

Minutes of Theewaterskloof Board Meeting held at 19h00 on Friday, 7 th November 2014 at Theewaterskloof Sports Club, Villiersdorp		
1	Welcome	
	Kuba Miszewski welcomed and thanked everybody for attending the meeting and also for the reports that were sent ahead of the meeting.	
2	Present and Apologies	
2.1	Present: Kuba Miszewski Grant Ekermans Shane Wiscombe Neil Spilhaus Neil Ashton Warren Westcott Jacques Dreyer Desmond Mudge Christine Tatt	Chairman Vice Chairmen, Future Planning Director Watersports, Commodore Director House and Grounds Director IT Director Caravan and Camping General Manager Trustee Minute
2.2	Apologies: Stuart Brown Di Hutton-Squire Janine Frylink Heathcliff Thomas Venessa Mulder Peter Keitzman	Trustee Trustee Eco, Enviro, Communication, & Community Involvement Director Without Portfolio/Resigned Director Finances Director Events/Resigned
3	Adoption of the Agenda	
	The Agenda for this meeting was adopted by all.	
4	Adoption of previous Board Meeting Minutes, held 12th September 2014	
4.1	Minutes from Board Meeting 12 th September 2014 adopted: Proposed: Warren Westcott Seconded: Niel Spilhaus	
5	Matters arising from previous Minutes 12th September 2014	
5.1	Point 7.7 Club Cabin "casted" should be corrected to the word "cast". Glass of the shower still needs to be completed. Requested that it was done as soon as possible.	Jacques Dreyer
5.2	Point 15.3 Question re Telkom/VOIP (Voice over IP) and the implementation. Discussion.	
5.3.	Point 16.2 Club Calendar has not been completed yet. Neil Spilhaus noted an official complaint re the lateness of the Club Calendar. Noted that it should be completed by the end of August yearly. Discussion. Kuba Miszewski stated that the Club Calendar should be completed by the Opening Cruise each year.	Shane Wiscombe
5.4	Point 17.2 Pensioners Discount ruling to stay as it is in the constitution.	
5.5	Point 21.1 Staff Pension Fund – Jacques Dreyer and Di Hutton Squire still to complete a report.	Jacques Dreyer Di Hutton Squire
5.6	Point 21.2 Noted that there was a numbering error in the minute. Change "bonuses" to the word "increases". This has been completed.	
6	Correspondence	
6.1	Warren Westcott noted communication about James Owen Hughes Site BP23. Jacques Dreyer and Warren Westcott were advised to investigate and report to the Board Members.	Jacques Dreyer Warren Westcott
6.2	Grant Ekermans noted an email communication from Jo Blake re applications for cabins. Warren Westcott and Grant Ekermans were requested to discuss this further.	Grant Ekermans
6.3	Kuba Miszewski noted an email sent to him by the office that lodged a complaint about the membership cards. Jacques Dreyer responded.	
7	General Manager's Report – Jacques Dreyer	
7.1	Recommendation that Errol Nicholls be employed as Maintenance Manager for 3-	

7.2	<p>4 months and is currently rewiring gate house, kitchen, Naughty Neil etc.</p> <p>Progress for Synergy –</p> <ul style="list-style-type: none"> • Busy moving boats; • clearing caravan parking; • Tony Largier graded roads; • Cutting and clearing of Portion 109 at Synergy's cost and at the bottom at our cost. • Gates needed in fence for Synergy discussed; • JoJo tanks cleaned for water; • water for portable toilets has been checked; • moving of Hobies & boat T1873 will be done. 	
7.3	Kuba Miszewski requested that before boats are moved that before and after photos are taken. Boats to be moved back to exactly where they were.	
7.4	Grant Ekermans noted that moving boats up and down the main road with the mast up was to be avoided until the cables had been buried.	
7.5	Grant Ekermans requested that the Mirror Worlds use the same toilets after Synergy as this would save on return fees and transport costs. Jacques Dreyer was requested to follow this up and organise it.	Jacques Dreyer
7.6	Disaster Management meeting for Synergy must be organised. Jacques Dreyer to email.	
7.7	Jacques Dreyer submitted the Bredasdorp Vlakte Fire Protection Association documents to the Board for perusal. Noted that TSC need to belong to a Fire Protections Association and they should join the Bredasdorp Vlakte Fire Protection Association. Jacques to complete the application.	
	Proposed Grant Ekermans Seconded Kuba Miszewski	
7.8	Kuba Miszewski asked if it is known when Synergy will begin to set up. Noted that there had been no notice of this made from Synergy.	
7.9	Discussion re Synergy and liaison with Leon Deacon. Noted that Leon Deacon cannot deal with TSC Staff during Synergy, communications will need to be made through Jacques Dreyer.	
7.10	Jacques Dreyer noted that the plans for Synergy were on track. Kuba Miszewski cautioned Jacques Dreyer to keep an eye on the budget for Synergy.	
7.11	Jacques Dreyer noted that new lawn mowers had been purchased.	
7.12	Discussion around clean up of Portion 109 to prevent fire risk as well as for Synergy. Refer to the Geiger Spatial Development Plan.	
7.13	Access control for Club Members during Synergy discussed. When would armbands be given to Club Members? Answer: At the first stop up the tar road.	
7.14	Shane Wiscombe requested that the security guards employed by Synergy be good/intelligent guys on the member's entrances x 2. Jacques Dreyer requested to speak to Synergy management.	Jacques Dreyer
7.15	Kuba Miszewski noted that the temporary fencing must also be properly fixed together so that there can be no breaches of the fence as this had been a problem in the past.	
7.16	Submersible Pump usage explained by Jacques Dreyer.	
	Grant Ekermans noted that it would be good to make use of the pleasure cruise boat for the Mirror Worlds as a finish boat. Discussion	
7.17	Electrical Quotations from Adrian White discussed and explained. Jacques Dreyer to obtain a second quote from Hennie Rossouw by 3 December.	Jacques Dreyer
7.18	Proposed that the electrifying of the Keelboat Parking/Camping area be completed as soon as possible by the Synergy and Grand Slam events.	
	Proposed: Grant Ekermans Seconded: Warren Westcott	
7.19	Des Mudge strongly recommended that we have a grand plan in place as electric infrastructure is expensive, and noted his 100 % support provided it is in the plan and the budget.	
7.20	Kuba Miszewski responded that the Albert Geiger plan says that Keelboat parking will be used as summer camping area. Grant Ekermans noted that there is funding for this in the Mirror Worlds Budget.	
7.21	Question: What must be in place by Grand Slam and Synergy? 1. Electricity	
	2.Afdak.	
7.22	Electricity boxes down wooden plaat fence. Accept this quote if it can be ready by	

7.23	3 Dec 2014. Get a second quote as well for comparison. Jacques Dreyer to report. Proposed: Grant Ekermans Seconded Warren Westcott Discussion about charging for electricity followed. Grant also presented an explanation of the Mirror Worlds budget and how the electricity and other expenses would be covered in this budget.	
7.24	Jacques Dreyer requested a copy of the Albert Geiger Spatial Development Plan	
7.25	Neil Spilhaus asked if there was planning for adequate water with all the extra campers. Answer was yes.	
7.26	Des Mudge stated that he had no objection to Grant Ekermans proposal but the basic game plan for the Mirror Worlds profit form camping and catering was to be presented please to ensure that there is not a risk to TSC.	
7.27	Kuba Miszewski asked if the wash bay was operational. Jacques Dreyer replied yes but no one would be able to use it over the Synergy weekend.	
7.28	Grant Ekermans requested a report on the progress of the Access Gate. Jacques Dreyer explained the progress. Mentioned Via Net and that Kobus has an excel spreadsheet that can be integrated. Process outlined as follows:	
7.28.1	Clear the existing cards	
7.28.2	Caroline at the gate to activate the cards on the computer	
7.28.3	This will establish a data base	
7.28.4	Kobus to give us access to the excel spreadsheet from which no numbers have taken or cleaned off but only the previous names and information.	
7.28.5	Obtain another 1000 licences for cards from Shane Wiscombe.	
7.29	Desmond Mudge asked if it would be possible to have a update for members on the internet of their stays. Neil Ashton responded that it would be possible but not until the access gate system is operating properly.	
7.30	Jacques Dreyer was requested to follow up on the access gate system and discussion.	Jacques Dreyer
7.31	Kuba Miszewski asked if the swimming platforms were in working order. Jacques Dreyer replied that they needed to work on them.	
8	Chairman's Report – Kuba Miszewski	
8.1	Kuba Miszewski noted that the Dam Management meeting for the resource plan did not happen as planned. New date 21 st November 2014.	
8.2	Cabin By Laws discussed. Are going to have to get Municipal approval. The legal process must be in place and followed.	
8.3	Jacques Dreyer was requested to go to the local Municipality to ask what they would require. Neil Spilhaus suggested speaking to Stan Wallace.	Jacques Dreyer
8.4	New Year's Party – decision for Jacques Dreyer to discuss the requirements with Mark van der Westhuizen.	Mark van der Westhuizen
8.5	Christmas Party for Staff and their families discussed. Proposal from Kuba Miszewski that Staff Children and Member Children have a Party on the 13 th /14 th December 2014.	
8.6	A Staff Party be held after the busy season and would be discussed at a further date.	
8.7	Kuba Miszewski officially congratulated TSA (Theewaters Sailing Academy) for their new accreditation. Great job!	
8.8	Kuba Miszewski noted that many resources and human time and energy would be needed in support of the Club during the busy season and he requested all the Board Members to support the Club.	
9	Vice Chairman's Report – Grant Ekermans	
9.1	Grant Ekermans - Point 6 from the AGM Minutes dated 25 May 2014: After much discussion it was proposed that the Board had decided that it is not necessary to have the SGM by the 25 November 2014.	
9.2	Cleanliness of the ablutions is noted as a concern and they need a "deep clean" to bring them up to standard.	
9.3	Jacques Dreyer noted that the cleaning team had been placed under the management of Jackie Nicholls as of last Monday. Points to note are: - Cleaning schedules up in the ablutions - Extra cleaning staff for the big events - Cleaning staff more on site in the ablutions at key times	
9.4	Staffs transport discussed. Kuba Miszewski requested to investigate the various	Kuba Miszewski

9.5	options available. Jacques Dreyer requested to contact Synergy management re the extra ablutions that they order and if it would be possible to negotiate the use them for the Mirror Worlds. 8 toilets and 8 showers on keelboat camping (4x4)	Jacques Dreyer
9.6	Discussion on vacating club premises during Mirror Worlds. Extra spaces would be needed to be used by the Mirror Worlds.	
9.7	NO PARKING on grass in front of the cabins will be allowed. Chains must go back. All agreed.	
9.8	Shane Wiscombe noted that the SAB truck was a concern when it did a wide turn on the tar as its wheels are wrecking the tarmac. Jacques Dreyer to address this.	
9.9	Painting of the mast at the Bridge discussed. All agreed that it needed to be done. Kuba Miszewski noted that the logistics of this could be discussed in detail in a separate meeting.	
9.10	Grant Ekermans explained that tent accommodation will be needed for regatta accommodation and the Mirror Worlds. Board to be aware that this will come up.	
9.11	Kuba Miszewski noted that there were two options that could be arranged for extra camping over the season; - Option 1. Allowing two caravans on one site over Dec/Jan. - Option 2. Camping allowed in front of the waterfront sites.	
	Proposed : Kuba Miszewski Seconded: Shane Wiscombe	
9.12	Renting out of Members caravans will be allowed for the Mirror Worlds. All emails must be sent to Lise Wheeler at the office to make these arrangements.	
10	Finance Report – Venessa Mulder	
10.1	Noted that TSC financial figures were running ahead of last year on just about all fronts.	Neil Ashton Jacques Dreyer
10.2	Kuba Miszewski requested to know why there was no credit card machine in the bar. Neil Ashton is to advise Jacques Dreyer. Discussion. Capitec machine has no machine charge. Jacques Dreyer to investigate.	
10.3	Venessa Mulder had made a comment at the end of her written report about expenditure that not all present agreed with.	
10.4	Debtors were discussed in detail. Members with arrears from year discussed. Suggested that some members needed to be dealt with strongly.	
10.5	Debtors without arrangements in writing, and those without debit order arrangements in place needed to have their names up on the Notice Board by the end of November 2014.	
10.6	Venessa Mulder commented about the afdak being tiles and this is noted. Please refer to the previous Minutes. Desmond Mudge is please to address this.	Desmond Mudge
10.7	Discussion re the left over Lipton Cup Sponsorship funds that were used for sponsoring Mirror Worlds 2013 attendees.	
10.8	Shane Wiscombe noted that the re-allocation of these funds from one budget item to another in July 2013 in the Watersports Budget had been approved by the Watersports Committee is allowed. This had been a goodwill gesture from the Watersports Committee.	
10.9	Kuba Miszewski requested that budget allocations be corrected in the financial reports by Venessa Mulder.	Venessa Mulder
10.10	Discussion of the Mirror Worlds 2015 projected income budget –	
10.10.1	Afdak - extraordinary Capex expenditure motivated by the Mirror Worlds and Grand Slam needs.	
10.10.2	R 30 000.00 for the electricity infrastructure.	
10.10.3	R 20 000.00 already in the Capex budget for the afdak.	
11	House and Grounds Report – Neil Spilhaus	
11.1	No written report submitted.	
11.2	Compliments to Neil Spilhaus on the “Afdak/Aandak” and a job well done.	
11.3	Neil Spilhaus explained the work progress and plans for the Afdak refurbishment. A high pressure clean and paint of the ceiling white of afdak. Darker beams. Walls paneled when funds allow. Floor screed in next year’s budget but just to smooth off the bumps and lumps now with concrete filler. Approx another R10 000.00.	
11.4	Neil Spilhaus explained that he was resigning his position on the Board with immediate effect.	
11.5	Kuba Miszewski thanked Neil Spilhaus for his guidance and support over the	

	years. TSC do appreciate everything that he has done to support the Club.	
12	Events Report – Peter Keitzman	
12.1	It was noted that Peter Keitzman had tendered his resignation from the TSC Board but that no written notice had been received yet.	Peter Keitzman
13	Eco and Environmental, Communication and Community Involvement – Janine Frylink	
13.1	Shane Wiscombe noted that the Nursery idea had been ignored.	Janine Frylink
13.2	Jacques Dreyer has responded to Janine Frylink to explain the current situation with John and Erna Astbury.	
13.3	Wildlands - a big eco friendly unit have offered two sponsored staff for the Nursery. Janine Frylink is to investigate.	
14	IT Report – Neil Ashton	
14.1	Neil Ashton noted that there is live weather on the website and it is stable.	Neil Ashton
14.2	Webcam has arrived and will be installed next week.	
14.3	Online booking for Club equipment – email to office has no response.	
14.4	Di Hutton-Squire agreed that she had changed their equipment and that had caused a problem.	
14.5	Discussion on VOIP. Kuba Miszewski noted that VOIP needed to be installed now. Savings of using this system explained and the funds were approved. Within about R12 000-00. Proposed: Kuba Miszewski Seconded: Shane Wiscombe	Shane Wiscombe
14.6	Neil Ashton explained and requested to install Remote Access to staff PC. Approved by all present.	
14.7	Staff PC also needed a decent backup system. Shane Wiscombe offered server hardware. Cloud backup was explained, discussed and approved by all present.	
15	Watersports Report – Shane Wiscombe	
15.1	Jacques Dreyer to please send out an email to all members for the Grand Slam noting a request for assistance with people on bridge boats; finish boats; rescue and mark laying boats. Shane Wiscombe to assist with the writing of the email.	Jacques Dreyer Shane Wiscombe
15.2	Noted that there should be one power rescue boat for every 10 sailing boats on the water.	Maryann Sharwood Shane Wiscombe Jacques Dreyer
15.3	Discussion on categories and the list of requirements according to SAMSA’s check list for rescue boats. R 10 000.00 Quote for rescue equipment per rescue boat. Suggested that we check what we have and then compare this with the SAMSA list.	
15.4	Grand Slam - expecting 200 sailing boats. Maryann Sharwood is in charge on the water and Mark and Shane Wiscombe are in charge off the water.	
15.5	Grand Slam - Bedouin tent loaned for the front lawn. DJ/background music. Need ideas for entertainment.	Kuba Miszewski Jacques Dreyer
15.6	Grand Slam – Jacques Dreyer and Shane Wiscombe to ensure enough fuel in stock in 25 litre tanks.	
15.7	Kuba Miszewski will respond to Maryann Sharwood re the Mirror Worlds 2015.	
15.8	Boat Show – thank you to TSA for their big support and assistance and being there all the time. Jacques Dreyer requested to book a stand for next year now.	Shane Wiscombe
15.9	Shane Wiscombe requested feedback on the position of the moorings. Jacques Dreyer responded that is was being done.	
15.10	Jacques Dreyer to liaise with Neil Spilhaus on equipment.	
15.11	Club Calendar format needs adjustment. Use Google calendar. Shane Wiscombe to make a proposal.	Jacques Dreyer Kuba Miszewski
15.12	Draft Rescue Policy discussed. Document as it stands is good but does not incorporate all systems.	
15.13	Effective radio system is important.3 x DWAF radios. Need one at gate; one with Mark van der Westhuizen; one at office; one with rescue. Kuba Miszewski to assist Jacques Dreyer with the radios. Kuba Miszewski suggested looking for the old rescue plan that should be in the office.	
15.14	TSA also has a system in place.	
15.15	UPS system must always be notified in a case of emergency.	
15.16	Complaint received about boys in the back of the boat discussed. It was not a safety boat but a sailing boat.	
15.17	Shane Wiscombe noted that fenders for the jetty and boats needed an upgrade.	

16	Caravan and Camping Report – Warren Westcott	
16.1	Discussion about a situation in Mountain View.	
16.2	Email to be sent out to members about Municipal approval and Erwin Weideman confirmation.	
16.3	Kuba Miszewski noted that there was a site allocation meeting planned for tomorrow.	
17	Trustee’s Report – Di Hutton-Squire, Des Mudge and Stuart Brown	
17.1	No report.	Venessa Mulder
17.2	Des Mudge noted that Debtors collections needed to be more aggressively pursued and the office needs to implement the Policy that is in place for this purpose.	
17.3	Des Mudge requested that a Debtors Report be presented to the Board at each meeting and that the Financial Director should be responsible for this.	
18	Adoption of above Reports	
	All of the reports presented were adopted. Proposed by Warren Westcott Seconded by Neil Spilhaus	
19	New Member Applications	
19.1	<div>1. Barry Clarkson – Family</div> <div>2. Edward Nicholls – Youth</div> <div>3. Simon Midgley – Ordinary</div> <div>4. Mark Banardo – Family</div> <div>5. Jasper Hewitt – Family</div> <div>6. Ewen Wilson – Family</div> <div>7. Oscar Coetzee – Family</div>	Jacques Dreyer
19.2	Kuba Mischewski noted that a lot of the recent applications are the result of the TSA Training Program which is commendable and welcome!	
19.3	It was also mentioned that there needs to be awareness that some people are joining as members of TSC to have the advantages of being a member during the large events that are being presented and that this trend needs to be monitored.	
20	General	
	Nothing noted.	
21	Date of next Meeting	
21.1	Kuba Miszewski thanked everyone present for attending the meeting.	
21.2	Next Board Meeting date: Friday, 6 th February 2015 at 19h00 at TSC	
21.3	Meeting closed at 23h45.	