

Draft Minutes of Theewater Sports Club Board Meeting held at 14h00 on Saturday, 1 <sup>st</sup> September 2012 at Theewater Sports Club Premises, Villiersdorp			
	<b>Present:</b>		
	<div> <div>Kuba Miszewski</div> <div>Grant Ekermans</div> <div>Vanessa Mulder</div> <div>Laurence Green</div> <div>Mary-Ann Sharwood</div> <div>Leon Deacon</div> <div>Brian Ferguson</div> <div>Neil Spilhaus</div> <div>Di Hutton-Squire</div> <div>Des Mudge</div> </div> <div> <div>Interim Chairman</div> <div>Director, Finance</div> <div>Director, Events</div> <div>Director, IT Support</div> <div>Commodore, Watersports</div> <div>General Manager</div> <div>Chairman, Caravan &amp; Camping Committee</div> <div>Chairman, House &amp; Grounds</div> <div>Trustee</div> <div>Trustee</div> </div>		
		<b>Action</b>	<b>Due Date</b>
<b>1</b>	<b>Welcome:</b>		
	Kuba Miszewski welcomed all to the meeting and introduced Christine Tatt to the Board.		
<b>2</b>	<b>Apologies:</b>		
	An apology was received from Tony Strutt (Trustee)		
<b>3</b>	<b>Presentation on a proposed major event:</b>		
	<p>Kuba Miszewski noted that the presentation by Clyde and his team from Synergy before this meeting had been interesting and informative.</p> <p>Mary-Ann Sharwood asked if they had approached us. Kuba Miszewski replied affirmative. This led to a discussion on how it would benefit the Club to agree to this event. Synergy are very organised and have been managing this event for many years, and they will assist the Club to clear alien vegetation, and with drinking water access and clean up the area they have used after the event. Leon Deacon noted that Synergy would supply extra drinking water tanks that could be refilled if necessary at their expense.</p> <p>The area that the Synergy team requested for parking Portion 109 was discussed and it was noted that attempts to contact the owner of the land had not been successful to date. The attempts to contact the owner would need to continue.</p> <p>Kuba Miszewski mentioned that the Synergy team were prepared to negotiate with us on any issue that would arise regarding the event planning and management and that detail could be worked out during the planning and need not be discussed in this meeting.</p> <p>Kuba Miszewski noted that the Club would need a Committee to negotiate and plan with the Synergy team and requested Leon Deacon, Neil Spilhaus to be on the Committee, along with Vanessa Mulder and Grant Ekermans who would need to support the Committee from a financial perspective.</p> <p>Kuba Miszewski proposed that the Club go ahead with the Synergy event (30 November to 2 December 2012) as this would be greatly</p>	<div>Leon Deacon</div> <div>Neil Spilhaus</div> <div>Vanessa Mulder</div> <div>Grant Ekermans</div>	

	<p>beneficial to the Club from a financial and a marketing perspective. Seconded by Laurence Green and accepted by the meeting.</p> <p>A discussion followed. Was this event financially viable for the Club? The general agreement to this question was that the marketing and the infrastructure improvements that this event would bring to the Club outweighed the amount of money we would be making, although any financial gains that we made from this event would be good.</p> <p>Mary-Ann Sharwood spoke about this event being on the same weekend as the Grand Slam sailing event and mentioned that this could work in well as entertainment for the Grand Slam event, maybe with reduced ticket options for sailor and club members. All agreed.</p> <p>Some concerns were discussed about security, access to Club premises by the public, cleaning up of litter, underage access to bar facilities etc. It was noted that these details would all be covered by the Event Planning Committee and that they were negotiable with Clyde and the Synergy team.</p> <p>Des Mudge proposed that each member present should comment on their thoughts about this event and the benefits for the Club. Seconded by Kuba Miszewski. This feedback could be sent to Leon Deacon's email.</p>	All Board Members	
<b>4</b>	<b>Adoption of previous Board Meeting Minute, help on 21<sup>st</sup> July 2012:</b>		
	<p>Grant Ekermans noted that the previous Board Meeting Minutes dated 21<sup>st</sup> July 2012 had been weak and that changes to those Minutes needed to be discussed.</p> <p>Kuba Miszewski suggested that the point 4 and point 5 on this Meeting Agenda be combined for the purposes of this discussion. All agreed.</p> <p>Previous Minute corrections as follows:</p> <p><b>2.</b> A request that all names in the Minutes in future be typed out in full. All agreed.</p> <p><b>3.</b> Wording to be changed to:</p> <p>"Brett Trollip regrettably informed the meeting that due to personal reasons he had decided to resign as Chairman with immediate effect. He proposed that Kuba Miszewski be appointed as an interim Chairman. Seconded by Grant Ekermans.</p> <p>Brett Trollip thanked the Board members. The Appointment of Kuba Miszewski was a unanimous decision and Kuba Miszewski took the Chair. Kuba Miszewski then thanked Brett Trollip for the excellent work that he had done as Chairman and Brett Trollip then left the meeting."</p> <p>It was noted that the Trustees did unanimously agree both in the meeting and in writing and that Tony Strutt agreed via email.</p> <p>SWOT analyses to be discussed under point 14 on the Agenda for this meeting.</p> <p><b>7.</b> Wording to be changed to:</p> <p>"Leon Deacon presented this report that had been written and</p>		

	<p>handed in by Neil Spilhaus.”</p> <p><b>8.</b> Charles Hutton-Squire’s name should be added to team that Represented TSC at the 2012 Lipton Challenge.</p> <p>The SAS WC Dinghy Grand Slam would be scheduled for 1<sup>st</sup>/2<sup>nd</sup> December 2012.</p> <p><b>11.</b> Wording to be changed to:  “Grant Ekermans reported that he was satisfied with his initial Study of the financial report for the two months ended June 2012. He had also reported back on the over expenditure and would in Due course email more detailed reports to the Board.</p> <p>Adoption of previous Board Meeting Minute dated 21<sup>st</sup> July 2012 with the above corrections was <b>proposed</b> by Laurence Green and <b>seconded</b> by Neil Spilhaus.</p>		
<b>5</b>	<b>Matters arising from previous Minute:</b>		
<b>5.1</b>	<p>SGM – Confirmation of date of <b>21<sup>th</sup> October 2012</b> and the time as <b>10h00.</b></p> <p>Discussion about the notice period being 21 days for a Formal Notice and that an Advisory Notice could be given out now to give people the ‘heads up’.</p>	<b>Leon Deacon</b>	
<b>5.2</b>	<p>SGM – Proposed Constitutional changes</p> <p>Grant Ekermans presented the Proposed Constitutional changes that had been previously emailed to the Board. These changes were discussed at length.</p> <p>It was proposed that in principle the Board is happy with all the Proposed Constitutional changes.</p>	<b>Grant Ekermans</b>	
<b>6</b>	<b>Chairman’s Report:</b>		
	Kuba Miszewski stated that he had nothing to report at this stage.		
<b>7</b>	<b>General Manager’s Report:</b>		
	<p>Leon Deacon presented this report and the K.P.I.’s</p> <p>Two new members’ applications were noted, viewed and approved by all present.</p> <p>Leon Deacon stated that visits were down, numbers were down and therefore income was down.</p> <p>Marketing was a key issue that needed to be addressed. Laurence Green noted the enormous potential of Social Media in Marketing. The Club’s Facebook Page had been set up and was being used and that Lise Wheeler had done a good job organising it.</p> <p>The positive response to the Synergy event was going to move more feet through the gate. Thank you.</p>		

	<p>Staffing and Marketing were also part of the SWOT analysis exercise that would bring about more 'out of the box' thinking.</p> <p>A question was asked as to what were good numbers of people through the gate on a good weekend? Leon Deacon and Grant Ekermans concurred that 200-300 people would be a good weekend which would equate to approximately R16 000-00.</p>		
<b>8</b>	<b>Financial Report:</b>		
	<p>Grant Ekermans presented the Financial Report to the Board and noted that the K.F.I.'s were up to the end of July 2012.</p> <p>Points to note were that the Club was still financially strong; that the jump in Club Fees had been a concern for Members; that Salaries and Wages had over expenditure which was explained by overtime worked and time paid in lieu. An amount of R7 500 was also paid out to Danie in leave owing on settlement of his job.</p> <p>Grant Ekermans noted that the number to the left corner on the Balance Sheet were the current month's movement and need not be a point of concern.</p> <p>8.1 Mary-Ann Sharwood raised a question about the CAPEX expenditure in the Watersports Budget and it was suggested that as this had already been discussed and approved that this watersports expenditure should go ahead.</p> <p>8.2 Leon Deacon noted that the engine of the "Ibis" needed to be repaired as it was out of commission at present. The quoted cost was R15 000 for 60 hp replacement engine. Do we need it repaired or replaced? Leon Deacon noted that it was broken due to wear and tear. Neil Spilhaus asked if it was essential to have 'Ibis' repaired, and was it the right boat? He suggested that the members be asked to assist us when a boat was needed, and that we could get by with not using "Ibis" until it could be replaced by a more suitable rubber duck. It was decided to leave the new engine for "Ibis" for now.</p> <p>8.3 A R15 000 booster water tank for the club premises was needed. This included a tank, and a pump and this had been planned for.</p> <p>8.4 Leon Deacon mentioned that the kitchen at the Club needed and new extractor fan that would also cost approximately R15 000. Leon Deacon noted that cash flow was good at present because of the Members Club Fees having just been paid and it would be a good time to spend the money on this.</p> <p>Grant Ekermans <b>proposed</b> that the Club purchase and install the booster pump, tank and the extractor fan. This was <b>seconded</b> by Neil Spilhaus.</p> <p>8.5 Leon Deacon and Laurence Green mentioned that the last item of CAPEX expenditure would be the urgent need to repair the entrance gate. This would be covered in the IT and Communication Report.</p>	<p>Mary-Ann Sharwood</p> <p>Leon Deacon</p>	

<b>9</b>	<b>Commodores Report:</b>		
	<p>Mary-Ann Sharwood presented the Commodores Report.</p> <p>Points to note from the Report are:</p> <p>A team represented TSC at the Lipton Cup and took 11<sup>th</sup> place. It was felt that the campaign was put together a bit late and the team had not sailed on an L26 much before the race, but they were very consistent in their placements during the race. Royal Natal won so next year's Lipton Cup Race will take place in Durban.</p> <p>A discussion took place about the Lipton Cup Trophy Cabinet that had been given to the Lipton Trustees to look after. It was suggested that the Lipton Cup Trophy Cabinet stay with the cup.</p> <p>Di Hutton-Squire asked whether the campaign to send a TSC team to Durban next year would be more expensive. It was stated that it may only be more expensive for the people involved as they need to accommodate and transport themselves, but that Di Hutton-Squire was giving a good message that the campaign needed to start earlier.</p> <p>SAS National AGM was held at False Bay. SAS are not badly off. TSC plays a prominent role in SAS.</p> <p>SAS WC Dinghy Grand Slam had some last minute hitches with Adverts going out. Zeekoevlei was first on 15<sup>th</sup>/16<sup>th</sup> September 2012. They are offering Dinghy Training next weekend with Craig Latigan and Nigel Smithie to train. R50 for boats for the weekend from Saturday at 14h00 until Sunday at 15h00.</p> <p>Holding a 100 % Party was discussed. It was suggested that we could say we are "promoting" a 100 % Party. Vanessa Mulder would confirm with all on Monday depending on the Dam Level at that stage.</p> <p>Nick and Philippi Hutton-Squire "talk". It was mentioned that to pay them R1000 to do the talk was not a small fee. Di Hutton-Squire explained why there was R1000 charge – it was because Hermanus Yacht Club had been prepared to pay that amount. Di Hutton-Squire that it would probably be enough to cover their petrol. They were trying to recover the R20 000 they paid for the video they had made and also the race costs. It was suggested that we ask them to speak the same weekend as the 100 % party and request people who attend to make a donation and the club to make up the difference. All agreed.</p> <p>Leon Deacon stated that moorings would be checked according to the letter with schedules that he sent out a week ago. They would be taking pictures of the moorings and the schedule allows for 2 days of mooring checking a month. Launching weekend is 6<sup>th</sup>/7<sup>th</sup> October 2012.</p> <p>Kuba Miszewski asked about whether the Clubs old camera was still in use. Leon Deacon was given permission by the Board to purchase a new camera to do a better job of the pictures of the moorings.</p> <p>Mary-Ann Sharwood noted that the following sailors had received their Western Cape Colours: Tony Largier, Des Mudge, Trevor Spilhaus and James Largier.</p>	<p><b>Vanessa Mulder</b></p> <p><b>Leon Deacon</b></p>	

	<p>Mary-Ann Sharwood announced that there would be Dinghy Training as part of the Fun watersports weekends at TSC with training, games, picnics on the Saturdays and Keelboat sailing on the Sundays. She requested the Board to refer to the dates on the TSC Calendar.</p> <p>Dinghy Training Camp scheduled for Jan 2013 and there would be another one planned.</p> <p>Grant Ekermans noted that catering from the Club kitchen is better for the Club and explained why we were better off using Mark van der Westhuizen from the Club Kitchen for catering for events. Leon Deacon, Vanessa Mulder and Grant Ekermans to discuss further aspects of catering in house <b>and to use available skills</b>.</p> <p>Mary-Ann Sharwood noted that changes to the calendar are to be sent out.</p> <p>Kuba Miszewski noted and requested that it be relayed to the organisers of the Grand Slam that the times were not thought out well because to have an 11h00 start on a Saturday overlapped with school sport events and it was difficult. He suggested a 14h30 start would be more accommodating for families with school going children.</p>	Mary-Ann Sharwood	
<b>10</b>	<b>House and Grounds Report:</b>		
	<p>Neil Spilhaus noted that he had no official report to present.</p> <p>Relocation of the keelboat parking was discussed at length. Neil Spilhaus proposed that the area on the North Eastern side of the General Managers house be used. He had measured the area and it was 52,5m long, 40m wide and would give space for 3 lines of boat parking which was enough space for 45 boats.</p> <p>Grant Ekermans suggested that the other site nearer the clubhouse be used as it was closer to the water.</p> <p>Neil Spilhaus thought that this was also a good place but he did think that it was not fenced and would need to be levelled. The other site was already level and fenced and there were only one or two trees to be removed.</p> <p>Leon Deacon stated that he had another suggestion but felt that this needed to be a separate discussion.</p> <p>Kuba Miszewski proposed that Neil Spilhaus prepare a costing for both sites to be presented to the Board. This was seconded by Laurence Green.</p>	Neil Spilhaus	
<b>11</b>	<b>IT and Communication Report</b>		
	<p>Laurence Green presented this report.</p> <p>Points to note from this report are:  Club has an IT infrastructure but there are problems that need to be addressed. The gate is a cause for concern as the finger scanning system does not work. The system that is in place is a fragmented system consisting of the gate, point of sale at the bar and the restaurant, and the accounting system. There is a need to consolidate it all, automate the processes as the current system uses a lot of paper and</p>		

	<p>time to maintain.</p> <p>The gate is the place to start. We have a proposal/quote from Kobus van der Merwe from Ardea that uses a touch card system for the gate. This system is similar to what is used in gated communities. The hardware, software will cost approximately R18 000 and includes point of sale software.</p> <p>This system has good automated reporting e.g. How many people have come in the gate today would be answered very quickly. Everyone gets a card, even visitors and accounts are created at access for the date and the time so that the office will know at all times where members and guests are. The system also has a basic FICA check built in.</p> <p>This system would be an opportunity to change the way we engage with our members.</p> <p>The type of card that the system runs on is crucial. The suggested card is an intelligent or smart card that costs R29 per card. Touch reader is very durable and works better than a swipe card in the dusty conditions that we have at the Dam. Handheld scanners will also be used to spot check cards.</p> <p>Kuba Miszewski mentioned that R18 000 for the whole system was good value when compared with the cost of replacing the biometric readers that are R15 000 each (TSC would need to replace 4) and that is without the biometric software. Kuba Miszewski also asked which budget this would come from.</p> <p>Des Mudge asked what the further developments were for this over the next few years. Would there be more costs? Laurence Green responded that not including the Website administration and the cards there were no more costs.</p> <p>Grant Ekermans stated that we should not charge the members for the cards. Laurence Green explained that the cards could pay for themselves, and that there were many ways to recoup the cost of the cards e.g. Spar in town giving a discount etc. Members would be getting a more valuable card than the current one that they had. This smart or intelligent card is one step away from a credit card.</p> <p>Grant Ekermans led a discussion on which Budget this would come from. He stated that there was still R15 500 in the Capex Computer Budget and another R3 000 in Repairs that could be used.</p> <p>Laurence Green proposed that the Club go ahead with this Card System for the gate using the funds as discussed. Grant Ekermans seconded the proposal.</p> <p>Trustees noted that they were happy to spend the Capex on this. All present agreed.</p> <p>Laurence Green noted that there would be two cards per family from TSC. All members would need to register and get new cards. We could be creative about how we issue the cards. Grant Ekermans need to be in on the discussion to sort out the cards as members may not want to pay for another card. The members' transition and the marketing of this</p>		
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**Leon Deacon**  
**Laurence Green**

	system to the members is crucial.		
<b>12</b>	<b>Events Report</b>		
	<p>Vanessa Mulder presented this report.</p> <p>Launch party was discussed and Vanessa Mulder would need to work with Mary-Ann Sharwood on planning this.</p> <p>The Boat Show at the CTICC is scheduled for 11-12 October 2012. We don't know if we have a stand. Leon Deacon noted that SAMSA has asked TSC to assist and that he would be there so TSC would have some presence at the Boat Show.</p>	<p><b>Vanessa Mulder Mary-Ann Sharwood</b></p>	
<b>13</b>	<b>Caravan and Camping Report:</b>		
	<p>Brian Ferguson presented this report.</p> <p>Brian Ferguson reported that Heathcliff Thomas has resigned. Club Caravan had been moved and was to be used generally. There were two new sites allocated, 1 A and L1. Other new sites were being considered within the existing structure of sites. Several site improvements had been applied for. Some of these could not be approved due to uncertainty on the Environmental Management Regulations. The CCC was not qualified or experienced in making these calls.</p> <p>Leon Deacon made a proposal that Albert Geiger look at the regulations concerning environmental impacts.</p> <p>It was requested that before new sites get advertised that the Board is informed.</p> <p>Gert Theron is to provide direction on the cleaning up of the Caravan Storage area with Leon Deacon and the staff.</p> <p>The draft Alien Management Proposal needs guidance from the Board once it is completed by the Caravan and Camping Committee. A financial model is required since there is potential expenses and potential income.</p>		
<b>14</b>	<b>Summary of SWOT Analysis / Workshop / "brain storming" Session:</b>		
	<p>All SWOTs had to be in by today. A whole day is needed to complete the exercise.</p> <p>Proposed dated is <b>Saturday 6<sup>th</sup> October 2012</b>. All agreed on this date. All to meet at the Clubhouse at <b>8h30</b> for breakfast with a 9h00 start.</p>	<p><b>All Board Members</b></p>	
<b>15</b>	<b>General</b>		
	<p>Leon Deacon mentioned that there was a meeting on Monday afternoon with Dept of Water Affairs in the Library Hall at Villiersdorp at 14h00 on Resource Management Plan. TSC needed to be represented. When this process is over then we will know where we stand as a Club.</p> <p>Leon Deacon requested to know who was going to be at this meeting. It was concluded that Brian Ferguson, Leon Deacon and Kuba Miszewski would be at the meeting.</p> <p>Leon Deacon noted that he had been to the Municipality regarding the zoning of TSC land and it was zoned for agriculture. It needs to be re-</p>	<p><b>Leon Deacon Brian Ferguson Des Mudge</b></p>	



	<p>zoned as resort 1 or 2.</p> <p>Des Mudge stated that this had been a great meeting and that good work had been accomplished.</p> <p>Kuba Miszewski noted the following under General before closing the meeting:</p> <ul style="list-style-type: none"> <li>• The wall on A1 needed to be completed.</li> <li>• On future Agenda's it would be good to have Membership Applications as an Agenda point, and also after Apologies there should be an Agenda point for Agenda Approval.</li> <li>• Leon Deacon is an official of SAMSA and is qualified to offer the course for Rescue Officers Skippers Licence. There is a course planned for 22<sup>nd</sup> September 2012 but it was not advertised because it is full.</li> <li>• TSC does have 8 years left to remove Aliens Vegetation and Trees. Grant Ekermans requested that an official letter be produced and queried if due process had been followed by the Dept of Water Affairs. Brian Ferguson noted that there is a letter that was sent in 2010. We need to begin putting trees in place and to have a plan. Brian Ferguson was requested to make a study of this.</li> <li>• Kuba Miszewski noted that a healing process needed to be facilitated amongst members and ex-members of TSC so that we could go forward. It was noted that there are still some members who need to be addressed. Brian Ferguson stated that we had engaged in a process of discussion and that the previous Board had gone a long way down a similar track. Only a few members are still feeling aggrieved. It was decided to re-visit this idea during the SWOT day on 6<sup>th</sup> October 2012.</li> </ul>	<p><b>Leon Deacon</b></p> <p><b>Brian Ferguson</b></p>	
<b>16</b>	<b>Closure &amp; Date of Next Meeting/s:</b>		
	<p>Date of next Board Meeting was discussed, and agreed upon as <b>Friday, 19<sup>th</sup> October 2012 at 19h30 at the Theewater Sports Club</b> premises.</p> <p>Kuba Miszewski thanked the members and General Manager. The meeting closed at 19h00.</p>		