

Minute of Theewater Sports Club (TSC) Board Meeting Friday, 19 February 2016, 19h00 at TSC

1	Welcome	
	<p>Andreas welcomed the Board Directors and Trustees to the 6th Board meeting. He thanked the Board members for circulating their reports before the meeting.</p> <p>The forthcoming AGM needs to be considered by all Board members and Andreas urged that preparations for the budget 2016/2017 needs to commence soon. The Board secretary needs to be appointed at the AGM</p> <p>Andreas reported that Lise would be Board secretary for this meeting.</p>	
2	Attendance List and Apologies	
2.1	Invited Guest Reley Bell	Biodiversity Office, NRMP, DEA
2.2	Present: Andreas Horvath John Lake Gert Theron Venessa Mulder Melandi van Niekerk Neil Ashton Petrie van Niekerk Rhoweln Rhooode Kuba Miszewski Shane Wiscombe Anders Buchwald Des Mudge Etienne Venter Jacques Dreyer Lise Wheeler	Board Chairman Vice Chairman Director Finances Director, Events Director, Events Director, IT Director, House and Grounds Director, Future Planning, Caravan & Camping Co-opted, Future Planning, Watersports Commodore Co-opted, Caravan & Camping Trustee Trustee General Manager Minute
2.3	Apologies: Hugo Brink Stuart Brown	Director, House and Grounds Trustee
3.	Guest Speaker, Reley Bell, Department Environmental Affairs	
	<p>Andreas welcomed Reley Bell to the meeting and thanked her for attending. He welcomed Reley to either stays or leave the meeting after her presentation.</p>	
3.1	<p>Reley informed the meeting that DEA had appointed 3 new Wash Bay Officials (WBO) in April 2015, but one more official was required. They need 4 WBO. Reley thanked TSC for making the radios available for the WBO and for making the safety boat available for her patrols. The WB operation is a pilot project and would soon be introduced at all dams. Reley wanted to bring a few points across for discussion as there are challenges that have arisen and felt that participative guidance and decisions were necessary.</p> <p>Reley noted the following concerns that DEA have regarding the WB and WBO:</p>	
3.1.1	The responsibility of and management of the WBO should be managed by TSC.	
3.1.2	TSC to assist with all the paperwork involved for the WBO; generating invoices for wages, completing all monthly forms, attendance registers, IN/OUT tags, etc.	
3.1.3	Reley queried the state of the caravan the WBO's uses as an 'office'. DWA was supposed to erect an office, which has not yet happened. The caravan is not suitable, too small and not fit	

	to use as it had been vandalized recently. The WBO need a better office setup.
3.1.4	The spray rig was broken for the second time, it had been repaired for the second time now. DEA will not take responsibility for this nor will fund this expense. DEA had paid for the first repair work. After the spray rig returned from repairs the first time, Reley came to Club, trained the WBO and TSC staff how to use the rig. She urged TSC to pay the account. (The estimated cost is R4900.00). Reley asked the Board to discuss after she leaves the meeting.
3.1.5	Reley reported that the WBO will be receiving training from 22 February until 4 March, thus they are unavailable to work weekends. They will become law enforcement officers after their training. TSC to provide staff on weekends, whilst they are on the course.
3.1.6	Reley requested that the Board keep her informed of forthcoming events at TSC. Discussion thereafter:
3.2	It was confirmed by Reley that after the current WBO have been suitably trained they will move on to new positions within the DEA. New WBO would then need to be appointed. Time frames for training could not be given.
3.3	Jacques reported DWS had informed TSC that they would be erecting a building for the WBO, the current delay is the logistically correct location for this, as the current setup does not work.
3.4	He furthermore reported that a toilet facility had been placed at the gatehouse for WBO to use. Jacques referred to minute of meeting between TSC and DWS, 25 January 2016, point 3.4: Jacques had queried DWS regarding the ablution and office facilities for WBO. DWS requested a 5 and 10 year plan from TSC in order to finalise an operational arrangement between the two parties. Jacques requested that the Board members to consider and action a 5-10 year plan. Reley confirmed that the WB office construction was the responsibility of DWS. DWS was waiting for the 5-10 year plan from TSC.
3.5	The matter of payment for the repairs to spray rig was discussed. Kuba reiterated that the WB operation was a pilot project (mentioned at an initial DMA Management meeting) and that it was made clear that the pilot venues would not incur costs nor pay for any equipment. Once the WB operation becomes National, we could be expected to fund. Gert asked who employs the WBO, who trained the WBO. Andreas asked Reley to request DEA and DWS to formulate an agreement whereby all financial and other responsibilities are clearly outlined. This agreement to spell out purchase of, ownership and cost of repairs of tools used to wash boats, and to confirm what training would be involved to use equipment. All Board members were in agreement, that TSC is not financially responsible for the spray rig, and the responsibility of the WBO and their work cannot be 'shared' by both parties.
3.6	Kuba suggested that all dams with wash bay operations in place, as pilot projects, to possibly meet and discuss the way forward. Reley was requested to arrange.
3.7	Rhowheln asked that Reley send the office a copy of the 'Pilot Proposal and Business Plan' for WB operation. This will enable TSC to better understand and consider a possible 'partnership' with, and to understand the goals of DEA. It was unfair to expect TSC to use DEA assets and visa versa, who will be held accountable and responsible. It is unfair to expect TSC to prohibit boats from entering, when no WBO are present. Liability for TSC staff must be considered in the event of injury on duty, whilst performing WB work. The caravan loaned to DEA was the best solution TSC had to offer. All equipment to be stored at the gatehouse to prevent future loss. Further discussion and agreement between DEA and TSC was essential. Des stated that a working contract between DEA and TSC was highly recommended to spell out responsibilities. Reley undertook to follow up with DEA. Andreas thanked Reley for her time and coming all the way to address the Board.
4.	Acceptance of the Agenda

	<p>The agenda for this meeting accepted by all.</p> <p>Andreas proposed that portfolio reports be done firstly, many outstanding tasks will be covered in these reports. Thereafter, in Matters Arising, can be dealt with and only those not yet covered in portfolio reports.</p> <p>Petrie seconded this proposal and accepted by all.</p>	
5	Adoption of previous Board Meeting Minute 11 December 2015	
	The minute of the previous meeting was proposed by Andreas, seconded by Rhowheln Rhooode and accepted by the meeting	
6	Matters arising of previous Board Meeting Minute, 11 December 2015	
	Andreas asked that Board members refer to tasks noted in the previous minute and report thereon in their portfolio reports.	
6.1	Niel was asked to send a mass mail to members requesting them to update their contact details, in the event they have changed.	Neil
6.2	Access cards of outstanding debtors to be blocked. Gert to send the list to Neil. Neil will action.	Neil
6.3	(Refer: Pt 5.6) Andreas brought samples and a new quotation received for replacing doors of boatsheds, about R8000.00 per door. Jacques to show Niel Spilhaus the sample.	Jacques
6.4	(Refer: Pt 5.10) Jacques confirmed that this was in hand. Kuba to contact Albert Geiger to assist with GPS positions of keelboats.	Kuba
6.5	(Refer: Pt 5.13) Jacques requested to compare costs: water usage from TWK dam and Elandskloof dam.	Jacques
6.6	(Refer: Pt 5.22) Wording incorrect, change 'permanent site' to 'exclusive usage' for TSA. The site, C1, is not a permanent site. TSA members to stay as Plaat lessees, and may not be added to the transfer list.	Lise
6.7	(Refer: Pt 5.24) Anders confirmed that this site had been cleared and tidied.	
6.8	(Refer: Pt 5.28) Jacques was waiting for the brackets to be manufactured. Signs were obtained.	Jacques
6.9	(Refer: Pt 6.4.1.2) Jacques was requested to action. The piping at the jetty, purchase of bumpers R10 000.00 Kuba stated the obtained the quotation and Jacques to proceed the auctioning thereof.	Jacques
6.10	(Refer: Pt 6.7.8) The open cable needs to be actioned.	Jacques
7	BOARD DIRECTORS REPORTS	
7.1	General Manager's Report	
	The following report had been sent out to all Board members:	

7.1.1	Once again the Christmas season was a success. Thanks to Lise that nearly single handed pulled off great Christmas and New Year's parties.	
7.1.2	Jacques reported of the meeting he and Mark had with DWS to inform of proposed changes for the liquor licensed area. An informal discussion was held. Minute of this meeting was received today and 1 copies were handed out.	
7.1.3	R&M staff planted +/- 30 trees on the public side. This was necessary as many public campers have requested more shade. Irrigation pipes had been installed to optimize growth.	
7.1.4	Both geysers had to be replaced at Plaat ablutions – one cracked down the side, the other corroded on the bottom.	
7.1.5	The ablutions were repaired and painted on the inside – positive feedback was received from members. This is still ongoing.	
7.1.6	Signage was erected – there were more to be erected, e.g. on the main pump in the dam. Waiting for the brackets.	
7.1.7	Two rear tyres had to be replaced on the tractor – the owner luckily had second hand tyres, R 900.00 each. New tyres were R4000.00	
7.1.8	The area on the right down to the Wash bay was cleared and 33 Pin Oaks along the road were planted with irrigation installed. Tree Trade supplied trees at R10/tree.	
7.1.9	The 'sloot' (on the left at the entrance gate) was cleaned and the gravel on the road leading to it was sloped to minimize rainwater damaging the WB road. DWS undertook to supply the concrete if we do the prep work to cement the entry area at the gate – we are just waiting on approval from them.	
7.1.10	Two fire hydrants has been installed on the main line, and we envisage another 4 from the Clubhouse up the Back alley.	
7.1.11	As a project we started clearing Beele's Pond. The idea is to more or less restore it to its former glory. Hans Beele was enthralled with this project and assisted, both with advice and physically. He also hired a JCB at his expense. Lise was requested to send Hans Beele a letter of thanks from the Club. Hans had worked out after filling out the banks at least 3-5 new permanent sites could be created.	
7.1.12	Gert asked that the 'sloot', be dug, it did not exist anymore. This was essential for the Winter period. Jacques stated that this task has been started and will continue.	Jacques
7.1.13	The accumulator at Mountain View rusted to beyond repair and will have to be replaced. The pressure pump on the Public side gave in and we are waiting on a replacement. Jacques was requested to go ahead.	Jacques
7.1.14	Round-up in the Old Dam, and I have just received a quote from Agri Organics: Topsoil compost mix is R460.00 (Excl. VAT) per m³ delivered to Villiersdorp.	
7.1.15	Jacques reported on the two Club boats: Gosling and Lotto.	
7.1.16	Jacques was asked to explain the 'chips' from DWS. Chips are the wooden chippings from a clean-up operation by DWS, next to the dam, which hopefully will be given to TSC in near future. Andreas asked if the chips would be used in the new dam area. Jacques confirmed that with Jose Ferreira's assistance would get sand from dam's edge. Erna from Tree Trade was investigating grass options to fill the graded dam area. Lime, stone, gravel and chips to be used for the dam. Jacques will continue with this project. A digger will need to be hired. Jacques	Jacques

	estimated that 30m ³ of compost would be needed to fill the area.	
7.1.17	The fire extinguishers have been placed at strategic places at the Club, They have all been serviced and mapped. Shane Wiscombe was asked to source fire beaters. Jacques to ensure that the staff do fire drills and investigate training with FBA. Shane offered he would service the fire extinguishers free of charge.	Jacques Shane
7.1.18	Jacques informed all, that at recent meeting with DWS, (See Pt 3.7 of the minute) that DWS was under the impression that the proposed cabins will be built together in a certain area together and not on existing permanent camping sites. DWA has requested TSC for a map, indicating the area for cabin proposals.	Rhowheln Anders
7.1.20	Public Fees Discussion: Jacques was requested to review the public fees. The rates had been increased in January by Jacques due to undesirable behavior displayed by public visitors Jacques will send a draft proposal to all Board members for on-line discussion and consideration and for a decision at the next Board meeting. In summary, the following factors need consideration. Seasonal rates, establish estimated capacity of campers, various control systems and staffing requirements, establish extra costs needed for maximum capacity. Other factors, pollution, ablution capacity, day visitor's fees and day demarcated 'pick-nicking' areas needs to be considered. Focus on overnight campers and improving the camping areas. Offer lessor fee for overnight campers staying long term -2/3 days. Offer further discount for family overnight with children. It was agreed that during the peak season to raise the day rate for those that come for the day only, to R100.00 per person. Inspecting the public side during peak season by Board members. TSC should be affordable for all persons. The location of the gate house is not ideal. Ablution facility at gatehouse and day only area is required. DWA will reconsider the moving of the wash bay and build offices. This is on-going. Kuba cautioned that we should not compromise our current lease agreement with DWS. Rhowheln will consult with the local Community Police Forum for additional patrols and advised that staff to be clearly identifiable by wearing uniforms. It was suggested to contact WCRA and get their daily rates for public visitors.	
7.1.21	Kuba asked that the swimming platforms and asked that they be in the dam before Easter weekend. Jacques was busy trying to obtain old conveyor belts to repair the platforms that was damaged by the wind.	Jacques Jacques
7.1.22	It was agreed by the Board that fireworks display will take place on 31 December for forthcoming years and permission from the Board before the time was not necessary. This has become a TSC tradition. The permission from SAPS would be the only requirement necessary. A notice of this decision to be sent to members.	Jacques
7.2	Chairman's Report	
7.2.1	AGM Preparations: 2016/2017 Budget: Andreas requested that the 2016/2017 budgets be prepared in preparation for new 2016-2017 financial year. The draft budget be completed by 22 March and the final proposed 2016/2017 budget be finalized by 2 April. Board members were asked for their comments when receiving the draft budget. TSC Financials must be displayed on the notice board 14 days prior to the AGM. If the audited financial statements be unavailable 14 days prior to the AGM, the most recent financial management accounts must be displayed. Discussion	Gert Gert

	GP% ~ Bar: 43%	Café: 26%	Aug 2015	
	GP% ~ Bar: 44%	Café: 28%	Sept 2015	
	GP% ~ Bar: 43%	Café: 28%	Oct 2015	
	GP% ~ Bar: 42%	Café: 29%	Nov 2015	
	GP% ~ Bar: 42%	Café: 29%	Dec 2015	
	GP% ~ Bar: 42%	Café: 33%	Jan 2016	
	GP's stable at this stage – Café increasing due to new price increases in Dec'15			
	<u>Income Café:</u> May: R82 175, Jun: R51 587, July: R35 780, Aug: R58 042, Sept: R88 806, Oct: R109 131, Nov: R116 837, Dec: R238 779			
	<u>Income Bar:</u> May: R45 399, Jun: R18 216, Jul: R16 271, Aug: R31 665; Sep: R51 794; Oct: R44 927; Nov: R39 083, Dec: R130 906			
	Jan'16: Income Café: R151 929 Income Bar: R75 083			
7.3.4	Membership Fees and Collections (2016)			
	Fees outstanding as at 17/02/16	R216 144		
	Fees collectable via Netcash	R82 542		
	Balance still outstanding	R133 603		
	Problem Accounts	R33 382		
	Of all the 11 outstanding debtors, 50% of the debt was owed by one member.			
	Jackie was contacting the outstanding debtors constantly. It becoming more and more difficult to get the monies in or arrangements in place. Registered letters were went to the problem / non contactable people – some returned RTS – we will have to reversed these charges in the next month and accept members as resigned/ non returns.			
	Gert asked for a decision regarding the debtors and it was agreed to sign off the debt owed. These members to be terminated. Gert proposed that bad debt be included in the 2016-2017 budget.			
	We had a great December 2015 with day visitors and overnights – Thanks to the effort of Jacques, Lise and her team and all the other TSC staff once again for all the hard work during this period.			
7.3.5	Queries: Gert was requested to investigate the expenses that were over budget:			
	Electricity - The staff were requested to send Gert electrical readings and accounts. Gert to investigate the recent increase.			
	The insurance budget was queried.			
	The budget amount for fuel and oil was 50% over budget. Jacques was asked to list all the major R&M purchases. Mentioned were: Ablution Plaat expenses, (R15 000), Tractor expenses, 2 new weed eaters purchased.			
	Licenses was also over budget.			
	Synergy income for this year.			
	Capex Budget: R40.000 allocated for all ablution blocks. Andreas asked that budget amounts be retained for the ensuring year.			
	Gert would investigate above queries.			
7.3.6	Gert reported that he had a discussion with Grant Ekermans regarding the SARS outstanding amount. Gert would discuss with the auditors and Trustees to settle the matter.			
7.4	Watersport's Report			

7.4.1	Shane reported that the 9 Hour challenge was scheduled for 5 March. He asked for volunteers for the Grand Slam challenge over Easter weekend. Shane mentioned more events, but they were inaudible.	
7.4.2	Ski lanes need to be moved, urgent as water levels drop. It was queried if ski lanes should not be removed, with dangerous current low water level. Kuba proposed that the ski lanes be put in place and stated when the dam was 25% years ago, skiing activities still took place. Notices to be posted warning all of low water levels	Jacques
7.4.3	The whereabouts of the equipment that belonged to TSC boat, 'Thor', was queried. Jacques to investigate.	Jacques
7.4.4	<p>The Lotto boat to be taken to Saldanha (Easter weekend) for the Grand Slam and to Langebaan the week thereafter, for the Finn Nationals.</p> <p>An urgent request was noted, when any TSC boat is taken off Club property, the member taking the boat to inform the General Manager, as he is accountable for the boat. Jacques to investigate Club's insurance and if the boat is covered whilst being towed to event and at the event itself.</p> <p>Kuba further requested that the info for the Lotto boat be sent to Lotto.</p> <p>The Mac 24hour event 12 and 13 March: it was requested that the army tent be used again. The staff to transport the tent and erect for the sailors</p> <p>Near Drowning Incident and measures</p> <p>Andreas firstly thanked Kuba and his son for rescuing the persons from the boat that had overturned on the public site, on 31 December 2015. He also thanked Kuba for sending a detailed report.</p> <p>Kuba explained what had happened. He and his son, Henio, saved the lives of a lady and her 5 month old son trapped inside the powerboat, when the boat overturned. Kuba and Henio applied CPR to the baby and he stressed that the baby would not have lived if it were not for them</p> <p>The skipper of the boat, TSC member, could not produce a COF for the boat when Jacques had asked him the next day.</p> <p>Jacques had contacted the SAPS Water Wing after the incident who had advised not to do much but to complete a comprehensive report about the incident.</p> <p><u>Lessons Learnt:</u></p>	<p>Water sports</p> <p>Jacques</p>
7.4.5	Have safety boat from sunrise to sunset. Need to have shifts for safety officers.	Jacques
7.4.6	Have volunteers (members) to assist with safety function during busy times.	Water Sports
7.4.7	Have list of qualified skippers (members) with first aid certification	
7.4.8	It was urged that two safety officers were required over Easter weekend. Jacques has two persons in mind and will contact them.	Jacques
7.4.9	Kuba will inquire with TSA if they could provide 2-day safety course for members, who could assist the water safety officer in the future. Also suggested was to offer a safety boat course for staff and how to set up a search/rescue operation.	

	<p>Kuba will organize, to be arranged after the Closing Cruise. Urgently required was to set up a spotlight at the bridge. Jacques to action. Kuba advised that currently the UPN system was not functioning properly, but would be done soon. Kuba would draw up a search/rescue operation proposal.</p>	<p>Kuba Jacques Kuba</p>
7.4.10	<p>The wash bay officials who would be trained as law officers, according to Reley, Bell, to be approached to assist at the wash bay checking COF, skippers, etc</p>	<p>Kuba</p>
7.4.11	<p>Jacques was requested to advertise the position of water safety office in town for assistance in September before the season.</p>	<p>Jacques</p>
7.4.12	<p>Kuba proposed that the radio and microphone be fitted and mounted (waterproofed) on the safety boat, Lotto, for audibility and easier management of the radio.</p>	<p>Jacques</p>
7.4.13	<p>Investigate public liability of the Club.</p>	<p>Jacques</p>
7.4.14	<p>TSA MOU Amendment Proposal</p> <p>Shane read the MOU to the Board and high- lighted the amendment/s.</p> <p><i>Comments:</i></p> <p>Gert queried financial responsibilities, the fuel and servicing of engines of the boats were problematic and he advised that TSA should contribute to these costs.</p> <p>After boat usage, the boats were not cleaned nor returned to parking bays. Neil denied this and stated that TSC staff never clean the boats and named examples of recent incidents. He remarked on a comment made by a sailor</p> <p>Gert felt that if the Club hosts functions in the afdak, the Club's event takes preference. This income derived from events is for the benefit of the Club. Neil agreed and advised that the staff check the calendar. Kuba advised that it would be beneficial for both parties if cafeteria provide catering for TSA sailors. Gert advised that this be discussed with Mark. John advised that it would be better to keep the catering separate. Kuba and Neil felt that the cafeteria should provide catering for sailors. Andreas stated that it is the TSA prerogative to provide all services for their trainees. Andreas asked tha this matter be resolved by mutual discussion</p> <p>Gert queried if TSA was part of TSC or a different entity, is TSA tax compliant? TSC does not issue RIP5, and TSC is allowing TSA to conduct business on TSC property. The Club has no proof of aforementioned items. Gert queried if this could be regarded as 'a business within a business, which is problematic. Are TSC and TSA partners. Niel stated that TSA were happy to dissolve TSA and become TSC employees and be paid salaries. Andreas agreed that this addendum states that the ownership of TSA clarifies that TSC would continue as is, TSA operates at TSC and nowhere else at TWK dam. 'The word 'ownership' is now better defined in the amended MOU.</p> <p>Gert stated that the agreement is problematic in that TSA uses facilities at no cost to TSC. Gert listed all the costs, covered parking bays, a site, two boatsheds used for training, etc. Niel stated that TSA may hire out the beds in the training room for income for TSC.</p>	

	<p>It was felt that a small amount needs to be paid by TSA to TSC. Andreas stated that investing in TSA is a benefit for the Club and is a win-win situation for the Club. In future the costs could be considered. The current status quo is beneficial for the Club and TSA and TSC are partners.</p> <p>Shane to revisit and review the MOU and he advised that a service fee by TSA to be considered in the future. The Board has the discretion to in future consider costs and we should consider the value that TSA brings to TSC.</p> <p>He asked for a motion by Board members those in favour of MOU and those not in favour. John asked that the items and boat sheds be specified that TSA may use. This needs to be added to the MOU. Damages to any boats and a payment for fuel used to be added to the MOU. Asset register of TSA needs to be noted.</p> <p>Lise to send Vanessa a list of members that have joined because of TSA. Andreas confirmed that the MOU is available to all members and will form part of the minute of this meeting. Etienne cautioned that the Board define the value in Rand that TSC gives to TSA and vice versa. This to be noted annually.</p> <p>Majority agreed on the amendments to the MOU. MOU was accepted by the majority of Board members.</p>	<p>Shane</p> <p>Lise</p> <p>Shane</p>
7.5	Caravan and Camping Report	
7.5.1	<p>Rhowheln wanted to clear up firstly, members cabins, boatshed and public cabins The most difficult part of the cabin lies with the foundation of the cabin making it a movable entity.</p> <p>No allowance for covering of caravan, the cabin is two phase process, the cabin itself and then the veranda.</p> <p>Rhowheln presented the cabin proposal, with guidelines for the construction of cabins. This is attached to the minute.</p> <p>Rhowheln would revise the deposit amount required. The foundation construction needs to be revised. It is estimated that a complete cabin would cost between R60 – R70 000, excluding windows and doors.</p> <p>The Board thanked Rhowheln for his valuable work.</p>	
7.5.2	<p>Anders brought to the attention of members not signing in or out when visiting the Club and report months later by email all their stays.</p> <p>This causes distrust by other members who sign in and out and at the time of site allocations suddenly see a change of stays and their ranking on the list. There are members that at the end of every month send their stays to the office for updating. Members should sign in as we need to know who is on the Club's premises at all times, this is in accordance with the By-laws. Members should get out of their cars to sign in</p> <p>It was reported that the access gate system, Softcon, does work when the system works. It does not work all times.</p> <p>It was decided that all members to be notified that a leniency/window period will apply and thereafter the members stays will only be recorded if they signed in/out in the register kept at the gate. The By-laws also state that members use their access cards for entry. This card system has not worked for a few years. In the</p>	

	event that the member does not want to sign in/out because of rain/long queues then it is up to the member to email the office.	Anders
7.5.3	Anders was asked to complete the wording for the use of 'latte' at sites for inclusion in the By-laws. Members to be notified thereafter.	Anders
7.5.4	Petrie was asked to forward his initial application to improve on the existing fence with new fencing at his site, to the Club for the records. IT was felt that Petrie had improved on the existing fence that was in place.	Petrie
7.6	Events Report	
	<p>The past holiday season, since the previous Board meeting, 11 December 2015, has been very busy with many special groups and member's activities taking place. TSC has now become a sought after venue for the hosting of Christmas parties and we thank Mark and his ladies for their excellent catering service.</p> <p>Here follows events since the Board meeting:</p>	
7.6.1	The Children's Christmas party, 19 December , was a major success with more than expected children participating. Thank you to Kuba for standing in as Father Christmas and Paul Liebrecht for towing Father Christmas, thank you to Obie Brink for taking lovely photos on the day and for posting on Windshift. This event will be an annual event and we wish to ask Gert to allocate a small budget for the 2016 event.	
7.6.2	The New Year's Eve Party was also a major success, with DJ Grimbeek (TSC member) playing music. Feedback was received from members thanking the Club for a wonderful party.	
7.6.3	The annual 'iReCall Bass Classic , hosted, 23 and 24 January 2016, also a major success despite the fact that the prize money was much less this year. There were 31 teams and as per usual, the event was very well organised by the Tafelberg Bass Club, who managed the entire event. TSC contributed prizes, meal tickets and accommodation in the Club Cabin	
7.6.4	The Bass Clinic (Bass Development Day) is scheduled for Sunday, 17 April. The Bass anglers (WCBAA) organise this as part of their Outreach program. Local learners are invited to attend the one-day 'workshop', with Bass anglers presenting six different topics. A long standing arrangement with TSC is that we provide lunch for the learners, the cost thereof is shared by TSC and WCBAA.	
	<u>Future Events</u>	
7.6.5	The TSC night market and Dinner and Show: Scheduled for 26 and 27 February respectively, has been widely advertised and the organisation for this is well in hand by our F&B Manager, Mark van der Westhuizen. With over 20 stalls organised, we are many expecting many first time visitors to the Club. We wish to make this a monthly event in the Summer months.	
7.6.6	Shavathon 2016: We would like to encourage Board members to participate and challenge each other. Publish your challenge it also adds to the Club's spirit	
7.6.7	Learners from Somerset House (Grade 6): This is an annual camp for Grade 6 learners, they will be here from 8-11 March . They use the afdak as kitchen and dining hall and camp on the Plaat. Somerset House makes use of 'Innovative Adventures' who manage the activities for the youth. TSA will be providing sail	

	training as part of the programme.	
7.6.8	IES International Helderberg School Camp: This will be the first time the learners of this school will camp here, 10 learners and 6 supervisors, camping from 7 to 11 March 2016 . Although at the same time as Somerset House, they will camp on the public side, are self-sufficient.	
7.6.9	Angling Events: There are continual Club angling events, forthcoming competitions are: Defence Angling Club – 5 & 6 March and Green and Sea Point Angling Club – 19 March	
7.6.10	Cape Ultra Triathlon: Preparations are in hand for the Cape Ultra triathlon event, scheduled for 25 September 2016 . We are dealing with Carol Zulu, Events Manager of B-Active Sports, based in Durban. A location agreement has been sent to Carol, this will be finalised shortly. The hiring fee for this event is R15 000.00	
7.6.11	EASTER WEEKEND, 25 – 28 March We would like to make this a wonderful Family weekend and have the following activities in mind. Friday, 25 March: Family Bring 'n Braai at the clubhouse, with background music. Saturday, 26 March: Children's Rubbish Removal competition Saturday, 26 March For under 12 years – Making own Easter baskets for the next day. Family Boerie & Beer evening with background music. Sunday, 27 March: Children's Easter Egg hunt and later a Family Cycle Trip. It would be great for members to enjoy 'outside' events taking place at the Club, we should encourage this as it brings much sought after revenue for the Club.	
7.6.12	Directors Events and Water Sports to work together for all the future Sailing events	
7.7	Future Development and Planning	
	Refer Pt 7.5 (cabins)	
7.8	House and Grounds Report	
7.8.1	Fire Extinguishers All 21 fire extinguishers were serviced by Fire Active Boland Company, of which 9 were refilled with gas and 2 refilled with powder, on 6 January 2016.	
7.8.2	Fire Fighting Course 5 R&M staff members attended a fire fighting training course recently, 15 & 16 September, presented by the Overberg Fire Protection. All 5 men have received their certificates	
7.8.3	First aid training 2 staff members attended a first aid training course at TWK Golf Club on 7 December 2015 and have received their Certificates of Competence	
7.8.4	Zoning Areas Safety zoning (assembly points) areas as follow: <ul style="list-style-type: none"> • Area in front of bridge house (bar and cafeteria zoning) • Parking area outside office (TSC office) Further areas to be discussed and identified together with Shane.	Petrie Shane

7.8.5	LED Lights – Back Alley Purchased three lights. Hugo gave lights to Jacque for installation. The security officer reported that the lights worked well.	Jacques
7.8.6	Notice Boards Asked Jacques to install ten notice boards supplied at the following areas: Members ablution blocks, Cafeteria, Bar, Gatehouse	
7.8.7	Ablution blocks – shower doors No quotation received yet. Company in Paarl willing to supply quotation, will charge call out cost.	
7.8.8	Sewerage dam Hugo discussed the matter that was raised regarding the sewerage dam with Hans Beele, who did not have any knowledge. Niel Spilhaus to be approached, Jacques stated the aliens in this area needs to be cleared. Jacques will liaise with DWS to assist with this. This is an evaporation dam.	
7.8.9	Parking areas – boats and caravans Hugo and I had a look at the Hobie parking area. This area will have to be levelled but otherwise is sufficient. Duckbills needs to be installed. <ul style="list-style-type: none"> • Caravans grouped together in caravan parking area • Various boats grouped together in accordance with boat type. • There are still items in storage area that should be scraped/auctioned. Contact the owners and get rid of these items • Theft are taking place in parking area which is of major concern Broken into 'Arnie' twice – nothing stolen but boat left in a mess Stole Jacques Smit's outboard motor off his sailing boat. 	
	To improve security in this area: Erect poles and solar LED sensor lights affixed to poles. Together with the LED light an alarm should also be triggered. The existing LED sensor light system can easily be modified to accommodate a small alarm. It was a good suggestion and Petrie to investigating the costs. Petrie also to walk at night and identify the very dark areas. The camera donated to Leopard trust should be brought back to Club and erected. Vanessa will ask Mary-Ann Sharwood to bring the camera back to Club.	Petrie
7.8.10	Road Cross Over – plaat ablution Hugo and I had a look at the road cross over section next to the Plaat ablution after receiving a recommendation from a member to slow traffic down at this area. The member requested for traffic to be slow down because vehicles trend to gain speed as they move down the hill and is a dangerous hazard for kids playing in this area. <p>Speed bumps do not seem to be a solution due to power boats being towed up and down this same road. It does make sense to have the complete centre "square" elevated in the form of a large area speed bump. At the same time the water flowing from Beele's Pond during raining season can be taken care if in the form of installing a drainage system.</p> <p>The meeting approved that H&G investigate their proposal and go ahead</p>	Vanessa
7.9	IT Report	
7.9.1	IT Vision The biggest problem we face as an organization is that we do not have an	

7.9.2	<p>integrated Enterprise Resource Planning (ERP) system managing our processes.</p> <p>One system is required for future, we need to consolidate all various systems currently used. Neil suggested the following:</p> <p><u><i>Enterprise Resource Planning (ERP):</i></u> Enterprise resource planning is business process management software that allows an organization to use a system of integrated applications to manage the business and automate back office functions. ERP software integrates all facets of an operation.</p> <p><u><i>Why ERP</i></u> An organization that has not deployed ERP will be running on many kinds of software that do not allow interaction. Customization can also be difficult in some cases. This will negatively affect the optimized functioning of the organization's business activities.</p> <p>All of these things change when an ERP system is implemented. Information flows constantly and allows you to follow a client's processes at any moment, no matter which part of the process they are going through. Purchases and expenditures are registered in a centralized database which allows you to have close control over these activities. In this regard ERP helps you to prevent possible abuse.</p> <p>A powerfully integrated ERP system enables interactions of marketing, sales, quality control, products processes, supply lines, stocks and many other areas and it can be in a single database. This will eliminate the occasional loss of and retyping errors. It integrates all departments and functions across a company in a single computer system that is able to serve all those different department's particular needs.</p> <p>An ERP system also automates business processes by placing them into a useful format that is standardized and common for the whole organization.</p> <p><u><i>Our Options</i></u> We have three obvious options available to us.</p> <ol style="list-style-type: none"> 1. Continue to develop the current Falcon proprietary software only supported by Dr Mario Struwig to incorporate all aspects of our organization at an unknown cost, with annual software updates and support charges. Who continues the development of our system and supports us if something happens to Dr Struwig? 2. To deploy an Open Source ERP solution such as Odoo and develop this to suit our needs. I have good skills and there are numerous expert skills available at reasonable rates. (The Royal Suffolk Yacht Club moved to Open ERP in January 2013). 3. Purchase another ERP system. <p>I would be in favour of the second option as a long term vision. I have a demo running on my laptop if anyone would like to have a look at it.</p> <p>TSC IT Infrastructure The Theewater Sports Club IT infrastructure is old and we are going to need to look at upgrading our hardware systems. I suggest moving toward a system</p>	
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7.9.3	<p>where we have one reliable network, one server and each employee accesses the server via a thin client. All applications and data gets stored on the server and the server gets backed up in real time.</p> <p>This was approved by the meeting. Neil to send the Board members a link to view</p> <p>TSC IT Policies & Procedures Manual (This document is attached)</p> <p>The Theewater Sports Club IT Policy and Procedure Manual aims to provide the policies and procedures for the selection and use of IT within the Club which must be followed by all staff. It also provides guidelines that Theewater Sports Club will use to administer these policies, with the correct procedure to follow. I suggest that the Board peruse this document and that we adopt it asap.</p> <p>The IT Policy and Procedures Manual was accepted by the meeting.</p>	Niel	
7.9.4	<p>Website Booking Engine</p> <p>To facilitate online booking of our camping sites, we need to purchase a booking engine, this would cost about R2000 (110 Euro) and would allow us to provide online booking & payment to both Members and their guests on the Plaat and Visitors on the Public side. I would be happy to put in the hours to configure it, get it working and change the website to facilitate.</p>		
7.9.5	<p>This was approved and to be done before the major sailing events</p> <p>Neil stated that he could not access staff computers via Teamviewer and needs to work in the evenings. He suggested to load VNC program, so he could access all computers at any time when needed. He needs to do his maintenance on the computers in the evening. Vinet to create a VPN gateway.</p> <p>The Board approved above.</p>		Niel Niel
7.10	Trustee Report		
	No report.		
7.11	Adoption of Reports		
	Andreas proposed the Board reports and Venessa seconded the proposal.		
8	General Topics		
8.1	Andreas volunteered to follow up with the Voortrekkers for their annual Winter Water Works Camp in the June holidays	Lise Andreas	
8.2	Jacques was requested to move the big sign at the entrance gate (at member's entrance) at least 10m down the road.	Jacques	
8.3	Shane was requested to remove his second caravan off his permanent site.	Shane	
10	New Membership Applications		
	<p>The following 23 new membership applications were considered and approved at the meeting:</p> <p>Family Members: Uwe and Kim Beck</p>		

	<p> Luke and Kim Cornell Cornelius and Eurika de Ronde John and Moniek de Rooy Quinton and Lisa George Johan and Karyn Jacobs John and Sarah Martin Graeme and Cathy Stead Shaun and Angelique Teubes David and Lindie van Vlaanderen (re joining) Abs and Elize van Rooyen Tim and Evanza Whyte </p> <p> Social Family: Angelo and Juliana Engel Riaan and Lezanne Neethling Wynand and Johanna Viljoen Franklin and Deodette White </p> <p> Social Ordinary Andre Venter </p> <p> Ordinary Member Ross Cochrane Johan Retief Samuel Theodosiou University Stellenbosch Yacht Club </p> <p> Student Member Darren Evans (from Family membership) Pierre Joubert (from Family membership) </p> <p>Lise will follow up with welcoming letters to the new members.</p>	
11	Date for Next Meeting and Closing Remarks	
	<p>The date for the next Board meeting was scheduled for 19h00, Friday, 8th April 2016 at TSC.</p> <p>Andreas thanked the Board members for their time and for attending the meeting</p>	