

Minutes of Theewaterskloof Board Meeting held at 18h00 on Monday, 21 st October 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 Leon Deacon General Manager Grant Ekermans Director Finance Mary-Ann Sharwood Director Watersports, Commodore Neil Spilhaus Director House & Grounds Mark Josephs Director Community Sailing Shane Wiscombe Director Security Neil Ashton Director IT & Communication Peter Keitzman Director Events & Future Planning Warren Westcott Director Caravan & Camping Di Hutton-Squire Trustee Des Mudge Trustee Tony Strutt Trustee Christine Tatt Board Secretary	
2.2	Apologies: Venessa Mulder Vice Chairperson	
3	Adoption of the Agenda	
	Agenda for this meeting was approved.	
4	Adoption of previous Board Meeting Minute – 26th August 2013	
	Minutes of the Board Meeting dated 26 th August 2013 were approved and adopted. Proposed by Shane Wiscombe Seconded by Peter Keitzman	
5	Matters arising from previous Minutes	
5.1	Grant Ekermans noted that there were matters arising from the 11 June 2013 Minutes that needed attention. E.g. from the General Manager's Report in respect of the snag books and photos of the Board Members. It was noted that the photos had been taken and sent to Lise Wheeler and that there was a snag book at the Cafeteria.	
5.2	<u>Point 6.4:</u> It was noted that it was necessary to minute that there was never a motion passed at a Board, Committee or AGM Meeting stating that no other events may be organised at TSC during the Christmas and New Year week. as well as Easter Weekend. Proposed by Kuba Miszewski Seconded by Mary-Ann Sharwood	
5.3	<u>Point 6.6:</u> Exit Policy for Leon Deacon was discussed. Grant Ekermans suggested that Venessa Mulder be requested to continue this process as was discussed in the Sunday meeting in September 2013. Grant Ekermans to assist.	Venessa Mulder
5.4	Leon Deacon noted that he has quite a lot of leave days due to him and he also requested to meet with Pieter Swanepoel.	Grant Ekermans
5.5	Planning of dates for this process noted as important and was discussed. Grant Ekermans and Venessa Mulder would email dates for meeting.	
5.6	<u>Point 8.2:</u> Raubenheimer rubber duck discussed and Grant Ekermans gave feedback. Authorised to purchase.	
5.7	<u>Point 8.4:</u> Name change "Rob Holden"	
5.8	<u>Point 8.8:</u> Leon Deacon stated that some moorings had been done, and that the process was almost complete. Niel Spilhaus noted which Buoys were in place.	
6	Correspondence	
6.1	Kuba Miszewski stated that this was a new point on the agenda to discuss correspondence received that needed to be brought to the Boards attention.	
6.2	Kuba Miszewski noted that he would inform all members in a newsletter that all Members were welcome to send letters to the Board.	
6.3	A letter from John Gailbraith (1) was read and discussed. Kuba Miszewski noted that he had advised Leon Deacon of the contents. Leon Deacon responded and also advised John Galbraith and Neil Ashton to inform the office who is arriving for training and when.	

6.4	Kuba Miszewski asked who was responsible for the repair and maintenance of the private sheds. It was noted that TSC is not responsible, refer to the report of Neil Spilhaus. Leon Deacon and Niel Spilhaus would look at the necessary repairs.	Leon Deacon Niel Spilhaus
6.5	Leon Deacon requested that it was necessary for all members to contact the office or himself about all problems, repairs and maintenance at TSC that needed any attention.	Leon Deacon
6.6	Leon Deacon would email the Board Members in response to this letter.	
6.7	A letter re the Grand Slam Weekend and 29er Camp on Fri 6-Tues 10 Dec 2013 (2) was read and discussed. Concern was expressed that these events were clashing.	Leon Deacon
6.8	A letter re the Optimist Training 6-8 Dec 2013 (3) with the TSC Grand Slam weekend was read and discussed. Mary-Ann Sharwood noted that costing was needed for this training please and requested Leon Deacon to organise.	Leon Deacon
6.9	A letter from Niel Malan SASSU sailing 2-6 Dec 2013 (4) was read and discussed. It was noted that many of the sailing would want to come early to attend Synergy 2013 the weekend before. Leon Deacon was requested to pass this on to Lise Wheeler and Mark van der Westhuizen for planning and response. Leon Deacon to email Kate James.	Leon Deacon
6.10	Noted that there were many events planned for December 2013. It was suggested that a sub-committee be formed to organise. Mary-Ann Sharwood to be included.	
7	General Manager's Report	
7.1	Leon Deacon presented and requested all to refer to the written report.	
7.2	Mention of the suggestions and snag book in the Chairman's newsletter would be good.	
7.3	Discussion of rescue plan and explanation of SMS number and joint operation number being available.	Leon Deacon Grant Ekermans Venessa Mulder
7.4	Leon Deacon stated that the rescue boat is being parked at the Bridge Hut.	
7.5	Leon Deacon noted that there would be no wash bay operation this year.	
7.6	A log book for the use of all Club boats was a good idea and would be implemented.	Leon Deacon
7.7	Leon Deacon requested to know who is managing and responsible for what club boats. Discussion. Kuba Miszewski noted that the club boats are assets of the club. Staff should look after them and sign out boats to external events. Maintenance should come out of the club budget.	Mary-Ann Sharwood
7.8	Discussion on boats and 09ers. Mary-Ann Sharwood noted the need for an MOU with Mark Josephs and TSA. A meeting with TSA, Mark Josephs and Mary-Ann Sharwood to discuss MOU and training boats should be on the Agenda. Mary-Ann Sharwood noted the importance of formalising the chain of command. Leon Deacon stated that staff should be in charge of keys, sign them out, and then inspect the boats on return.	Leon Deacon
7.9	Kuba Miszewski requested Leon Deacon to put together a list of designated drivers of TSC boats and only those on the list would be able to drive the boats.	
7.10	Thor was currently stored in a locked boar shed with all engine parts. Not to repair Thor but to sell as is. Too expensive to fix and not practical for the dam. Kuba Miszewski offered to contact David Barnes who had donated Thor and request permission to sell.	Kuba Miszewski
7.11	SYNERGY. Contract has been drawn up and not signed yet. Discussion of needs and contract details.	
7.12	Tony Strutt expressed that he felt the members should be notified about the plan to place the electro stage on the Boat parking area, and that it should not just be done without informing the TSC members.	
7.13	Discussion about Synergy's request to use the keelboat parking on the members' side for the electro stage. Decision made to sign the contact first and then brief the members.	
7.14	SECURITY. David Gough caravan had been broken into in the storage area. SAS Membership Fees would be paid by all members who have boats registered with the club. In the Constitution.	
8	Chairman's Report	
8.1	MIRROR WORLDS 2015. Kuba Miszewski noted that we would have feedback from the British team re the Mirror Worlds dates.	

8.2	Grant Ekermans had a draft budget for the Mirror Worlds which would not be made public yet.	Leon Deacon
8.3	Kuba Miszewski mentioned that sponsorship from ABSA, 2aDay, amongst others were being applied for as well as Dept of Culture and Sports.	
8.4	Discussion re Portion 109 - Currently the ladies had a lease until 2015. Department Culture and Sport had huge plans for a Centre of Excellence and it would be good to explore this idea with them.	
8.5	Measurer from ISAF to measure the new glass mirrors for certification visited TSC and Kuba Miszewski took him sailing. He had only good comments to make about our wonderful club and venue.	
8.6	The staff are to be commended on how good the buildings are looking. Thank you Leon Deacon and staff.	
8.7	Installation of a weather station was previously approved. Leon Deacon to contact Paul van As and organise.	
9	Finance Report	
9.1	Grant Ekermans noted that unfortunately he had no figures to report on due to backup issues.	
9.2	Jackie Nicholls is doing a good job and the gap that Lynette Lake left in the office has been filled.	
9.3	TSC Audit 2013 has been paid and it needs to be signed-off to be completed.	
9.4	Latest version of Pastel has been installed.	
9.5	Neil Ashton mentioned that there were some Invoices from TSA that needed to be submitted and asked who to submit them to. It was noted that the TSA Invoices needed to be submitted to Mary-Ann Sharwood and Leon Deacon for approval.	
10	Watersports Report	
10.1	Mary-Ann Sharwood asked what progress there was with the planning for the Mirror Worlds 2015. Had a subcommittee meeting been held? What about permission from SAS? Kuba Miszewski replied that this meeting would be arranged soon as he had checked with SAS that no permission from them was needed for this event.	Di Hutton-Squire Shane Wiscombe Leon Deacon Shane Wiscombe Leon Deacon
10.2	GRAND SLAM. <ul style="list-style-type: none"> • Needed race officers – Mary-Ann Sharwood requested Di Hutton-Squire to assist. • There are three courses. Two start and finish boats. • We are organising the Hobie Bridge. • Mary-Ann Sharwood requested Shane Wiscombe to organise rescue. • The catering was on track. • WIFI very important. Needs to work. Leon Deacon requested to test the WIFI before the Grand Slam. GSM Modules on hand. • Noted that the boats stored between the Afdak and Club Cabin do not have to be moved. 	
10.3	Shane Wiscome explained that he had found a hull that was in very good usable condition. Using the Kombuiskas motor this would be a good club boat. Price to repair was R 12 000-00 at the outside. This would replace IBIS and Kombuiskas. Trailer should fit or we will make it fit. Leon Deacon to look at boat. Proposed to purchase and repair this boat and spend no more than R 12 000-00. Proposed by Niel Spilhaus Seconded by Mary-Ann Sharwood	
10.4	TSA and TSC to formalize their relationship and the chain of command in writing with an MOU.	
10.5	Leon Deacon to please a report to the board on the incident with the new mooring (Mark Justus)	
10.6	BOAT SHOW. Feedback was given. Club collaboration for the stand was discussed. A vote of Thanks to Mary-Ann Sharwood for pursuing the Boat Show. An official letter was requested.	
10.7	Noted that it would be good to find a system to refund the gate entry fee to people who would like to just look around the dam and club and not stay the whole day. Decided that they would need to contact the senior person on duty to authorise this, usually Leon Deacon.	
10.8	A good revenue stream for the Club would be to advertise Boats for Hire. Discussion. Noted that this was part of the Future Planning for the Club.	
10.9	Tony Strutt requested feedback on the Grand Slam finances from last year? Mary-	

10.10	Ann Sharwood and Grant Ekermans stated that this had been sorted out. This year all entries were being made through the Grand Slam website. Confusion last year had been about camping fee. There would be more controls in place this year.	Leon Deacon
10.11	Tony Strutt requested feedback on the Moorings and Marks policy. Should they not have been serviced and in the water by the opening cruise? Mary-Ann Sharwood responded and explained the process that had been followed.	
10.12	Neil Ashton asked about the process with GBYC. It was noted that we were waiting for them to respond to us.	
10.12	Kuba Miszewski asked if the swimming platforms and areas had been completed. Leon Deacon responded that this would be done in the next 2 weeks.	
11	Caravan and Camping Report	
11.1	Warren Wescott noted that unfortunately the plan to use the equipment from Grimbeek did not work out so not many more sites were available.	Shane Wiscome Warren Westcott Kuba Miszewski Peter Keitzman Leon Deacon Warren Westcott
11.2	Discussed 5-10 new sites that could be arranged in Beeles Pond between the tar road and Beeles Pond. Proposed that it should be done and that R16 000-00 could be spent on preparing the sites. Proposed by Grant Ekermans Seconded by Peter Keitzman	
11.3	The erection of shade cloth over permanent site caravans was discussed. It was noted that a vote had been taken previously at an SGM that those that have got it can keep it up, and presently there were three. But that in the future no more permanent shade cloth coverings over caravans were allowed to be erected.	
11.4	Discussion on wheels on caravan and cabins. It was noted that caravans and cabin had to be able to be moved in an emergency.	
11.5	Shane Wiscombe requested to look into the Health and Safety of structures.	
11.6	Warren Wescott would study the Hermanus By Laws and visit Hermanus Yacht Club with Kuba Miszewski to look at the cabin structures that they have there. Warren Westcott was requested to present a firm proposal to the board re the cabins.	
11.7	Non-payment of Club Fees by some members was discussed. It was noted that the end of October 2013 was the cutoff date for payment. Peter Keitzman, Leon Deacon and Warren Westcott to look in this. It was suggested that there be telephone contact with the last 4 that have not responded to email requests for payment. They should be informed that they need to make urgent payment by the 28 th October 2013 or their membership would be cancelled.	
12	House and Grounds Report	
12.1	There was a request to work out a price for extending the roof on the “afdak”. Where would the money for this come from? Neil Spilhaus stated that he is against doing it this way, and let us do the job properly, there have been too many half bakes idea and work done. Kuba Miszewski requested Niel Spilhaus to look at the costing of the next upgrade.	Niel Spilhaus
12.2	Amendments were proposed to the heritage of sheds and permanent sites. (By Law 16). Discussion. Neil Spilhaus recused himself.	Leon Deacon Niel Spilhaus
12.3	Grant Ekermans suggested that the original subcommittee (Leon Deacon, Niel Spilhaus, Venessa Mulder, and Grant Ekermans) look at this again and undertake to make a proposal to the Board.	Venessa Mulder
12.4	Leon Deacon was requested to look for Frank Silberbauer to obtain information on the original agreements that were made for the leasing of sheds.	Grant Ekermans
13	Events Report	
13.1	A special thank you to Mary-Ann Sharwood for organising the TSC stand at the Boat Show at short notice.	
13.2	Noted that the planning for the New Year Party would need to be discussed with Leon Deacon.	
14	IT Report	
14.1	Neil Ashton stated that the process of moving the domain had been frustrating and he also needed clarity on the two different versions of the name “Theewater” and “Theewaters”. It was noted that both versions on the name were to be used. Neil Ashton confirmed that this was possible, and that he could complete the website building by Friday.	
14.2	Discussion about gate controller and access control. Noted that the installation had	

14.3	not been done well. Shane Wiscombe provided feedback. Leon Deacon explained that to use the existing cards would be good. Leon Deacon, Shane Wiscombe, Mario and Neil Ashton to meet, discuss and bring a proposal to the board.	
14.4	It was noted that the old finger print readers would be set up to be used by staff to log working hours.	
14.5	The record of public stays and emails was explained and Leon Deacon was requested to follow up with Lise Wheeler.	
14.5	The marketing email needs to be looked at again and improved. Discussion.	
15	Trustee Report	
	Tony Strutt noted that the upgrading process of the website was too slow and this was frustrating, and also that the board members needed to be more proactive between one meeting and the next to be effective.	
16	Adoption of above Reports	
	All the above presented reports were approved and adopted. Proposed by Shane Wiscombe Seconded by Neil Ashton	
17	New Member Applications	
	The following new member applications were presented and accepted by the Board. 1. Grant Back – Family Membership 2. Graham Clifford – Family Membership 3. Johannes Kock – Family Membership 4. Douw Steyn – Family Membership 5. Gerrit van Schalkwyk - Country Membership	
18	General	
18.1	Discussion about right of admission at the Clubhouse and the Bar.	Leon Deacon
18.2	Warren Westcott requested the Board to seriously consider one row of the Plaat for permanent sites.	
18.3	Peter Keitzman tendered a Thank You to Leon Deacon and his staff for the good support and hard work during the Triathlon.	
18.4	Neil Ashton thanked Clinton, Zollie and staff for assistance with work on the training boats, very well done.	
18.5	Leon Deacon noted that a member who was a pensioner had requested a discount on his membership fees. Is there a discount for pensioners? Would the Board consider it? Noted what was said in the Constitution. Some were hesitant because this was an annual request from one member. All agreed that the member would need to apply in writing to Leon Deacon who would then bring the request to the Board.	
18.6	Discussion about displaying the Board Minutes on the Club Notice Board. It was in the Constitution that this needed to be done.	
18.7	Discussion about Mike Daly's boat. We should try to find someone who would like to repair it.	
19	Date of next Meeting	
	Kuba Miszewski thanked everyone for attending this meeting. Next meeting date is Monday 25 th November 2013 at 18h00 at RCYC. Meeting closed at 22.30pm.	