

Minute of Theewater Sport Club Board Meeting held at 19h00 on Friday, 21 February 2014 at TSC

1	Welcome		
	Kuba Miszewski welcomed everybody to the meeting.		
	Kuba Miszewski informed the meeting that Christine Tatt could not be present at the meeting. Lise Wheeler would take the minute of the meeting.		
2	Present & Apologies		
2.1	Present:		
	Kuba Miszewski	Board Chairman	
	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	
	Mark van der Westhuizen	Acting General Manager	
	Di Hutton-Squire	Trustee	
	Des Mudge	Trustee	
	Lise Wheeler	Minute	
2.2	Apologies:		
	Venessa Mulder	Vice Chairperson	
	Tony Strutt	Trustee	
	Leon Deacon	General Manger	
3	Adoption of the Agenda		
	Kuba advised that the various Board reports had been circulated to all, prior to this meeting and it would not be necessary to present these reports again. Board members were requested to report only important points and the meeting were welcome to address queries/comments at this meeting.		
	The agenda for this meeting was approved by all.		
4	Adoption of previous Board Meeting Minute – 25 November 2013		
4.1	Minute of the Board Meeting dated 25 November 2013 was approved and adopted, subject to the amendments, refer to point 5		
	Points 19.1, 19.2, 19.3, and 19.4		
	All agreed that these points are confidential and for Board circulation only. The edited version would be available for members.		
4.2	Point 19.4		
	Action is for Grant Ekermans and not Peter Keitzman		
	The minute of the previous meeting was proposed by Shane Wiscombe and seconded by Peter Keitzman.		
5	Matters arising from previous Board Minute – 25 November 2013		
	<i>With reference to previous Board minute the following was discussed:</i>		
5.1	Point 5.1		
	The meeting confirmed that no auction had taken place to sell the Club boat, Thor. Niel Spilhaus informed the meeting that he had found a buver for the boat. for R10 000.00. Niel Spilhaus		

	proposed that the boat be sold, this was seconded by Warren Westcott. The meeting gave approval and Niel Spilhaus was requested to proceed with the sale of the boat only, not the trailer, which would be handed back to the owner. Niel Spilhaus was requested to proceed and to keep the office informed.	N Spilhaus
5.2	Niel Spilhaus also informed the meeting that the original owner of the Club boat, Kombuiskas, had asked if he could take back possession of the boat, and that he would fix the boat at his own cost. Agreed by all. It was also proposed by Niel Spilhaus not to auction Club boat, Ibis. This was seconded by Shane Wiscombe and agreed by all.	
5.3	Point 5.2 This point referred to previous Board meeting, 21 October 2013 (point 8.7), concerning the purchase and installation of a weather station, which had been approved. Discussion ensued and suggestions made. It was decided that Neil Ashton investigate the options, Harken and MAC, were mentioned. Niel was to obtain quotations, inform the Board and to go ahead with the project. Shane Wiscombe added that the cost for a good system would be between R6000.00 and R7000.00. The income derived from the sale of Thor would assist the funding of the weather station.	N Ashton
5.4	Point 6.1 It was agreed that the Club is not responsible for any damages to the keelboat in question. Refer to the mooring agreement.	
5.5	Point 6.2 The matter regarding two site lessees (neighbours) regarding a disagreement, needs to be addressed and settled. Kuba Miszewski requested that Warren Westcott inspect and measure both sites and thereafter have a meeting with both lessees and Leon Deacon and to resolve the issues in dispute. Now urgent.	W Westcott / L Deacon
5.6	Point 6.3 Mark van der Westhuizen reported that he and Kuba had had a meeting with Owen Middleton, owner of the trail running company 'Wild Runner', regarding a trail running event that he would like to host at the Club. The meeting was positive and a date has been tentatively set for March 2015.	P Keitzman
5.7	Point 7.5 The TSC WiFi connection will be covered in the IT report, later in the meeting.	
5.8	Point 10.6 The new Club boat 'Paper Doll' was discussed. Niel Spilhaus gave an account of the size and dimensions of the hole found on the bottom of the boat and reported on the various missing items, including the COF. Grant Ekermans proposed that he would tow the boat to Gemini for repairs and request a COF. Kuba Miszewski seconded this proposal.	G Ekermans
5.9	Point 7.7 Shane Wiscombe queried the current position of the swimming platform on the member's side and requested that the platform be moved away from rocks. It was requested that Neil Spilhaus and the youth sail trainers to investigate and come forward with proposals.	N Spilhaus / N Ashton
5.10	Point 16.3 Kuba Miszewski informed the meeting that he had discussed the SDP of Theewaterskloof with Albert Geiger. Albert indicated that he would like to be involved. Grant Ekermans also offered his assistance with this project.	K Mizewski / G Ekermans
6	Correspondence	
6.1	A written request received from Jon Galbraith was noted and discussed. Jon requested permission for the youth sail trainers to use a quad bike for the towing and retrieving boats to be used for youth sail trainers. The Board agreed for Jon Galbraith and Neil Ashton to use the quad bike under the following conditions: <i>Signage to be affixed to the quad bike "TSA Boat Towing Vehicle"</i>	

	<p><i>The quad bike only to be used by Neil Ashton and Jon Galbraith</i> <i>The use of the quad bikes for towing boats used for sail training only</i></p> <p>This proposal was put forward by Niel Ashton and seconded by Warren Westcott.</p>	N Ashton
6.2	A written request from a staff member, Jackie Nicholls, was read and discussed. The request was to use a portion of land on TSC property to house her horse and pony. Niel Spilhaus stated that he knows of a farm that could accommodate the horses and this could most likely be at no charge. Niel Spilhaus stated that he would consult with Jackie.	N Spilhaus
6.3	Warren Westcott informed the meeting of a written request received from Anthony Wahl, a pending new member, requesting consideration by the Board, for the stays that have been awarded to his daughter, Amy, who has been a youth member for a number of years, to be transferred to him. This was discussed and the Board unanimously agreed that this may not be allowed, in fairness to all other new members.	W Westcott
6.4	Peter Keitzman read correspondence received from Craig Fraser of the Western Cape Bass Angling Association (WCBAA), requested a discounted entry fee for all the Bass anglers belonging to WCBAA. They will have about 8 sessions at the Club per annum, one of the events being the Tafelberg Bass Masters, hosted every January. The meeting discussed, and it was noted that GBYC members enjoyed reciprocity with TSC, if they visit TSC, they are only required to pay R45.00 per person per night, member's guest fee. It was agreed that the same principle would apply to the WCBAA members. Peter Keitzman to inform Craig Fraser of this decision.	P Keitzman
7	General Manager's Report	
7.1	<p>Leon Deacon was not present, but had submitted his report to the Board the previous week. Here follows the report:</p> <p>STAFF MATTERS</p> <p>Lupeten Johnson had tendered his resignation with immediate effect. It is the considered opinion of my senior staff and I, that Lupeten's replacement not be appointed until the appointment of a general manager has been finalised. In the interim, I will be able to handle that portfolio as it is a relatively quiet period except for the Easter weekend.</p> <p>Ann Beukes, one of our cleaning ladies has been dismissed and we are in the process of appointing a replacement.</p> <p>Clinton Steenkamp, has been on sick leave now for close on three months and I will be having a meeting with him on the 18th February 2014. At this meeting I will establish the latest feedback from his visit to the oncology department at Tygerberg Hospital which took place on Thursday last week. The most recent report received confirmed that he had stage 4 lymph gland cancer. In the interim, I have established that the policy that we have, enables him to receive a disability pension. The various options will be discussed with him tomorrow and Mark will be able to fully inform you of our final recommendations regarding this matter at Friday's board meeting.</p> <p>Caroline Baardman, is back at work. She is currently on bail and awaiting her first interview with a state appointed advocate who will handle her case. I wish to place on record the tremendous assistance and support that I received on the day of the tragedy from members JP Basson, Henk Wilmot, Wyt Barnard and Mark van der Westhuizen.</p> <p>Mark van der Westhuizen, has three months leave due to him. He has requested that two months leave be paid out to him in cash. My further proposal is that the cafeteria be closed during the month of June every year and that Mark and all his cafeteria staff take their annual leave during this period. The bar will remain open. Mark uses his own transport for cafeteria and bar matters. My recommendation is that he be granted a car allowance and that Grant assists us as to the best way to provide this in terms of a tax benefit to Mark. I am in possession of recent car expenses which Mark is requesting part payment of from TSC. I support such part payment. In the future this will not be necessary as a car allowance could be paid or an additional vehicle acquired.</p>	

	<p>SECURITY MATTERS</p>	
7.2	<p>During January we experienced a spate of burglaries mainly in the sites bordering the “forest area”. I am attaching a quotation received for improved beams and for alarms for caravans. Every year when the water level rises, the beam that operates over the water area malfunctions and a new approach to this is included in the quotation.</p> <p>As is often the case, as soon as you improve security in one area, the burglaries move to another area. The current “hotspots” is the area referred to above and the caravan storage area. Given the high cost of adequately securing our premises with cameras, beams, fencing etc., I am of the opinion that the onus must now rest on each caravan owner to install a burglar alarm/s. Shane Wiscombe could assist with his views on the matter</p> <p>SYNERGY</p>	
7.3	<p>The December 2013 event netted us just over R55,000. My estimate is that the attendance was about 2,000 people less than the previous year. The late heavy rains, breakdown of our tractor and bakkie compounded the pressure to get things finished on time and extra costs were incurred. The extra pressure on our ablutions and water supply was evident due to the concentration of more people as a result of the two main stages being closer to each other. Grant, Vanessa and Peter were present at a recent meeting held with the Synergy organisers and I will leave it to them to express their views on the matter. I wish to express my thanks to the staff for the many hours of extra work they put in to make this event and the Grand Slam the success they were.</p> <p>GRAND SLAM</p>	
7.4	<p>The Grand Slam event was a success both in terms of the sailing and organizing thereof but also from a financial point of view. Well done to all, you made us proud!</p> <p>FINANCES (TRADING FIGURES JANUARY 2014)</p>	
7.5	<p>The attached is a summary of the financial performance for the nine months ended 31 January 2014. I have done two summaries, one this year to date actual performance compared to the budget and secondly, the actual performance this year compared to the same period of last year.</p> <p>On the first summary we are running 27.5% or R148,000 short of our target. The main reason for the shortfall was due to bar and cafeteria gross profits being less than expected while admin expenses such as salaries (overspent by 9%), security (overspent by 16%), electricity (overspent by 9%), cleaning (overspent by 15%) accounted for the bulk of the R148,000. A more detailed breakdown is attached.</p> <p>Compared to last year, we are also less profitable and a similar trend to the above is evident.</p> <p>Maintenance and repairs amongst other costs, is significantly higher than last year. My rough projection for the year end given that Easter figures can play a significant part in the final outcome, is that we would end up with a net income of between R50,000 to R100,000.</p> <p>CASH FLOW</p>	
7.6	<p>The following is my projection for the period 01 February 2014 – 30 April 2014 Again, I must add that the Easter figures can make a considerable difference to the final outcome depending on the actual performance. Given that I have estimated that we will achieve the bar cafeteria and</p> <p>public income that we have budgeted for, then my cash flow forecast indicates that we will end up an overdraft of between R50,000 and R100,000. Given this projection, then it is likely that we use our maximum overdraft facility which is R50,000 during April and delay payment if necessary certain creditors in order to avoid going into a figure exceeding our facility of R50,000. It again emphasizes the need to get our fees out as soon as possible in order to have funds for the new</p>	

	financial year.	
7.7	<p>GENERAL COMMENTS</p> <p>During the last financial year we have earned over R38,000 from renting our club cabin and old caravans that we refurbished as cheaply as possible. It was an initiative that I took realising the potential. However, we are getting the odd complaint that the accommodation is sub-standard. It is my considered opinion that the Board needs to seriously consider investing in suitable accommodation for both the public and our members' visitors including VIPs.</p> <p>The club has sufficient assets to acquire a substantial loan which can be partly used to improve our ageing infrastructure, water supply, entrance road, public facilities etc. A future strategic plan for the sustainable long term of TSC is long overdue.</p> <p>This strategic plan would have to consider ideas such as incorporating the local bowls club, tennis club and squash club in a partnership and for the Board to have a relook at the public private partnership proposals that the first board presented in 2006 to the Dept. of Water Affairs. The vital financial contribution that the general public provides towards our sustainability must be expanded and has the advantage of cross subsidising other activities of our club. However, we currently provide sub-standard facilities and this area requires both infrastructure investment and more staff. More and more requests are being made from the public, we are in danger of losing repeat business.</p> <p>On the sporting side we have seen the benefit to all parties concerned of the style of operation that the bass angling association has brought to TSC. I have noted the benefit of Theewater Sailing Academy but suggest that the lessons learnt from the Bass Angling Association could be incorporated into the style of operation of TSA. There a number of issues that are in need of clarification.</p> <p>In my regular discussions with Erwin Weidemann, I have emphasised the importance of finality on the Resource Management Plan for the dam in order to enable TSC to plan future direction. This includes the ground that we hope will be given to us in the so called caretaker agreement. I stress strongly the importance of obtaining a satisfactory outcome of the Resource Management Plan for the future of TSC.</p> <p>I have endeavoured to maintain a good relationship with our neighbours on Erf 109. In recent weeks there has been some activity on their land and we trust and hope that any development there will be in concert with what we plan at TSC. It would be in our interest to consider an approach to them to do a joint venture on this property so that both parties could benefit financially from such a venture. I have reservations as to whether they will make a success of a farming activity on this property and they might well be interested in some alternate suggestions.</p> <p>Our gate system is still not operating as we had planned. We cannot issue access cards to the public and this breaks down our security. The added administrative burden caused by having two different types of cards is yet another stumbling block while the recording of stays is largely done manually. I have made recommendations in this regard and trust that a final decision will be made as soon as possible.</p> <p>End of report. Kuba Miszewski asked if there were any queries regarding Leon Deacon's report.</p>	
7.8	<p>The question was raised and Mark van der Westhuizen confirmed that Clinton Steenkamp has received a salary for the past three months, whilst he was undergoing treatment. The Board felt that this should cease immediately and that the disability policy be investigated. Leon Deacon to action on his return.</p>	L. Deacon
7.9	<p>The Board members had noticed a new member on a quad bike and queried the authorisation for this. This member was a quadriplegic and permission was granted by the General Manager. The Board asked that any such permission granted to a member for use of quad bike, use of electricity, etc., should be conveyed to all Board members.</p>	L. Deacon

7.10	<p>Mark van der Westhuizen requested financial assistance for the personal use of his vehicle for Club business and produced an invoice for repairs already done. Grant Ekermans proposed that Mark be paid a lump sum of R8000.00 for use of his personal car for the past number of years and that the Club pay Mark an extra R1000.00 per month for car expenses. This proposal was seconded by Peter Keitzman and agreed by all.</p>	L. Deacon
7.11	<p>Mark van Westhuizen further reported that he and Niel Spilhaus had discussed the need for covered parking bays for Club boats. They suggested that the training room be used for this and that a winch be installed to get the boats in and out of the water. Board members discussed various alternative options. A decision was made that Mary-Ann Sharwood and Niel Spilhaus investigate and submit a proposal for the Club's boat parking. This to be communicated to Board members before the next Board meeting for a final decision.</p>	M Sharwood / N Spilhaus
7.12	<p>Mary-Ann Sharwood queried the staff members operating club boats and if they have the necessary skipper's licenses, which was confirmed at the meeting. Kuba Mizsewski reported that he had recently witnessed a staff member operating the Club boat on the water without wearing a life jacket. Leon Deacon to investigate this matter and if necessary conduct a disciplinary if this ruling is not adhered to.</p>	L Deacon
8	Chairman's Report	
8.1	<p>The Chairman's' report had been circulated before to all Board members. Kuba asked if there were any comments or questions regarding his report. The report is as follows:</p> <p>A lot of water has flowed under this bridge since our last meeting.</p> <p>USSA Regatta. I was bridge officer for this event. Students had a blast, Mark and his team did a great catering job – students voted to come back again next year.</p> <p>I spent a few days pre Synergy for the build-up, credit to our staff under difficult conditions. Separate Synergy report. Thanks due to Grant for sorting out the Synergy Contracts. Was interesting to see club member turn out at Synergy weekend.</p> <p>Went with Oom Neil to the tractor workshops to find out what went wrong with tractor engine. Turned out to be one corroded cylinder sleeve and another one cracked. Engine rebuilt and new steering rack fitted – all wear and tear.</p> <p>The bakkie engines turns out to have been a cambelt issue. All servicing had been done, including cambelt replacements – no issue of short trip, lots of drivers etc etc.</p> <p>Thanks to Mary Ann for the smooth Grand Slam, the highest number of boats in a Grand Slam this year so far. We also made a profit.</p> <p>I am concerned at the lack of action from DWA re their Resource Management Plan – we cannot really move with any real developments till this document is put to bed. This plan is being rolled out at 5 dams around the country. There is not much we can do to speed the process up. I do believe we need to inform the members that this in many ways is holding us up for another year. Do we have a "Bosberaad" before the AGM – this may further frustrate members. Do we ask Erwin Weidemann to address the AGM on this issue. I do believe we need to do some work on our facilities for the Mirror Worlds – Afdak, Lawns in Courtyard etc – its nearly too late already.</p> <p>There is still a lack of understanding of the use of club power boats – this concerns me. There was damage done to the prop guard on Goslett by staff during a mid week rescue, I have done my research on this.</p> <p>There are too many unresolved issues still at the club, under investigation – process needs to be put in place to sort this out – Namely Naumann issue, Mark Justus issue, drowning, Golf Club incident etc.</p> <p>I am appalled at sensitive issues being leaked out to members by either Board Members or staff – we really do need to keep private issues private.</p>	

8.2	<p>We need to resolve the whole gate issue out urgently.</p> <p>End of report.</p> <p>Report on EXCO meeting to change the Mirror Worlds date</p> <p>Kuba Misweski reported that the EXCO meeting was held on Sunday, 29 December 2013. Present were; himself, Grant Ekermans, Mary-Ann Sharwood, Shane Wiscombe and Neil Ashton. In her absence, Venessa Mulder was consulted as Vice Chairperson. The minute of the meeting was as follows:</p> <p>“Kuba outlined the issue of changing the dates, as requested by the UK sailors, who make up 30% plus of the fleet. It was agreed that we change the dates, but need to make sure that our club members are affected by the change. It was agreed that we would look at making camping available to members at the forest beyond the Foofie slide, with ablutions, etc. as at Synergy.”</p> <p>The dates for the Mirror worlds was changed to 28 December 2014 to 9 January 2015. The Mirror Worlds Committee would give a presentation to the members at the forthcoming AGM, scheduled for 25 May 2014.</p> <p>The meeting agreed that this meeting was a Board meeting and not an EXCO meeting.</p>	
9	Vice Chair: Appointment of new General Manager	
	<p>This was discussed amongst the Board members and Trustees only. Mark van der Westhuizen and Lise Wheeler were requested to leave the meeting. The decision made was then covered in the House and Grounds report, which was the following;</p> <p>Grant Ekermans informed Mark van der Westhuizen, that the Board have decided to appoint him as interim Repairs and Maintenance manager and would receive an increase in his salary. Mark to manage the portfolio during the week and it would be his decision as to how much time this would take.</p> <p>Grant Ekermans confirmed that Mark would be assisting Leon Deacon with this task (R&M portfolio) as Leon Deacon would be available to spend time with administrative and other office duties. Leon in this time would also be able to prepare the manager's operation manual for hand over to the next appointed general manager. Mark van der Westhuizen accepted the offer and requested the assistance of Board member, Niel Spilhaus to perform this task.</p>	M vd Westhuizen
10	Mirror Worlds Update	
	<p>Grant Ekermans stated that he would be contacting Tessa Wentzel regarding fundraising for the Mirror Worlds event. The Mirror Worlds Committee will be organizing the event in accordance with the International Mirror regatta manual, in which time frames are in place for completing tasks and procedures.</p> <p>Grant presented the Mirror Worlds budget, of which one reflected 60 participating boats, (successful event) and 40 boats (minimum entries), where the income expected from the bigger event was substantial and a break-even outcome from the smaller event. The profit expected from the successful event will be split between the host club and the Mirror Association.</p> <p>Grant Ekermans confirmed the dates of the Mirror World event and the 'pre Worlds' event (not yet confirmed as the SA Nationals). The Mirror Worlds set for 5 - 9 January 2015. The 'Pre-Worlds' scheduled for 28 December 2014 to 2 January 2015.</p> <p>The camping rate for visiting 'yachties' would be R50.00 each person per night, which will be good income for the Club. The alternative camping sites for the Plaat lessees was discussed.</p> <p>Grant gave a brief explanation of sponsorships expected from various companies, which will be confirmed shortly. Grant showed the organizational chart which was busy being finalized. The event will be run according to the International Regatta manual and only permission is required</p>	

	<p>from SASCOC to host and run the event.</p> <p>Grant reported that the first Mirror Worlds committee meeting will be held soon and that the Board will be kept updated with the progress.</p>	
11	Finance Report	
11.1	Grant Ekermans apologized to the Board that he had been very busy recently (Mirror Worlds, etc) and did not have the required time to correct a few misallocations on the financial report. This he would do shortly. He stated that the year-to-date income amount was 1.7 million which is R100 000.00 short on the budget amount of 1.8 million.	
11.2	Grant reported that R200 000 income is budgeted for the remaining two months, which could be achieved due to the busy time, (public holidays) ahead. Currently the Cafeteria is showing a negative income, this is not a concern however, as this is in accordance with past experience. The bar reflects a positive income. Furthermore the income for the Watersports portfolio show a positive figure.	
11.3	The Repairs and maintenance expenses are over the budgeted figure, due to the Club bakkie and tractor breaking down in the critical busy period and the Club had to hire a bakkie and tractor. This cost was just over R50 000.00. Grant explained that he is not overly concerned and was happy with the Leon Deacon's financial report on the Club's finances.	
11.4	The outstanding debtors was discussed and Grant reported that Jacky had followed up on all the debtors. Grant mentioned a few members with outstanding debts. It was agreed at the meeting that the member requesting a pensioner's discount (he had a permanent site) could not be granted. Leon Deacon to inform this member.	L Deacon
11.5	Grant also reported that there were a few members who were refusing to pay for their moorings. As they have not received their mooring inspection forms. The meeting agreed that all mooring owners be sent their mooring certificates and that any complaints regarding moorings be forwarded to the Board. Leon Deacon to action.	L Deacon
11.6	<p>Grant Ekermans reported that he, Leon Deacon and Peter Keitzman had a meeting with the Synergy organisers, to discuss future Synergy events at TSC. Grant informed the meeting that payment received for last year's event was R77 000.00 (hiring fee) and R48 000.00 (catering, etc.) It was agreed not to use the keelboat area for this year's Synergy event and to use alternative area on the public side. The date for the Synergy event might change this year and take place one week before end of November, to ensure that students could attend.</p> <p>Grant asked the Board for their approval to host the Synergy event and asked for suggestions regarding the hiring fee. Synergy did however, that no members visit TSC that weekend. This will be put forward to the members at the forthcoming AGM and the members may decide on this. After discussion the meeting agreed that TSC to host the event and various hiring fees were proposed. Finally it was agreed to request the same hiring fee for 2014 and to request an 8% increment for the following year.</p>	G Ekermans
12	Watersports Report	
	The Watersports report had been circulated to Board members before the meeting and is as follows:	
12.1	Southern Charter Grand Slam Regatta. We had 114 entries and 171 participants. The regatta was extremely successful and profitable thanks to sponsorship from Southern Charter and Synergy. Thanks to all those members and staff who assisted and welcomed the sailors to our club.	
	Rescue boats:	
12.2	Paperdoll: The boat only arrived at the club after the festive season. Still requires a SAMSA COF? Tear on the underside of the hull?	
	Raubenheimer duck: Centre console has been fitted – thank you to Gemini for this. COF has been	

	received from SAMSA and boat is operational	
12.3	<p>Rubber duck accident: The girl is home, but will require further surgeries.</p> <p>Events held:</p> <p>USSA regatta: The students were very happy with the regatta and facilities. Kuba was the Race Officer. They want to return again next year.</p> <p>Stadt 23 WC Championships. Disappointing numbers.</p> <p>Hobie 14 WC championships: 25th and 26th January. 11 entries. The sailors enjoyed the regatta.</p> <p>9 Hour Challenge. Winds were averaging 25 knots NW, gusting over 30 knots. We postponed the start, but the wind did not drop and so we postponed the race to 12th April.</p> <p>Southern Charter Grand Slam 3 at HYC. There was a good contingent of TSC sailors participating and we had a number of podium positions.</p> <p>Club Dinghy Sailing. We had good racing with approximately 10 boats, including 3 from the Sailing Academy. The sailors enjoyed it and are keen to repeat. We need to build momentum with dinghy racing. I got commitment before the weekend from a number of dinghy sailors, who created the core for others to join in.</p>	
12.4	TSA. Neil and Jon have done a great job in building the numbers of youngsters involved in training. They have held 2 camps and a weekend training session since we last met. Last weekend there were 18 youngsters involved, including the assistant instructors. Many of the trainees are repeat attendants. They now have a hierarchy developing with senior sailors taking up assistant instructor roles. Many of the sailors are joining the club as well as their families. The intention is to get some teams participating in both the Mirror Nationals and later the Mirror Worlds. Teams from TSA participated in the Club Dinghy Racing. It is great to see the activity on the water, which generates a positive spirit at the club. Grant and I have still not met with TSA to draw up the new MOU.	
12.5	<p>SAS certification. Neil has been in discussion with Rob Holden at SAS. We will be holding a Level 1 Instructors course at TSC from 4-6 April. The week before that is school holidays and Rob will possibly run a Rescue drivers course then as well. Requirements for a SAS level 1 instructor are: SAMSA Powerboat Skippers ticket, First Aid Certificate, SAS Rescue driver certificate and SAS level 1 Instructors certificate. For those who are unable to attend the TSC course, there is an Instructors course at ZVYC the week before (28 – 30 March). Anyone who is interested in attending the course, please let me know. I will send out an email to club members with regard to the details. I recommend that some staff members are included on the Rescue drivers course, in particular Douw would benefit. The more people we have trained in Rescue, the better.</p> <p>End of report.</p> <p>Mary-Ann was questioned why the Club was charged for the hiring of a rubber duck at the Grand Slam held in December. Mary Ann replied that the boat was owned by SAS, and it was standard procedure that all yacht clubs pay hiring fee.</p> <p>Mary-Ann informed the meeting that the Mirror and Extra Nationals will be held 27-30 April 2014.</p>	
13	Caravan and Camping report	
13.1	Warren Westcott will investigate the proposal of erecting cabins. Warren to consult with HYC and obtain their plans and guidelines for cabins. It was agreed that Warren Westcott and Peter Keitzman call a meeting with members to present proposals and plans for cabins and obtain feedback from members. A firm proposal, with specific guidelines regarding aesthetics, building plans and materials, plans, etc, obtained from that meeting, to be presented at the next Board meeting. This proposal then to be presented by the Board to members at the AGM, 25 May 2014.	W. Westcott/ P Keitzman

13.2	Warren Westcott will be arranging a site allocation meeting in due course and as a site had become available.	W.Westcott
13.3	Shane Wiscombe queried the size of a permanent site in Beele's Pond. Warren Westcott will investigate and give recommendations.	W Westcott
13.4	Niel Spilhaus remarked that a number of waterfront sites were looking unsightly and unkempt. He recommended that Mark van der Westhuizen do a walk around and to address this matter with the concerned lessees.	M v.d. Westhuizen
14	House and Grounds report	
14.1	Niel Spilhaus, reported that he had consulted with Mark van der Westhuizen and both felt that the Club 'afdak' needs to be upgraded and should be done properly. He advised that the amount will be about R70 000.000. The meeting asked Neil Spilhaus and Mark van der Westhuizen to investigate the design, materials to be used, the period to complete the work, etc. and to present a quotation at the next Board meeting. The income from the Mirror Worlds could be used to fund this project.	M v.d. Westhuizen / N Spilhaus
14.2	Neil Spilhaus requested the Board to consider that Mark van der Westhuizen manage the Repairs and Maintenance portfolio in the interim until a new General Manager has been appointed. He and Mark would employ the correct staff and advised that the right person for the job is urgently needed. The Board agreed to this proposal.	M v.d. Westhuizen
15	Events Report	
	<p>The events report had been circulated prior to the meeting and is as follows; Peter Keitzman asked if there were any queries regarding his report.</p> <p><i>Events held at TSC, November and December 2013</i></p> <p>22 November 2013: The Department Transport and Public Works Christmas function. 300 persons attended, from 08h00 – 16h00. This was good income for the Club (R17 400.00)</p> <p>29, 30 November, 1 December: Synergy Live Music festival. Kuba, Vanessa, Grant and I met with Synergy and discussed the previous concert and the way forward. They have agreed to come back to us with a reviewed rental and signing of new contract which we should have within the next few days if not before Friday. Grant Ekermans and Kuba Miszewski will report more on this.</p> <p>2-6 December: USSA regatta (Inter varsity sailing event). The income generated from this event was R64 960.00, for camping, catering and hiring of Club equipment. Majority is turn over for catering. So a much smaller profit.</p> <p>13 December : Logistics SA Christmas party</p> <p>15, 21 and 22 December: 3 separate Church groups spending the day on public side. Total number of persons of the three groups exceeded 500 persons</p> <p><i>Events held in January 2014</i></p> <p>10-13 January: The annual Cape Land Rover Club camp. This is their second visit to TSC. They had a very enjoyable visit. The total camping income was R10, 670.00</p> <p>18 & 19 January: The annual Theewaterskloof Bass Classic, hosted by Tafelberg Bass Angling Club. This event was most successful with more than 35 entries. The first prize, R100 000.00, was not won this year!</p> <p><i>Events in February 2014:</i></p> <p>7 February: A film shoot was held on Friday, 7th February 2014. This was for the first episode of Fear Factor (for India) A location fee was paid, R9120.00, (VAT inclusive).</p>	

	<p><i>The following angling clubs visited TSC,</i></p> <p>8 February: Helderstoom Carp Angling Club (their own competition), Paarl Carp Angling Club (their own competition) and on 15 February : Green and Seapoint Angling Club (their own competition)</p> <p><i>The following events still to take place:</i></p> <p>22 February: The Donlo Auto Magic Bait Fish Bonanza (this will be the 3rd year). This angling competition is open to all anglers, sponsored by Donlo Auto (Villiersdorp) About 50 or more entries expected for this event.</p> <p>1 & 2 March: Summer Series Inflatable Boat Series (Rubber duck racing). Third year this event will be hosted. More than 40 boats expected to enter.</p> <p>1 March: TSC/Villiersdorp SHAVATHON. All contributions to be paid to CANSA account, Villiersdorp.</p> <p>2 March: WCBA Bass Development Day. Learners from the local surrounding schools have been invited.</p> <p>17-20 March: Somerset House Annual Camp. This will be the 3rd year hosting this camp.</p> <p>22 March: Swim for Life, Cerebral Palsy afflicted Reggie Gellespie will be swimming 21.1 km only using his arms. We wish to involve members on this day with a possible sponsorship per km. We would also need to raise money to fund the medic who will be on duty during the swim.</p> <p>End of report.</p> <p>The Board questioned the amount charged for the film shoot and was of the opinion that a higher location fee should be charged. It was also proposed that the Club should investigate offering our venue for birthday parties</p>	L Deacon
16	IT report	
16.1	<p>The IT report had been circulated prior to the meeting and is as follows;</p> <p>Gate Access</p> <p>There still seems to be some confusion with regard to the Gate Access. Shane has had discussions with Kobus and it appears that the shoddy installation was done by TSC staff and the Softcon software was provided at no charge.</p> <p>I have requested that Mario Struwig of Falcon Soft provide a quotation on incorporating the Gate Access into the Falcon system. This would resolve the difficulties with multiple cards and the capturing of members stays.</p> <p>The following needs to be done to integrate the gate access into Falcon:</p> <ul style="list-style-type: none"> • Upgrade Falcon to the .Net version so that they can add the gate access to it. They do not do development on your current Falcon system because it was developed under Windows XP and Microsoft stops it's support in April 2014 • The server needs to be moved to the admin offices and the current wireless network between the admin offices and the bar needs to be replaced with optic fibre cable to handle the high data transfer • The current readers at the gate cannot be used with Falcon due to a different technology been used. They must be replaced with other USB readers from Softcon • Two micro PC's will be used as intelligent terminals to handle the member recognition and gate access via their programming software. 	

	<ul style="list-style-type: none"> Development of the gate access system will take +/- 3 months <p>With the Gate integrated into Falcon, all data will be stored in the Falcon database and reporting will be done in the same manner as with all the other Falcon reports.</p> <p>Unfortunately Mario also believes that we need to do a full analysis of what is required by the Members and Staff, both now and in the future and he is not prepared to quote until this has been done.</p>	
16.2	<p>Website & Social Media</p> <p>I am pleased to report that the website is climbing quickly in the search engine rankings and subsequently we are seeing an increase in visitors and information requests. In the last 30 days, we have recorded 32 web enquiries – I trust the staff are turning an appreciable number of these into new business. I wish to start a TSC YouTube channel, if anyone has any video footage, please contact me.</p>	
16.3	<p>Communications</p> <p>It would appear that there are problems with the Clubs telephone lines, or delegation of who is to answer calls. Jon and I regularly get calls, during Office hours, regarding camping at TSC and when we suggest that they call the office, we are invariably told that the phone is not being answered or remains engaged. I think we should look at a messaging system at the very least.</p>	
16.4	<p>Internet Connection</p> <p>During the past four months, TSC has been plagued with connection problems, which is impacting negatively on the staff's ability to function effectively. This is as a result of issues with the current service provider (Vinet) and their upstream providers. As this is a specific targeted need, TSA (Theewater Sailing Academy) have ordered and will sponsor a Mifi unit and 5GB of data per month to TSC. (Lise was connected to my Mifi unit on Friday & Saturday, 14th & 15th Feb and was able to connect, while the rest of the office were down)</p> <p>The Mifi unit allows up to ten wireless connections and one cable connection simultaneously. I suggest that we install wireless network cards on key computers, Leon would already have access on his laptop.</p> <p>End of report.</p>	
17	TSA Report	
	<p>The TSA report had been circulated prior to the meeting and is as follows;</p>	
17.1	<p>Inception</p> <p>At the request of TSC, TSA ran our first Youth Sailing Camp just over a year ago, early January 2013. Although we started with twelve 09r's, only six were seaworthy.</p>	
17.2	<p>MOU</p> <p>After the January 2013 camp, a Memorandum of Understanding was agreed to between TSC and TSA and TSA still operates under the guidelines as set out in this MOU.</p>	
17.3	<p>Youth & Adult Sail Training</p> <p>While TSA started with Youth Sail Training, we have always been of the opinion that for it to be sustainable you need to involve the parents. We therefore started our Family & Adult Sail Training in April last year.</p>	
17.4	<p>Income & Expenditure</p> <p>To date, TSA has trained 150 students over fourteen camps, eleven Youth and three Family/Adult, with two more families being trained next week - running totals below (I have attached our full income & expenditure spreadsheet for your perusal, click on the tabs (worksheets) at the bottom to view detail for the camps run in 2013 and 2014 individually).</p>	

Students Trained	150
Total Days Worked	51
Total Income	R 106 592.50
Total Expenses	R 71 118.49
Total Partner Share	R 35 474.01
Partner Share as % of income	33.28%
Total Partner Share/partner	R 17 737.01
Average Partner Share/day	R 347.78

It is important to note that, a year down the line, we are still under the R500 per day per trainer, the amount we were paid to run the January 2013 camp by TSC.

- 17.5 **Promoting TSC**
TSA has submitted a number of TSC Family & Youth Membership applications and will continue to promote TSC Membership to all its sailors, youth and adult alike.
- 17.6 **Building From Within**
We have recently appointed two of our youth sailors, Michiel Rust and Martine de Jongh as assistant coaches. Both students are Family Members, have come through the TSA ranks and have developed not only into very good sailors, but have also shown leadership potential.
- 17.7 **Boats & Equipment**
In October TSA negotiated the donation of seven 09r hulls, four sails & some rigging from GBYC. This allowed us to increase the size of the working 09r fleet to twelve boats. In addition, we have been donated, or given the use of a number of boats and our current working fleet stands at:
- 12 X 09r's (TSC & GBYC Donation)
 - 3 X Sonnets (TSA & 2 X Brian & Venessa)
 - 1 X Stadt 15 (TSA)
 - 1 X Hobie 14 Turbo (Donation)
 - 2 X Hobie 16's (TSA & Donation)
 - 1 X Halcat 16 (Donation)
- We have recently acquired a quad to assist with the launching and recovery of dinghies, a letter to the Board seeking special permission has been submitted.
- 17.8 **Mirror Clinics**
With a view to the Mirror Nationals, at the end of April and the Mirror Worlds at the end of the year, TSA has started running Mirror Clinics as part of our Youth Sail Training Camps for our better/more dedicated sailors. Keegan has assisted us with the boat specific coaching on the past two Mirror Clinics and Kuba will be assisting us at our next Mirror Clinic, at the end of March.
- We envisage entering four crews into the Mirror Nationals, and will hopefully find boats for these eight young sailors to allow them to compete in the Mirror Worlds (Apparently the Club Mirrors will not measure).
- 17.9 **Club Dinghy Racing**
This past weekend we were able to enter three crews into the Club dinghy races, two Mirrors and one Sonnet. It is important for our youngsters to get a feel for racing and we look forward to being able to field more boats at future Club dinghy sailing events as our youngsters gain confidence out on the water.
- 17.10 **Sponsorship Drive**

17.11

TSA has always followed a self-financing model and after seeking approval from the Board in January 2014, embarked on a sponsorship drive to raise money to revamp the Youth Clubhouse.

We currently have sponsorship for seven of the twelve double bunks (R10 600), with a few proposals still out for consideration. We also wish to add a drywall partition with two doors to provide sleeping quarters for up to eight girls (two rooms) at the back of the Youth Clubhouse and sixteen boys (one room).

SAS Accreditation

In keeping with the MOU and TSC’s vision of becoming a SAS accredited Training Centre, I have been in contact with Rob Holden of SAS and have discussed the following proposed Coach training, a requirement for SAS accreditation:

	First Aid Course	Medical	Powerboat Ticket	Safety boat Course	Level 1 Coach	Level 2 Coach
Provide	Letitia (TSC)	Tony	(Gordons Bay)		SAS	
Cost	R 550.00	R 100.00	R 1 750.00	R 100.00	R 1 000.00	R 1 000.00
Date	2 day		22-23/03/14	2&3/04/14	4-6/04/14	9-11/05/14
Jon	1	1	1	1	1	1
Neil	1	1	1	1	1	1
Keegan	1			1	1	
Michiel	1	1	1	1	1	
Kuba				1	1	1
Suzie	1					
Douw	1			1		

I need approval to proceed and a commitment to pay the above fees.

17.12

Future Vision

We have identified two areas of future development for our sailors as their skills develop, multihulls and keelboats. Some of our young sailors enjoy the speed and adrenaline that is synonymous with multihull sailing, while others look out across the water at the keelboats and yearn to learn to sail a ‘big’ boat. As we already have four multihulls, our next drive is to ‘find’ a Stadt 23 that we could use for training and also enter into Club keelboat races.

We often find that the most favourable winds of the day is after 17h00, the time the safety boat needs to be out of the water, because the tractor drivers day has come to an end. We are therefore looking for a suitable engine for Blouvis to allow us to extend our sail training hours (Blouvis with a small engine could be launched and retrieved with our quad).

One of the best ways to teach is to film the students sailing and show them what they are doing as opposed to what they need to be doing. To this end, we are seeking sponsorship for two ‘Go Pro’ cameras to mount in the boats. We could then also use this footage to further market sailing at TSC via the TSC YouTube Channel (see my IT Report – Feb 2014)

Once the upgrade to the Youth Clubhouse is complete, we envisage marketing this facility, with the Afdak & kitchen to schools for their midweek class camps, sailing or otherwise. This should generate a significant income for the Club.

I trust the above has been informative and look forward to answering any questions.

End of report.

The following was agreed to at the meeting. The 15hp engine to be repaired. Mark van der

M v.d. Westhuizen

	Westhuizen to investigate the insurance on the prop guard of the rescue craft.	
18	Security Report	
	<p>Shane Wiscombe discussed the gate access system. He had investigated the software installed (Softcone) and confirmed that it was a very good system. However, he stated that the installation of this system was not done properly, which was done by TSC staff. He further confirmed that the Club is not bound to the Carbon IQ system and that we can investigate other options. Shane Wiscombe offered a solution for the current problem, he suggested to continue with the Softcon system, however there would be a cost involved. The Board discussed and it was agreed that Shane Wiscombe complete the installation and that the amount to be spent be no more than R3000.00. This was proposed by Kuba Miszweski and seconded by Grant Ekermans.</p> <p>Theft at the Club was discussed and Grant Ekermans informed the meeting that he had observed suspicious looking people walking around on the members' side. This was discussed and it was felt that there is a need to identify members from non-members. This needs further investigation. Action Shane Wiscombe.</p>	<p>S. Wiscombe</p> <p>S. Wiscombe</p>
19	Adoption of above Reports	
	Grant Ekermans proposed the adoption off the portfolio reports, which was seconded by Peter Keitzman.	
20	New Member Applications	
	<p>The following 19 new members were considered and approved at the meeting:</p> <p>13 Family Members: Louis and Riana Beukes Mitchell and Danielle Blackburn Stuart Byrne Anton and Kim Cilliers Jacques and Maree Dreyer Gavin and Bridget Fleming Andreas and Chantal Horvath Paul and Tanyth Hughes Geoffrey and Carolyn Jones Aussie and Penny Raad Michael and Joy Roberts Louise and Mark Searle Anthony Wahl</p> <p>2 Ordinary Members: Grant Colson Gillian Vermeulen</p> <p>1 Social Family Member Erasmus and Helena van Zyl</p> <p>1 Student Member: Daniel McBride</p> <p>2 Youth Members: Thomas Child Oliver Gosnell</p>	
21	General	
21.1.	Niel Spilhaus queried the lessee of one of the boat sheds. This matter was discussed and Grant informed that the current boat shed lessee was the rightful 'lessee' as per the heritage of sites	

	clause in the TSC By-laws. However, the current lessee should be invoiced for the full boat lease fee. Grant Ekermans, Kuba Mizewski and Niel Spilhaus would meet with the boatshed lessee to inform her. The boatshed lessee's life membership also be investigated.	G Ekermans / N Spilhaus / K Miszewski
21.2	The process for becoming a member was questioned and discussed and it was agreed that the procedure be kept in place	
22	Date of next Meeting	
	Kuba Miszewski thanked everyone for attending this meeting. The date for the next Board meeting was confirmed for Friday, 28 March 2014, 19h00 at TSC. Meeting closed at 24h00.	