

Minute of Theewater Sports Club (TSC) Board Meeting Friday, 29 July 2016, 19h00 at TSC

1	Welcome	
	Andreas welcomed the Board Directors and Trustees to the 9 th Board meeting.	
2	Attendance List and Apologies	
	Present: Andreas Horvath (AH) John Lake (JL) Neil Ashton (NA) Rhowel Rhooode (RR) Grant Ekermans (GE) Des Mudge (DM) Stuart Brown (SB) Etienne Venter (EV) Jacques Dreyer (JD) Mary-Ann Sharwood (MS) Brad Dixon (BD) Tania Smith Apologies: None	Board Chairman Vice Chairman/Future Planning Director, Information Technology Director, Caravan & Camping Director, Financials Trustee Trustee Trustee General Manager Commodore Director, Events Secretary
3.	Acceptance of the Agenda	
	The agenda for this meeting accepted by all. Proposed: AH; Second: John Lake	
4.	General Manager's Report	

<p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p>	<p>JD- took listed topics. Dawid wrote what each staff did each day with demographics. Jackie referred to problem areas etc. Mark report & JD report and stuff done to be refined in time.</p> <p><u>Ground keeping equipment</u>: Machines are worked very hard, 2 weed eaters, 1 chainsaw (already problematic) & lawnmowers all good.</p> <p><u>Maintenance schedule</u>: run until something happens, only service like the bakkies, etc. that have power motors - per hourly. No service cycle as they're 2 stroke.</p> <p><u>Usage schedule</u>: None as the guys run all more or less together the same amount, every 2nd week about 3 days to mow etc. Tractor & bakkie is to hours, engine has been overhauled a while back. AH queried if tractor needs anything. JD said it will need to be replaced, as it runs all everyday all day. Tractor is involved in everything from the boats, caravans, garbage, etc. It is leaking a little bit of oil, but they have ordered a spare & gearbox.</p> <p><u>Mark</u>: bar section - ground is sagging but will need to be replaced, boxed & casted. House & grounds to look at that JL & AH. End of Aug/early Sept. Roof leaking in a few places, will need to be replaced. BD not from settling. JL suggested maybe the roots, something pushing up not sagging. Getting some membrane, Mark to see to & the roof leak. He's got a list of stuff to do. Don't want to have to eventually replace a roof. AH asked when can it be done, possibly a 5-6 day job. Weather better March-April. AH beginning March. Filter coffee machine, etc. Painting all in order. AH when they can't cut they can paint.</p> <p><u>Falcon</u>: stock take. Need some training on Falcon system. A very elaborate system, but don't know how to use it. Staff also don't know. Grant says back to invoices they were trained. It was a time back though. Had Falcon come through & they've developed a new training manual on Falcon cloud, but it needs to be reloaded. It gives you exact instructions as per the training. Recipes are linked, etc. e.g. Amstel is a recipe. On the variance report it shows no stock sold, because there's no link. Castle & Amstel are counted together, because they're the same price, but not same product. Interface it, but Grant says don't interface it as it corrupts everything and then you don't know what is happening. Leon, Jackie, Lynette couldn't work it, anything with interface & pastel doesn't work. Jackie, how the stuff gets to her, etc. from being captured etc. GE says the alternative is to manually make it & then give it to the office & then marry them. When you understand the which journal to use then it works, but when you just accept it, then the problems come in. Mark can capture it & hand it over to Jackie to replicate it. AH says the Falcon is an amazing system in keeping stock. We need to correct the database, the descriptions, etc. If its corrected stock take can function properly, the foundation of Falcon going.</p> <p><u>Staff</u>: would like a staff room for lunch, tea time, etc. JL asked if there is a space in the storeroom. AH said that one can't smoke in there as there's food. AH There's a lot of space, but let them come up with an idea. BD extend beyond kitchen with a roof. Load money on card with a slip or cash loaded on their salaries. Only food if 12 hours of work, but lunch break after 5 hours of working. Stock taking won't work because of staff meals been rung up as R35 & at times other food gets eaten. GE loaded on their own cards, sorts stock control. JL they're on various shifts how do you load up for each. AH says on Falcon there is a staff meal. Discussion staff meals. AH stock to be controlled better. When Falcon running then see where the shortcomings are, but bring it in as quick as possible.</p>	<p>AH, JL</p>
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4.5	Business slow, good business for Afdak areas from parties, locals staff, etc. Planted a pole by office to get wire off the ground, run 2mm wire across to run what we need as the internet has caused delays etc. 400 info per month 4 mg line, but we can up it too. They can split office, bar, gate on one road/ line. Then the visitors etc. on the other. NA says they open up more for a time frame when more people e.g. TSA to up it, so it does work. GE for youth national was good.	
4.6	Stop all tabs at bar & cafeteria: GE responded to have the card system working, as soon as its in then it'll work. AH requested printed receipts & customer to sign it. They must print it, order the printer. AH proposed, Second: JL. JD to action it. AH will have a wireless card machine, GE it has been ordered. JD drinks not even ordered, but printed on the receipt. JL request to have an email sent to all the members to prepare them so the barman doesn't get the brunt of that. GE busy with email explaining the system to members etc. JL just wants a basic letter sent out. GE its user problems not software. GE & NA to look at gate system.	JD, GE, NA
4.7	Stays are they necessary. AH to be referred to the CCC.	RR
4.8	Ladies Plaat bathroom looks great, done. Stock taking will be sorted as a weekly stock take, so to be continued GE. C or T number letters to be sent out. GE we need a dedicated Safety numbers. Need office number, safety number & an alternative to call. JL as we do fire drills can we do a drill on the duty manager when you JD isn't on duty, to check if the number is working. JD wants a report as to when it occurred to find the problem. AH to make sure the duty manager has a phone. Demister was repaired, as they couldn't see to drive without it. Fixed the door so staff can stay dry. Fixed old caravan cleaned out, etc. to stay dry, but Villiersdorp security will come out & check. Newspaper article on it. Fence put up on driveway.	JD, AH
4.9	Voortrekkers had a great camp, but prop broke - they paid for the repair.	
4.10	<u>Cape Ultra</u> : everything going to plan. John demanded people to pay for running through his farm. So they changed the route, etc. & those farmers are happy. The traffic department will get a donation from Cape Ultra to assist, R21 000 was requested by the traffic department - an exorbitant fee.	
4.11	Secure area for members. Old alarm system with new cabling laid, 3 lots & connected to audio alarm & a u-shape around the caravan park. They come in from the pound area so that is blocked off. A small camped in area, for an extra fee, beams etc. for future ideas. As there's too many false alarms, as they should be every 150m, come in and out from the chain side.	
4.12	RR came & did some training with the staff & they enjoyed it ending with a braai. They're theoretically clued up to know what they are & aren't allowed to put up etc. shade cloth.	

4.13	Paper doll fitted with engine, just need a filter for the water. MA said at least 2 years ago. Magnum gave a trailer to get it here & can use it to bring it back & great service. Discussion regards what to Paper doll is to be used for a work boat. GE it's the tackle that damages, for simple moorings etc.	
4.14	A member built a sound proof cover over the pump, but it overheated. Looking at other alternatives like a thicker cable, choke, etc. JD will get a costing. Ablutions are fine.	JD
4.15	<u>Planning</u> : Wash bay - wall to the neighbour farm, another gate, automated system behind it. Water affairs wants a meeting with us to approve it.	
4.16	<u>Season Preparation</u> : Cleaning and prep of equipment for season & events, jetty, swimming platform, office coat of paint, etc. the usual stuff will be done. Public side planting some grass, etc. selling metal to use towards costs etc. GE Jetty has been approved can it be done while its standing out. JD queried the wood specs as they only received the bag prices. NA we're running out of time to mark the old farm dam wall, to prevent future damage. JD water affairs said cardinal markers etc. GE said just put something. Discussion ensued.	JD, GE, MA
4.17	<u>Club cabin</u> : MA asked what is going to be done. JD has given to Dawid as they're busy with it, they enjoy tackling project. They want to fix it & have been given the go ahead. The girls at the gate can keep it tidy etc., but it needs to be kept dry. Discussion ensued re MA accommodation for events etc. Andreas thanked Jacques for his Report & the running of the club - Well done, to you and your team!	JD
5.	Board Directors Portfolio Presentations	
5.1	<u>Chairman</u> : AH a youth area. Idea for where the youth can gather etc. Discussion re partitioning in Afdak.	
5.2	Highlighted recognition of old members. List of criteria, etc., who steers it, but something needs to be done. MAC is emblazoned with boards etc., a recognition, how do we do it, dinners, etc. Youth & Seniors. BD to steer it. Honorary Life Members to have clear criteria. GE only by AGM voted by 2/3 membership. MA at next AGM to mention HLM & to have specific criteria.	
5.3	Strong revenue on events. Lise as Events Co-Ordinator, but does PA, Duty Manager, etc. discussion made to focus on Events & contacting databases, etc. JD asked Lise would like a laptop for her function, etc. to facilitate her and she could work from home. NA to organize a laptop.	

5.4	A document to control bar hours, music & last drinks, etc., delegate with bar tender duties. The rules, no drinking by bar staff. A desire for professionalism, in the event of assault or emergency, undesirable, safety of cash, etc. AH a proposed date for all the bar staff to meet.
5.5	<u>Safety boat</u> : steering broken on the extraction of a keel boat. Discussion ensued. R3500 bill. A meeting to be held with the Water Sports Committee.
5.6	<u>House & grounds:</u> AH to give a copy to be documented.
5.7	<u>Caravan Camping Committee</u> Chantal Horvath, Geoffrey Hobbs, Carol Booth, Aubrey Smith, Paul Plumstead, JD serve the interest of the entire camping ground they're the go to person as 1 st port of call. A virtual committee, via email. Letter sent to members drafted by JD & RR, then a 2 nd one to introduce the committee members to TSC.
5.8	Site 26 has an action date 12 th August, mon 15 th will have a clean-up. <u>Site allocation</u> : BP1, O2 & O3. Members cabins all ready for SGM. Only wooden stilts have to be treated, wax based treated. <u>Idea</u> : Board consider 2 sample cabins. Awaiting revised By-Law, but must be approved by the Board. GE objected, down the road, enhance security etc., Discussion ensued. GE to have specific criteria. CCC to be specific re By-law of latte not linked to hedges. GE max length of 12m, majority agreed.
5.9	Storage of boats on sites. MA there are By-Laws to rectify that. JL it's back to basics. RR to mention it to the WS committee. 1 st Sept amnesty is up! AH commended the formulation and recruitment of a great CCC committee, thanking him.
5.10	<u>WaterSports</u> Honorary who are not existing members of TSC, Lipton Cup, Ina offered her boat & happy to have us sail it. Option to use her boat in Hout Bay or bring it here. To help us get advanced sailing & at sea, to win Lipton. We are expected to store & running costs, etc. Discussion ensued. To negotiate & look at a young team. NA look at Sailing Ass to look at sponsorship, development sailing. To be discussed at tomorrow Water Sports meeting. Proposed Vice Commodore structure, etc.
5.11	<u>Events:</u> BD Triathlon planning, Lise doing a great job. They are unsure of charges, but will be discussed. Overnight will pay a camping fee & lease a certain area, not the full public area. Still awaiting some info re catering etc. Sat is registration by Afdak area, Sunday is the event until 2pm. NA to just keep the members informed. BD said its mainly the public side, but some on the member's side & around the club.
5.12	<u>Synergy</u> : beginning of Nov, being pro-active to close if they are coming or not, as BD has another event. GE said to come to an agreement with them. Sun 27 Nov – 3 rd Dec, Varsity event Mark catering 1200.

5.13	<u>Information Technology</u> NA Fiber optics to install, but the data price stays the same R11 000 over budget. GE R11 000 in CAPEX for computers, but not spent, suggests to spend the money to get the computer system working. NA asked for a go ahead as prices increase every year, as we are dependent on the fiber optics, but can look at a cheaper / other server. AH requested to trim it down a bit.
5.14	Gate does seem to be working, but no one trained to use Softcon, have someone do a 3-day course. Can do contract with Softcon, but expensive. NA to persist with Falcon- to write a gate system, where everything talks to itself. AH for NA to go ahead. <u>Financials</u> GE Concern of growth profit, considering winter months. Capitec meeting Tuesday for portable machines; Zapper or Snapscan. Permission to go ahead, no objections.
6.	Adoption of previous Board Meeting Minute 17 June 2016 Proposed: AH; Seconded: JL
7.	Matters arising from previous Board Meeting Minute, 17 June 2016
	GE typo too small, JL future planning & GE not treasurer but Financial Director
	JL subcommittees have to be voted on and agreed. MA vote at WS. GE not a constitution, not members voted it's not constitutional. Take out 4.6
	5.5 Maintenance of club boat, in progress. JD Need to change trailers to be removable. GE to give 2.
	5.6 Yellow stickers, weekly reminders for members, JL to keep communication. JD deadline 1 st July. AH extend notice by 2 weeks to JD.
	6.3 Replacement doors for boatshed was done.
	7. 1.17 Fire drills done.
	7.1.21 Swimming platform to be set out by February. JD swimming platform, jetty, etc. will be in place by the opening cruise
	7.3.5 AH a new policy for boats and saves about R200pm.
	7.4.4 Errol is doing it
	7.8.9 Kuba is in negotiation.
	7.8.10 JD did make a speed bump but washed away, but going to put a pipe in to stick out.
	9.7 Mooring inspections to be discussed tomorrow.

8.	Preparations SGM September 2016	
	AH for 4 th September SGM – topic Cabins following the AGM, any other topics. GE is set for one topic. AH Jacques to get Lise to get all the rules, etc. & members to vote. MA do we have approval from WA. RR they are happy with it, as its removable.	
9.	General & other Topics (All other Inputs & Presentations)	
9.1	<u>By-Law Amendment Process</u> RR a by-law being changed has to follow a process, because the By-Laws need to be approved before the AGM according to Grant. GE if approved by the SGM then it overrides the board. For SGM the proposed by-laws must be ready. AH By-laws are there to be view by members or rejected, to be agreed upon. Discussion ensued. GE to have proposal for members to decide if they go with cabins. SB then suggested to give the By-laws. AH to give an idea of the whole concept, price, sizes, etc. AH clarity on the SGM: Design, the stilts, By-Laws, Size. GE suggests to reduce -max 6m. Standard size 6x3m makes it very economical, take off max of 7m & stoep not compulsory.	RR
10.	New Membership Applications	
	The following 3 new membership applications were considered and approved at the meeting which Lise will follow up with welcoming letters: Family Members: Mark & Charmain Henn Adrian & Devona Hofmeester Erik & Lisa Renzenbrink	
11.	Date for Next Meeting	
	The date for the next Board meeting was scheduled for 19h00, Friday 2nd September, 2016 at TSC . Andreas thanked the Board members for their time and for attending the meeting	
12.	Close Meeting	
	Meeting closed at 23:26 pm	