

Minutes of Theewaterskloof Board Meeting held at 19h00 on Friday, 6th February 2015 at Theewaterskloof Sports Club, Villiersdorp		
1	Welcome	
	Kuba Miszewski welcomed and thanked everybody for attending the 1 st meeting of 2015.	
2	Present and Apologies	
2.1	Present: Kuba Miszewski Grant Ekermans Shane Wiscombe Venessa Mulder Neil Ashton Warren Westcott Jacques Dreyer Christine Tatt Apologies: Stuart Brown Di Hutton-Squire Desmond Mudge Janine Frylink Heathcliff Thomas Peter Keitzman Neil Spilhaus	Chairman Vice Chairman, Future Planning Director Watersports, Commodore Director Finances Director IT Director Caravan and Camping General Manager Minute Trustee Trustee Trustee Eco, Enviro, Communication, & Community Involvement Director Without Portfolio (Resigned) Director Events (Resigned) Director House and Grounds (Resigned)
3	Adoption of the Agenda	
	The Agenda for this meeting was adopted by all.	
4	Adoption of previous Board Meeting Minutes, held 7th November 2014	
4.1	Minutes from Board Meeting 7 th November 2014 adopted: Proposed: Warren Westcott Seconded: Grant Ekermans	
5	Matters arising from previous Minute	
5.1	Point 5.2 Venessa Mulder questioned if the VOIP had been resolved. Neil Ashton explained about the echo on the line and that we were waiting. Jacques Dreyer requested to speak to Erhard on Monday 9 th February 2015.	Jacques Dreyer
5.2	Discussion about a generator for the office during load shedding. Jacques Dreyer was requested to obtain quotations for both auto and manual switchover generators for presentation to the board.	Jacques Dreyer
6	Correspondence	
6.1	Email correspondence from Gert Theron addressing speed bumps on access road to the Plaats. Noted that the speed bumps need to be improved on all roads. This noted as a good suggestion. Gert Theron needed to be thanked. Jacques Dreyer to please implement on all roads speed bumps with poles on the sides of the bumps to draw attention to them to prevent people driving around them.	Jacques Dreyer
6.2	Warren Westcott noted that he had responded to the letters that he had received.	
6.3	Neil Ashton noted correspondence from Stuart Brown noting his concern about the public webcams capturing images of children. Discussion. Shane Wiscombe offered signs to be put up noting that CCTV cameras were placed for protection of all.	Shane Wiscombe
7	General Manager's Report – Jacques Dreyer	
7.1	Written report submitted and key points mentioned:	
7.2	Noted that the club ran fluently during all the events over the holiday season. Mark van der Westhuizen had asked Jacques Dreyer about his performance bonus. Grant Ekermans noted that Mark van der Westhuizen needed to meet his targets. Jacques Dreyer was requested to look up the history on how Leon Deacon had worked on this in the past and what targets were expected.	Jacques Dreyer
7.3	Provident Fund for staff discussed. Jacques Dreyer to present a proposal in the next two weeks and needed to collect some staff info to complete this. It was noted that a RA in the name of each staff member may be a better option. Discussion and explanation.	Jacques Dreyer
7.4	R&M staffs need containers for storage. A new one would cost approx. R14 000.00. Discussion on various container options. The MAC model for boat sheds used as	

	an example. Budget for R 6 000 – R 8 000-00 per container. Delivery options for the containers discussed.	
7.5	Kuba Miszewski noted that one of the members of the Club is involved with CFW Holdings and he would speak to him. A memo could also be sent out to all members to source containers.	
7.6	TSC Cabins – Erwin Weidemann letters re cabins discussed and Tony Strutts cabin in its present format does not comply.	
7.7	Kuba Miszewski noted that it was needed to get Tony Strutts cabin plan approved and submitted. The submission needed 4 original copies of the TSC Constitution and bylaws to be given Erwin Weidemann.	
7.8	Warren Westcott requested to sit with Tony Strutt to work on the plan and Jacques to give the submission to Erwin Weidemann.	Jacques Dreyer
7.9	Proposal: That in the bylaws Point no 11(e)ii be amended as follows: “The height shall be a maximum of 2.9 meters (from the finished floor to the roof apex)” Proposed: Grant Ekermans Seconded: Warren Westcott	
7.10	DWAF meeting about the wash bay explained and discussed. Environmental Affairs wanted their men to wash the boats. Hours of work/payment discussed. Noted that the wash bay is an ongoing thing and that a duty roster for the men to wash boats is needed. It is the responsibility of TSC to get the boats washed and the Department would supply the men to do it.	
7.11	<u>Club Boat Reports:</u> Naughty Neil – Engine repairs report. Cleaned boat and radiator. Fixing and painting. Gosling – Engine faulty may be due to fuel starvation. Anchor boat shop. Paperdoll – Gear box cleaned and repair or do we replace. Cheapest option would be best so will report.	
7.12	Tanker Truck (Fire Truck) is leaking and will be repaired. Shane Wiscombe offered fire hoses which were accepted.	
7.13	An explanation of the Hobie boat parking. Kuba Miszewski asked who managed the gate chain. Noted that this was a management function.	
7.14	Noted that the wattles along the entrance road have been trimmed away and that new trees had been planted at the caravan/boat parking area. Irrigation had also been installed to ensure watering.	
7.15	Jacques Dreyer noted that he was always trying to bring expenses down.	
7.16	Office computers needed attention. Kuba Miszewski asked if there were any funds over in that budget. Answer was no.	
7.17	<u>Staff Training</u> with Techni Skills Jeff Hobbs – Clinton offered a week of free training on electricity. Lucas is doing a 2 day basic welding course. Life skills training during Feb and Personal Finance training to be trained at the end of Feb.	
7.18	<u>Security:</u> Discussion of theft was reported during Mirror Worlds. Security guards were caught sleeping. Concern about the security staff that was brought in from Touws River needs to be addressed.	
7.19	Planting of Kei Apple trees has been done along the road between the gate and Portion 109. Barbed wire on poles discussed. This is being completed by Jeff who is competent.	
7.20	Kuba Miszewski noted that the gate on Portion 109 and the gate along the tar road had been open when he drove past. Jacques Dreyer is to please check that they are always locked.	Jacques Dreyer
7.21	Kuba Miszewski noted that the ISP Guards had been playing pool on New Year's Eve. Jacques Dreyer to please follow this up as let them know that we are watching their performance.	
7.22	<u>Entrance Gate:</u> The gate is working on cards and also with the phone. Jacques Dreyer meeting with Kobus, Elsabe and Laurence Green to ensure that the following: 1. Gate needs to work 2. Must have enough cards 3. Recording of stays using the software program	
7.23	Board members advised Jacques Dreyer to please go ahead with getting a fully implemented system in place for the gate and the recording of stays for the members.	

7.24	Noted that Laurence Green can bring the software program to convert the CSV files that are being captured for the members stays by the gate into readable data.	Shane Wiscombe Grant Ekermans
7.25	1. Will make contact. 2. Obtain the required software. 3. Request some training in how to use it.	
7.26	Grant Ekermans commended Jacques Dreyer on doing a fantastic job in practical areas at the club but that administration does need some extra attention and Grant Ekermans suggests that Jacques Dreyer surrounds himself with competent administration people.	
7.27	Shane Wiscombe and Grant Ekermans to organize the printing of the new white access cards.	
8	Chairman's Report – Kuba Miszewski	
8.1	Congratulations to all the staff for the excellent arrangements for the events during the holiday season. It was wonderful to have the fireworks display again on New Year's Eve.	
8.2	New Year's Party went well. Discussion about the demarcation of the members and non-members areas for the party. There was a suggestion that the 2015 New Year's party should be a bit quieter.	
8.3	Does our liquor licence allow drinking of alcohol under the afdak? Discussion and answer is yes.	
8.4	University Regatta discussed.	
9	Vice Chairman's Report – Grant Ekermans	
	A vote of thanks to Grant Ekermans for the Mirror Worlds!	
10	Finance Report – Venessa Mulder	
10.1	Venessa Mulder and Jaques Dreyer to please check up regularly on the debtors list and implement a strong system of Debtor Management. Discussion.	Venessa Mulder Jacques Dreyer
10.2	Jacques Dreyer to please assist and manage the bookkeeper in her job functions and the managing of the debtors.	
10.3	Suggestion to outsource the bookkeeping/accounting function was discussed and noted that it was not practical and expensive.	
10.4	Noted that stricter controls needed to be implemented on access to the club if not a paid up member.	
10.5	Noted that Mark van der Westhuizen needs to keep the café open according to the hours on the sign that is up.	
10.6	Noted that a credit card machine is needed in the bar, especially if the café is closed. Discussion re card machines and the expenses etc.	
11	House and Grounds Report	
11.1	Jacques Dreyer noted that the screeding of the afdak floor needed a curing period and would cost approx. R 26 000. Noted that in Point 11.3 of the previous minute dated 7 th November 2014 that this would be for next year's budget.	Jacques Dreyer
11.2	Mark van der Westhuizen suggested that there be pavers/paving for a path between the afdak and the clubhouse. Noted this request and it will be considered in the planning.	
11.3	Kuba Miszewski requested that there be action on the shower door in the club cabin. Jacques Dreyer to complete.	
12	Events Report – Peter Keitzman	
12.1	No report.	
13	Eco and Environmental, Communication and Community Involvement – Janine Frylink	
13.1	Noted that when chopping down Wattles that the base needs to be killed with diesel to prevent re-growth.	Jacques Dreyer
13.2	Register to record all alien vegetation and trees that have been chopped down or removed from the club to be kept up to date by Jacques Dreyer.	
14	IT Report – Neil Ashton	
14.1	Kuba Miszewski asked if there is an easier way to get access to the camera on the internet. Discussion on camera and camera angle. R 195 per month. IP camera live approved.	
14.2	Air sock has been taken down. Discussion.	
15	Watersports Report – Shane Wiscombe	
15.1	Thank you to Jacques Dreyer and staff for assistance with all the good events and	

	positive reports on sailing and the club facilities. The rotation system for the cleaning of the toilets worked very well.	
15.2	Shane Wiscombe noted that boat engines needed to be sorted asap.	Jacques Dreyer
15.3	Noted that ski lanes had moved. Jacques Dreyer to please follow up and relocate. They need to be replaced asap – make at least two spares	
15.4	Noted that the safety booklets needed to be made available at the gate, office and the club.	
15.5	Noted that skiers are cutting it very close to the pump platform. Jacques Dreyer requested to paint it brightly and place chevrons on it so that it is very visible!	Jacques Dreyer
15.6	Sailing School memorandum of agreement to be finalized. Document to Shane Wiscombe urgently.	
15.7	Hobie Championships – last year there were 12 boats and we need more boats. Office to follow up with the Hobie sailors that are members.	
15.8	Flags – Safety/Duty officer to put up the SA flag and the TSC flag. Visible by camera on internet.	
15.9	Niel Ashton/John Gailbraith – Ilse Baines would like to start a community sailing program. Local farmer to sponsor. Mark Josephs to support. Journey to Hope (Jenny Ekermans). Discussion.	
15.10	Marks on the dam discussed. GPS coordinates can be obtained from Niel Spilhaus. Kuba Miszewski and Jaques Dreyer to plot in line with the diagram. Print out on A3 the marks so that all know where they are. Jacques Dreyer to please ensure that the marks are in place.	Kuba Miszewski Jacques Dreyer
15.11	Noted Kuba Miszewski is attending the Level III Instructor Course in Mossel Bay.	
16	Caravan and Camping Report – Warren Westcott	
16.1	Request from John Coxwell a member discussed. Jacques Dreyer to reply in writing: “The Board has considered your request and we regret to advise that you application has not been granted”.	Jacques Dreyer
16.2	Allocation of permanent sites – Point 13 in the club bylaws – discussed.	
16.3	Caravan and Camping Committee to re-consider the allocation of permanent site by laws.	
17	Trustee’s Report – Di Hutton-Squire, Des Mudge and Stuart Brown	
	No report.	
18	Adoption of above Reports	
	All of the reports presented were adopted.	
	Proposed by Venessa Mulder Seconded by Warren Westcott	
19	New Member Applications	
19.1	<div>1. Simon Campbell-Young – Family</div> <div>2. Richard Carter – Family</div> <div>3. Marina Daniel – Ordinary</div> <div>4. Tanya Deysel – Family</div> <div>5. Lucy Anne Du Toit – Family</div> <div>6. Willem Dye – Family</div> <div>7. Stefan Falcon – Family</div> <div>8. Teva Golding – Ordinary</div> <div>9. Craig Leslie – Family</div> <div>10. Jorgen Nielsen – Family</div> <div>11. Jefrey Noordermeer – Ordinary</div> <div>12. Riaan Oosthuizen – Family</div> <div>13. Judd Smith – Family</div> <div>14. Sarel Swart – Family</div> <div>15. Rachel Teanby – Family</div> <div>16. Gerhardus van Wyk – Family</div> <div>17. Sarah Wallace – Student</div> <div>18. Alec Webb – Student</div> <div>All applications were accepted and application forms signed.</div>	
20	General	
20.1	Venessa Mulder requested that the Lotto payment be followed up. Jacques Dreyer to follow up.	Jacques Dreyer
20.2	Kuba Miszewski noted that Jacques Dreyer uses his private vehicle around the club. A board decision needs to be made regarding the use of his private car.	

20.3	Jaques Dreyer to submit a proposal to the board for compensation for the use of his private car. Suggested a rate per kilo and a record of the usage. Noted that a claim should be submitted within 7 days and paid at the end of each month.	Jacques Dreyer
20.4	Kuba Miszewski noted that the club bakkie log book needs to be checked and requested Jaques Dreyer to follow this up.	
21	Date of next Meeting	
21.1	Kuba Miszewski thanked everyone present for attending the meeting.	
21.2	Next Board Meeting date: Friday, 20th March 2015 at 19h00 at TSC	
21.3	Meeting closed at 22h30.	