

## Minute of Theewater Sports Club (TSC) Board Meeting Friday, 11 December 2015, 19h00 at TSC

<b>1</b>	<b>Welcome</b>	
	<p>Andreas welcomed the Board Directors and Trustees to the 5<sup>th</sup> Board meeting. He thanked the Board members for circulating their reports before the meeting.</p> <p>Andreas stated that the busy season was ahead and that preparations were well in hand for all the events. He cautioned on the foreboding low water levels and the precautions measures to be taken in this event.</p> <p>Andreas reported that Lise would be Board secretary for this meeting.</p>	
<b>2</b>	<b>Attendance List and Apologies</b>	
2.1	<b>Present:</b> Andreas Horvath John Lake Gert Theron Neil Ashton Hugo Brink Petrie van Niekerk Rhoweln Rhoode Kuba Miszewski Stuart Brown Des Mudge Jacques Dreyer Lise Wheeler	Board Chairman Vice Chairman Director Finances Director, IT Director, House and Grounds Director, House and Grounds Director, Future Planning Co-opted, Future Planning Trustee Trustee General Manager Minute
2.2	<b>Apologies:</b> Etienne Venter Venessa Mulder Melandi van Niekerk Anders Buchwald Shane Wiscombe	Trustee Director, Events Director, Events Co-opted, Caravan and Camping Commodore
<b>3</b>	<b>Acceptance of Agenda</b>	
	The agenda for this meeting was proposed by John Lake and seconded by Gert Theron.	
<b>4</b>	<b>Adoption of previous Board Meeting Minute 23 October 2015</b>	
	The minute of the previous meeting was proposed by Andreas Horvath, seconded by Hugo Brink and accepted by the meeting	
<b>5</b>	<b>Matters arising of previous Board Meeting Minute, 23 October 2015</b>	
5.1	(Refer Pt 4) Andreas reported that the Caravan and Camping Committee have had several meetings and were being proactive. The minute of the Watersport Meetings have been received. Both these committees are in line with the Constitutional requirements and he thanked both Committees.	
5.2	(Refer Pt 6.1) The outstanding debtors discussed. Gert informed the meeting of the current outstanding debt, which was far better compared to the previous year. R147 000 outstanding after Net Cash. Many debtors were difficult to contact, as contact details could have changed. Registered letters to be sent to all outstanding debtors, whose addresses have been confirmed. Neil Ashton informed the meeting that he had posted a notice on the website requesting members to update their contact details, if it had changed. Very little feedback from this, he advised a financial reward/lucky draw initiative to encourage members to do so. It was	

	decided to include the primary member and spouses employment details on the application form. LW to action. Also to block outstanding debtors at the entrance gate and to block Falcon cards at the cafeteria. Jacques to action.	<b>Lise Jacques</b>
	The boat of the outstanding debtor, with previous year's account not paid, had been taken out of the covered parking and locked up in the pound.	
<b>5.3</b>	(Refer Pt 6.2) Neil Ashton confirmed that the blade server was received but that he needed the password for access, which would be done soon. The price for blade servers were R5000.00 each.	<b>Neil</b>
<b>5.4</b>	(Refer Pt 6.5) Anders was requested to complete the '4x4' stays wording and add to the By-law. Rhoein confirmed that this will be done.	<b>Anders/ Rhoein</b>
<b>5.5</b>	(Refer Pt 6.6) Jacques confirmed he had visited Oude Molen to check their signage. He had ordered the signage. The specific signage ordered was for the entrance gate listing the important messages: e.g. zero tolerance.	<b>Jacques</b>
<b>5.6</b>	(Refer Pt 6.7) Andreas informed the meeting of his idea to have a 3m x 2.15 high fibre glass panel on a steel frame, R3700.00 (VAT incl) Opinions expressed were that a fibre glass panel would not suit the wooden 'rustic' look. Andreas would circulate photos of the panels and collect samples for all to see. Thereafter the Board to make a decision. Whatever decision taken would have to be enforced for all other boat shed owners as well and included in the By-laws. Andreas would bring samples.	<b>Andreas</b>
<b>5.7</b>	(Refer Pt 6.8) Neil and Anders to action this task (reservations of Plaat sites) the following week and include this facility online for members to reserve Plaat sites. Neil confirmed that members could reserve and pay for their sites. This would also assist obtaining any changes of member's contact details.	<b>Anders/ Neil</b>
<b>5.8</b>	(Refer Pt 6.9) Jacques had consulted with Neil Spilhaus regarding the jetty. Andreas noted that the tension was correct, safety buoy was posted. The welding repairs still needs to be done. The jetty repairs was on-going,	
<b>5.9</b>	(Refer Pt 6.11) Andreas requested that two petrol weed eaters need to be purchased urgently.	<b>Jacques</b>
<b>5.10</b>	(Refer Pt 6.23) Jacques reported that all identifiable moorings had been inspected. The problem was that mooring owners themselves could not identify their moorings. Jacques will follow up with those members who had requested mooring inspections, to come to the Club to identify their moorings, an example of this was Alison Sarkozy's mooring. It was requested that Neville Sharwood be asked to plot the GPS coordinates of all moorings	<b>Kuba</b>
<b>5.11</b>	(Refer Pt 6.14) The use of the newly graded dam on the public side was discussed. DWA official had graded the dam, but it was still rough and uneven. This will be smoothed out soon. All agreed that this area be used for camping sites. Jacques to action	<b>Jacques</b>
<b>5.12</b>	(Refer Pt 6.15) Jacques reported that a family member of his was assisting the deep cleaning of the ablution blocks and that this would be completed by the 15 <sup>th</sup> December	<b>Jacques</b>
<b>5.13</b>	(Refer Pt 8.1.2)	

	Jacques was requested to compare costs of water from Elandskloof and Theewaterskloof dam.	<b>Jacques</b>
<b>5.14</b>	(Refer Pt 8.1.8) The inter connection blocks for jetty was done	
<b>5.15</b>	(Refer Pt 8.1.9) Hobie parking next to the Estate house was completed. The Hobies were being moved to the new site. Jacques confirmed that all boat parking would be sorted and completed by end of January 2016.	<b>Jacques</b>
<b>5.16</b>	(Refer Pt 8.1.11) Jacques was requested to provide a copy of the itemized billing for the Lotto boat, and send to Gert Theron. An invoice was received R12 000.00 for the signwriting on the boat. Jacques reported that the prop was recently damaged by the safety officer during a rescue operation and a new one had been purchased. Jacques confirmed that all three Club boats have been serviced, have buoyancy certificates and the registers were in place. Jacques explained that the Lotto boat needs a bolster at the steering column, making it safe to operate.	<b>Jacques</b>
<b>5.16.1</b>	Kuba Miszewski to check with Grant Ekermans if the Lotto boat is compliant with Lotto's requirements and to send a letter to Lotto to this effect. The Lotto boat is a dedicated safety boat.	<b>Kuba</b>
<b>5.16.2</b>	Neil Ashton to check with Grant Ekermans regarding repairs to the Zapcat boat. The 15HP motor is with Anchor Boating. TSA is welcome to investigate the costs for Zapcat.	<b>Neil</b>
<b>5.17</b>	(Refer Pt 8.2.9.1) Music in Bar and Afdak – The barmen to be held accountable and to enforce strictly the ruling that no loud music to be played after 24h00. The bar may stay open until 02h00 as per our liquor license. The signage for this needs to be posted and the barmen to sign agreement, that he/she is responsible and to adhere to ruling. The ruling of no minors (under 18 year olds) allowed in the bar (to sit at the bar counter or at one of the tables in the bar) also to be strictly enforced. The Club liquor license ruling is that the bar is for members and their guests only. The visitors book to be used to sign in public members. Jacques and Mark van der Westhuizen to action the above and enforce this strictly. Signage to this effect must be posted in the bar.	<b>Jacques</b>
<b>5.18</b>	(Refer Pt 8.3.2) Gert Theron will be assisting Mark at the Cafeteria to increase the prices.	<b>Gert</b>
<b>5.19</b>	(Refer Pt 8.3.6) Gert will sort out the SARS outstanding query with Grant Ekermans. The labour law query had been sorted. Gert was also requested to send the 2014 financials to the Trustees.	<b>Gert Gert</b>
<b>5.20</b>	(Refer Pt 8.4.2) Andreas asked that Hugo Brink and Petri van Niekerk investigate this matter and to contact Fire Storm as well. Petrie and Shane would identify the zoning areas and was requested to send the plan to Board members. Andreas asked that Petrie liaise with a contractor and give feedback at the next meeting.	<b>Hugo / Petrie</b>
<b>5.21</b>	(Refer Pt 8.4.3) Petrie had tested the LED solar light and reported that it worked well. The Board approved, Petrie was requested to purchase three LED lights and to erect in the Back Alley area as soon as possible. All agreed.	<b>Petrie</b>
<b>5.22</b>	(Refer Pt 8.4.11) Andreas asked for proactive support for TSA, as their activities aligns with the core	

5.23	business of TSC, which is watersports. An 'exclusive use' of a site had been allocated to TSA, this was an operational requirement for the sail trainers and for their sail training program. This kind of support will also be given for any other watersport discipline if this should arrive, e.g. angling, powerboating, etc. Kuba Miszewski thanked Andreas for the support. All Board members to support the initiative.	All
5.24	(Refer Pt 8.4.13) It was agreed that Petrie purchase 10 notice boards for the Club for posting notices at the Bar and Cafeteria and ablution blocks.	Petrie
5.25	(Refer Pt 8.6.2) Anders Buchwald to follow up with the site lessee regarding the state of the permanent site in Mountain View. The site number was given to Rhoweln Rhooode who would assist with this.	Anders / Rhoweln
5.26	(Refer Pt 9.1) Lise to action thank you letters.	Lise
5.27	(Refer Pt 9.2) The UPN number is operational but not yet implemented fully. The final phase is to set up the assistance procedure and DWAS will liaise with TSC.  Jacques was requested to order stickers with the duty manager's cell phone number to hand out to members and to email the contact number to all members. The water safety officer could need a radio, Jacques to follow up with DWAS.	Jacques
5.28	(Refer Pt 9.3) Jacques proposed that the ski lanes be moved as it may be dangerous for swimmers, to keep the lanes on the other side of the pump. Kuba stated that the ski lane around the keelboats was essential and had been there for years, it had worked very well. Kuba felt that the danger in Jacques proposal is that a boat may crash into the pump. Andreas requested Kuba to invite Jacques to the next Watersport meeting to discuss the ski lane and to decide on the best decision.  (Refer Pt 9.4) Jacques was requested to order and erect a DANGER sign on the pump in the dam. Jacques had already ordered the signage.	Kuba  Jacques
6	<b>Board Directors Reports</b>	
6.1	<b>General Manager's Report</b>	
6.1.1	The Synergy event went off very well and the feedback after the event was very positive. Approximately 4200 people attended. The breakages were: 1 tap, an electrical box on the public side, the gate at the workshop. Final figures would be available soon	Jacques
6.1.2	The Grand Slam event also successful. A few complaints were received regarding the noise just after midnight on Saturday. Regarding the noise disturbance the barmen will be receiving their delegation of duties, that would include no music after 24h00.  A complaint was received on Monday, after the Grand Slam, from a member regarding the congestion at the slipway on Saturday and Sunday. Trailers, bicycles and boats were left at the slipway and obstructed boats from being launched whilst the sailors were racing. Jacques requested that in future the organisers take this into consideration and appoint a person to manage the sailing boats going in and out, organize the parking of trailers, etc. Jacques asked that the Watersport Committee and sailing event organisers assist with this and appoint more members to assist. Kuba was requested to take this up with the watersports committee. Members of the public should be informed of events at the entrance	
		Kuba Jacques

	gate. Kuba stated that the Club should receive about R40 000.00 from this event. Kuba asked that the Cabin should always be reserved for major events. The organizing committees should ensure that the Club reserves all accommodation options for events	
<b>6.1.3</b>	Andreas asked that in future we need more communication before the event and assist with organizing and actively assist with these events.	
<b>6.1.4</b>	Jacques further reported that no further work has been done on the 'old dam'. A member, Jose Ferreira was busy making a 'levelling bar' that will be dragged behind the tractor to 'smooth' the area. This work will continue after the busy period.	
<b>6.1.5</b>	Staff matters: Two R&M workmen had been fired for being intoxicated during work hours and not arriving for work. The latter R&M workman was on a final written warning for the same offence.  The staff were busy preparing for the Christmas season, marking out sites, general cleaning and deep cleaning all ablution blocks.	
<b>6.2</b>	<b>Chairman's Report</b>	
<b>6.2.1</b>	Andreas urged that the Board's focus on controlling expenditure and to ensure that operational requirements are in line within defines of Capex Budget.	<b>Jacques Andreas</b>
<b>6.2.2</b>	HR Matters require attention - Andreas still to complete staff 'one on one' performance appraisals and discussions. He reported that the employments contracts were not fully completed. Andreas informed Jacques that he would assist with this.	
<b>6.2.3</b>	Concerns regarding IT systems and gate controls and future strategy to be discussed. There have been many discussions regarding what the systems were capable of and it is essential that these systems function properly. This is an operational issue and the integration of the various systems was required. Neil was asked if all the computers and programmes (at gate and cafeteria) could be integrated. Gert Theron advised that this should be considered in the next financial year, and should be budgeted for. Neil gave an estimated cost for this, and was requested to provide a quotation for discussion at the next meeting.	
<b>6.2.4</b>	The Water sports and Caravan and Camping Committees composition and activities as requested were correct.	<b>Neil</b>
<b>6.2.5</b>	Finalization of projects:	
<b>6.2.5.1</b>	The security installation in forest clearances and 'back road' lighting. Petrie van Niekerk was requested to purchase the lights for installation on the back alley.	<b>Petrie</b>
<b>6.2.5.2</b>	Andreas expressed concern regarding the use of 'Latte' on permanent sites. There was currently a dispute between two neighbours regarding this. Anders had requested the lessee to remove the fence. Anders to follow up with the progress.  It was recommended that the wording for the temporary use of Latte should be carefully and concisely worded. The use of Latte must be approved by the CCC firstly, and may be up for no more than 2 years, which will give enough time for the hedge to grow to form a barrier. Approval for the erection of latte must firstly be obtained from all neighbours and the request must be in writing. The height for fences must be abided by as well. Rhowneln stated that he would complete the	<b>Anders</b>

	wording for By-laws and bring to the next meeting.	<b>Rhoweln</b>
<b>6.2.5.3</b>	Caravan yard dam levelling, drainage requirements and planting. This had been discussed	
<b>6.2.5.4</b>	Boat yard re organization - Jacques stated that he would action and this would be completed by end of January.	<b>Jacques</b>
	Swimming Platforms x 2 - Jacques was requested to re deck the platform on the public side and ensure that the platforms are in place.	<b>Jacques</b>
<b>6.2.5.5</b>	Brick Paving at clubhouse - Andreas asked for comments. The paving of the clubhouse area was not in the 2015-2016 budget. It was felt that this task be budgeted for 2016/2017. Suggestions of where to pave were discussed and decided that the area in front of the clubhouse: from afdak to clubhouse stoep to be paved. Jacques to obtain the costs of laying the bricks and to check how this would affect the drainage in the area.	<b>Jacques</b>
<b>6.2.5.6</b>	The pending Disciplinary would be completed soon.	
<b>6.2.5.7</b>	The feedback on the Synergy event was positive and Andreas thanked Jacques and Kuba for their input. He also thanked all concerned with the organisation of the Grand Slam event and stated that it was a 'magnificent' event.	
<b>6.2.5.8</b>	Dates for the submission of draft and final budgets and final budget was required and decided. The draft budget to be completed in April. Jacques and Mark vd Westhuizen were required to set budgets and forward to Gert for finalisation .	<b>Jacques Gert</b>
<b>6.2.5.9</b>	Andreas asked Board members to read through By-laws and consider any changes necessary and to correspond to all Board members via email.	<b>All</b>
<b>6.3</b>	<b>Financial Report</b>	
<b>6.3.1</b>	Gert Theron apologized and stated that he would soon send Board members the financials, as he received the information from the office very late.	
<b>6.3.2</b>	Gert could report that the financial situation was stable. The bar's gross profit was good, however, the Café still reflects a negative percentage, as the salary and wages were high. Gert would very soon implement the price increases at the Cafeteria and would pay closer attention to this department	<b>Gert</b>
<b>6.3.3</b>	Gert also confirmed that he would distribute the income, expenses and comparisons in graph format, as requested, for the next meeting.	<b>Gert</b>
<b>6.4</b>	<b>Watersports Report</b>	
	Shane Wiscombe was not present. Kuba reported the following;	
<b>6.4.1.1</b>	The Grand Slam event was very successful with 150 entries.	
<b>6.4.1.2</b>	It was proposed to purchase PVC piping stitched onto high density foam to fit around the jetty, this was used at most marinas. The income derived from the Grand Slam to fund this. Andreas asked for a decision to be made. All Board members were in favour. The Watersport Committee to organize and liaise with Jacques to process payment. Kuba had given an estimated cost of R10 000.00.	<b>Shane Kuba Jacques</b>
<b>6.4.1.3</b>	It was requested that all marks be put back into the dam. Jacques to action.	<b>Jacques</b>
<b>6.5</b>	<b>IT Report</b>	

<b>6.5.1</b>	Gate Access The Members gate is working well, we are however still having issues with the public gate. Neil would be checking this the following Friday.	<b>Neil</b>
<b>6.5.2</b>	Computers Neil reported that he has the blade server that Shane kindly donated, but unfortunately it was password locked. He will see when he has the time to look into resetting the admin password.	
<b>6.5.3</b>	One of the POS computer in the bar was flooded with beer during an SAB delivery over the Synergy weekend. A quotation had been sent to SAB to replace this machine.	
<b>6.5.4</b>	Website Neil has a few ideas regarding the online booking of Plaat sites and identified a few solutions that would enable this. Anders Buchwald had requested to discuss and this will be done when both are at TSC in the future.	<b>Neil Anders</b>
<b>6.6</b>	<b>Caravan and Camping Report</b>	
<b>6.6.1</b>	Rhoweln reported that a Caravan and Camping Committee meeting was held on Sunday, 22 November 2015. The minute of this meeting was available.	
<b>6.6.2</b>	The progress on cabins was moving in a definitive direction - Engineers to draft foundation drawings; The proposed changes to By-laws to be discussed at next Board Meeting; An EIA would be required; A document: "Guidelines for the Construction of Cabins" to be drafted; The SANS 10082 – Guidelines for the Construction of Wooden Structures was obtained and the concerns raised by members had been dealt with.  It was recommended that prescribed contractors with accreditation to be sourced only.	
<b>6.6.3</b>	A site map – Theewaterskloof Municipality would be consulted and regarding the drafting of a map for cabin locations. Albert Geiger will do the survey free of charge.	
<b>6.6.4</b>	An article was drawn up and sent to members as TSC News regarding the Caravan and Camping Committee members and their contact details.	
<b>6.7</b>	<b>House and Grounds Report (Petrie van Niekerk)</b>	
<b>6.7.1</b>	Investigation of public side for improvements - Petrie had contacted Oscar Saunderson and offered him a free 'stay' at the Club in exchange for to complete a proptimization report	
<b>6.7.2</b>	TSC Fire extinguishers – Compliance. Petrie will discuss with Shane Wiscombe	<b>Petrie</b>
<b>6.7.3</b>	After meeting with Hugo and Shane, Petrie had requested a quotation on various fire extinguisher boxes. Shane felt that the prices were too high and he would try to source better prices. Shane suggested protective covers as well to protect the units from adverse weather conditions.	<b>Petrie Shane</b>
<b>6.7.4</b>	Zoning areas - Petrie will finalise with Shane Wiscombe.	<b>Petrie</b>
<b>6.7.5</b>	Lighting of back alley – The LED solar sensor security light was purchased and installed and tested between Sites L4 and L3. Worked well. It was agreed to go	

	ahead and install in the back alley.	<b>Petrie</b>
<b>6.7.6</b>	Ablution blocks - Gert offered to also investigate the costs of shower doors, and would liaise with Petrie. Petrie further commented that he had no luck with other suppliers he had contacted as they were unavailable until the following year,	<b>Gert Petrie</b>
<b>6.7.7</b>	Notice boards - The notice boards had been purchased and delivered to TSC. The Board thanked Petrie. Jacques to action	<b>Jacques</b>
<b>6.7.8</b>	Jacques was requested to cover the open cable near site 70, it runs from the duck pond to the dam.	<b>Jacques</b>
<b>6.7.9</b>	It was requested that Petrie and Hugo to consult with Hans Beele on his ideas for the sewerage dam.	<b>Hugo Petrie</b>
<b>6.5</b>	<b>Trustees</b>	
	The Trustees expressed concern over Venessa Mulder's health and wished her a speedy recovery.	
<b>6.6</b>	<b>Adoption of reports</b>	
	All reports were proposed by Andreas Horvath and seconded by Rhoweln Rhoode and accepted by the meeting.	
<b>7.</b>	<b>General and other topics</b>	
<b>7.1</b>	Kuba stated that he was busy investigating acquiring Portion 109 and Dennehof. Rhoweln was asked to assist with this investigation.	<b>Kuba Rhoweln</b>
<b>7.2</b>	Jacques was requested to advise staff that cellphone abuse will not be tolerated.	<b>Jacques</b>
<b>7.3</b>	Rhoweln advised that all R&M staff be identifiable by wearing branded TSC uniforms.	<b>Jacques</b>
<b>8</b>	<b>Membership Applications</b>	
	<p>The following 16 new membership applications were considered and approved at the meeting:</p> <p><b>Family Members:</b>  Jacques de Wet; Jakobus Hugo; Steven Lurie; Allan Mattheus; Jaco Smit; Eduard Strauss; Francois van Wyk; Eras Venter and Annette Walton  Annette Walton</p> <p><b>Social Family:</b>  Tony Mariano; Evan Samuel and Christoffel van Wyk</p> <p><b>Social Ordinary</b>  Allistair Basson; Michael Bond and Kobus van Niekerk</p> <p><b>Ordinary Member</b>  Gary Grinstead</p> <p>Lise will follow up with welcoming letters to the new members.</p>	<b>Lise</b>
<b>10</b>	<b>Date for Next Meeting and Closing Remarks</b>	
	Andreas thanked the Board members for their time and for attending the meeting.	
	The date for the next Board meeting was scheduled for <b>19h00, Friday, 19</b>	



	<b>February 2016 at TSC.</b>	
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