

Minutes of Theewater Sports Club (TSC) Board Meeting Friday 15 June 2017 at 19h00.

1	Welcome	
	<p>Grant postponed his welcome until all Board Members were present at the meeting.</p> <p>BOARD DIRECTORS and TRUSTEES The following are the Board Directors and their Portfolios. (Abbreviations used for minute purposes) GE (Grant Ekermans) Chairman VM (Venessa Mulder) Vice Chairman GT (Gert Theron) Director of Finance MS (Mary-Anne Sharwood) Commodore RR (Rhowheln Rhooode) Director – Caravan and Camping NA (Neil Ashton) Director – Information Technology BD (Brad Dixon) Director – Events PL (Paul Liebrecht) Director – House and Grounds SG (Suzie Galbraith) – Board Secretary</p> <p>TRUSTEES EV = Etienne Venter SB = Stuart Brown TS = Tony Strutt</p>	
2	Attendance List and Apologies	
	Present: Board members Grant Ekermans (GE) Gert Theron (GT) Mary-Anne Sharwood (MS) Rhowheln Rhooode (RR)	TRUSTEES Stuart Brown Tony Strutt

	Brad Dixon(BD) Jacques Dreyer (JD – GM) Venessa Mulder (VM) Paul Liebrecht (PL) Neil Ashton (NA) Sue Galbraith (SG) Apologies Etienne Venter	
3.	Acceptance of the Agenda	
	Accepted.	
4.	General Manager's Report (See Report)	
4.1	JD reported that he had no issues. Lise was doing a sterling job on the New Lease agreement. The final draft would be ready to go by Wednesday 21 st June. It was a massive document and many hours of work and reports were included. The gate is still a problem – positioning. GE said that the finances for the gate were approved by the board last year, please go ahead. GT asked is the site to remain where it is presently?	JD
4.2	GE yes, it will stay for now – expenses. Discussion of where the gates would go, but that there was already a cast found to complete the wall and gate. MS asked about the wash bays?	
4.2.1	JD and GT explained the problem with Water Affairs and Environmental Affairs. GE stated that they should carry on as they were at present. Noted so in report. TS asked about whether the budget money had been approved and GE said it had been.	
4.2.2	JD Storm damage – they had repaired what they could – especially club property. Toilet on public side damaged and removed.	
4.2.3	GE asked whether there was a toilet at the entrance gate. JD confirmed. RR noted that there was loss in the restaurant and bar, as a result of the power-outage. Food saved by Jackie Nichol. Loss will be shown in following months figures.	

4.2.3.3	<p>TS expressed concern about the attendance decline between last year and this year as recorded in the finances. Board must take note of these statistics and keep track of it.</p> <p>GE said that the following 2 points should be monitored all the time – demographics and the water level. Capex would be curtailed for possible risks.</p> <p>ST said that these things should be high on the agenda and monitored at Board Meetings. Monthly demographic figures must be shown on a graph and looked at regularly.</p> <p>GT said that there was a difference in visitation but that the finances were reasonable.</p> <p>PL said that the social side was of great importance now with attendance and water both suffering. Calendar must go out as soon as possible with events pending.</p>	JD, GE
4.2.3.4		
4.2.4	<u>Gate staff:</u>	
4.3		
4.4	<p>Villiersdorp Residents:</p> <p>Members: Members and visitors not visiting as a result of low dam level and uncertainty about future of club.</p>	
4.5	<u>Dawid</u>	

5.	Board Directors Portfolio Presentations	
5.1	<p><u>Chairman:</u> GE welcomed everyone once all members were there and emphasized that the members were “first and foremost” at the club and that an extra effort should be made to make them feel welcome and at home. They needed to be assisted at all times. If there is a problem with their site – fix – let them know what has been done about it.</p>	

	<p>The staff and board must make every effort to assist and communicate with members. Members need to be encouraged to communicate, with staff, board and each other. The staff and board must, when necessary, take matters further and assist. The over-all message was that Communication was necessary and essential towards a better club for all. Be Pro-active. Events must be well advertised and communicated.</p> <p>TS mentioned that a good way of communication for the Board would be through Whatsapp or a similar type of network system.</p>
5.2	<p>Vice Chairman – Future Planning</p> <p>VM will let everyone know about the update. It will be collated – matched – prioritized.</p>
5.3	<p><u>House & Grounds:</u></p>
5.4	<p><u>PL would walk the following day with GE and JD to get to know all areas and what is happening.</u></p> <p><u>PL will look at cost effective work on the kitchen and also look at the improvements meant for the ablutions.</u></p> <p><u>GE wants an email sent out about who, on the board, is responsible for what.</u></p> <p><u>PL wants a job description.</u></p> <p><u>GE explained about the renovations planned behind the kitchen-restroom for staff. They are strategic plans so far, for the gate house as well. Get the plans drawn up and approved. The upgrades will be done over June/July period and plan to be finished at the end of July. They should take x 2 week-end (3/4 weeks).</u></p> <p><u>BD feels that members should take ownership of club and be prepared to help upgrade and if possible donate time, materials, skills and help to get involved (This is how the club first started).</u></p>
5.5	<p><u>BD said they should send a “hot list” to everyone about needs.</u></p>
5.6	<p><u>GE get going in the Winter months. Also ask people like Gavin Long about Gas.</u></p> <p><u>Caravan & Camping Committee (See report):</u></p> <p>RR said that the committee needed to concentrate more on the by-laws. Any refinement or rephrasing should be emailed to him.</p> <p>BD said that there were 3 sites available.</p> <p>BD said he had recently joined what were his chances of getting a site.</p> <p>GE said he needed 8 stays – as is stated in the by-laws.</p> <p>A further discussion followed about who qualifies for a site, being on a waiting list and how a proxy works. Should the by-law be adjusted or perhaps dropped..</p>
5.7	<p>Agreement was reached that the by-law should be amended.</p> <p><u>Water Sports (see report):</u></p> <p>MS email addresses of members and new members need to go onto all systems at TSC. Changes must also be entered and noted. There should be a newsletter rotating all the time with updates of events and news. Adverts on the internet also a means to advertise. MS said that there were boats available for hire from RCYC.</p> <p>There were 3 keen youngsters who are looking for sponsorship. They need to drive their entry forward themselves. GE is keen.</p> <p>MS wants to know more about the quote on the slipway to be done. JD said they need a firm quote on this. GE said they need to get a full quote on the whole job, not just “boxed” per time.</p> <p>GE said that the development sailing needs to get going. TSA must drive it forward. There is an amount in the budget for this. Overberg Sailing Federation is very interested. NA said that he has forwarded the plan.</p>

	<p>GE explained about covered parking for boats. If you pay for it you may have one. Direct family – inheriting boat-shed? If you are a member in good standing. RR wants the by-law on Boat Parking amended. TS added that it would be good to get updated copy of the by-laws. Lise needs to look at these and adjust.</p> <p><u>Events:</u> <u>BD said that there was a difference between Commercial and Fun events. Generating funds does not always happen with Fun events. Nevertheless, these events must be well advertised in advance of the events. Posters, emails must be posted at least 2 months in advance. There should also be a sub-committee to help. It would be good to have Friday/Saturday event as often as possible. They can have Bar events and Braai's on a Friday. The only way to get members out is to constantly remind them and attract their attention by sending emails, newsletters, calendar reminders and flash adverts. Use triggers to attract them.</u> <u>Lise should manage events but if she is snowed under can call on NA. Manage time. Remind constantly and reminders must be timeous.</u> <u>BD also would like the club Marketed more – events pages in the Winelands Facebook Groups and even Windshift. Camp Outs....tricky.</u></p> <p><u>Information Technology:</u> NA fixing the relationship with the company would be good.... JD said their attitude needed fixing.... NA said that the gate was a constant problem. This upsets recording stays and a lot of other necessary information required for the club records. GE said that it was unacceptable that the gate was STILL a problem. Taking far too long to sort out. WHY. JD mentioned power fluctuations. GE said that the cable was replaced – go ahead and sort out. Swop provider if necessary. NA mentioned the problems with each provider. One requires total change (hardware included) The other lacks support. GE get a quote for replacement. The gate needs to be fixed. NA Internal support needs fibre cable network. GE get quotes. Need back up – staff need to be trained to do this. GT offered some assistance with IT.</p> <p><u>Financials (See report):</u> GT had no major changes to finances. He asked as to how many members had resigned and/or not renewed membership. JD there were 22. Tax clearances from 2015/2016 needed to be signed off at the end of the meeting to get them in on time. GT was happy with finances. Will have more to report after first month.</p>
6.	<p>Adoption of Board Meeting Minutes– 5th May 2017 BD proposed RR seconded</p>

7.	<p>Matters arising from Board Meeting</p> <p>Dogs – by laws – Tag application R50 Registered with a photo GE if the dog is without his/her tag what are the consequences? GE amend the by law to add R250 fine. The area they are not allowed is on the stoep, afdak area or clubhouse. If on the stoep – with a leash. Not allowed in any enclosed areas or ablutions. The owners accept rules when they sign the registration of dog.</p> <p>RR stated that he had persons writing to the CC committee about stas that were short. There were medical reasons. There is evidence of this. There should be lenience to members in good standing.</p>	
	5	
	5.3.9	
8.	<p>General & other Topics (All other Inputs & Presentations)</p> <p><u>GE asked that all future meetings, as close as possible, could be from 19h00 – 21h30 .Meals, which will be provided to Board Members, will either be a “meal of the day” or ordering specified dishes from the menu.</u> <u>GE noted that he had received an email from Jon Galbraith complimenting “Oom Neil Spilhaus” on his fine job with the doors on the training room and the bunk house.</u> GT asked about Lise/Jackie/Jacques working week-ends. This was out of their working week. Do they not receive remuneration. This over time is worked as the Duty Manager per week-end. GE stated that Lise was the events manager, therefore working over the weeK-end was considered as over-time. Same applied to Jackie. They would</p>	

	<p>therefore have to submit a claim which would be signed off by Jacques. An amount of R700 was agreed upon.</p> <p>GE said, however, that Jacques contract did not allow for this overtime as he is able to take time off and he must manage his time correctly.</p> <p>GE said the Manager must manage.</p> <p>RR from HR reported that there had been a workshop with the staff that had taken place. The disciplinary aspects had been dealt with by RR.</p> <p>Performance based contracts – personal. Jackie, Lise and David would be reviewed every 3 months and the rest of the staff would be reviewed monthly.</p> <p>RR said there should be a training budget and then certification thereafter.</p> <p>RR said he would form a sub-committee for the F and B Managers interviews. (Vanessa/Jacques/Brad and Gert) He will summarize the CV's.</p> <p>GE stated that if they could put a roof over the containers, with covers there could be more parking-vision. He said that there was possible movement with the Droomers accommodation. The family do not want to keep it, so what will happen to it? There is a plan.....Possibly TSA. MA would like to have the present Tack/Bosun's shed as the Regatta Office.</p> <p>GE complimented Lise on all her good work done at the AGM and all the other documents done for the club.</p> <p>GE also asked about uniforms and badges? The consensus was it is a very good idea.</p> <p>GE Peter Evans has been a great help and is offering assistance with the chalets and gas. GE wants to get going with leveling of ground in preparation for chalets. Start with 3 chalets now so that by season there is good progress.</p> <p>GE also explained RR situation with regards to purchase of company. RR involved with cabins on permanent sites.</p> <p>MS asked about financing of chalets. GE said initial costs will be high, but will make money back later.</p> <p>BD asked about Credit Card Fees. Expenses are high but no option.</p> <p>GE said would be good if Capitec facilities were better in Villiersdorp.</p> <p>JD said he would look into fees @ Capitec.</p>	
9.	New Membership Applications	
	<p>2x New applications</p> <p>Family Members: Dante family Neil Kruger</p> <p>Social Family: Social Ordinary</p> <p>Ordinary Member</p> <p>Student</p>	

10.	Date for Next Meeting	
	Set for 14 th July 2017 at 19h00 Proposed dates for future Board Meetings: 1 st September 2017 20 th October 2017 24 th November 2017 19 th January 2018 2 nd March 2018 20 th April 2018 18 th May 2018	
11.	Close Meeting	
	Closed at 22h30 on 15 th June 2017.	
	Stuart Brown signed the Financials (15/16)	