

Minutes of Theewaterskloof Board Meeting held at 19h00 on Friday, 20th March 2015 at Theewaterskloof Sports Club, Villiersdorp		
1	Welcome	
	Kuba Miszewski welcomed and thanked everybody for attending the meeting and noted that there was not a quorum present but that the meeting would continue.	
2	Present and Apologies	
2.1	Present: Kuba Miszewski Grant Ekermans Shane Wiscombe Neil Ashton Stuart Brown Jacques Dreyer Christine Tatt	Chairman Vice Chairman, Future Planning Director Watersports, Commodore Director IT Trustee General Manager Minute
2.2	Apologies: Venessa Mulder Warren Westcott Janine Frylink Di Hutton-Squire Desmond Mudge	Director Finances Director Caravan and Camping Eco, Enviro, Communication, & Community Involvement Trustee Trustee
3	Adoption of the Agenda	
	Agenda for this meeting was accepted by all present.	
4	Adoption of previous Board Meeting Minute, held 7th November 2014	
4.1	Minute from Board Meeting 7 th November 2014 could not be adopted because there was not a quorum present.	
4.2	The minute of the board meeting 7 th November 2014 will need to be adopted at the next board meeting on 17 th April 2015, along with the minute from this meeting on 20 th March 2015.	
5	Matters arising from previous Minute	
5.1	Kuba Miszewski requested a status update of the VOIP. Jacques Dreyer noted that it was working well and was proving to be cheaper than Telkom.	Jacques Dreyer
5.2	CCTV – Shane Wiscombe has two signs to give to Jacques Dreyer to put up at the front gate and in the Clubhouse.	Jacques Dreyer
5.3	Yes, Jacques Dreyer had looked at the performance bonus and Grant Ekermans would assist with this.	Grant Ekermans
5.4	<u>Point 7.5:</u> Kuba Miszewski noted that he had not managed to source a container but had managed to find container transport. Niel Ashton noted that Gordons Bay had a 20ft container.	
5.5	Discussion on the placing of the containers and roofs over them, and 20 x containers at a cheaper price to purchase or rent per month.	Shane Wiscombe
5.6	Shane Wiscombe to get a costing and look at outright purchase by members who required them, and then ownership to club later. Nutec discussion.	
5.7	Grant Ekermans noted that this strategic planning has to get plan approval.	
5.8	Discussion on CAD drawings.(Albert Geiger and Dave Gough)	
5.9	<u>Point 7.7:</u> Erwin Weideman was on holiday.	
5.10	<u>Point 7.9:</u> Amendment in the bylaws had been completed.	
5.11	<u>Point 7.10:</u> Wash Bay – Meeting on 7 th April with Environmental Affairs. They need to run this as this was the original agreement. Discussion on washing the boats with water from the dam etc.	Jacques Dreyer
5.12	<u>Point 7.11:</u> Naughty Niel sorted. Jacques Dreyer to ensure that the small bilge pump is replaced.	
5.13	<u>Point 7.12:</u> Fire tank – Welder to weld the holes. JoJo tank and Bakkie Sakkie discussion. Shane Wiscombe suggested Fire Raiders/Military auctions.	
5.14	<u>Point 7.11:</u> Paper doll – Gearbox needed. Looking for a gearbox.	
5.15	<u>Point 11.3:</u> Shower in club cabin still need to purchase.	
5.16	<u>Point 13.1:</u> Wattles needed round up and to be treated with diesel and garlon.	
5.17	<u>Point 13.2:</u> Register is in place.	
5.18	Jacques Dreyer to put up a sign at the foefie slide.	Jacques Dreyer
5.19	<u>Point 14.2:</u> Air sock must be put up please. Discussion on pivot of air sock. Jacques	

5.20	Dreyer requested to sort this out. <u>Point 15.6:</u> Memorandum of Understanding not Agreement. Niel Ashton to please complete this.	Niel Ashton
5.21	<u>Point 15.9:</u> Spoke to Di Hutton Squire – her sister in law to get the documents to us.	Jacques Dreyer
5.22	<u>Point 16.1:</u> Sorry this letter is not done. Jacques Dreyer requested to do this letter.	
5.23	<u>Point 20.1:</u> There is R 200 000 in the money market account.	
5.24	<u>Point 20.3:</u> Standard SARS rate per km. (SARS about R 3.30) Put in a claim each month. Manager to put a policy in place as per Point 20.3	
5.25	<u>Point 20.4:</u> Yes the Log Book is in the Bakkie.	
6	Correspondence	
6.1	Correspondence and altercation between club members discussed. Melanie at the gate had been verbally abused, complaints had been given in writing and will be addressed in writing. Noted that Kuba Miszewski has called the party in for a disciplinary meeting in writing for Sat 28 th March 2015. Warren Westcott, Jacques Dreyer and Shane Wiscombe to be present.	Kuba Miszewski Warren Westcott Jacques Dreyer Shane Wiscombe
6.2	Kuba Miszewski noted that all workers at the club needed to wear a life jacket, including employees and sub-contractors. Jacques Dreyer to please put and ensure that this safety precaution is in place.	Jacques Dreyer
6.3	Noted that Health and Safety at the club needed attention. Discussion. The club must begin to address Health and Safety and have processes in place towards addressing this.	Kuba Miszewski Jacques Dreyer
6.4	Discussion about warning letters to staff members. Noted that the Exco needed to be informed when this was needed - copy them in. Process to follow is that it's the manager's job to manage the staff, and the manager reports to the board, and then sends a warning to the staff that the board is aware of.	
6.5	Recent final warning letter given to a staff member by a board member is to be withdrawn. Kuba Miszewski to send a note to the Board explaining the process of warning letters. Jacques Dreyer to inform his staff that they can lodge a grievance and also to explain the process.	
6.6	Correspondence relating to temporary housing – Inform the member that they can provide a written proposal to the board.	
6.7	Correspondence relating to conduct is covered in the bylaws of the club.	
6.8	Discussion held on problems to address e.g. two caravans on one site; noise after 10 pm; covered caravans standing on the plaat etc. Need to manage this better.	Shane Wiscombe Niel Ashton
6.9	Noted that it would be good for staff and guards on duty to wear name tags.	
6.10	Correspondence from a member enquiring as to the status of TSA Sailing Courses and whether his Club Fees are paying for this. Kuba Miszewski requested Neil Ashton and Shane Wiscombe to respond to the member and mention that this was discussed at the board meeting. There is no need for this to be an AGM topic.	
6.11	Shane Wiscombe, Niel Ashton and John Galbraith please to finalise the TSA Memorandum of Understanding.	Jacques Dreyer
6.12	Kuba Miszewski requested Jacques Dreyer to arrange a pre-Easter bulletin to be sent out noting the bylaws and the planned Easter program at the club.	
7	General Manager's Report – Jacques Dreyer	
	Written report submitted and key points mentioned:	Niel Ashton Shane Wiscombe Jacques Dreyer
7.1	Noted that Anchor Boat Shop had been sold – still to take boats for repair.	
7.2	Noted that it had been suggested that the club needed to use a server for the computer network. Discussion. Niel Ashton and Shane Wiscombe to explore.	
7.3	Jacques Dreyer to check with Vianet if the network was strong enough between the rest of the club and the office.	
7.4	Staff report - Jeff has TB and is out of commission. Clinton is off sick and Dr. doing tests and he is presently on light duty.	Jacques Dreyer Grant Ekermans
7.5	Explained and noted that Neil Ashton to pay the payments for the webcam and be reimbursed by the club.	
7.6	Gate- recording of members stays. Need to obtain the small software program from Kobus that converts the CSV file into readable data that the club can use. Jacques Dreyer and Grant Ekermans to talk to Kobus and Co.	
7.7	Security – After the break in at the snooker tables - undergrowth was cleared and a fence from road to water installed and we were broken into again. Light is too high - will drop the light. Spoken to Villiers Security and the local police forum and been	

7.8	informed that we are in the red zone. One guard is not enough at night. Two Guards is too expensive. Guard dog discussed. Extra R 10 000 a month on a two year lease. De Doorns guards discussed. Improved fencing, barbed wire, lighting, and gates are a better plan.	Shane Wiscombe
7.9	Shane Wiscombe to prepare a proposal to present at the AGM for Security. Task team and strategy needs to be in place. Basic perimeter fencing and a security levy to the members. Jacques Dreyer to support Shane Wiscombe.	Jacques Dreyer
7.10	AGM dated 24 th May 2015. Office to prepare a time schedule for AGM. Notice to members must be 21 days before. Constitutional changes to be in by the 24 th April 2015. Club to advise members and Board to be kept informed. New Board members need to be planned.	
7.11	Liquor Licence – Mark van der Westhuizen proposal. Jacques Dreyer can action. Management will implement if in a budget. Plan can be emailed to Board to keep all informed.	
8	Chairman's Report – Kuba Miszewski	
8.1	Kuba Miszewski conveyed congratulations to TSA on the sailing component of the schools camp!	
8.2	Kuba Miszewski suggested that in future the catering be arranged by the club and not an outside company.	
8.3	Grant Ekermans explained the three point system; KP, Resale, Functions. Discussion.	
8.4	Noted that Mark van der Westhuizen would like to promote school camps at TSC in the future.	Jacques Dreyer
8.5	Voortrekker's are booked to come again.	Niel
8.6	Jacques Dreyer, Niel and Kuba Miszewski to meet with Brian from Mossel Bay to make a proposal to the board.	Kuba Miszewski
9	Vice Chairman's Report – Grant Ekermans	
9.1	Noted that the zoning and site development plan that was presented to Board and to the AGM was instigated by the local Municipality and not by TSC. The best option for TSC is the resort zoning.	
9.2	Albert Geiger and Dave Gough to assist with Spatial Development Plan as it will take years to develop and implement. Is the 1998 one to be ratified or a new one? Discussion.	
9.3	Mark van der Westhuizen had said that the Moonlight Night Market was not happening across the road. Grant Ekermans explained the Kelkiewyn was proposing a night market on a Friday night once a month. Access discussed.	Mark van der Westhuizen
9.4	Mark van der Westhuizen please to present a solid proposal on how it will work. Kuba Miszewski noted that summer months only for the first year would be good.	
9.5	Noted that in principle Mark van der Westhuizen can go ahead but he must present a full proposal first.	
10	Finance Report – Venessa Mulder	
10.1	Grant Ekermans explained the finance report.	
10.2	Noted that accounts receivable must be collected!	
10.3	Jacques Dreyer to please follow up defaulters not responding to bookkeepers requests with a phone call from the manager. Next step is to block defaulting member's access cards and also access to the club.	Jacques Dreyer
10.4	No concern about the fall in numbers of public access.	
10.5	Mirror Worlds did not run at a loss and there is money still coming to the club.	
10.6	Discussion on new Financial Director board member. Qualification needs to be at an accountant level with time to oversee the bookkeeper and someone with a financial brain and experience.	
10.7	Grant Ekermans to meet with Venessa Mulder on Wednesday this next week.	Grant Ekermans
10.8	Kuba Miszewski requested Stuart Brown to relay the message to the other Trustees that the financial position is healthy.	Stuart Brown
11	House and Grounds Report	
11.1	Jacques Dreyer noted that he is endeavoring to keep all expenses at a minimum.	
11.2	Jetty broke again and needs repairing.	Jacques Dreyer
11.3	Swimming platform needs recovering – Important to have this done by the Easter weekend.	
11.4	Have discussed with Shane Wiscombe about the cone on the pump and bright	

11.5	paint.	Jacques Dreyer
11.6	Ski lane to go back in for safety before the Easter weekend – Discussion.	
11.7	Ski markers and swimming areas to be in by the Easter weekend.	
11.8	Kuba Miszewski noted that some of the member's sites were not being watered and suggested that there be a watering roster put in place by Jacques Dreyer.	
11.9	Kuba Miszewski noted that raking up on leaves on sites needs attention by staff. Jacques Dreyer to ensure that the rubbish bins are emptied regularly on the weekends. A brick under the bin lid attached with a bolt ensures that lids stay on.	
12	Events Report – Peter Keitzman	
12.1	All Staff needed to be thanked and congratulated for events that had taken place.	
13	Eco and Environmental, Communication and Community Involvement – Janine Frylink	
13.1	Janine Frylink noted that this was not a constructive portfolio.	
13.2	Kuba Miszewski suggested a smaller Board Structure for the next TSC Board with Sub Committees in place with members that do not have to attend all Board Meetings.	
14	IT Report – Neil Ashton	
14.1	Web Camera and the legality thereof discussed. Noted that signs have been obtained and will be put up and that there should be a note made on the website.	Neil Ashton
14.2	Neil Ashton explained the payment for the webcam and noted that it would be easier if he personally paid the account and Invoiced the club. All agreed.	
14.3	Thank you to Anthony Tatt from Compusite who donated a computer to the club for the exclusive use of the webcam. Neil Ashton to install it.	
14.4	Neil Ashton explained the need for a new server which will enable all three of the current networks at the club to be combined.	Jacques Dreyer
14.5	Noted that the wash line that was put up for the Mirror Worlds should be taken down and stored for use next time.	
14.6	Flood spot light on Jetty and slipway discussed. Jacques Dreyer to put this process in place.	
15	Watersports Report – Shane Wiscombe	
15.1	Shane Wiscombe noted that Hobie Class like the TSC venue.	Shane Wiscombe
15.2	Night racing was good.	
15.3	SAS Calendar Meeting and planning for a two year sailing calendar by 7 April 2015. Stay away from major events clashing with Club events. Discussion.	
15.4	A discussion on a new format for the TSC Club Calendar. .	Kuba Miszewski Shane Wiscombe Jacques Dreyer
15.5	The TSC Club Calendar should please be completed by the AGM.	
15.6	Moorings – A schedule of moorings must be in place. Forms to complete the inspections. Kuba Miszewski and Shane Wiscome to ensure the completion of the schedule. Jacques Dreyer to do the administrations Discussion. Stock of mooring chain is in the Bosons' store	
15.7	Discussion on the qualifications needed to complete a mooring inspection. Jacques Dreyer, Kuba Miszewski and Shane Wiscombe to meet.	Shane Wiscombe Jacques Dreyer
15.8	Gosling – operational.	
15.9	Paper doll – gears.	
15.10	Needing a driver for Gosling for the Grand Slam on the Easter weekend at Simonstown. TSC will be charging for this.	
15.11	Lottery funds for new rescue boat discussed. How to implement this. Shane Wiscombe was in principle requested to begin to look at this.	
15.12	Jacques Dreyer to follow up with Niel Spilhaus regarding the sale of Thor. The equipment on Thor was to be removed and kept for the new boat. E.g. VHS radio, depth sounder etc.	
16	Caravan and Camping Report – Warren Westcott	
16.1	Site allocation meeting on 29 th March 2015.	
16.2	Noted that documentation on the Cabins is currently at Water Affairs with Mr Weidemann and he is on leave until 7 th April 2015.	
17	Trustee's Report – Di Hutton-Squire, Des Mudge and Stuart Brown	
	Convey to the trustees that they are not signing off on negative reports but are signing off on the correct process of the reports being completed and presented.	
18	Adoption of above Reports	

	Reports could not be adopted at this meeting as there was no quorum. These reports will have to be adopted at the next Board Meeting on 17 th April 2015.	
19	New Member Applications	
19.1	<ol style="list-style-type: none"> 1. Gregory Berg – Family 2. Richard Browne – Ordinary 3. Oscar Coetzee – Family 4. Andrew Duffell-Canham – Family 5. Neville Fish – Ordinary 6. Rory Heidmann – Ordinary 7. Mattheus Lotter – Social Ordinary 8. Ria Mew – Family 9. Bryan Pope – Family 10. Dawid Rabie – Family 11. Monique Rabie – Ordinary 12. Thali Rabie - Ordinary 13. Richard Schnehage – Family 14. Jacobus Steenkamp - Ordinary 15. Jacques Terblanche - Ordinary 16. Tiaan Van Zyl - Student 17. Lindsay Welham - Family 18. Richard Wheeler – Social Ordinary <p>All applications were accepted and application forms signed.</p>	
20	General	
20.1	Annual General Meeting planning to be addressed by Jacques Dreyer – date 24 May 2015	Jacques Dreyer
21	Date of next Meeting	
21.1	Kuba Miszewski thanked everyone present for attending the meeting.	
21.2	Next Board Meeting date: Friday, 17th April 2015 at 19h00 at TSC	
21.3	Meeting closed at 22h30.	