

Minute of Theewater Sports Club (TSC) Board Meeting Friday, 14 October 2016, 19h00 at TSC

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| 1 | Welcome | |
| | Andreas welcomed the Board Directors and Trustees to the 11th Board meeting. He thanked the Board members for circulating their reports before the meeting. | |
| 2 | Attendance List and Apologies | |
| | <p>Present: Andreas Horvath (AH) Neil Ashton (NA) RhowelN RhooDe (RR) Stuart Brown (SB) Etienne Venter (EV) Jacques Dreyer (JD) Mary-Ann Sharwood (MS) Tania Smith</p> <p>Apologies: Brad Dixon (BD) Grant Ekermans (GE) Des Mudge (DM) John Lake (JL)</p> | <p>Board Chairman Director, Information Technology Director, Caravan & Camping Trustee Trustee General Manager Commodore Secretary</p> <p>Director, Events Director, Financials Trustee Vice Chairman / Future Planning</p> |
| 3. | Acceptance of the Agenda | |
| | The agenda for this meeting accepted by all. Proposed: Andreas; Second: Mary-Ann | |
| 4. | General Manager's Report | |
| 4.1 | Report Attached <ul style="list-style-type: none"> MvdW and JD pleased with success of triathlon event. Assistance of Lise W very detailed Notes of thanks issued to all staff and assistants | |

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| | <ul style="list-style-type: none"> • Wednesday Dinner trials started with good attendance and good possibility of additional revenue; following closing of restaurant in Villiersdorp. • JD and MvdW continue to refine Falcon application of Cafeteria and Bar. Discussion re Falcon • Kitchen Staff uniforms issued. Uniforms for office staff in discussion. | |
| 4.2 | <p>Staff meals</p> <ul style="list-style-type: none"> • Proposal comes from MvdW re staff meals. Request for R500 fixed sum as petty cash issue for purchases to cover all meal requirements for cafeteria and bar staff for normal weekend requirements (opening Friday midday to closing Sunday). | |
| 4.3 | <p>Cleaning Staff</p> <ul style="list-style-type: none"> • JD reviewed capacity of weekend “on duty cleaning staff” is directed to exclusive focus on the 8 ablutions. Kitchen staff to be responsible for cleaning of Kitchen Cafeteria Stoep and Bar. | |
| 4.4 | <p>MvdW re Falcon</p> <ul style="list-style-type: none"> • Software repairs and testing underway. Requirement for e-learning training to further improve usage. Finalizing and proper implementation to be completed by end OCTOBER. | |
| 4.5 | <p>Maintenance</p> <ul style="list-style-type: none"> • Painting of walls and request for tiling of kitchen floor. End of range tiles costs estimates R4000-R6000 required. • Ventilation requirement for Kitchen. • Capex Budget includes allowance to do improvements • R&M staff to do tiling and painting in hours. | |

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| 4.6 | <p>Dam Markers</p> <ul style="list-style-type: none"> • JD reported that all markers were returned to the water and that they have been upgraded with reflective tape. | |
| 4.7 | <p>Moorings</p> <ul style="list-style-type: none"> • N Spilhaus has completed re alignment of moorings grid • Mooring inspections completed. 1 mooring to be removed. • Discussion: Succession plan re mooring inspections responsibility of Water Sports Committee. | |
| 4.8 | <p>Swimming Platforms</p> <ul style="list-style-type: none"> • Have been rebuilt ahead of season and are currently at waters edge. Will be returned when water levels and temperatures are more suitable. Dangers discussed. | |
| 4.9 | <p>Jetty Fenders</p> <ul style="list-style-type: none"> • Wood work is completed. Some fenders to be tailored to fit in size. • AH voiced questions re measures to prevent unnecessary damage to fenders. Start with regulation of anglers and swimmers by Safety Official and MOD. Signage required on pole that presents the safety ring. Signage preferred at beginning of Jetty. | |
| 4.10 | <p>Installation of 100m of chain to secure jetty to be concluded in next week.</p> | |
| 4.11 | <p>Pump cable to arrive and also installed weather permitting.</p> | |
| 4.12 | <p>Quote received for Boat shed doors R6500/set</p> <ul style="list-style-type: none"> • AH supports initiative that tender came forward from local contractor at reasonable price. Discussion regarding design and size of doors. Board requested price to build solid section instead of doors for comparison as 2 sets of double doors are not necessary along the full front width and one set is sufficient. JD to request pricing. | |

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| 4.13 | Note from Municipality re water restriction PHASE 2. Communication to members. | |
| 4.14 | Discussion re outside urinal. <ul style="list-style-type: none"> AH reminded of last Board meeting resolution to bring area into working and presentable area. No review Board Decision. Implementation at least cost by next Board Meeting. | |
| 4.15 | Afdak area, with open view to stoep and cafeteria has couch and games for youth. Seems to be working well and has added space to the cafeteria eating area. TV connection being installed to a projector in that area. | |
| 5. | Board Directors Portfolio Presentations | |
| 5.1 | <u>Chairman's Report:</u> | |
| 5.1.1 | <p>AH reflected on the value of TSC within the town, the community and the surrounds. The impact of the activities of TSC is most obvious and amplified with large events such as the Mi-Way triathlon, but also with the general activity and events and club member presence at TSC.</p> <p>Accommodation bookings as far as Worcester and Franschhoek and casual employment of several local unemployed persons and opportunity for several local entrepreneurs. TSC's activities have good economic impacts on surrounding areas. AH is very proud that the work of the club is not insular; but significant and wide spread benefit to community.</p> | |
| 5.1.2 | <p>Reflection on the term: Club Spirit / Sense of Community within TSC.</p> <p>A point of departure to create and stimulate a club spirit and thereby the definition of a "club". An aversion to governance with a rigid application of rules in an automated fashion. There is no need for the Board and the Executive to conduct business with members like a municipality. Certain matters do require formal process, but most issues that address members can be concluded in an amicable and personal discourse. Bear in mind that members are at TSC of their own free will and to enjoy themselves. Only a Club Spirit encourages participation and contribution to the club.</p> | |
| 5.1.3 | <p>SGM "Members Cabins on Permanent Sites"</p> <p>AH thanked RR and the CCC and all the members that attended. AH felt that the(1) the Conceptualization (2) Process of Ratification in accordance with the TSC</p> | |

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| | Constitution and (3) The Communication has been properly completed. |
| 5.1.4 | Discussion of Audited Financial results Trustees are to engage and conclude. Gert Theron also thanked for actively concluding the results and his ongoing contribution in assisting the administration of TSC. |
| 5.1.5 | Disciplinarys. Currently one Matter is sensitively being concluded by an investigation. 2 other disciplinarys concluded. |
| 5.2 | <u>Caravan & Camping Committee:</u> (See attached report) |
| 5.2.1 | Resolutions: Shade cloth addressing individual members on transgressions. Cleanup starts 17 th October by removing the shade cloth, then the general clutter. |
| 5.2.2 | Site allocation 15 th October for 2 available sites (S1 & 32). |
| 5.2.3 | The sub-committee will discuss 3 cabin approvals at 9:30 for the meeting. EV for a standard to be adhered to. The balance of the CCC is to be the Sub-committee excluding JD (being the GM) & RR. See attached Minutes of CCC Meeting of 24 th September 2016. |
| 5.2.4 | Gas installations by law & 9kg (government legislation addresses this) gas bottles must be approved. No caravans have gas installations, but now the cabins are expected to have it. Have a chemical toilet & water basin alongside the caravans. JD having showers in cabin, where is the water going, into the dam. AH asked what other clubs are doing, etc. that we can find out. |
| 5.2.5 | Cabins will be treated with fire treatment, so the size of the fire extinguisher needs to be decided (18sqm2 area what extinguisher size is needed). |
| 5.2.6 | Dog report: sensitive issue & no clear guidelines. What recourse does management have? AH recommended dog tags & dog fees to bring under control, easier for identification & reporting. Regulation needs to happen at the gate. Discussion ensued. |
| 5.2.7 | Word document of the By-laws. |
| 5.3 | <u>Water Sports:</u> |
| 5.3.1 | NSRI setting dates & will be receiving a rubber duck by November, but we need a shed by then (near the bridge). Requesting for a container to keep lifejackets & equipment. NA said there is a container in Gordons Bay that just needs to be fetched. Need a shed next to container. No objections. |
| 5.3.2 | Moorings realigned & inspections done. JD just need to do the last 5 accounts sent (about 38 total). |
| 5.3.3 | Jetty cushions have been done. |
| 5.3.4 | Faring people has been discussed. |
| 5.3.5 | Southern Charter to be moved to March. |
| 5.3.6 | Youth Nationals (10-17 Dec) - JD asked WS to move the boats off the keel boat parking to vacate for December. |
| 5.3.7 | Request for 14 lifejackets from TSA, quotes from private schools etc. NA said about R445 per lifejacket so approximate R7000, possibly to take from the profit of the |
| 5.3.8 | Regattas (by end of January for camps). AH asked for a slush fund for the life jackets (to self-sustain) & asked MS to request any reasonable lifejackets be donated. |
| 5.3.9 | Paper Doll - queried if COF has been done & working. JD said to extend trailer. |
| | Boat Show has SAS members there & referring them to TSC, some members have volunteered to be there. |
| 5.4 | <u>Events:</u> |
| 5.4.1 | AH: Mi-Way discussion. Synergy event, received a payment of R26 000 & to write off the difference. They don't have intentions of doing an event in 2016, but will look towards March. Rate of exchange is making it difficult. Last weekend in December free. |

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| 5.4.2 | Hello Summer is in discussion. | |
| 5.5 | Information Technology: (See attached report) | |
| 5.5.1 | Falcon – discussed integrating the access control, need to look at the number of people going out, a breakdown of what people are on the premises, incl. NSRI. Need to consolidate the various data's. | |
| 5.5.2 | Fibers – haven't received a firm quote. JD said it is a ball park figure, but once given the go ahead then it can be more specific. The fiber doesn't work without the server. Discussion ensued. AH instructed Neil to get 2 fixed quotes with comprehensive descriptions. | |
| 5.6 | Financials: AH all happy with the financials. GP of cafeteria & bar would've been better, but the new equipment that was bought off set it. | |
| 5.7 | House & Grounds | |
| 6. | Adoption of previous Board Meeting Minute 2 September 2016 | |
| | Proposed: MA; Seconded: AH | |
| 7. | Matters arising from previous Board Meeting Minute, 2 September 2016 | |
| | Signage on the water pump to go up. Signage to be adapted with the wording regards to music. | JD |
| | The cabin for hire should have a breakage deposit fee for public members, but not for member's friends booking. AH asked JD to enquire more info/email. | JD |
| | 5.1 Boundaries between 25 & 26, has been pegged. | |
| | Induction process to be given at the new site allocation tomorrow with the By-Laws & the Constitution. | |
| | 5.3.1 Honourary Members to be sent out. | MS |
| | 5.4.1 Lise to contact mountain biking. | BD |
| | RR additional staff for December period. 24 hours a day for 45 days. Rhoweln has a contact & can discuss with Jacques. | RR, JD |
| 8. | General & other Topics (All other Inputs & Presentations) | |
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| 9. | New Membership Applications | |
| | The following 4 new membership applications were considered and approved at the meeting: | |

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| | <p><u>Family Members:</u> George Boyd & Grant Keller</p> <p><u>Social Family:</u> Pieter Lotter & Harold Peters</p> <p>Lise will follow up with welcoming letters to the new members.</p> | |
| 10. | Date for Next Meeting | |
| | The date for the next Board meeting was scheduled for 19h00, Friday 18th November, 2016 at TSC. Andreas thanked the Board members for their time and for attending the meeting. | |
| 11. | Close Meeting | |
| | Meeting closed at 22:27pm | |