

Minutes of Theewaterskloof Board Meeting held at 18h00 on Monday, 25 <sup>th</sup> November 2013 at Royal Cape Yacht Club, Cape Town		
<b>1</b>	<b>Welcome</b>	
	Kuba Miszewski welcomed everybody to the meeting.	
<b>2</b>	<b>Present &amp; Apologies</b>	
2.1	<b>Present:</b> Kuba Miszewski                      Board Chairman Venessa Mulder                      Vice Chairperson 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	
2.2	<b>Apologies:</b> None	
<b>3</b>	<b>Adoption of the Agenda</b>	
	Agenda for this meeting was approved, with the addition of a point 15 for By Laws.	
<b>4</b>	<b>Adoption of previous Board Meeting Minute – 21<sup>st</sup> October 2013</b>	
4.1	Minutes of the Board Meeting dated 21 <sup>st</sup> October 2013 were approved and adopted with the following changes:	
4.2	<u>Point 5.6</u> – No cost it was a donation so there was no authorisation needed.	
4.3	A vote of thanks to Gemini from the Board for their support. A letter of thanks to be sent to Gemini. <b>Proposed by Shane Wiscombe                      Seconded by Peter Keitzman</b>	Leon Deacon
<b>5</b>	<b>Matters arising from previous Minutes</b>	
5.1	<u>Point 7.10</u> Had there been a response from David Barnes. Kuba Miszewski confirmed yes. David Barnes needed his trailer back. Discussion on how to sell Thor. Gumtree with R12 000.00 reserve price as the hull was sound was mentioned. Leon Deacon could place on auction in Dec 2013. It was decided that there would be no reserve price on Kombuiskas and Ibis.	Leon Deacon
5.2	<u>Point 8.7</u> Not been done, but would be done immediately.	Leon Deacon
5.3	<u>Point 11.7</u> Non-payment of Club Fees – these members had been contacted.	
<b>6</b>	<b>Correspondence</b>	
6.1	A letter received from Tony Largier reporting damage to Tequila was discussed. Leon Deacon responded/explained, it was noted that no one had seen it happen. Noted that moorings were not back in correct positions and due to storm they may have moved. Refer to the Watersports Report.	
6.2	Mark Justus letter regarding Capsicum discussed. Leon Deacon and Warren Westcott did meet re site complaints. Leon Deacon requested to resolve the situation.	Leon Deacon
6.3	Email received from Owen Middleton – Wild Runner was discussed. Difficult because of the distance from the trails.	
<b>7</b>	<b>General Manager's Report</b>	
7.1	Leon Deacon presented main points from report.	
7.2	Boat shed repairs discussed. Procedures and signatures for Maintenance jobs discussed. Noted that quotations for member's repairs should be obtained and submitted to the member for approval.	
7.3	USSASA organising and pricing discussed.	
7.4	Weather Station progress discussed – Leon Deacon has spoken to Paul van As.	
7.5	WIFI – Point 10.2 in minutes dated 21 October 2013 – Discussion. Ensure that the	Leon

	WIFI is working. WIFI is free to members. Leon Deacon to follow up on documentation that was lost needed to increase the WIFI.	Deacon
7.6	Mark Justus mooring was lost and then found again.	
7.7	Swimming platforms in on the member's side but not yet on the public side.	
7.8	Lifesavers for Synergy weekend discussed. Noted that this was a must have and that should be for Synergy's cost and not TSC. Note that the board do not approve Lifesavers unless it is for Synergy's cost and is part of the event management costs for safety.	
7.9	Letter re rebate in fees from a club member discussed. Noted that any member requesting a rebate in fees should write a letter to the management which would be brought to the attention of the board stating clearly the reasons why they needed a rebate.	
7.10	<u>Synergy</u> Following points discussed:	
7.10.1	Keelboat area would be clear tomorrow.	
7.10.2	Storage area caravans were cleared.	
7.10.3	Public side had been mowed. Heartbreak Hotel area was good.	
7.10.4	Erf 109 still busy clearing the area.	
7.10.5	Sean Keegan property still busy clearing.	
7.10.6	There was one road still to be graded.	
7.10.7	Extra help needed on Friday night and Saturday morning - email had been sent to members.	
7.10.8	Discussion about portion of the plaat being used for Synergy – and also permanent sites on plaat.	
7.10.9	Synergy map discussed.	
7.10.10	Clubhouse catering 100 meals for Synergy staff.	
7.10.11	Email and Social Media notifications sent noting that there would be no access to casual boaters on Synergy weekend. Leon Deacon requested to take charge of the Public Relations needed.	Leon Deacon
7.10.12	Tony Strutt requested that a report be prepared re Expenses for Synergy for the next meeting. Grant Ekermans explained the Synergy budget/costs and Leon Deacon noted that a report would be ready for the next meeting. Noted that some costs of Synergy preparation would be from normal maintenance budget, and that Synergy to pay back part of the expenses. Noted that Synergy has brought very good marketing value and other benefits for TSC.	
7.10.13	Tractors that were broken down discussed.	
7.10.14	It was noted that there was a need to communicate Synergy planning and budgets with the TSC members to ensure good PR. Grant Ekermans stated that Synergy contract was open to the public on request.	
7.10.15	Noted that there were 20 VIP tickets for Synergy that would be allocated to deserving public figures and members and approved by the board. VIP tickets were not for board members. A list would be available of who had received these tickets. VIP tickets were to be collected personally from Leon Deacon and the board gives Leon Deacon permission to decide who. Kuba Miszewski suggested some names for the VIP list.	
7.10.16	Noted that TSC need to ensure that the PR exposure is used to the max and that TSC has made a profit from Synergy.	
7.11	"Right of Admission" Policy discussed. Email to be sent to Cliff Bacon explaining that he is entering the club as a member of the public and he will be banned permanently if he misbehaves again.	
7.12		
7.13	<u>Security Report</u>	
7.13.1	Leon Deacon noted that there were one or two break-ins into caravans but it had been relatively quiet. All the security beams were on.	
7.13.2	Tony Strutt asked if it was wise for the security guard to drive the bakkie. Would it not make more sense for him to ride a bicycle? Leon Deacon explained. Noted that too many short trips were not good for a diesel vehicle. Should a golf cart not rather be used? Noted that proper maintenance procedures needed to be followed on the bakkie and all equipment.	
<b>8</b>	<b>Chairman's Report</b>	
8.1	Discussion about negative comments made on social media. Request that members of the board assist in monitoring social media. Public and TSC members	

	should be discouraged from airing dirty laundry on social media. Rather be encouraged to approach a Board member. Let members know that board members are available to be approached. Board members need to be accessible on Synergy weekend.	
8.2	Leon Deacon to issue instructions to staff to go through Leon Deacon at joint operations centre at Synergy.	Leon Deacon
8.3	Extra radios needed from Water sports for Synergy. Discussion of phones and radios.	
8.4	Request to Board to support club functions e.g. New Years Eve Party.	
8.5	Huge vote of thanks to Grant Ekermans for his work on the Synergy contract.	
8.6	Leon Deacon reported that the autopsy needed to be completed on the gentleman that drowned. The report on the drowning has been sent out.	
8.7	Leon Deacon noted that R62 000 from USSASA was R 1 250 x 45 people.	
8.8	Noted that the board did need to know of the jetty damage and the insurance claim as well as the claim on the high water damage to the tar road all due to the recent storm. Large coke truck mentioned as possible damage to the tar road.	
8.9	Leon Deacon to get a report on the repairs to the Bakkie tomorrow. Kuba Miszewski requested Leon Deacon to keep the Board updated on this.	
8.10	Kuba Miszewski asked if the maintenance of the tractor had been followed and why the tractor engines were breaking. Discussion.	
<b>9</b>	<b>Finance Report</b>	
9.1	Grant Ekermans presented the main points from this report.	
9.2	Tony Strutt enquired if there would be enough funds in the account to cover all costs. Grant Ekermans replied that at the moment we will make it but there is never a guarantee so he could not give assurances but by the Jan/Feb 2014 board meeting we would know where we stand.	
9.3	Leon Deacon explained his concerns to the board.	
9.4	Discussion was held about the Liquor Law and changes. TSC has a "on consumption" license. A proper legal decision should be obtained about the changes.	
9.5	Late payment of member's accounts discussed. It was proposed that to offset Peter Ravell's account his caravan could be used as a Club Caravan. <b>Proposed: Grant Ekermans                      Seconded: Mary-Ann Sharwood</b>	
9.6	Constitution on reduction of fees discussed. There was no provision for a pensioner's discount. Board had to decide on each application for discount. Suggested that a means test be used.	
9.7	The member must motivate an "exceptional" situation in writing with documentation and the board will consider a discount.	
7.8	Kuba Miszewski noted that all discussions about members non payment or late payment of accounts were highly confidential and not to be mentioned outside the board meeting under any circumstances.	
<b>10</b>	<b>Watersports Report</b>	
10.1	Mary-Ann Sharwood presented the main points from this report.	Neil Spilhaus  Leon Deacon
10.2	Noted that the moorings needed to be checked by an experienced person. Noted that Neil Spilhaus should audit the moorings and then train up a member/staff to check moorings. Leon Deacon reported on the progress of the moorings.	
10.3	Problems in checking the moorings were noted as: Members email checklist sent should be signed after and not before; some moorings are done privately and some by TSC so there are different standards; planned dates are not kept to because of the weather; when job is done and Invoice should be sent by email as well. Process needs to have a re-think.	
10.4	Kuba Miszewski agreed that the club did not have all the skills to do this job. Find a service provider to outsource the job to. Club should issue Certificates and an Invoice. Admin needs to be tightened up.	
10.5	Leon Deacon and Neil Spilhaus should line up the moorings. Discussion on chain lengths. Compensation for Neil Spilhaus was discussed. Owners need to sign off if Neil Spilhaus needs to move their boat.	
10.6	<b>Proposed: Kuba Miszewski                      Seconded: Shane Wiscombe</b> Shane Wiscombe noted that the new rescue boat had been bought and would be	Shane Wiscombe

10.7	ready before the 7 <sup>th</sup> . Leon Deacon and Shane Wiscombe to liaise.	Leon Deacon
10.8	Neil Spilhaus noted that no trailers to be sold with the boats on auction.	
10.9	Membership Cards discussion. Noted that Neil Ashton and Leon Deacon had spoken. Membership Cards would be printed for those who needed them.	
10.10	Proposals for new cards would be made in the new year.	Kuba Miszewski
10.11	Mary-Ann Sharwood noted her concern about the planning for the Mirror Worlds 2015. Kuba Miszewski noted that there would be a report back by the next board meeting.	
10.12	Mark Josephs noted that TSA and Theewaters Sailing were sailing together. It was good and Thank You!	Mark Josephs
10.13	Mark Josephs noted that kids could help with the dollies for the Grand Slam.	
10.14	Good News from Mark Josephs - Overberg had been sanctioned by SASCOC and allocated funding for establishing an Overberg Sailing Federation. Two clubs - Hermanus and TSC. TSC would be the base for the Federation. More information would be available at the next board meeting.	
10.14	Lotto application had R 100 000 for new boats. Lotto funding discussion.	
<b>11</b>	<b>Caravan and Camping Report</b>	
11.1	Warren Wescott reported that the last site allocation meeting had gone well.	
11.2	Cabin discussion on pricing and design. Plans offered as examples. Noted that there needed to be one solid specification and then approved suppliers. Must have approval at an AGM. By-Laws needed to be out as soon as possible please.	Warren Westcott Peter Keitzman Leon Deacon
11.3	The process to follow with Cabins is: Technical drawings/Plans; By-Laws; Pricing; Send out for approval.	
11.4	Department of Water Affairs lease discussed. Needed to be more permanent.	
<b>12</b>	<b>House and Grounds Report</b>	
12.1	Neil Spilhaus noted the damage to vehicles i.e. bakkie and tractors could have been prevented if proper procedures had been followed. Discussion.	
12.2	Proposed that the vehicles and machinery to come under the portfolio of House and Grounds	Niel Spilhaus Leon Deacon
12.3	<b>Proposed: Kuba Miszewski      Seconded: Shane Wiscombe</b> Kuba Miszewski requested Leon Deacon and Neil Spilhaus to liaise.	
<b>13</b>	<b>Events Report</b>	
13.1	Tent on the public side for a bar for New Years Eve? Discussion.	
13.2	Noted that one bar area and the service hatch for the public would work. Disco under the afdak.	
	<b>Proposed: Peter Keitzman      Seconded: Warren Westcott</b>	
<b>14</b>	<b>IT Report</b>	
14.1	Neil Ashton noted that software needed to be looked at. Board decided that after the Christmas Season a needs analysis would be completed.	
14.2	Noted that the website is not alive if there is no new information and updates loaded regularly. Information for the website should be channeled to the office.	Neil Ashton Leon Deacon
14.3	Neil Ashton to work with Lise on social media and website which needs at least one new article every week. Desmond Mudge noted that this was not a board function but a management function. All agreed. Leon Deacon requested to ensure that this happens.	
14.4	Hosting Fee discussed and approved.	
14.5	<b>Proposed: Mary-Ann Sharwood      Seconded: Kuba Miszewski</b> Kuba Miszewski noted that in the new year (2014) the IT vision for the club would be addressed. Neil Ashton to do a needs analysis.	Neil Ashton Shane Wiscombe
	Noted that the Gate Access system was a nightmare and that it was a general installation. Neil Ashton and Shane Wiscombe requested to liaise on this.	
<b>15</b>	<b>By Laws</b>	
15.1	Grant Ekermans noted that all had had a chance to comment on the changes to the By-Laws that had been proposed and circulated. Discussion.	
	<b>Proposed: Grant Ekermans      Seconded: Kuba Miszewski</b>	
<b>16</b>	<b>Trustee Report</b>	
16.1	A meeting to be held re the future Management of the club.	Kuba Miszewski
16.2	Albert Geiger report. What is the plan for the development? What is the board's position? Discussion. Leon Deacon noted that there is nothing from the Dept of Water Affairs until the end of the year. Draft 1 had been a historical document and	

16.3 16.4	not a plan. TSC cannot move forward when there is no plan. Re-zoning – apply to be moved fro Agricultural to Resort 1 or 2. Spatial Development Plan – Kuba Miszewski noted that in Jan 2014 to get together with Albert Geiger and sub-committee and draw up a basic proposal to submit and take it forward from there.	Kuba Miszewski
<b>17</b>	<b>Adoption of above Reports</b>	
	All the above presented reports were approved and adopted. <b>Proposed by Neil Spilhaus                      Seconded by Shane Wiscombe</b>	
<b>18</b>	<b>New Member Applications</b>	
	The following new member applications were presented and accepted by the Board. 1. Lenardt Le Roux – Family Membership 2. Rouge Sprong – Family Membership 3. Dirk Ullrich – Family Membership 4. Jacobus van Coller – Family Membership	
<b>19</b>	<b>General</b>	
19.1	Leon Deacon recused from the meeting. Leon Deacon discussion held. Noted that staff did get increases of 7.5% but the Leon Deacon did not give himself an increase. Board agreed to an increase of 7,5 % for Leon Deacon effective from 1 September 2013.	Venessa Mulder Peter Keitzman
19.2	Leon Deacon leave days discussed. Leon Deacon has many leave days due to him and it was suggested that the board make him an offer.	
19.3	Suggested that Leon Deacon take the month of February 2014 off and offer two months of double salaries. No decision to be made now this is discussion only. Decision to be made at the next board meeting.	
19.4	Leon Deacon – feedback through Peter Keitzman and Venessa Mulder. Board decision at next meeting.	
19.5	Tony Strutt noted that RCYC had keelboats available for training.	
19.6	Kuba Miszewski thanked Leon Deacon for the board minutes on the notice board and suggested a Perspex holder for the minutes on the board.	
19.7	Kuba Miszewski mentioned the Cape Leopard Trust. Showed some photos and suggested that maybe such a camp could be set up where Heartbreak Hotel was positioned for Synergy. May he put a proposal together?	
<b>20</b>	<b>Date of next Meeting</b>	
	Kuba Miszewski thanked everyone for attending this meeting. Next meeting date is Friday 21 <sup>st</sup> February 2014 at 19h00 at TSC. Meeting closed at 23.00pm.	