

Minutes of Theewaterskloof Board Meeting held at 19h00 on Friday, 17th April 2015 at Theewaterskloof Sports Club, Villiersdorp		
1	Welcome	
	Kuba Miszewski welcomed and thanked everybody for attending the meeting, and noted that there was a quorum present.	
2	Present and Apologies	
2.1	Present: Kuba Miszewski Grant Ekermans Shane Wiscombe Warren Westcott Di Hutton-Squire Stuart Brown Jacques Dreyer Christine Tatt	Chairman Vice Chairman, Future Planning Director Watersports, Commodore Director Caravan and Camping Trustee Trustee General Manager Minute
2.2	Apologies: Neil Ashton Venessa Mulder Desmond Mudge	Director IT Director Finances Trustee
3	Adoption of the Agenda	
	Agenda for this meeting was accepted by all present.	
4	Adoption of previous Board Meeting Minutes, held 7th November 2014 and 20th March 2015	
4.1	Minutes from Board Meeting 7 th November 2014 adopted.	
4.2	Minutes from Board Meeting on 20th March 2015 adopted.	
4.3	Proposed: Grant Ekermans Seconded: Shane Wiscombe Di Hutton Squire noted that the previous minute had been sent out too late and that Minute of the Board Meetings should be sent out within 7 days. This had been a previous discussed and a decision of the Board.	
5	Matters arising from previous Minute	
5.1	Point 5.2: Where were the signs? Jacques Dreyer to collect and have them put up.	Jacques Dreyer
5.2	Point 5.12: Bilge pump has been priced and just need to purchase it.	
5.3	Point 5.13: Fire tank. Have tried to weld and patch it but it will not last long.	
5.4	Grant Ekermans suggested purchasing a 'JoJo' tank. All Agreed that this was a good solution.	
5.5	Di Hutton Squire asked if TSC were members of the Fire Protection Association and the Fire Association. Yes the club is.	Grant Ekermans
5.6	Point 5.15: Shower has not been completed in the club cabin because the cabin had been continuously occupied. It would be done.	
5.7	Point 5.18: Sign had been obtained from Coke through Mark van de Westhuizen and would be put up before the AGM.	
5.8	Point 5.19: Confirmed that the air sock has been put up.	
5.9	The program needed to lodge stays of members at the gate was still outstanding. Grant Ekermans to speak to Laurence Green.	Jacques Dreyer
5.10	Point 7.11: Approval of the Liquor License proposal by Mark van de Westhuizen.	
5.11	Proposed: Kuba Miszewski Seconded: Shane Wiscombe Point 11.3: Swimming platforms and ski lanes are in. The cone was awkward but Jacques Dreyer reported that he has placed bright neon yellow tape on the pump that will draw attention to it.	
5.12	Point 11.7: The watering roster is not 100 % in place yet. Jacques Dreyer explained that he would like to implement certain days to water certain zones or areas and that Tony Largier had also offered the use of water cannon that propels itself that could be used to water the public side. Kuba Miszewski requested that this be in place before the AGM.	
5.13	Shane Wiscombe noted that in the beginning of the club there were fewer sites to be maintained and had the staff compliment been increased as the sites had increased? Have we also increased the expenditure but not employed more staff? Jacques Dreyer was requested to look into this.	Jacques Dreyer
5.14	Point 14.6: Floodlights. There are two on the bridge house presently. Another light	Jacques Dreyer

	needs to be placed further up please. Jacques Dreyer to implement.	
5.15	<u>Point 15.1:</u> Kuba Miszewski noted that after the Hobie WC 2014 Championships were held at TSC there was a very good article in the magazine.	
5.16	<u>Point 16.1:</u> Kuba Miszewski noted that he would like to compliment Warren Westcott on the management of the Site Allocation process and meetings. Five sites had been allocated at the last meeting.	
5.17	<u>Point 6.5:</u> The final warning letter has been withdrawn. Jacques Dreyer to please inform the staff member concerned.	Jacques Dreyer
6	Correspondence	
6.1	Discussion about a letter of complaint sent by TSA about a young 14 year old teenager who had thrown crackers; the story of what he did has grown out of control; he used an aerosol can as a flame thrower; set pine needles alight and used a full fire extinguisher to put out the fire. Discussion.	
6.2	Decision to send the parents a letter and they are to be informed of the costs of the damages caused and requested to pay them.	Jacques Dreyer
6.3	Decision to also request the teenager to write a personal letter of apology to all concerned.	
6.4	Grant Ekermans apologised for not sending the TSA MOU to the board members.	
7	General Manager's Report – Jacques Dreyer	
	Written report submitted and key points mentioned:	
7.1	Staff: Jeff is off from work with TB. Clinton has sadly been diagnosed with Cancer and will need Chemotherapy for 4 months. How do we address the sick leave?	
7.2	Jacques Dreyer suggested setting up a "Clinton Donation Account" as he has been employed for 7 years. Discussion.	
7.3	It was proposed that forms be developed for this purpose, and that Kuba Miszewski would present the setting up of a Clinton Donation Account at the AGM. Proposed: Grant Ekermans Seconded: Warren Westcott	Kuba Miszewski Jacques Dreyer
7.4	Break in at the gatehouse was explained by Jacques Dreyer. Cash that was in the drop in safe has been stolen and he was busy with the Insurance Claim. There was also a change of plan explained by Jacques Dreyer to remove any cash daily from the gatehouse for more security.	
7.5	In the investigation there was a suspicion that there had been a tipoff, and cables that had been cut needed to be replaced.	
7.6	Jacques Dreyer noted that from discussions he had at the Police Forum Meetings that the feeling was that this type of break in would only increase in future.	
7.7	Jacques Dreyer noted that he is happy that the staffs are reporting "loitering" so that the security or management can go and investigate. He explained one situation as an example.	
7.8	FNB drop box that costs R 600.00 per month discussed. Jacques Dreyer requested to follow up on this.	Jacques Dreyer
7.9	Jacques Dreyer explained what happened with the public gate that was driven down by public that were driving to Caledon. The Insurance have paid out and the gate is being repaired.	
7.10	Duckling was used over Easter and again by TSA and it now in for repairs.	
7.11	Gosling was at Simonstown - to be collected.	
7.12	It was noted that TSA should not be using the Club Safety boats. It was noted that there needed to be more control over who was using the boats and more communication was needed in this.	
7.13	Blouvis is a club boats that can be used for TSA training and should also be sufficient for them as a safety boat.	
7.14	The boat motor that was given to TSC from the Mall was given back and is not here. Discussion and decision to follow this up.	
7.15	If there is a TSA sailing weekend then there needs to be preparation for the boats to be available.	
7.16	Jacques Dreyer noted that the paper towels in the ablutions were good but that they were being misused. Two electric hand dryers have been installed at the Plaat Ablutions as an experiment and have been a success. It would be good to purchase 6 more, three in May and three in June. The dryers do have a year guarantee.	
7.17	Multi-plugs in the bathrooms discussed.	
7.18	Hennie from water affairs has arranged to complete the road from the public side	
7.19		

7.20	gate to the wash bay. Kuba Miszewski noted that there was a meeting on Monday 20th about the employment of the staff for the wash bay.	Kuba Miszewski
7.21	Jacques Dreyer noted that he had an interesting visit from Mark Josephs to introduce Parston Snell to him who would like to work with development sailors at TSC. Grant Ekermans, Kuba Miszewski, Shane Wiscombe and Jacques Dreyer to meet with them to discuss.	Jacques Dreyer Shane Wiscombe Grant Ekermans
7.22	Letter of complaint sent by Tony King re cars parked in front of his permanent site was discussed. Jacques Dreyer noted that he was busy investigating the situation.	Grant Ekermans
7.23	Tree planting on sites was discussed. Warren Westcott and Jacques Dreyer to look at sites tomorrow that had issues.	Jacques Dreyer
7.24	Grant Ekermans noted that members needed to be made aware that written complaints must be made and the Club would reply.	
7.25	It was noted that some caravans were not being towed to the caravan storage but being left on the plaat. Jacques Dreyer was requested to follow up that the caravans were moved off after every weekend.	Jacques Dreyer
7.26	Discussion re the gates on Portion 109, They gates do have locks and chains on them and only one gate needed to be completed.	
7.27	Jacques Dreyer noted that to save on costs presently he was using the staff for labour intensive work.	
8	Chairman's Report – Kuba Miszewski	
8.1	Kuba Miszewski apologised for not sending a report.	
8.2	Kuba Miszewski noted that no one had known what the codes and passwords had been at the office when Lynette Lake had passed on. Kuba Miszewski suggested a system of keeping passwords and codes in envelopes that are locked away in the safe. Discussion on the implementation of this.	Jacques Dreyer
8.3	Pizza oven discussed. Jacques Dreyer to please find out about the pizza oven and report back to the Board.	Jacques Dreyer
8.4	Kuba Miszewski noted that he had a discussion with Col. Johan Kock recently who suggested that a handful of people meet and look at trends, make plans for security etc. It does cost R 10 000 a month for a 2 nd security guard and this situation is not improving.	
8.5	WC Champs – there was good representation from TSC. Gosling was driven by Johan Kock.	
8.6	TSA – complaints from staff to be addressed. Staff does need to fly the flag for TSC and support the Board decisions.	
8.7	DWAF – staffing of wash bay to be discussed – TSC are not to be involved in the running of the wash bay, this was stressed at the very beginning of this process by TSC – meeting on Monday 20 th April 2015 at 11 am at TSC – Mike Robinson did note that TSC needs to be seen to support this, Boskop are now operating their own wash bay – the wage rate of R 2 000 pm is a big issue – how can we be asked to be a service provider without a tender process? Discussion.	
8.8	Kuba Miszewski will attend the meeting with DWAF. Jacques Dreyer needs to appear in Court in Caledon on Monday in connection with a break in at TSC.	Kuba Miszewski
8.9	The Board does not authorise Kuba Miszewski to make any decisions at the DWAF meeting on Monday 20 th April 2015. All decisions to come to the Board for approval. Five dams are in the DWAF pilot scheme for Wash Bays.	
8.10	It was noted that the support of SAS and other Dams for this should be obtained	
8.11	and that TSC should not attempt this on its own.	
8.12	Disciplinary Hearings: Thank you to Stuart Brown for his reply. A tic box system with basic outlines of a policy for disciplinary hearings must be implemented.	
8.13	Discussion on disciplinary hearings: Grant Ekermans suggested that he forward a copy of the Dept of Labour Policy to Lisa Wheeler at the office to adapt and present within the next week. This was agreed by all. Constitution Point 14 (a) discussed	Lisa Wheeler
8.14	Board noted that we cannot condone what has happened but if the person in question does not attend the disciplinary hearing then he will be tried in absentia.	
8.15	Di Hutton Squire enquired if the rules for staff were the same as club members? In misconduct they are not the same. The Dept of Labour laws apply to staff.	
8.16	Kuba Miszewski requested how do we go forward with this sentencing? Discussion.	Grant Ekermans
8.17	Grant Ekermans, Warren Westcott to arrange the disciplinary hearing in a neutral environment.	Warren Westcott

9	Vice Chairman Report – Grant Ekermans	
9.1	Grant Ekermans presented a combined Vice Chairman Report and Finance Report.	
10	Finance Report – Venessa Mulder	
10.1	Grant Ekermans presented in the absence of Venessa Mulder.	Grant Ekermans
10.2	Balance Sheet and Income Statement explained and discussed.	
10.3	Grant Ekermans noted that the Mirror Worlds Funds were not in these financials at all, there were no major concerns, and were slightly over budget.	
10.4	Café not reaching set budgets and need to look at pricing and the amount on plates, and the bar was doing well.	
10.5	Debtors discussed in detail. Some concern was noted on the overdue amounts owing by members. Grant Ekermans explained the Netcash system and that is delayed by 21 days.	
10.6	A dispute over the amount owing by Synergy which was explained by Grant Ekermans and is being addressed.	
10.7	Improvement of Debtor Control is priority and will be addressed by Grant Ekermans and Jackie the bookkeeper.	
10.8	Di Hutton Squire noted strongly that a tighter system of payment for food and bar items should be implemented and that Fees due by Members should have been paid during the current year.	
10.9	Grant Ekermans presented the strategic plan that was updated for 2015. Security needed to be part of the plan and there was no need to move away the presently noted plan.	
10.10	The Site Development Plan is a cause of concern and Grant Ekermans requested the Board to comment on the documents please.	
10.11	Kuba Miszewski noted that the rezoning of the TSC Club was arranged by the Municipality and did not cost the club anything with the assistance of Dave Gough. This is still a working draft document, but it can be put on the website.	Kuba Miszewski
10.12	Kuba Miszewski noted that a second slipway had been considered. What about the washbays for other slipways on the Dam? Kuba Miszewski was to address this.	
10.13	Proposal to deep clean the ablutions and the kitchen before the AGM. Hygiene Audits discussed. JLK Cleaning submitted an R8000 quote and more comparative quotes are to follow. R3500 for kitchen; and about R 4000 for 18 other units.	Jacques Dreyer
	Proposed: Grant Ekermans Seconded: Kuba Miszewski	
10.14	Grant Ekermans noted that the Afdak floor needed a 3 week curing period. Quote from Nimrod was R26 000. Mark van der Westhuizen spoke to a member, Rietman le Roux, who is prepared to pay R6000 towards this and also another member is prepared to pay R20 000 provided he can put his businesses logo on the roll up covers.	Jacques Dreyer
10.15	Proposal to screed the Afdak floor on condition of the R6000 from Rietman Le Roux in the bank, and accept the Nimrod quote. Mark to continue marketing the area to members for contributions.	
	Proposed: Grant Ekermans Seconded: Warren Westcott	
10.16	Grant Ekermans enquired from Jacques Dreyer when the dry dam would be graded. It needs to be done before the winter. Board has decided to complete this so it must go ahead.	Jacques Dreyer
11	AGM Preparations - Positions	
11.1	Nominations for Board discussed.	Jacques Dreyer
11.2	Warren Westcott to stay; Gert Theron prepared to stand for House and Grounds this next year; Venessa Mulder to stay; Shane Wiscombe to stand; Neil Ashton is proposed to be made a full board member.	
11.3	Noted the need to be compliant with the BBEE laws and have the correct representation on the board.	
11.4	Reports for AGM to be at the office by the 30 th April 2015.	
12	IT Report – Neil Ashton	
12.1	In the absence of Neil Ashton Shane Wiscombe read the report.	
12.2	Noted that all Staff needed to be thanked and congratulated for events that had taken place.	
13	Watersports Report – Shane Wiscombe	
13.1	Shane Wiscombe mentioned that there was not a lot to report.	
13.2	Congratulations to Grant Ekermans who came 2 nd in the recent Grandslam.	

13.3	Calendar: Key events have been set and the calendar is in process, but there was a lot of discussion and “dealing” between Clubs for events, which made the process complicated.	Kuba Miszewski Shane Wiscombe Grant Ekermans
13.4	Discussed: False Bay as a venue; Youth Nationals 2016; Grandslam over Easter at TSC and we have a good case; Saldanha venue not ideal due to security, infrastructure and there being no club.	
13.5	The Stat WC sailing was discussed.	
13.6	Insurance and Mooring Certificates must be lodged at the office.	
13.7	Moorings discussed. Jacques Dreyer noted that when the boars have been taken out for the winter the grid for the moorings will be re-aligned. He also noted that he has spoken to Jose. Niel Spilhaus and Shane Wiscombe to assist.	
13.8	Shane Wiscombe presented that: <ul style="list-style-type: none">• Moorings the responsibility of the owner• Owner to put in the mooring inspections form to the club• Should be inspected between opening and closing cruise.• 18 months leeway for the 1st year• Basic costs are approx R600• Board did approve the inspectors previously	
13.9	Discussion and quote and pictures from Anchor Boating re the proposal for purchasing of a rubber duck. A Gemini quotation was also discussed, which was noted a much more expensive. Two quotes compared and discussed.	
13.10	Paperdoll motor is faulty, and there is a need for a new motor.	
13.11	Lottery funding of R200 000 to purchase a safety boat for the dam. This would free up Gosling to be taken back to use for Regattas.	
13.12	Kuba Miszewski suggested that Shane Wiscombe, Grant Ekermans and himself meet this weekend and email the board members of decisions, plans and discussions regarding the boats to save time in this meeting. Accepted by all.	
13.14	Memorandum of Understanding (MOU) for TSA discussed. <ul style="list-style-type: none">• Staff issues a management concern• Quad bikes should have Club Logos on them• Members can request the office for a copy of this MOU	
13.15	Noted that TSA have promoted the sailing family and TSC, so the pros do outweigh the cons and the benefit to the club to have TSA operating is huge.	
14	Caravan and Camping Report – Warren Westcott	
14.1	A report was sent out to the Board before this meeting.	
14.2	Meeting planned for Sat, 18 th April 2015 regarding two caravans on sites.	
14.3	Kuba Miszewski noted that the boundary of Site 6 should be inspected.	
14.4	Di Hutton Squire noted that Tony Strutt wanted to know what has happened to his cabin application. Warren Westcott noted that he had kept Tony Strutt posted in this regard.	
14.5	Stuart Brown suggested that a team should patrol the grounds and inspect all the 100 sites.	
14.6	Warren Westcott noted that on Sat 18 th April 2015 they are looking at the sites that have been brought to their attention, and they will arrange to look at other sites at another time.	
14.7	Discussion on the positions of cabins on sites and cabin rules.	
14.8	Kuba Miszewski thanked Warren Westcott for the site allocation meetings that had been conducted successfully, and noted that there was one more planned.	
15	Trustee’s Report – Di Hutton-Squire, Des Mudge and Stuart Brown	
15.1	Stuart Brown noted that it had come to the attention of the Trustees that there is a ‘disconnect’ between the Board, Management and Staff and that this needs to be repaired.	
15.2	Regarding the watering of permanent sites – had Jacques Dreyer been given a list of duties in his portfolio.	
15.3	Di Hutton-Squire noted that not all the dots were connecting well.	
15.4	Kuba Miszewski agreed that there is a ‘disconnect’ but pointed out that Jacques Dreyer had needed to take over some huge tasks and that Jackie had also needed to take over Lynette Lakes position with no handover.	
15.5	Discussion was held over the debt collection process. A debtor’s letter and debt collection policy is needed.	

15.6	The members that are behind in payment need to be 'named and shamed'.	
16	Adoption of above Reports	
16.1	The above Reports were adopted. Proposed: Grant Ekermans Seconded: Shane Wiscombe	
17	New Member Applications	
	All applications were accepted and application forms signed. 1. David Bosman – Family 2. Arnold Greyvensteyn – Family 3. Herman Leibrandt – Country 4. John Russell – Family 5. George Kellerman - Family	
18	General	
	Kuba Miszewski thanked everyone for attending the meeting	
19	Date of next Meeting	
19.1	A meeting was suggested for either the 9th May 2015 or the 16th May 2015 . The Board will be advised which date to meet.	
19.2	Annual General Meeting on the 24th May 2015 .	
19.3	This meeting ended at 23h45.	