be good to consider placing some more braais on the plaat as well.	Leon Deacon
12.3	Kuba Miszewski stated that he was not sure how solid the replacements braais were and that maybe another three should be put up to test them first.	
<b>13</b>	<b>House and Grounds Report</b>	
13.1	Update on progress of Thor.	
13.2	A discussion was held about the Maintenance Schedules that needed to be typed up and formalised.	
13.3	Tony Strutt noted that this was a Management function and should not be a Board function.	
13.4	Kuba Miszewski concluded that this had taken a long time to sort out and it was primarily a communication issue. The staff is under the direction of the General Manager and therefore the General Manager must give the instruction for the Maintenance Schedules to be completed. It was noted that Neil Spilhaus and Leon Deacon must speak to each other, and Leon must direct his staff to type up the Maintenance Schedules. It was noted that there was a need for Neil Spilhaus and Leon Deacon to work together to ensure that the preventative maintenance schedules that are drawn up are followed.	Leon Deacon Neil Spilhaus
13.5	Des Mudge suggested that Kuba Miszewski facilitate the process of Neil Spilhaus and Leon Deacon working together. They would need to meet and resolve the maintenance schedules.	Kuba Miszewski

<b>14</b>	<b>Events Report</b>	
14.1	Kuba Miszewski noted that it was quite clear that weather did influence the attendance of events that are planned at the Club.	
14.2	Venessa Mulder stated that there was a lack of adequate notices sent out and placed around the Club premises to advertise events.	
14.3	A discussion was held about the planning of the AGM Dinner and Maryann Sharwood noted her willingness to assist with the dinner. Venessa Mulder also noted that she had contacted everybody and no one had returned her calls.	
<b>15</b>	<b>IT Report</b>	
15.1	It was noted that facebook was showing dividends but that the Website was out of date and needed to be updated.	Leon Deacon
15.2	The Board decided that Laurence Green needed to set up both the "Theewater" and "Theewaters" as email and web addresses.	Laurence Green
15.3	There was a discussion around the state of the computers and Kuba Miszewski noted that there was money in the Budget up grading of computers.	
<b>16</b>	<b>Trustees</b>	
16.1	Tony Strutt expressed his concern for the fact that the action items on the Minutes were not always being attended to, and also mentioned that progress needed to be shown by this present Board.	
16.2	Kuba Miszewski responded by mentioning some points that this Board had been very successful in achieving. For example, the turning around the financial status of the Club from negative to positive, and initiating the Sail Training Academy which is so far very successful.	
16.3	Grant Ekermans noted the need for a Futures Director to be appointed to the Board as at present this was vacant.	
<b>17</b>	<b>Adoption of above Reports</b>	
	All above Reports were adopted.  <b>Proposed by Grant Ekermans      Seconded by Maryann Sharwood</b>	
<b>18</b>	<b>New Member Applications</b>	
18.1	<p>New Member Applications were presented and approved by the Board:</p> <ul style="list-style-type: none"> <li>• Charl van der Merwe – Family</li> <li>• Kenan Tatt – Ordinary</li> <li>• Basil Davids – Social</li> <li>• George Divaris – Youth</li> <li>• Ashley Byrne – Ordinary</li> <li>• Patrick Gericke – Family</li> <li>• Marius Hittler – Family</li> <li>• Andrew Johnson – Student</li> <li>• Pedro Pereira – Family</li> <li>• Jose Teixeira – Family</li> <li>• Alan Tooke - Family</li> </ul> <p>Grant Ekermans complimented Leon Deacon on the correctly completed Membership Application Forms.</p>	

18.2	A short discussion was held on the subject of children that were over 21yrs of present members that were gaining access to the club. It was noted that this was being addressed. Action Leon Deacon	Leon Deacon
<b>19</b>	<b>General</b>	
19.1	Kuba Miszewski asked Board Members if there were any more points that needed discussion under General. None were forthcoming.	
19.2	Kuba Miszewski commended Des Mudge on his reply to "Popeye".	
19.3	Kuba Miszewski also noted that in the future we could consider exploring offering the local Tennis Club and/or Bowls Club reduced rates and/or reciprocal membership as this would benefit all clubs involved.	
<b>20</b>	<b>Date of next meeting</b>	
	<p>Kuba Miszewski thanked everyone for attending the meeting.</p> <p>Next meeting date was discussed and decided on as Friday <b>17 May 2013 at 19h00</b> at the club premises.</p> <p>Other dates to note are:</p> <ul style="list-style-type: none"> <li>• Budget Meeting on 28 April 2013</li> <li>• AGM on 26 May 2013</li> </ul> <p>Meeting closed at 23h00.</p>	