

Minute of Theewater Sports Club (TSC) Board Meeting Friday, 17 June 2016, 19h00 at TSC

1	Welcome	
	Andreas welcomed the Board Directors and Trustees to the 8 th Board meeting. He thanked the Board members for circulating their reports before the meeting. Thanking everyone for the successful AGM & being an outstanding team. This being the 1 st Board Meeting for 2016-2017 is a kick off meeting with a simplified Agenda.	
2	Attendance List and Apologies	
	<p>Present: Andreas Horvath (AH) John Lake (JL) Neil Ashton (NA) Rhowel Rhooode (RR) Grant Ekermans (GE) Des Mudge (DM) Stuart Brown (SB) Jacques Dreyer (JD) Tania Smith</p> <p>Apologies: Mary-Ann Sharwood (MS) Brad Dixon (BD) Etienne Venter (EV)</p>	<p>Board Chairman Vice Chairman Director, Information Technology Director, Future Planning, Caravan & Camping Treasurer Trustee Trustee General Manager Secretary</p> <p>Commodore Director, Events Trustee</p>
3.	Acceptance of the Agenda	
	The agenda for this meeting accepted by all.	
4.	Chairman's Presentation	
4.1	AH opened with a reflection a year of experiences being Chairman & on the Board. Stating last year was a good year, summarising points issued at the recent AGM. Request made to all Board Members to conduct ourselves and discussion in an orderly and respectful manner, to be open and work together as a team. Work well and closely with Jacques Dreyer and support the TSC staff. The Sub-Committees to be formed quickly and begin to take actions asap -CCC (Caravan & Camping Committee) & WS (Water Sports) -putting pressure on WS capacity this year because of the very full season that will take place November and December.	

4.2	<p>Discussion re functioning of the gate and access control. Power supply and motor to be addressed. Grant busy with new cards. Remote keypad can open/close gate. Must move reader, swap internal keypad & train staff to beep once (if green it opens & then to ignore beeping sound when it's green). GE said there are 200 cards loaded by Melanie, but PC was off. System worked. GE pointed out a loss of income due to public just hooting & waving & not paying, but being admitted. Staff are to report the problem to Jacques immediately. Melanie & Lise can contact Neil immediately when a problem arises. AH requested speed to have it fixed & in place. Further reference to the Server in the CAPEX budget this year, to bring the IT infrastructure to an improved system for all software performance.</p> <p>Grant suggested that there needs to be a fence on the side & members or visitors have to use a card they get from paying at the office. TSC staff should explain and stipulate the period for which the card will be active, thereafter the visitor may have to pay extra if they do not exit / leave on time. Proposal to have a R30 card fee & card deposit of R150-R250 so it's controlled and returned. Need operational procedures of practical workings of the gate in the event of the failure of a system related to the gate. i.e. must be another system in place, if motor is not working. JL suggested a manual gate with a person admitting visitors & members. GE agreed that it should be actively done by the staff that is there. The visitors card won't have access to member's gate & further barriers to prevent the public from free access onto the member's side. Andreas said additional staff costs are not planned and that present gate staff need to be active.</p>	JD, GE
4.3	<p>Andreas requested Tania to send a reminder email to all Board Members regarding upcoming birthdays of staff & Board Members. AH thanked Tania for filling the function of Board Secretary.</p>	JD
4.4	<p>Board Portfolios</p> <p>AH put forward the following: John Lake: Vice Chairperson and Future Development Portfolio, Mary-Ann is appointed as Commodore & Grant as Financial Director all forming part of the EXCO. GE voiced reservations about the functions of EXCO and reminded that the EXCO must be accountable to the BOARD.</p> <p>Neil Ashton is IT Director, Brad Dixon is Events Director, Rhowheln is the Chairperson of the CCC; and AH and JL will jointly cover the House and Grounds Portfolio in the interim. Board Members present accepted.</p>	
4.5	<p>AH thanked the Trustees. DM said it's running great, just last year got off to a terrible start. It was discussed that all Trustees will be eligible next year.</p>	
4.6	<p>Review / Discussion of the Board Election Process. Detailed discussion of the election process of the 2016 AGM, with particular focus on ratification requirement for Commodore Nomination and CCC Chairperson nomination to be clear. Pushed to a request for a Constitutional Proposal at SGM.</p>	GE
4.7	<p>Discussion regarding the appointment of only 7 Board Members.</p> <p>Priority established to appoint two more Board Members above a strategy to co-opt.</p> <p>There are 2 positions open and require a Previously Disadvantaged Individual Male and a Female Board Member OR, A Previously Disadvantaged Female in which case a second Board Member can then be identified from any demographic.</p>	
4.8	<p>Operational:</p> <p>Budget -An action plan to get all projects to life, get quotes, timelines, project managers, etc.</p>	

4.9	<p>AH emphasised the communication media to members to keep members informed of events and activities to tell you about the club. Use of mails and notice Boards and frequency.</p> <p>Future Structure / Agenda of Board Meetings. A constitutional proposal from the last AGM prompted AH to consider the discussion forum of the BMs and the criticism about the length of meetings. All Board Members and JD -to create a template as a reporting outline for the GM to be used in Board Meetings. Currently at Board Meetings the Portfolio Directors are presenting, whereas JD is here every day and direct information, therefore the Board should change the structure of meetings to have JD lead the meetings on all aspects with support from Board Members. JD requires various assistance re admin and therefore the new structure should be developed together. The template covers an action list from the previous meeting, go through the finances, (assets) jetty, tractor, grounds, staff, gates, wash bays, general matters etc. All agreed that we change the feel of the Board Meeting, more conventional & others to assist Jacques in the Financials, etc. Template not necessarily active by next Board Meeting.</p>	
5.	General Manager's Report	
5.1	<p>Jacques said he set the ball rolling after the Financial Meeting. A proposed engine for Paper Doll, can be fitted for R50 000. It's a newer motor 4 stroke Yamaha 100HP. Discussion regarding conditions of sale suggested by seller including signage on the Boat. New price is R120,000. SB agreed it was a good price. Grant said it's a 2005/6 good motor & for a little bit of signage it is a good offer. Board Agreed to empower WS and JD to proceed if satisfied with the motor.</p> <p>GE queried the boatshed doors, members own boatsheds, jetty, bumpers on jetty. Require wood beam on metal edge of the jetty, and the padded guards can then be fixed to the wood. Experiencing that the boats are damaged by getting on top of the jetty. AH proposed that if the budget for the motor was R90 000 and the motor is going to be R50 000; then the difference of R40,000 could be justified for use on additional Water Sport requirements such as the jetty & the wash bay.</p> <p>5.2 Jacques asked RR of the development of By-Law amendment regards to Latte. Discussion regarding wording and examples of sites that have latte.</p> <p>5.3 Wash bay concrete DWAF supplied the initial concrete but the additional work on top at the gate house is short by 4m3. Payment required, as the concrete was booked for next week. Need to buy pressure pump, spray jets & a JoJo tanks. Further work is required as it is necessary to do a retaining wall (cost R6800), in which the antibacterial agent is administered to dam water used to spray boats off. Discussion re the functioning of the automated spray system . Also discussion of building a wall between public gate and the neighbor property.</p> <p>5.4 Discussion of the DWAF mandate re wash bay. JL said Mr Weiderman will be happy with the automated system and we have a simple exercise of installation as opposed to employment and management of a manual</p>	

	washbay. JL continued to explain that a high pressure hose has to be continuously repaired.	
5.5	Maintenance of Club Boats. Use of club boats outside TSC. Trailer lights are problematic Best to enquire on purchasing particular expensive light that they last 5x longer & better.	
5.6	The question of order in the designated yards. JD informed that all items stored have been reviewed against the ledgers on hand.re boats, etc. The boats have T numbers, but not relating to a number & name. Will place stickers on bows of boats, thereafter the members should assist to identify the item nad correct existing billing and /or remove the item from the TSC premises. If not identified or claimed; it will be impounded. GE requested emails should be sent out as frequent reminders over the period given as notice before impounding an item. Jacques said that the stickers would only be taken off when payment was made ACTION: JD once a week reminders of items moved if not identified or paid, etc.	
5.7	JD touched on the ever present reality that Dennehof may be re initiated. JD and JL to keep Board updated.	
5.8	<u>Vision:</u> Re-organization and clean up of storage yards. Proper boat parking allocation for, hobbies, power boats & TSA. Then the scrap at bottom of caravan park to be auctioned, then once purchased, it has to be removed until it's repaired. AH asked about sub-letting? GE said it isn't allowed. NA asked how it was to be done with a record being kept. Discussion. GE said he is allowing a friend put his boat there for 3 months while it's being repaired. AH believes there are many sub letting scenarios that need to cleared up. GE said we need to tighten up on boat shed & rearranging, that WS need to be emailed & ratify it. SB said there should be a R100 fee to have it bound. JD to action storage lists further.	
6.	Adoption of previous Board Meeting Minute 8 April 2016	
	Proposed: Neil Ashton; Seconded: John Lake (just year amended from 2017 to 2016)	
7.	Matters arising from previous Board Meeting Minute, 8 April 2016	
	5. Jacques said DWAF boat isn't going to happen as there are no registration papers, etc	JD
	6.3 Replacement doors for boatsheds. Not actioned yet	JD
	6.5 Water cost & Elandskloof is 11c per cube, not including electricity. Pay the once a year, Jackie said not much (Pump Water). AH Monthly water reading –paying / making provisions, as previously it was R20 000. Grant said if it was more than the budget then it's a problem. AH said we need to look at the power consumption at 11c.	JD
	7.1.17 Fire extinguishers – Shane to supply. JD had fire drills, AH requested another one before next Board Meeting.	JD, SW
	7.1.18 RR said DAWF didn't come back to him, discussed informally the club chalets. Can use members cabin, allow a sample built (can become a members cabin). GE why DAWF involved. RR DAWF mentioned plans. GE Why can't we go ahead on our TSC land? JL -32m water mark &	RR

	concrete. GE not subject to DAWF, club land as it's above 32m. RR it's a courtesy, doesn't have to be approved, the emphasizes is on movability.	
	7.1.20 Additional security: EPW is better than Chrysalis Academy. WCRA: Western Cape Resorts Association- about R3000 per year. Register with them, JD & Lise did Financial Management course. They're going to use it & pull GE in, not just golf course, MAC also part of it.	JD
	7.1.21 Swimming platforms completed by opening cruise- JD will be done	JD
	7.2.3 GE caravan members are responsible to rent out. TSC office serves as link. NA advertise & contact -it goes through Lise. NA it's a generic ad – just need details sent to him. The info was recently sent out to members for competitions & events. AH asked how it works, GE said that a tenant calls Lise she gives a list then she gives the details to the client & client liaise with tenant. Lise facilitates the keys. AH said NA to action - advertise & JD to email for a link to send emails. Important matter for upcoming sailing events in Nov and December.	NA, JD
	7.3.1 Stock control. GE is talking to Mark in line with Falcon & to give it 3 months before opening cruise. AH said JD & Vanessa to be involved, GE discussed weekly stock take, no tabs, make tables close before cash up. AH prefer no delay in implementation to ensure that readiness before opening cruise and controls in place before the opening cruise. GE sort the members cards, then Falcon systems on, which then sorts out the payment systems, etc.	JD, VM,GE
	7.3.5 Insurance budget over priced- AH to action. Wrt Lotto Boat	AH
	7.4.4 JD- Errol will sign boat out. GE said WS wants to employ Errol to check boats. JD Errol checks on Thursdays ready for weekend & bills us per hour.	JD
	7.4.9 Boat safety course – Date – NA. GE said WS events & have 4 events / procedures & then rotate & training them, NA need to have a training day. AH said need to train up so if Errol not available.	NA
	7.8.7 Shower doors R900 per door x4 total R3600, JD to go ahead	JD
	7.8.8 JD cut wood out of wattle, plenty of wood for the club, then once trees out they can spray/burn.	JD
	7.8.9 Camera – was it returned to Leopard Trust (site 103) AH is there a shelter/sentry post @ 104 -pull club caravan @ corner – leave light on etc for security men. DM Analysis is costly to record, JD Insp has a unit that records if they stop, NA added cell app's have free monitoring apps. JD to run it through Security co. AH asked JD to find an appropriate caravan to use for shelter.	JD
	7.8.10 Road cross-over: JD queried below plaat ablation to raise one large block to assist with boat towing, GE suggested a speed bump / slanted raised block.	JD
8.	Matters arising from Minutes 22 May 2016 (AGM)	
	Andreas thanked Rhowheln for the minutes.	
9.	General & other Topics (All other Inputs & Presentations)	
9.1	10.10.3 said SGM to be held on cabin proposal, opening cruise.	
9.2	CCC primary focus to ensure compliance & adherence by using the By-laws. Chosen 5 members, General Manager (Exco), invited a plaat member, Beele Pond, Mountain View & Aubrey Smith (indicated to serve). Increasing more deliberate disregard for By-laws, it's JD responsibility. RR will make a report for him. That Board Members are to be completely compliant. SB asked that they be told if they are inadvertently in breach. As the Board Members recognize the high interest in cabins we strongly need to have the By-laws adhered to (side blocks, wash-ups, etc.). Compliance to By-laws is a qualifier for cabins. Implement a push for adherence. Duty of Board Member to adhere to By-laws as an opportunity to work together as neighbours & assist each other. Staff @ TSC must know what the By Laws are unless written consent from JD. Staff will require training. RR said to send email about what's going to be happening & being brought in conformance, or it will impede progress to cabins. RR stated that his review leads him to	

	<p>believe that as many as 25-30% of permanent sites are transgressors of by-laws. Discussion. GE said the new cards can be blocked because of non-payment, but allow also for non-compliance is in the constitution. NA said a list can be introduced and block access cards. Examples mentioned: The cards automatically expire each year. Members have to apply for access card to be reactivated on basis of CCC feedback.</p> <p>AH said 30% is a symptom of a lack of enforcement. JL said it's the last 5 years of slack. JD said the shade cloth looks terrible, if we say take off by end of month, then there must be an action.</p>
9.3	<p>RR shared that there were 8 site allocation meetings & 28 sites changed hands last year. Third site meeting for this year is set for 9th July. GE requested to do another day to put with something, like link Christmas in July otherwise nothing to come up for. RR said 6 members didn't make their min stays,</p>
9.4	<p>RR said to keep the Members cabin discussion for SGM. A standard quote for a 7X3 shell (with doors, windows & roof, but no finish) of which a company has been approached. If they buy approximately 5 cabins then they get a security shell. Use various companies so as not to pick specific companies. It'll cost R48 000 – 2,4 aluminium sliding door & windows. JL asked the time to construct, has it been looked at – 1 day? RR said it will take 5 days, a week, 3 days for the rough work, 2 days for the finish. From Stellenbosch – either sleep here or he can arrange. Deposit from R6000 to R4000, to take R1000 to get a flat bed trailer. AH asked what's the application fee, RR said R6000 & the members get R5000 back.</p>
9.5	<p>GE said the 7x3, the 7m is too long, can they consider 6x3. RR said the guideline max is 7m. GE asked to at least consider it & think about it.</p>
9.6	<p>RR said with re the Latte, hedges & trees that members must get permission from immediate neighbours & TSC management. Latte may not be higher than 1,5m for assisting hedges. AH said the purpose of lattice is to temporarily assist hedges to grow. GE said at least half of your site to be allowed & what's the problem. JD said what's considered neat. GE to the satisfaction of the CCC. RR said it creates a hide away & he's attempting to manage it. Members need to be informed & appearance to be acceptable. RR said it needs to be passed by the By Law in Board Meeting & accepted. AH proposed & NA agreed once hedges were high enough the temp lattice then removed. RR to complete the formulation of the By-Law wording and distribute by email.</p>
9.7	<p>WS – Grant's Portfolio: GE approved people to do the mooring inspections. Neil, Josie, Tony & Neville have been doing it, but to add Kuba as well. The system must be managed by the club. The club pays person to do it, it has been working all along. A structure is in place for the maintenance, approving them is fine. Just honouring the older guys & adding Kuba. R650 fee, hires boat & pays for usage. There are moorings that are unidentified. Nominate guys are approved by the Board Members. Club sends 40 emails for inspections, if no response then the boats must come out the water, office to set it in place & practicalities to be sorted. AH said it should be done at close of season, dates set out with a list & as they come in & then get put on the list. AH asking about the Bosuns work & income, who is the Bosuns person.</p> <p>AH asked if stock take was done of which JD responded it was done approximately R3-4000 (GE). JD replace stuff on moorings. GE pay owner R650 & use of boat. JD sent invoice to member & R650 inspection fee. JL who is responsible – not TSC. GE the owner, it was inspected as per our requirements.</p>
9.8	<p>NSRI – for donations, we don't give out our member's emails. They may be coming here & why don't we promote them, etc. Sabina Lindow (fundraiser). We can email members if they want to. Overberg feed – TSC Youth Nationals – looking for sponsors, R?, fuel, caps, goody bag, etc.</p>
9.9	<p>GE said Brad Dixon asked: Entertainment for the 25th September from 5am-4pm to have the slipway closed after opening cruise for an event. The Triathlon is 1000</p>

	entrants. They want front lawn, tar area & lots of support from the club. AH said to have the tractor available for an alternative solution. That it's a significant & big event. SB said to notify members frequently as it's a Sunday. GE finalize details & a full report to be approved. AH Exclusive use R15 000, visitor's fees, etc. Brad to give a breakdown. JL approved by Water Affairs, JD said yes.
9.10	AH asked Grant re outstanding amount from Synergy about R40 000 not paid yet.
10.	New Membership Applications
	<p>The following 13 new membership applications were considered and approved at the meeting:</p> <p>Family Members: John and Jaqueline Bredenkamp Ian and Avril Charles Paul and Yolanda Cleary Elani Gericke and Andre Coetzee Justin and Janette Hardman Anthony & Maria Hart Lauren Mahncke and Shane Willmot Jonathan and Talita Oliver Michelle and Jonathan Rath Paolo Turilli and Gairo Rossi</p> <p>Social Family: Colin Rudert</p> <p>Ordinary Member Mary Smith Denys Stroebe</p> <p>Lise will follow up with welcoming letters to the new members.</p>
11.	Date for Next Meeting
	<p>The date for the next Board meeting was scheduled for 19h00, Friday, 29th July 2016 at TSC, with site allocation & Christmas in July. Andreas thanked the Board members for their time and for attending the meeting</p>
12.	Close Meeting
	Meeting closed at 22:26pm

