

**Minutes of Theewaterskloof Board Meeting held at
18h00 on Monday, 26th August 2013 at Royal Cape Yacht Club, Cape Town**

1	Welcome	
	Kuba Miszewski welcomed everybody to the meeting.	
2	Present & Apologies	
2.1	Present: Kuba Miszewski Board Chairman Venessa Mulder Vice Chairperson Grant Ekermans Director Finance Mary Ann Sharwood Director Watersports, Commodore Leon Deacon General Manager Di Hutton-Squire Trustee Des Mudge Trustee Tony Strutt Trustee Shane Wiscombe Director Security Neil Ashton Director IT & Communication Peter Keitzman Director Events & Future Planning Warren Westcott Director Caravan & Camping Christine Tatt Board Secretary	
2.2	Apologies: Neil Spilhaus Director House & Grounds Mark Josephs Director Community Sailing	
3	Adoption of the Agenda	
	Agenda for this meeting was approved and adopted. Proposed by Kuba Miszewski Seconded by Mary Ann Sharwood	
4	Adoption of previous Board Meeting Minute – 11th June 2013	
	Minutes of the Board Meeting dated 11 th June 2013 were approved and adopted. Proposed by Grant Ekermans Seconded by Kuba Miszewski	
5	Matters arising from previous Minutes – 11th June 2013	
5.1	Discussion about a Trophy in remembrance of Lynette Lake instead of an event. Shane Wiscombe stated the he had a Trophy that he could donate and all agreed.	Shane Wiscombe
5.2	A request to know if there was a suggestions and snags book at the Cafeteria.	
5.3	All present were reminded that they needed to submit photographs of themselves for the website. Shane Wiscombe offered to take photos after this meeting and send them to Lise Wheeler.	
5.4	Point 7.4: Please take note.	
5.5	Point 7.6: Note that this has been done.	
5.6	Lottery Reference no has been received and we will be informed of our success or not.	
5.7	Orientation has been completed by Leon Deacon for Niel Ashton, Peter Keitzman and Warren Westcott.	

5.8	Kuba Miszewski noted that the Faces of the Worlds project has been successful and there was a discussion about the “Krokonoster” logo and the graphic artist.	
5.9	Leon Deacon noted that SAS fees only need to be paid by active members. Grant Ekermans stated this could be discussed under General.	
6	Chairman’s Report	
6.1	Kuba Miszewski thanked the Board and TSC for supporting his trip to the Mirror Worlds this year to promote the next Mirror Worlds 2015 at TSC, and he also gave some feedback.	
6.2	Kuba Miszewski stated that it had been requested from the Irish and English Mirror sailors that the dates that we had proposed of 5-16 Jan 2015 clashed with their school dates, and they would like to propose the dates of 28 Dec 2014 to 8 Jan 2015. It was noted that this would clash with Club Events over Christmas and New Year.	
6.3	A discussion was held about looking at previous numbers attending functions over this time and that the two could complement each other, extra camping sites etc.	
6.4	Grant Ekermans noted that in principle it would be good to get the Mirror Organising Committee to bring a proposal to the Board. Leon Deacon would look into the planned events over Christmas and New Year.	Leon Deacon
6.5	Leon Deacon recused himself from the meeting so that the Board could discuss the planning of his exit plan. (The Chairman’s Report has the details explained.)	
6.6	Proposals had been submitted by Calvert Hopkins and Pieter Swanepoel to assist with the exit plan of Leon Deacon, and after discussion it was decided that it would be good to take up the offer that Pieter Swanepoel had submitted. It was noted that the process should be fair all around, that it must be facilitated by an external person, and that all finances, payments and leave arrangements should be clearly stated.	
6.7	It was proposed that Pieter Swanepoel be appointed to arrange the exit plan of Leon Deacon and the re-appointment of a new General Manager. Proposed by Kuba Miszewski Seconded by Shane Wiscombe	
6.8	Kuba Miszewski recused himself from the meeting so that the Board could discuss the qualifications needed for the new general manager. Kuba Miszewski was requested to recuse himself because he had expressed an interest in the position.	
6.9	After an in depth discussion on the qualifications of the new general manager, Grant Ekermans suggested that there be a separate meeting held to discuss this matter on Sunday 8 th September 2013 at Theewater. It was requested that Pieter Swanepoel be present at this meeting. All agreed.	
7	Finance Report	
7.1	It was noted that the passing of Lynette Lake had had an effect on the smooth running of the finances and the Pastel in the office.	
7.2	Leon Deacon stated that there had been two people that had Pastel experience considered for the position of Bookkeeper. On the weekend of the 7 th and 8 th of September 2013 Grant Ekermans, Leon Deacon and Venessa Mulder would conduct interviews for the post of Bookkeeper.	Leon Deacon Grant Ekermans Venessa Mulder
7.3	Grant Ekermans requested that the applicant’s CV’s be sent out in advance to himself, Venessa Mulder and Leon Deacon.	Leon Deacon

7.4	The Board would like to express their Thanks to Jackie for stepping into the gap when there was an urgent need in the office and doing a wonderful job.	Leon Deacon
7.5	Grant Ekermans led a discussion and explanation of the Financial Reports and noted that it all looked ok against the budgets.	
7.6	Gosling outboard motor purchase – It was noted that the Trustees had not been copied into this purchase. The Board had decided to get a new motor and it was used very successfully at the Optimist African Championships. A Yamaha 50hp had been purchased as the old engine was out of spare parts. Gosling would not be used as a workboat.	
7.7	Discussion about Kombuiskas and Ibis. It was noted that the plan for the TSC Boats going forward would be communicated.	
7.8	Leon Deacon noted that there was still a continuing discussion with DWAF to supply a rescue boat and build a shed at the Bridge to store rescue boats. It was noted that there was funding in the budget of the Lottery application for rescue boats as well.	
7.9	Kuba Miszewski noted that the board could direct any club members with questions about TSC boats to Mary Ann Sharwood who was the Director of Watersports.	
7.10	Shane Wiscombe stated that Log Books should be kept on the use of all the TSC boats.	
7.11	Discussion was held about Thor and Leon Deacon was requested to get a report on the state of Thor for the board.	
7.12	Discussion of the rescue process and a recent rescue situation with Charlie. Kuba Miszewski suggested that people at the dam let Leon Deacon know that they are at the dam and available to be contacted in emergency situations.	
7.13	Skippers Log was discussed. Kuba Miszewski explained the procedure used on the Australian Coast with a contact number as an example. Leon Deacon noted that UPN can be extended to be not only for rescue use.	
8	Watersports Report	
8.1	Grand Slam Regatta and Synergy – Logo of Synergy on the Southern Charter website.	Shane Wiscombe Leon Deacon
8.2	Discussion about Raubenheimer boat and the centre console. Noted that it needs to get to Cape Town to Gemini. Shane Wiscombe offered to tow the boat to Gemini in Cape Town and would liaise with Leon Deacon.	
8.3	Refer to Mary Ann Sharwoods's report – reminder that she will be needing to use the 0'9er trailer.	
8.4	ISAF approved training centre discussed – TSA contracts with Rob Holding – Grant Ekermans to deal with it in the contracts.	Grant Ekermans
8.5	TSA Family Weekend in September 2013. 27-29 September 2013 is a Youth Camp. 19 October 2013 Mountain Mall. Blouvis - Generate an invoice from the dealer and place on the asset register.	Mary Ann Sharwood
8.6	Calendar Dates in the process of setting up the calendar.	
8.7	Reciprocity between TSC and Gordons Bay Yacht Club discussed. It was proposed that TSC categorize the GBYC members as visitors and it would be in place for one season until the end of June 2014. Also to discuss further with GBYC and request a proposal from GBYC.	

	Proposed Mary Ann Sharwood Seconded Grant Ekermans	
8.8	Moorings and Buoys discussed.	
8.9	Boat Show in Cape Town – It was decided that TSA and TSC could manage a joint stand at the Boat Show in beginning of October 2014.	
8.10	Cardinal Marks discussed – DWAF and Leon Deacon are looking at the changes.	
8.11	Wash Bay will be installed and in use before the end of this year.	
9	Caravan & Camping Report	
9.1	Warren Westcott met with Peter Keitzman and Leon Deacon and would like to propose an increase in permanent sites. A presentation was made to the board proposing new sites on the map.	
9.2	Areas mentioned and discussed: 9.2.1 The dam where Grimbeek was to grade; lawn to be planted; Synergy involved. 9.2.2 Beeles Pond and Road 9.2.3 Beeles Pond front section 9.2.4 Plaat empties – Keelboat section 9.2.5 Managers House – half the garden for Keelboats 9.2.6 In front of lifetime members near clubhouse	
9.3	Caretaker Agreement was mentioned and discussed. It would be a good idea to create site but not to the detriment of any Watersports as TSC was essentially a Watersports Club.	
9.4	It was noted that it would be good for all to read Albert Geiger's report and that cabins were the way to go in the future.	
9.5	The Caravan & Camping Committee were commended by Des Mudge for their work and reminded to not lose their enthusiasm.	
9.6	Leon Deacon noted that there was a need to make new sites available and the Beeles Pond and an extension to Mountain View should be considered.	
9.7	Leon Deacon explained the cost of the grader and the involvement of Synergy. Discussion.	
9.8	It was proposed that – 1. new permanent sites would be planned for Beeles Pond 2. and also an extension to Mountain View 3. and the grading of the Dam would be done. 4. Grimbeek payment plan for the grader would be for 2 members, nominated by name and not transferable to haveyears of TSC Membership and this would be the same as allowing these members to pay their fees upfront.	
	Proposed Warren Westcott Seconded Shane Wiscombe	
9.9	Leon Deacon is to prepare the proposal and Venessa Mulder and Kuba Miszewski are to give approval. Grant Ekermans is to be involved in the calculation. There must be competitive quotes. This must be circulated amongst the Board and all are to give their approval or not approval of this proposal by email.	Leon Deacon Venessa Mulder Kuba Miszewski Grant Ekermans
10	Events Report	
10.1	Discussion was held on the two different mindsets to events at TSC. 1. Outside Events	

	2. Members Events e.g. New Year, Easter, Gluwein, 100 % Party, Poitjiekos.		
10.2	It was noted that all events needed to be looked at, and that Peter Keitzman was to delegate the management of the events and also to ensure that the events happen. Venessa Mulder offered to assist Peter Keitzman with events.		
11	Future Planning Report		
	No report at this stage.		
12	IT Report		
12.1	Discussion about Pastel and Falcon systems being connected and integrated. Pastel had been upgraded to Pastel 12. Falcon system currently working in the cafe and bar and could be expanded to control members entrance.	Neil Ashton	
12.2	It was stated that Neil Ashton needs the following to the Falcon System working on the gate: 12.2.1 Cat5 Cable to be installed 12.2.2 A new terminal at the office 12.2.3 The membership data needed to be “cleaned” to be able to work properly		
12.3	Current website is horrible and needed to be turned off. General agreement from all present.		
12.4	Neil Ashton said that he could get the domain transferred to TSC so that TSC could have control of it. Discussion about what control we have at present and whether Lise Wheeler can update the website or not.		
12.5	Neil Ashton said that using Joomla he could create a much better website if he had access to the domain. Similar to the RCYC website.		
12.6	All agreed that a new website should be developed but that Laurence Green would need to be consulted as to what was in place already.		
12.7	Desmond Mudge requested Neil Ashton to contact Laurence Green and to ask what the original planning was.		
12.8	The Board asked Neil Ashton to contact Laurence Green and to ask that we can have access to the domain.		
12.9	It was decided by the Board that Neil Ashton, Leon Deacon and Shane Wiscombe should meet re the IT and work out what we have paid for to date; what equipment belongs to TSC and then to use what is there to go forward.		Neil Ashton Leon Deacon Shane Wiscombe
12.10	Neil Ashton was requested to contact Laurence Green in this process to get clarification. (Refer to Point 17 below)		
13	Security Report		
13.1	Shane Wiscombe made some suggestions to increase security. 1. Plant barriers along the external fences e.g. Yucca or Sisal 2. The waterline would always be a problem 3. Security guards should be on bicycles rather than on foot. 4. Burglar alarm system for members caravans	Shane Wiscombe	
13.2	Shane Wiscombe noted that installing cameras was expensive and a waste of money unless used inside or at the gate.		
13.3	Shane Wiscombe was requested to get costing for the plants along the fence and		

	the alarms in the member's caravans. (Small flashing lights)	
13.4	Leon Deacon noted that there had been an improvement in the levels of crime. The installation of the LOUD alarms in the storage area, beams at the waterline. The 4 people who were caught in the act in the last three months had had a positive effect.	
14	General Manager's Report	
14.1	Leon Deacon referred to his written report.	Peter Keitzman Leon Deacon Grant Ekermans
14.2	Midnight Market – Leon Deacon met with Sean Hormans. Discussed the R25 000 upfront payment and the agreement to move to our premises. Peter Keitzman was requested to look at this situation as an event with Leon Deacon and Grant Ekermans.	
15	Synergy 2013	
15.1	Synergy contract to be considered. Leon Deacon and the subcommittee for appointed for Synergy, with Futures and Events and Grant Ekermans to look at the contract.	Leon Deacon Grant Ekermans and others
15.2	A question was raised about whether we could sign a 5 year plan with Synergy. It was replied that we should approach this with caution and consider the resource management plan and Albert Geiger plan.	
16	Mirror World Championships 2015	
16.1	Kuba Miszewski handed out Mirror Worlds chocolates sponsored by Westgro to all and answered some questions and explained the plans for the Budget preparations for the Mirror Worlds. A copy of the recent Irish Mirror Worlds Budget would be sent to all.	
17	Trustee Report	
17.1	Tony Strutt noted that the TSC Website was not good, and that it was way out of date and not being updated. It was noted that it was important to have an up-to-date website because of planned future events and people looking at the website.	Neil Ashton
17.2	It was agreed that the present website should be closed, but that Laurence Green needed to be consulted in this regard, and that the management of the domain should be transferred to TSC so that the TSC office could update and manage the website. The email management system should be updated and used. (Refer to Point 12 above) Proposed by Grant Ekermans Seconded by Warren Wescott	
17.3	Leon Deacon was requested to send Laurence Green a letter of thanks from TSC.	Leon Deacon
18	Adoption of the Above Reports	
	All the above reports were approved and adopted. Proposed by Mary Ann Sharwood Seconded by Warren Westcott	
19	New Member Applications	
	<ol style="list-style-type: none">1. Peter Cleary – Family Membership2. Peter Evans – Family Membership3. Gary Lumpe – Family Membership4. Daniel Nel – Student Membership5. Anthony Norris – Ordinary Membership	

20	General	
20.1	Discussion was held about paying of SAS fees.	
20.2	Grant Ekermans noted that we need to pay as the constitution states that every member who sails must pay SAS Membership.	
20.3	Tony Strutt noted that those members who do not pay should write an "I don't pay via TSC as I pay with another club membership" letter to be placed on file.	
20.4	Kuba Miszewski mentioned to Mary Ann Sharwood that it may be good to tick off members that sail on the membership list.	Mary Ann Sharwood
20.5	It was also noted that if you had a sailing boat that you should be paying SAS Membership Fees.	
20.6	It was mentioned that Ron Keytel the Manager from Zeekoevlei Yacht Club was going to send a bill for use of their boats at Optimist African Championships to the Organising Committee. Mary Ann was asked to track this and that possibly we should send a bill as well	Mary Ann Sharwood
20.7	Tony Strutt noted that there would be boats being spray painted in the second week of September 2013.	
21	Date of Next Meeting	
21.1	Kuba Miszewski thanked everyone for attending the meeting.	
21.2	Next meeting date is Friday 18 th October 2013 at 19h00 at TSC.	
21.3	Meeting closed at 22.30pm.	