THEEWATER SPORTS CLUB

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BOARD DIRECTORS' MEETING MINUTES

DATE	Tuesday 16 July 2024	TIME	18:15	FACILITATOR	Grant Ekermans Chairman

PRESENT ON ZOOM			
Lloyd Lomas Caravans, Cabins and Camping	Johan van Dyk Events Marketing	Michelle Marais Finance	
Clinton Dante Food and Beverage	Anders Buchwald House and Grounds	Neil Ashton Commodore Information Technology	Stuart Brown Trustee
Erica Waller Trustee	Francois le Roux General Manager	Julie le Roux Board Secretary	

1. WELCOME

The Chairman welcomed the attendees.

2. APOLOGIES

- Stan Wallace
- Bruce Kelly

3. ACCEPTANCE OF AGENDA

The attendees approved the Agenda.

4. ADOPTION OF BOARD DIRECTORS' MEETING MINUTES – FRIDAY 31 MAY 2024

The Minutes of the previous Board Directors' Meeting were proposed by Neil Ashton and adopted.

5. MATTERS ARISING FROM BOARD DIRECTORS' MEETING MINUTES – FRIDAY 31 MAY 2024	ACTION
5.1 The GM, working with the Futures Committee, proposes a revised Club membership application process, taking the future vision of the Club into consideration. (Point 6.1) This process will take place with the rolling out of the new TSC website. Fin and IT Coms are to ensure that the "legalities" are in place when members can apply to be members on the Club's website.	Fin and IT Coms
5.2 The CCC Com is to investigate the pros and cons of having a limited amount of permanent residents at TSC. (Point 5.2) This will be dealt with in the CCC report.	
5.3 CCC and H&G Com to discuss the possibility of row H on the Plaat being electrified to avoid current issues. What about prepaid electricity meters? This is also to accommodate the DF95 campers in future. (Point 10.1) This will be dealt with in the CCC report.	

5.4 CCC Com to deal with the issue of a member giving up his site but wanting to stay on the transfer list. (Point 10.2)

This issue has been dealt with as the member in question has resigned but a plan needs to be put in place by the CCC Com should this happen again in future.

CCC Com

6. GENERAL MANAGER'S REPORT

ACTION

- Focus on ensuring that members comply with Club by-laws e.g. impounding vessels that cannot be identified and ensuring that members pay their membership fees as per the by-laws.

- An EOI (Expression of Interest) was submitted by the Club to the Department of Water and Sanitation. We received correspondence from DWS saying that the paper submission that was submitted as per their requirements now needs to be submitted in a different format. We will need to discuss the next step in this process at the Board meeting, please. Grant will give feedback on SA Sailing's role in all of this.

- This is the time for R&M and restaurant staff to take their annual leave on a rotational basis, while the Club is "quieter"… and then a week-long storm hits us 😀.

- A few Club members have volunteered to serve on the Security, House and Grounds, Finance, CCC, Futures and Food and Beverage Committees.

  GM is to contact these members to find a committee that will be the best fit for them.

GM

- House and Grounds:
  - Additional drainage channels were dug in preparation for storm water drainage and existing channels were cleared of vegetation and debris.
  - Fencing that blew over near the Club afdak was put up again.
  - The bunkhouse, training room and tack shed roofs were fixed, waterproofed and painted.
  - Two new filters were ordered for the main pump system as the existing two are corroded. I have patched them with welding over the last few months, but this is not a long-term solution.
  - Turner Morris had a winter special on concrete mixers. The Club bought one last week as this will be used to get the ball rolling on the public side facilities (braais, picnic tables and concrete slab for new public ablution block) and current maintenance and repair work at the Club.
  - After the storm last week, we are currently busy with clean-up operations. A claim has been submitted to our insurers so that the Beele's Park boatshed roofs can be replaced.

7. ACCEPTANCE OF TERMS OF REFERENCE DOCUMENTS

ACTION

The ToRs for the following committees were accepted:

- Caravans, Cabins and Camping
- Events
- Finance
- Food and Beverage
- Information Technology
- Marketing
- Media Sub-Committee
- Water Sports

ToRs that are still outstanding are for the Futures, House and Grounds and Human Resources Committees.

Futures, H&G and HR Coms

7. COMMITTEE REPORTS

ACTION

7.1 Caravans, Cabins and Camping

Year Planning

The committee will be focusing on the looking at the following aspects as per the discussion topics hereunder. However the nature of the portfolio may result in other matters becoming a priority.

Discussion Topics

01. Bylaw amendments
02. Stays by permanent site holders
03. Building on TSC land
04. Dogs
05. Container housing and enclosing of carports
06. Residential Area
07. Bylaw transgressions
08. Electrifying of Plaat sites
09. Site 73/74 dispute
10. Site Inspections
11. General

01. by Law Amendments

Scrutinising of the Bylaws by the committee will be undertaken to see where we can improve, amend or correct items. These will be put to the board for approval.

2. Stays by permanent site holders

It was agreed that we need to send out a broadcast to members at the end of October 2024 to check their stays .This will hopefully help with shortening the list of those members who although reminded in February and March still fail to make the required stays. This then impacts the Administration as they need to check with each member individually. Then only do they ask for exemption

3. Building on TSC land

The zoom meeting of the 19th March2024 refers. As a result thereof the CCC will be considering applications as per the bylaws for erection of Cabins and Car Ports.
We have received a number of requests in this regard.

4. Dogs

We will be looking into the demarcation of an area where dogs will be allowed to roam free, however the responsibility will still rest with the dog owner to control their pet.

05. Container housing and enclosing of carports

After a number of requests from member, this matter is currently being investigated and we should be in a position to submit a proposal to the Board by the meeting of the 30 August 2024.

06. Residential Area

This matter is still under investigation however generally the other clubs similar to us have not had any favourable comment in this regard. The GM has had a number of discussions and although nothing in writing. Paradise Park who tried this has had a seven year legal battle to have members removed, who did not pay.

07. Bylaw transgressions

The General Manager has instituted the new disciplinary code on a number of Members who have chosen to ignore the bylaws.

08. Electrifying of Plaat sites

This matter has received the full support of the CCC.
There needs to be an additional fee charged for these sites to cover the cost of installation.
A concern was that members will abuse this power and power for example Air Conditioners.
The intention is for this power source to be used for light current users.

09. Site 73/74 dispute

This matter was referred to the Trustees by the member of site 74 Margaux Randall, the complainant. The Trustees were unable to find grounds to support her claims. In essence the Member of site 74 was dictating to the new lessee of site

73 where he may or may not place his caravan and was not happy with the demarcation of site 73. The member of site 74 has subsequently advised that they are giving up there membership at the club. **<u>10. Site Inspections</u>** This is an on-going exercise and will continue to ensure that the standard at club is maintained and that members adhere to the bylaws. **<u>11. General</u>** **a) Public side upgrade** In terms of the Terms of reference we will be collaborating with the General Manager, House and Grounds, Finance and Futures committees with respect to the public side.	
7.2 Events	
A report was submitted but could not be opened. The last Events Com meeting was to discuss Christmas in July planning and planning for upcoming events such as a Donkey Derby.	
7.3 Marketing	
A new logo has been designed for the TSC Galley Restaurant as the old one was outdated. A discussion arose around whether it is necessary to market the Galley separately from the Club. It was stated that the restaurant having its own identity will be better for promotion, especially to the local community in Villiersdorp. The F&B and Marketing Coms are to phase in the use of the new logo.	F&B and Mark Coms
7.4 Finance	
<u>Overview</u> The admin team has successfully completed one of their biggest tasks of the year: the annual membership invoicing. They invoiced a total of R3.6 million and have collected R2.2 million so far. The remaining R1.4 million is expected to be collected over the next nine months. The next task for the team is to assist with the annual financial audit, which will commence on July 15, 2024. Additionally, we will be invoicing the SA sailing fees within the next ten days. This task is purely administrative and has no financial income implications for the club. **<u>Objectives for the Year</u>** As a team, we have identified the following objectives for the year (in no specific order): • Clean up the Xero customer database. • Improve reporting for the F&B department. • Ensure financial reports are completed and ready for board meetings. • Implement the Knightsbridge booking system. • Manage and spend the budget as approved by the AGM. **<u>Conclusion</u>** We are looking forward to the new financial year. With all the new processes in place, we foresee the department working like clockwork.	
7.5 Food and Beverage	
<u>Overview</u> Once again, commendable work from the TSC F&B Management and Team. Service levels continue to improve. Staff numbers have been reduced in line with expected volume. The new food presentation has been well received.	

Work done over the last 2 months:

- Work is continuously being done to rectify the compliance issues. The kitchen and bar area looks so much better. There is however much more work to be done.
- Great specials were continued to be offered; however, demand is down.
- We hosted various events.
- The KP/Resale split is done on Falcon.
- The price increase/ discount increase is in process. All Falcon accounts first needs to be updated and classified under the different memberships. Jackie Magoete has supplied a list from Zero to work with. This transition needs to be done in one action because the increases is linked to membership categories, therefore cannot up the menu prices or up the discounts. We will set aside next week to complete this so that we are up and running next weekend. This is going to be a hefty amount to do but needs to be finished in one go.
- Wishlist submitted to FINCOM. First on the list is the facility upgrade.
- With the updated menu, soup/stew will feature as SQ. We made soup for the past 6 weeks already, but it is very slow due poor member attendance. With the cold and wet forecast from now on, it should increase the sales.
- The call numbers and reserve boards are made and just need to be finished off with the stickers
- Xmas in July is coming along. We so far have +- 60 bookings.
- With this exercise with the amount of work on Falcon it highlights how clumsy and outdated Falcon is. An urgent alternative POS is needed.

Future Projects:
We look forward to the following:

- Putting a draft proposal (with Events) together for the calendar.
- Ongoing margin maintenance. (?????)
- Member value.
- Continuously recruit, as needed and train staff.
- Ongoing value for money specials.

Risks & Concerns

- Various fridges and freezers packed up – may need replacement due to age – see wish list
- Galley fireplace is falling apart.

7.6 Futures

No report submitted.

7.7 Human Resources

No report submitted.

7.8 House and Grounds

No report submitted.

7.9 Information Technology

Discussion Topics
Our discussion included a Review of our Terms of Reference document, the need for an improved point of sale system for both F&B and the Gate, Gate access systems and the Club's Internet.

TOR Document
A small change was made to the existing TOR document, highlighting that we should adhere to the POPI act.

Point of Sale systems
The current Point of Sale system used by F&B is old and cumbersome. A sub-committee was established to actively investigate more current options in the marketplace for a good fit. We envisage choosing a system that could be rolled out to both F&B and the Gate.

<u>Gate Access</u> A discussion was had around the best way forward to control access to the Club both for Members and the public. While the committee feels that a biometric system would be the best option, the reporting functionality is very expensive. Other systems discussed were EV Track and Accentronix (used at GBYC). <u>Club internet</u> A meeting has been setup with Vinet on Friday, 12th July to discuss the way forward. I will feedback on this meeting in our Board Meeting.	

7.10 Water Sports

<u>Discussion Topics</u> Our discussion included a Review of our Terms of Reference document, the awarding of provincial colours, the need for committee members from non-sailing disciplines, Opening Cruise, Club events, Club boats and Lipton.	
<u>TOR Document</u> No changes were made to the existing TOR document.	
<u>Provincial colours</u> As a Club we need to have a better understanding of the point system used by SA Sailing to determine eligibility for provincial colours. I will have a discussion with SAS Sailing regarding this and in conjunction with SA Sailing advise further.	
TSC needs to put the names of sailors eligible for provincial colours to SA Sailing and keep records of these submissions.	Water Sports Com
<u>Committee Membership</u> The current committee is exclusively made up of sailors, we need to find members from the other Watersports disciplines who are willing to stand on the committee.	
<u>Opening Cruise</u> It was decided that this year's Opening Cruise should follow the same format as previous years on the Saturday but that we should also include events on the Sunday.	
<u>Club events</u> Before publishing the Watersports calendar for the coming season, cognisance needs to be taken of big events at other Clubs to ensure the opportunity for maximum participation.	
<u>Club boats</u> It was decided that all Club boats should be disposed of. The committee is happy to donate the Club mirrors to Izivungu and the Club Stadt 23 should be sold or auctioned.	
Correspondence is to be drafted to notify Club members of the sale of Club boats.	Water Sports Com
<u>Lipton</u> The committee proposes that the Club run fund raising events to support our Lipton entry and look at the possibility of allowing members to support the event as spectators, preferably on a keelboat.	
The Water Sports Committee is to focus on the development of water sports for the local community as this has implications for the Club's lease with the Department of Water and Sanitation. The GM may be able to obtain a donation from a funder in the UK for this purpose.	Water Sports Com

8. NEW CLUB MEMBERS

The following new Club members were approved effective 16 July 2024:

- Cornel Anderson and Kristine Williams
- Kevin and Shannon Leak
- Gerry and Judy Norris
- Melanie van der Merwe and Patryk Skrowronski
- Sarel and Janett van Eeden

9. GENERAL	ACTION
9.1 Board Directors were encouraged to book their tables for the upcoming Christmas in July event. A reminder to book needs to be sent out to Club members.	GM

9.2 A "Meet and Greet" and Site Allocation meeting will be scheduled soon as the meetings scheduled for 13 July needed to be postponed due to inclement weather.	GM

10. DATES OF NEXT MEETINGS

- 6 September 2024
- 15 November 2024
- 24 January 2025
- 14 March 2025
- 25 April 2025
- 17/18 May 2025 – Annual General Meeting

11. CLOSE

The Chairman thanked Board Directors and Trustees for attending the meeting.