

| Minutes of Theewaterkloof Board Meeting held at 19h00 on Friday, 8th May 2015 at Theewater Sports Club, Villiersdorp | | | | | |
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| 1 | Welcome | | | | |
| | Kuba Miszewski welcomed and thanked everybody for attending this last meeting of the season. | | | | |
| 2 | Present and Apologies | | | | |
| 2.1 | Present: Kuba Miszewski Grant Ekermans Venessa Mulder Shane Wiscombe Warren Westcott Neil Ashton Stuart Brown Jacques Dreyer Christine Tatt | Chairman Vice Chairman, Future Planning Director Finances Director Watersports, Commodore Director Caravan and Camping Director IT Trustee General Manager Minute | | | |
| 2.2 | Apologies: Di Hutton-Squire Desmond Mudge Janine Frylink | Trustee Trustee Eco, Enviro, Communication, & Community Involvement | | | |
| 3 | Adoption of the Agenda | | | | |
| | Agenda for this meeting was accepted by all present. | | | | |
| 4 | Adoption of previous Board Meeting Minutes, held 17th April 2015 | | | | |
| 4.1 | Noted that the date of the "7 th November 2014" on the minutes of the 17 th April 2015 has to be changed and corrected to the date "20 th March 2015". | | | | |
| 4.2 | Venessa Mulder noted that on the Minutes of the 6 th February 2015 a finance discussion had been omitted from this minute that is to say that Jacques Dreyer and Venessa Mulder are to meet and talk to Jackie the bookkeeper. | | | | |
| 4.3 | Warren Westcott wanted it known that the previous minutes on the 17 th April 2015 were incorrect when they stated that he was going to stay on the Board for the new season, but that he is not staying on the Board for the next season. | | | | |
| 4.4 | Minutes from Board Meeting on 17 th April 2015 adopted. Proposed: Grant Ekermans Seconded: Venessa Mulder | | | | |
| 5 | Matters arising from previous Minute | | | | |
| 5.1 | <u>Point 6.2</u> Jacques Dreyer noted that the letter to the parents had not been sent yet. Grant Ekermans asked if it was not too late to send it now and that it should have been done immediately. Noted that the letter had to be sent on Monday and that they need to be made aware of the costs of filling up the fire extinguisher. | | | | Jacques Dreyer |
| 5.2 | <u>Point 7.3</u> Jacques Dreyer to prepare the form for the AGM | | | | |
| 5.3 | <u>Point 7.8</u> Club does not bank with FNB so this is not an option. Have another plan in place. | | | | |
| 5.4 | Insurance has covered the cash. Jacques Dreyer to forward details of cash and the Insurance Policy to all Board members. | | | | |
| 5.5 | <u>Point 7.22</u> Jacques Dreyer explained what had been done and is to follow up the two incidences that occurred and report. | | | | Jacques Dreyer |
| 5.6 | <u>Point 7.25</u> The fact that there still appeared to be closed up caravans standing on the plaat during the week. Noted that they had been towed back to the caravan storage. | | | | |
| 5.7 | <u>Point 7.26</u> Jacques Dreyer requested to ensure that the gates on Portion 109 on the road side are wired shut. | | | | Jacques Dreyer |
| 5.8 | <u>Point 8.2</u> Research has been done on how to store passwords in a safe place. This is an urgent thing to attend to! Niel Ashton is to advise Jacques Dreyer on options available. It is possible to store the passwords in the cloud to which Jacques Dreyer has access through Admin rights. | | | | Jacques Dreyer Niel Ashton |

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| 5.9 | <u>Point 8.3</u> Pizza oven has been handed back to the company concerned by Mark van der Westhuizen. | Jacques Dreyer |
| 5.10 | <u>Point10.6</u> Synergy: Noted that Venessa Mulder and Jacques Dreyer have received no answer from Chavda | Venessa Mulder |
| 5.11 | <u>Point 10.13</u> Jacques Dreyer and Jackie the bookkeeper are attending to this and it will be done before the AGM. | Jacques Dreyer |
| 6 | Correspondence | |
| 6.1 | Shane Wiscombe asked about funding for Lipton. Noted that the Club pays for the entry but that the team is responsible for all other costs. The Club will assist in all other ways possible. | Jacques Dreyer |
| 6.2 | Jacques Dreyer noted that there is a member's son who is not a member that is signing in under his father's name who is a member. There have been two written complaints. Discussion and decision taken to start a disciplinary with the father. Discussion on where to plan the disciplinary hearing. Decided that it would be held in Depriver which is neutral location. | |
| 6.3 | Kuba Miszewski complimented Warren Westcott on the management of the site allocation process and the meetings. This process was doing very well. | |
| 7 | Vice Chairman's Report/Finance – Grant Ekermans | |
| 7.1 | Venessa Mulder presented the Age Analysis of member fees and a discussion followed about certain of the member fees still owing. | Venessa Mulder |
| 7.2 | Proposed that Hendricks fees be written off. Proposed: Venessa Mulder Seconded: Grant Ekermans | |
| 7.3 | Albadas Family. Decided that the account must be paid by the AGM or membership will be terminated and access will be blocked at the gate. | |
| 7.4 | Noted that there were some member's accounts in credit and that they had paid up front. | |
| 7.5 | Lottery Funds: There was R200 000 available for the new boat. R100 000 deposit on the boat to be paid. | |
| 7.6 | Raimondi: Blue flame discussion. | |
| 7.7 | New budget had been printed and was discussed. 9/10% increase of membership feed discussed and approved. | |
| 7.8 | Noted as important that all percentages in the budget must be approved by the Board. | |
| 7.9 | <u>Security:</u> Kuba Miszewski - security/operations discussed. Villiersdorp security. Vianet to offer cameras? Proposed to the AGM that we either increase security or the staff. Shane Wiscombe suggested a special levy for a secure fence to be presented at the AGM? Discussion. | |
| 7.10 | Kuba Miszewski – noted an increase on repairs and Maintenance on the budget. Deep cleaning that was authorized. Look at the Capex too please. | |
| 7.11 | Kuba Miszewski noted that funds would be needed to repair the jetty this winter. | |
| 7.12 | Noted that Venessa Mulder and Jacques Dreyer still to discuss the salaries. | |
| 7.13 | Jacques Dreyer noted that he was looking for a 2 nd hand canopy for the club bakkie for transporting staff especially in winter. | |
| 7.14 | Kuba Miszewski requested Grant Ekermans to forward the budget to all board members before the AGM electronically. | |
| 7.15 | Venessa Mulder requested to know how to move forward with the staff warning that had been issued. Discussion. Jacques Dreyer and Kuba Miszewski to meet with the staff member. | |
| 7.16 | A discussion re the Strategic Plan was in process. | Grant Ekermans |
| 7.17 | Venessa Mulder thanked Grant Ekermans for his assistance with the finances. | |
| 8 | Caravan and Camping Report – Warren Westcott | |
| 8.1 | On Sat 18 th April 2015 Jacques Dreyer, Warren Westcott and Caravan and Camping Committee had walked around the permanent sites and looked at sites that had various complaint lodged. | Jacques Dreyer |
| 8.2 | Noted that it was very important to mark out the sites. Jacques Dreyer was requested to look at steel rods or concrete blocks knocked into the ground with | |

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| 8.3 | <p>bright paint. In other words a more permanent solution than the current yellow painted bricks that is removable. Suggested that Jacques Dreyer speak to Albert Geiger about a peg with a washer.</p> <p>The amendments to bylaws proposed by Warren Westcott as follows:</p> <ol style="list-style-type: none"> 1. Latte, not permanent and must have height restrictions 2. If members with permanent sites want to make changes to their sites they need to put the request in writing to the office. 3. Beeles Pond covered vans mentioned – there is 6 months to remove all shade netting over caravans. | Grant Ekermans Warrant Westcott |
| 8.4 | Grant Ekermans and Warren Westcott to work on these bylaw changes and email to Board and also present at the AGM. | |
| 8.5 | Letter and proposal from Erica and John Spilhaus sent to Warrant Westcott was discussed; regarding family members, who are club members in their own right, using the main members permanent site and obtaining stays for that site. At least 4 stays by main member over 65, or if a long standing member. | |
| 8.6 | Discussed above and approved in principle by the Board. Warren Westcott and Grant Ekermans to meet to work further details on this. Noted that this was a bylaw and not in the constitution so no constitutional changes needed to be made. | |
| 8.7 | Noted that 8 members had not made enough stays to keep their permanent sites. One member had given up their site. Warren Westcott has discussed with Jacques Dreyer. | |
| 8.8 | Discussed Club caravans and their positions. Ripton caravan to move to make another permanent site? Suggestion that the next season's caravan and camping committee need look into these plans. | |
| 8.9 | Grant Ekermans asked if the plaat members' stays have to be 8 stays to be eligible for a permanent site. It is in the bylaws. Can we take this 8 out? It would free up the transfer list as well. Grant Ekermans and Warrant Westcott requested to discuss this option at a later date. | |
| 8.10 | <p><u>House and Grounds:</u></p> <p>Proposal that the R 6 075.00 quotation for 10 x blinds from Camping Concepts be accepted.</p> <p>Proposed: Grant Ekermans Seconded: Warren Westcott</p> | Jacques Dreyer |
| 8.11 | <u>Memorandum of Understanding TSA:</u> | |
| 8.11.1 | Grant Ekermans apologised for the late MOU. | |
| 8.11.2 | Point 6: None of the boats are safety boats | |
| 8.11.3 | Point 6.2: Safety boats are to be available during training not to be used generally. (Duckling) Kuba Miszewski noted the extra boat. | |
| 8.11.4 | Board approval needed for the MOU now as it needs to be signed before the AGM | |
| 8.11.5 | Noted that in Point 8 of the MOU there needed to replace the word "Manager" with "Board". | |
| 8.11.6 | John Galbraith wanted inserted into the MOU: "Emergency at your own discretion..." or rather put in "...as per requirements....". | |
| 8.11.7 | Grant Ekermans changed this on the MOU and the MOU was taken to John Galbraith for signature by Neil Ashton. | |
| 8.11.8 | MOU was approved by Board. | |
| 8.11.9 | Kuba Miszewski thanked everyone involved in the drawing up of this document and requested Jacque Dreyer to keep a copy on file at the office for members to look at. | |
| 8.11.10 | Kuba Miszewski noted that all have agreed to this MOU and requested the Board and the Club to please support this initiative as it brings value to the Club. | Jacques Dreyer |
| 8.11.11 | Jacques Dreyer requested to inform all. | |
| 9 | Watersports Report – Shane Wiscombe | |
| 9.1 | Moorings: Discussion and explained that the timing was "backwards". 18 Months from last year". Must be inspected by this season. Cannot put boats into the water without the correct paperwork on file. | |
| 9.2 | Jacques Dreyer noted that the jockey wheel on Naughty Niel had been done. | |
| 9.3 | Jacques Dreyer noted that the hoist was operational and that the pressure washer was faulty and would be sent in for servicing. | |
| 9.4 | New boats had been purchased from Gemini. A duck and not the previous boat that was discussed and looked at. Noted that this was a better option. Grant Ekermans and Gemini are to organise that the boat is fully operational. | Grant Ekermans |

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| 9.5 | Thor equipment – Do we know where the equipment is stored? Jacques Dreyer is following this up with Leon Deacon and Neil Spilhaus. Venessa Mulder was requested to ask Jackie the bookkeeper about the payment on the bank statement. | Jacques Dreyer |
| 9.6 | Prize Giving: Trophy List is not complete. There are large gaps. Does anyone know what happened to the Chiltern Trophy? Need to follow up. Nominations for trophy from the Board. | |
| 9.7 | Venessa Mulder noted that SAS fees must be paid by all who have boats, even crews need to have SAS membership to sail. Venessa Mulder requested to send the list to Grant Ekermans and Shane Wiscombe. | Venessa Mulder |
| 9.8 | Noted that it was up to the member to request exemption from SAS membership but that written records were needed for the process. | |
| 9.9 | Have False Bay Club been invoiced for the use of our rescue boat? Jacques Dreyer and Jackie the bookkeeper to look at this. | Jacques Dreyer |
| 9.10 | Watersport AGM: Notice has been sent out. Please also send out notices to those members/people receiving prizes so that they can attend the Prize Giving. | |
| 10 | Board Positions | |
| 10.1 | Discussion. | |
| 11 | AGM Details | |
| 11.1 | <u>Voting members register</u> | |
| 11.1.1 | There needs to be a proper record of who is voting. | Jacques Dreyer |
| 11.1.2 | Member's accounts must be up to date to vote. Only paid up members can vote. | |
| 11.1.3 | The term "Members in good standing" are considered to be members paid up to the end of April 2015. | |
| 11.1.4 | Notice of the meeting has gone out to all members in good time. | |
| 11.1.5 | Grant Ekermans requested the office to prepare an Excel spreadsheet of the members eligible to vote as a proper record of who was voting is needed. | |
| 11.2 | <u>Voting Procedure</u> | |
| 11.2.1 | Family Memberships are allowed 2 voting slips and must sign for two slips only if both members are present i.e. husband and wife. | |
| 11.2.2 | Members must sign for receipt of voting slips. | |
| 11.2.3 | There is no proxy voting allowed. | |
| 11.3 | Jacques Dreyer is happy that the staff are organised for the AGM. | Venessa Mulder |
| 11.4 | Venessa Mulder was requested to prepare an age analyses for the paid up members. | |
| 11.5 | Jacques Dreyer is to ensure that the PA System, Projector and other equipment needed is all working and has been tested before the meeting. | Jacques Dreyer |
| 11.6 | Jacques Dreyer was requested to ensure that the windows of the afdak are blocked off if the blinds had not been installed at that date. | |
| 12 | Any Other Reports | |
| 12.1 | IT report by Niel Ashton: Weather station is working on the new computer. | |
| 12.2 | Gate report: Endless problems but we think we will have a solution soon. Grant Ekermans is doing his best to sort this out. When the gate is fully operational we will take the process to the next step. | Niel Ashton |
| 12.3 | Member of the public asked about the Weather Station and the updates on it being slow. Neil Ashton noted that the 'cache' could be removed to make it update easier. | |
| 12.4 | Lise Wheeler to check the Weather Station regularly; and the repositioning of the camera was in process and will be done. | Lise Wheeler |
| 13 | Trustee's Report – Di Hutton-Squire, Des Mudge and Stuart Brown | |
| 13.1 | Stuart Brown noted that there was nothing much to say apart from resolving the disciplinary hearing. | |
| 13.2 | It was noted that the disciplinary process cannot proceed as there was not enough time to respond to the notice of the hearing (14 days). | |
| 13.3 | During this process the Trustees do need to remain impartial. | |
| 14 | Adoption of above Reports | |

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| 14.1 | The above Reports were adopted. Proposed: Grant Ekermans Seconded: Venessa Mulder | |
| 15 | New Member Applications | |
| 15.1 | All applications were accepted and application forms signed. 1. Natalie Carstens – Family 2. Keegan Ekermans – Student 3. Warren Gregg – Family 4. Mark Hill – Family 5. John Sedgewick – Family | |
| 15.2 | Discussion on an application by a member for a points ruling for a members family member to allow long standing family members to better access to permanent sites. | Warren Westcott |
| 15.3 | Caravan and camping committee to send letter to the Trustees for perusal. | |
| 16 | General | |
| 16.1 | Kuba Miszewski noted that in the invitation for the AGM dance the term “TSC Function Hall” was used. This was discussed and decided that the name “Afdak” would in future continue to be used. | |
| 16.2 | Kuba Miszewski reported back on the Wash Bay – There are 5 pilot projects, and Department of Environmental Affairs is requesting the club to manage and pay the staff of the wash bay. They need this project to be in place by the end of June 2015. There are some funds provided the Department of Environmental Affairs toward this. Noted that this is now a Law and will be rolled out across the whole country. They have been informed of the dilemma of washing the boats with water out of the dam. They are going to consider this. Noted that all costs need to be the same countrywide. | |
| 16.3 | There will be a function on the 4 th June 2015 to hand over the patrol boat. | |
| 16.4 | Concern was noted and discussed on how to manage the position of Safety Officer. | |
| 16.5 | Jacques Dreyer mentioned that the SAMSA Qualification process had a problem. | |
| 16.6 | Discussion. | |
| 16.7 | Security – Kuba Miszewski requested Shane Wiscombe to conduct a presentation on Security at the AGM. Warren Westcott noted that the office is to provide stats on the break ins at the club for reporting. | Jacques Dreyer |
| 16.8 | A petrol claim had been submitted by a board member and was discussed and declined by the board. Stuart Brown was requested to convey this to the board member who had recused themselves for the discussion. | Stuart Brown |
| 17 | Date of next Meeting | |
| | Annual General Meeting on the 24th May 2015 . Meeting closed at 22h00. | |