



Minutes of the 43rd Annual General Meeting of Burghfield Sailing Club held on 24th November 2016

The meeting opened at 19.30
The Commodore, Wynn Kenrick, 34 full members and 5
additional members/visitors attended the meeting.

The Commodore in the Chair

1. Apologies

Peter Withrington, Steve Townsend, Adrian Elsey, Andy Meighan, David Baddeley, Chris Ward, Jean Dennis, Sam Childs, Gary Latham, Heike Conroy.

2. **Minutes of 42nd Annual General Meeting:** had been circulated prior to the meeting and were approved as a true record.

3. **Matters arising:** included in various reports

4. Commodore's Report 2016

We have had a busy and successful year on a number of fronts particularly on the sailing.

Racing was well attended with no real issues with weed under the dual dye approach (granules and liquid combination). Course setting away from shorelines and use of mark Z has been encouraged across the board. Works to marks are in hand; cleaning and renumbering being completed by Alan, Heike and Nina at the end of the summer. The introduction of 2:1 short race programme was generally well received and we are looking at running a further mini-series early next year to fit in with the calendar.

We mounted an extremely busy calendar of open meeting and other events with even more interest for next year.

- Biggest event of the year - Summer Optimist Open with 121 entries!
- Demo days - Aeros and Hadron H2.
- On a quiet sailing day, as part of Bart's Bash, we fielded the 7th largest club entry (149) and Burghfield Optimists are probably the biggest single fleet. Together with the subsequent Sailability RNLi challenge some £400 was raised in addition to private donations.

Oppie Club is thriving with 96 members currently and a waiting list of over 30 more; exciting plans are afoot for next year. Congratulations to Paul and the enthusiastic army of helpers.

Great news within the Junior Squad building activity. We have Kevin Druce and others to thank for organizing Sunday morning sessions for those children advancing from Oppies into larger boats to race. Oppie training continues into the Winter with Ian Bullock, offering additional race training on Sundays – see website for dates – and Fiona Baddeley continues to offer winter training for Oppies with fully qualified coaches at similar cost to last year. Additional training in Fevas has already been introduced with Toppers to follow in the New Year.

Sailing on Saturday with Admiral's Club stays at a steady attendance with a good use of our club boats. We work to encourage more casual sailing at the club on a Saturday and further usage of club boats on a Sunday and we are grateful to those who lead.

Following feedback, a Race Management meeting was held in September at the end of the Wednesday evening series and we are offering further Race Officer training on 30th November. There is also a Rules talk scheduled for 7 December by Chris Simon, the RYA Thames Valley Regional Rules Advisor, who will also be running the Arbitration course in January – Sign up online for all of the above.

This was our first full year with the current management team and we can see and appreciate the results. Virginia's weekend cover with enthusiasm is excellent and appreciated by those dropping in – many sign up. Sharon's through-week Manager's administration role can be less obvious to some but I and the committee most certainly appreciate what is done. There is a lot covered in the role from pure administration, rostering and communications, to planning for events and responding to issues. Rolling memberships have been introduced, which has taken effort to work through but is beneficial in a number of ways, including simplifying matters for new joiners on when fees are due and payment by direct debit.

Regular monthly and special communication through the website and by direct email has improved greatly, amongst other things providing information on developments and details on the month ahead, training and of course your opportunity to volunteer for a work party or duty.

While on communication it is worth mentioning the survey. You have received the results and thanks in a recent bulletin summary. Generally there is a high level of satisfaction across most areas, which is encouraging. From the survey we have identified some key areas to focus on. Some of these have been in development already, but clearly need reinforcement.

- Analysis shows that about 27% of the membership responded. 83% of respondents feel the club is excellent value for money, 92% felt the club met the members needs and over 55% rated the club over 80%. The overall rating for the club is 75%, which is good and gives plenty of scope for improvement!
- You suggested we needed to develop a strong Youth section. This is already in progress with the introduction of Sunday Junior Squad and the extension of winter training opportunities.
- You suggested we needed to work closer with BSTC as this impacts our ability to attract non-sailors into the sport. This has been on our Agenda for several years while considering different club structures and with plans to extend the changing rooms and add a large joint working office. Club members do volunteer with BSTC.
- You suggested there was a desire for more social activities but as per the EU debate there is a split of opinion! If you have any ideas then let us know and get involved. Paul can't do it on his own!
- You said communication is very good but you want more communication from the main committee. We are working on adding the Commodore's Corner and/or committee information to the Mailchimp bulletins that go out.
- 51% of you would like us to look at how we can improve your skills. This is specifically within the beginners to competent sailor group. Saturday sailing events through the summer cater for this and are flexible. Do get involved and discuss your requirements with a manager or a member of the Sailing Committee.
- You said the boat park needs sorting out and we have spent time tracking down absent owners and working around some of the more overgrown sections; but this is largely down to you! It is worth reminding all please that it is our individual duty to keep the area under and around our boat clear.

Team Burghfield and other related marketing activities progress.

Over the year end a senior sub committee worked on ways of developing the Club business structure. Four options were considered, noting recent changes in regulation: these included

consideration of changing to a Charitable Incorporated Organization or a Community Amateur Sports Club. The Main Committee agreed to focus on option 2 - Improved Joint Working with BSTC.

The review of the Constitution Rules and By-laws progressed using the oversight of Keith Hathaway as agreed last year. The current proposed change to the Rules have been circulated for your approval. The By-laws, which have been updated and approved by the Committee, are posted on the website and the notice board. The Safety Statement update has also been agreed by the Committee.

The position of lease and development has inevitably taken up a great amount of time and attention. As you will be aware from the notes that have been circulated to you all, we are now out of lease and dependant upon whatever happens next with the Developer's Planning Application. Until this is all sorted, we have to be careful, restricting expenditure to that which is vital or can be moved when the time comes. We continue to discuss the position with the Landlords and Berfeld who still assure us about the future of the Club.

Directors of BSC Ltd have signed the negotiated Heads of Terms on 7th September, which amongst other things include:

- Sailing club development funding up to £1.8m.
- 99-year lease within the Landlord and Tenant Act Security of Tenure Provisions (note our last lease was outside these provisions).
- Starting at current passing rent.
- 5 year rent reviews to CPI (we would have to reserve against the step ups on an annual basis).
- Management charges back and forth between Club and Berfield Park to be negotiated.

The Planning Application goes on with a number of requests for an extension of time from West Berks. Berfeld are providing more information to the Planning Authority and determination is now expected in January. We await the outcome, which may result in a lengthy appeal process. We have made representations to Burghfield Parish Council by meeting and email and with Theale Parish Council by telephone. This has allowed us to change the misconception that we supported the application because we would get a new clubhouse. They now understand that it is the long lease that we need in order to continue to develop the Sailing Club, School and Sailability as an asset to the community and its security of tenure should be considered in whatever solution is proposed: i.e. approve a sailing friendly developer or forbid any developer!

Floodline's plans are to be able to flood the lake and the floor of the Clubhouse, hence the new build. The new build will be considered by a flexible committee representing various relevant skills and leaders of interests, as and when appropriate.

Just to give you an indication of the workload, the Integration exercise absorbed some 100 emails and a few external meetings while the Lease and Development work has consumed near 1,000, let alone the hours of meetings and phone calls. I am very grateful to the dedication and thought put in by all.

In addition to input from the flag officers and members of the main committee, many thanks are also extended to Keith Hathaway, Jenefer Bugge and Will Rainey.

The Committee considered and accepted the long-term plan drafted by Peter Colvin. It is a full download of experience, detail and Club aspirations. Most of these are in progress but, of course some are dependent upon the Development. It is an invaluable document for all new committee members to read.

General purposes have benefited from the regular rostering of members and the additional work put in by many to lead work parties and contribute to the hard work in addition to their basic rostered

duties. This year we have brought the environs of the access road, car park and boat park under control. Taming the Islands continues with more than 40 man-days required to prune Pylon Island down to size after five to eight years of rest – as much as last year with the three islands put together. Finished just in time before the water levels rise. Again very many thanks to all those involved. We now have a great base to keep the vegetation of all four islands under control.

The Club has continued to deliver a number of projects this year, with the reconfiguration of the server area, replacement of the fridges and freezers, the long awaited replacement of the heating system, which is now much more controllable, the extension of the CCTV system and the refurbishment of the play area. We continue to look at new projects; honour boards and notice boards included. The showers have been monitored throughout the year and have proved successful, with feedback ranging from too cold to too hot, so we will continue to adjust as necessary. Unfortunately we are limited by the size of the incoming water main.

Security this year has been tough and expensive with the arrival of the Travellers for 6 days in May, consuming much management time and some £5k. Your tolerance was appreciated. Again thanks are due to managers and senior committee members. Shame that Andy's quickly installed over-gate has been hit at least four times with significant damage. Though it has proved its worth as the nearby commercial estate still has two security guard vehicles at the entrance 24/7 six months later.

Again this year the planning and execution of the Open Day was a success, enjoyed by all participants. Over the last few years the leadership of this event has gently morphed, building upon the lessons and successes of past events – as it should.

The Bosun and his team have refurbished the Committee Boat and work has progressed on maintenance and replacement of power boat engines.

A small number of members have completed the PB Level 2 course this year. There are more than 30 members who have registered their interest to attend a course. On completion of the course, qualifying members will be authorised to drive club powerboats and take an active part in Safety and Support boat activities. The courses, run by BSTC are offered at a significantly discounted rate for members. One course is set to run on the 3rd and 4th December with more planned in the New Year. Please keep an eye on the website for new dates and contact BSTC directly to book a place.

Sailability have also had a good year. There have been an average of 27 clients per session, who come with their supporters. More than usual have been introduced into sailing rather than powerboat outings. The group is very grateful to its volunteers, 37 on average, who cover a range of activities with enthusiasm and care. The support of Jean and Jonny are much appreciated. Another Lugger has been delivered from Konnections and the Prior's Court Wheelyboat has been formally launched by the mayor of Thatcham. The Wheelyboat (like a large and sophisticated Pioneer) is now kept here and may be operated by BSC Sailability as well.

The RYA have changed the way they cover the clubs within the areas. We are now in a north/south grouping from Southampton up to Oxford, rather than the Thames Valley into London.

Great news: Fiona and David Baddeley collected their RYA volunteer of the year award for services to junior and youth sailing from the Princess Royal on 18th November. A fitting recognition for all their hard work for others over many years. Many Congratulations!

Our Club's sailors have done very well on national and international stages this year. All must be congratulated. They showcase our club well. Their endeavours have been recognised in routine bulletins already but there is a summary of the many highlights on the notice board. Pleasing to see achievement from all age ranges across a wide variety of boats. Also good to see team results as Burghfield sailors participate together, such as Sailjuice, Merlin Triangle, GBR Optimist.

Special mention should be made of James Barrett, Maya Brown, and Oliver Woodley who have been selected for 2016/17 RYA Optimist South Zone Squad and Matt Stephens had been selected for a place on the British Finn Association Under 23 squad. Well done and all the best for the future.

2016 Y&Y Sailing photo of the year was won by Ellie Sharps (Merlin) for a dramatic photo of a mast breaking at Salcombe week. Alex Irwin is in the running for this year's award – please take a look and vote for your favourite. The Optimist European Championships organised by David Baddeley was runner up in the Event of the Year Category

Many members help at events - onshore, in support ribs and as part of race management teams. National Race Officer, Ian Bullock attended a number of high profile events during the year including being course race officer at the Sailing World Cup at Weymouth and introducing the “L is for Lollies flag” at the Blaze Nationals.

Our numbers have fallen some 40% since the financial crisis of 2008 but the workload across all aspects remains the same, requiring yet more effort from our volunteers.

I am really grateful to all those who have supported the Club's activities throughout the year and particularly those who have contributed in more ways than one. As ever, we have tried to match aptitude and experience with what is needed and much has been achieved. The results of effort in some areas from bar/catering to playground refurbishment and island clearing is visible to all but also we all thank those who have spent considerable time and thought behind the scenes developing documents, sourcing materials and information and very much more.

We have an active club, excellent in many areas and stabilising numbers. We view the future with confidence, while recognising the constraints.

Today I saw a slogan on the back of the cab of a truck – *Complacency is the enemy of perfection.* We are not complacent.

Wynn Kenrick, Commodore 2016

The Commodore invited questions from the floor. No questions.

Prior to the presentation of the Treasurer's report, and with the Treasurer post currently vacant, the Commodore nominated Nigel Rolfe as the new Treasurer.

Nigel was appointed nem con.

5. Treasurer's Report 2016

The Financial report to the AGM was compiled by Jason Pyke and presented to the meeting by Nigel Rolfe.

I am pleased to present the annual financial accounts for the year ended 30 September 2016 to the AGM. The accounts comprise an income and expenditure account, balance sheet and notes. These are draft version as they have not been signed off by the auditor yet.

Overall, income at £185,846 (2015–£187,801) is slightly down on last year. The Sailability net income included some large voluntary donation and grants. The net income from Sailing events was down and can attributed to lower than average receipts from events. Grants and donations include £3,400 of the grant matched against the depreciating cost of two RS Visions purchased in 2014. The matching for last year was overlooked and therefore includes a catch-up for this year.

The restructured role of the Club Managers with cover during the week and over the weekend is showing benefit and some 50 new members have joined this year.

As in previous years, the key concern is a year-on-year trend decline in membership numbers. We know some of the key factors driving this are; fall in sail training numbers, general decline in sailing as a sport and personal circumstances. For 2016 Full Membership numbers reduced from 449 to 426 members - a reduction of 5.1% (2015 – 5.9%). The reduction in Full Membership began with financial crisis in 2008 with the rate between 2011 and 2104 averaging 7.4%. The rate of decline is steadily reducing and we are working on membership retention to stabilise numbers. In terms of revenue, Membership income at £140,739 (2015 - £145,118) was 3% lower than last year which reflects total fee income from all sources and reduced decline in membership. New members joining mid term used to pay a reduced charge in the first year but are now on a rolling basis with their renewal date falling on the anniversary of joining the club. The proportion of rolling membership fees relating to c/y 2017 have been deferred into the next financial year. The calendar year basis for renewals continues for existing members and these fees are recognised as income in the period they fall due.

Overall, the total expenditure for the year at £190,070 (2015-£180,811) is higher than last year. This was attributable mainly to the cost of the manager for the full year, increased security costs around the Travellers and essential wet and dry General Purpose expenditure.

The committee continued to take a careful view on signing off new items of expenditure and we maintain a project list to prioritise expenditure. Several essential repair and maintenance projects were undertaken during the year, most notably the replacement of the fridges and freezers, the heating system and the extension of the CCTV system, together with refurbishment of the committee boat and purchase of some engines as part of the rolling programme. This coming year will have to include the installation of a 3,000L fuel tank (c.£10k), because suppliers will no longer deliver to our small tank, and the rolling purchase of more engine replacements (c.£7.5k).

The Club exclusive of Sailability reports cash deficit of £11,851 (2015 - Surplus £4,112) before deduction of depreciation for the financial year. Clearly the focus will be on retention and attraction of Members, maximising ancillary income, essential purchasing only and investment in the future as we face the inevitable changes around us.

The depreciation charge represents the annual consumption of the clubhouse, boat park and equipment purchased in earlier years. The clubhouse and boat park have been consumed (written off) over the term of the 28-year lease which expired at the end of the year. The book value of the clubhouse and boat park are now zero. The outright replacement of the clubhouse and boat park from reserves has never been a financial objective. The Club have however a continuing commitment for the improvement and upgrade of facilities. The committee are taking a cautious approach to expenditure for significant capital improvement given the potential for a redevelopment of the site as part of the wider housing development scheme proposals for Theale Lagoon. The upgrade and replacement of boats, engines and other items of equipment will continue as planned.

After deducting depreciation of £31,473 the club reports a deficit for the year of £35,697 (2015-£24,139). The net deficit relating to the general activity of the Club itself is £42,103 whilst Sailability reports a net surplus of £6,406.

The balance sheet sets out the club's financial position. The key point to note is that despite cash deficit for the year and ebbing fixed asset book values, the Club continues to operate within its financial means. The Club net asset position remains positive with retained cash at bank balance of £204,463 at the year end and is therefore financially stable.

2017 is going to be an interesting and busy year as there are a number of issues that are going to be addressed and will impact on the finances, the key ones being:-

- Long Lease renewal if the developer's planning application is determined
- Possible redevelopment of the clubhouse and parking area - Floodline
- Continued upgrade of safety boats and equipment

Last year there was no increase in fees yet membership income dropped and costs continued to increase in spite of careful management of expenditure. For 2017 the committee has decided to increase fees by 5% for 2017, rounding the fees so they can be easily divisible by 12. This is after considering the level and type of membership together with current and anticipated costs. The committee also considered for a second time whether the introduction of a Single Membership status would be appropriate and decided against this as it could be financially detrimental and go against the family ethos of the club.

The Club has reserves available to continue investment in membership service and develop club activities to help both retain existing and attract new members while improving facilities and the safety boat fleet. It also has reserves to help with any costs of negotiating a lease renewal, securing the lake and for the longer-term benefit of the members.

Nigel Rolfe, Treasurer 2016-7

The Treasurer invited questions from the floor. No questions.
The Commodore thanked Jason Pyke and Ian Bergh for their work on the accounts in the previous year.

6. Appointment of Tellers and Election of Committee, Fleet Captains and Auditor

Tellers: Sharon Bullock & Virginia Leigh

There was only one nomination for each of the following posts:

Committee

Commodore	Wynn Kenrick
Rear Commodore Sailing	Andrew Leigh
Rear Commodore Clubhouse	Peter Colvin
Rear Commodore General Purposes	Vacant
Treasurer	Nigel Rolfe
Principal Race Officer	Ian Bullock
Health & Safety Officer	Malcolm Perry
Bosun	Peter Langdon
Social Secretary	Paul Checksfield
Publicity Officer	Vacant
Special Projects (co-opted)	Peter Colvin
Special Projects (co-opted)	David Irwin
Sailability Representative	David Martin

Fleet Captains

Fast Handicap	Mike Bell & Andy Maw
Slow Handicap	Alan Atkin & Doug Powell
Laser	Vacant
Asymmetric	Mike Proven & Pete Haddrell
Optimist	Paul Checksfield
Junior Sailing	Douglas Calder
Recreational Sailing	Kevin Druce
Sailboard	Vacant

Auditor

Jackie Taylor

The nominees were declared appointed and passed nem con.

The Commodore thanked David Webb for his work over last 2 years drafting a number of documents to bring the safety statement up to date. The Commodore also thanked Nigel Rolfe for his work over the previous year with regards to Marketing and Publicity, also Tom Lee and Andrew Raven for their work on the sailing committee.

The Commodore explained that the General Purposes team needed additional help in particular Work Party leads – a nominated, competent person to lead the work, open the workshops, check risk assessments etc. Not an onerous task, but would require a couple of hours induction. There is also currently a vacancy for a new bar manager. Please contact the club office or the Commodore if interested.

7. Election of Honorary Life Members

None this year

8. Amendments to the Constitution

Details regarding proposed amendments to the Constitution had been circulated prior to the meeting.

- Addition of winter membership into item 54. **Approved nem con.**
- Fees – in the past, fees have been treated as change in Constitution, therefore requiring a vote at the AGM. However, following clarification of the Constitution/By-laws it was explained that the fees in fact fall under by-laws. The result of this clarification is that the Committee is able to set the fees without the requirement of a vote. However, this year the committee had decided to circulate the proposed increases before the meeting.

The Commodore asked if there were any objections to the 2017 fee structure. There were no objections.

9. Any other business

i. Single Person Membership – Presented via email by Sam Childs

As Sam Childs was unable to attend the meeting, a copy of the proposal was printed for members attending the meeting. Nigel Rolfe read the proposal to the meeting.

From: Sam Childs

Date: 24 November 2016 at 15:56:24 GMT

To: Burghfield SC Manager <manager@burghfieldsailing.org>

Subject: Re: Burghfield SC - Proposed Changes to the Constitution

Sadly due to work commitments I'm unable to make it to the AGM this evening.

But please see the following as explanation behind my request for single person reduced membership costs.

For discussion at the AGM

Single adult membership,

Many other clubs offer single adult membership as well as a full family option.

I ask for this as it's very unfair for one person to pay the same as potentially 4 people to join and use the facilities.

This is very out dated and does not encourage younger people to the club.

I am a member at a coastal club that offers single adult membership and they regularly have 50/60 younger adults (sub 35 years) sailing. Which we have a huge deficiency of at the club.

I think a reduced price single membership of around £100 would benefit the membership of the club and gain rather than loose members.

Especially with the growth of single-handed boat market and increase in single handers being sailed at the club recently I think this would be hugely beneficial to the club.

I know of a few people who would of joined Burghfield and have joined other clubs as a result of the cost not being fairly spread between single people and families.

With the number of members going down it must be worth trying! Lots of these people aren't just leaving sailing, they are going to other clubs.

As a side note I pay less than £100 a year as a single member of one of the largest and most prestigious yacht clubs on the south coast. They have a huge amount of younger members that don't fit into the under 24 or student category and overall a rising number of members as a result of this!

I'm really struggling to justify paying the same as a full family of 4 would for next years subscriptions. Now my under 24 membership is no longer an option.

Thanks Sam

The proposal was discussed at length by the members in attendance. Key points during the discussion were:

- It was accepted that the increase from a Young Persons membership (£69) to a Full Member (£204) was significant, but that the Young Person membership had originally been introduced for those in full time education / not in full time employment.
- The club had a good family ethos and the full membership encouraged families, partners to use the facilities.
- Most felt that the current fee structure was comparable with other similar clubs and offered good value.
- There was concern that introducing a single person membership would have a significant and detrimental effect on club finances. Any deficit would need to be found elsewhere either increasing Full membership or boat parks/registration.
- With a possibly ageing membership, Senior membership could also be looked at to reduce the differential in fees.
- The number of sailors within a full membership also raised a number of issues, in particular with regards to the number of duties undertaken.
- Encouraging younger adult sailing members was important for the continued development of the club.

Following the discussion the Commodore concluded that:

- There will be complete and thorough review of the membership fee structure, including the financial consequence of any proposed change. However, there would be no introduction of a single person membership.
- There would be an investigation into the age ranges of user groups within the membership and differentials between the various membership types currently offered.
- All sailors covered by a full membership will be actively encouraged to complete duties

Those in attendance agreed this was a satisfactory proposal moving forward.

No other items. The meeting closed at: 20:48