



Royal Brighton Yacht Club

The Sailors' Club

GENERAL COMMITTEE AGENDA

Monday 27th July 2020, 7PM Via Zoom Meeting

1. Present

Paul Pascoe, Brett Heath, Paul Jenkins, Cath Hurley, Peter Strain, Peter Demura,
Marnie Irving, Peter Coleman, Jim Leckey

2. Apologies

Niesje Hees

3. Previous Minutes – previously sent

Taken as true and accurate record

Moved: Paul Pascoe **Seconded:** Paul Jenkins **Carried**

4. Correspondence – attached to email

Letter from Minister re pier.

5. Finance Report – attached to email – **taken as read**

a. June 2020 Financial Report

- Concessions from the Federal Government have greatly assisted the club during COVID.
- Deferral of loan repayments have also assisted.
- Continue to keep expenses tight and limit spending.
- Still significant impact on catering and event revenue
- Current cash balance of \$890k – as a result of support from members paying membership fees and marina fees.
- Must remain vigilant – there is no certainty on how long restrictions will be in place. It is also not guaranteed that the club will be eligible for Jobkeeper V2 due to membership and marina fee income.

b. 2020-2021 Budget

- Treasurer believes that the budget circulated is the best-case scenario in the current COVID environment with a number of variables which may affect the end of year result.
- Cashflow projections – needs to be tightly managed throughout the year.
- Still have substantial liabilities going forward to ATO, CAPEX, loans etc
- Pier remains an uncertainty with potential effect on income from Marina
- Projected to have \$586k Operating Profit, and \$480k Net loss after allowing for interest and depreciation.



Royal Brighton Yacht Club

The Sailors' Club

- Plan to reforecast quarterly or as necessary due to the current uncertainty around the club re-opening and pier closure.
- BOM have advised likely to offer further deferment of 4 months. Proposal to accept the offer from the bank.

Moved: Paul Pascoe **Seconded:** Paul Jenkins **Carried**

Further investigation by GM re Interest Only option on the building loan.

- CAPEX reduced to \$100K with scope to spend more if funds available.
- Vice Commodore is in ongoing communication with both Parks Victoria and the Minister's office for Parks to fund the dredging rather than RBYC. Peter Strain seeking an additional quotation from the dredging company currently on location at RMYS.
- Club Captain requested additional time to review the OTB and Sailing office budgets before the budget is put to the GC for approval. **GM to forward the detail of the Sailing Budget to CC and Jim Leckey. Budget to be approved within 10 days.**

6. General Manager's Report – attached to email – **taken as read**

7. Marina Manager's Report – NIL

Phil to send monthly report going forward.

8. Subcommittees

Cruising reports attached – **taken as read**

Sailing Committee – **taken as read**

- Thursday night social sailing
- OTB race Sunday changes
- Quest experience events scheduled pre Christmas to be reviewed due to COVID
- Other changes as per minutes
- Sailing awards finalised
- Peter Strain asked about Keel Boat forum. Brett says he has spoken to a number of the stakeholders

9. General Business

a. Marina Wifi

Chad Humphries has been working on wifi options for the marina. The initial intention was to allow members to add a security camera to their boat and use the club wifi. Due to difficulties in providing consistent coverage over the entire marina it was decided to use the wifi for club cameras only at present.



Royal Brighton Yacht Club

The Sailors' Club

A club security camera to be added to monitor people entering the hard stand via the gate from the pier. **Jim Leckey to action. Jim also to write an article on how to setup a security camera on your boat.**

- b. Hardstand organisation and mechanical and electrical safety.

Hardstand needs to be tidied and organised. Poses real risk.

Jim to talk to Phil about potential projects. Jobkeeper employees may be available to assist Brendan with some of these tasks.

- c. Pier Update

Commodore, VC and GM have had several meetings with Parks Victoria with the next meeting scheduled for 30/7. The club is hopeful that the gate will shortly be moved past the first landing allowing easier pickup of people being ferried to the marina. We are also confident that some form of limited pedestrian access will be made available to club members within the next few weeks.

- d. Access to the Tower

Peter Strain to circulated photos of the pontoon which is currently at Queenscliff. This may be used to access start the tower via rhib.

- e. 150th Anniversary

Peter Strain raised that is the Club's 150th anniversary in 5 years' time. Don Warner is interested in doing the history of the club. Recommendation by the General Committee that Don makes contact with Ron Davies and 1st Friday lunch members for historical information.

MEETING CLOSED: 9.30pm

NEXT MEETING: 24/8/2020



420 Regatta – in between lockdowns. The only racing at the club for months!

RBYC GENERAL COMMITTEE MEETING AGENDA & REPORTS

27 July 2020

Agenda _____	3
03 - General Committee Minutes - June 2020 _____	4
04 - Correspondence _____	7
05 - Finance Report _____	9
06 - General Managers Report _____	17
08 b - Cruising Group Minutes _____	19
08 c - Cruising Group Calendar _____	21
09 - General Business _____	22



Royal Brighton Yacht Club
The Sailors' Club

GENERAL COMMITTEE AGENDA

Monday 27th July 2020

7PM Via Zoom Meeting

1. Present
2. Apologies
3. GC Minutes June
4. Correspondence
5. Finance Report
 - a. June 2020 Financial Report
 - b. 2020-2021 Budget
6. General Manager's Report
7. Marina Manager's Report - NIL
8. Subcommittees
 - a. Sailing Committee – SC Minutes to be circulated prior to Monday evening
 - b. Cruising Group Minutes
 - c. Cruising Group Calendar
9. General Business
 - a. Marina Wifi – see comments
 - b. Hardstand organisation and mechanical and electrical safety – see comments



Royal Brighton Yacht Club

The Sailors' Club

GENERAL COMMITTEE MEETING MINUTES

Monday 29th June 2020

PRESENT – Via Zoom

Paul Pascoe, Peter Strain, Peter Coleman, Peter Demura, Niesje Hees, Marine Irving, Cath Hurley, Brett Heath, Jim Leckey, Paul Jenkins, Hannah Catchpole (GM)

APOLOGIES - None

PREVIOUS MINUTES – Accepted (Proposed Cath Hurley, seconded Jim Leckey) – no matters arising

CORRESPONDENCE – BDO Correspondence

AUDITORS - GENERAL COMMITTEE RESOLUTION

The Royal Brighton Yacht Club (RBYC) resolves to appoint BDO Audit Pty Ltd as auditor of the RBYC. These are the same auditors as last year, but they have changed their name. This motion was to be put to the Half Yearly Meeting, but there was not a quorum.

There are no disagreements between the RBYC and the auditor and there are no reasons that give rise to an inability to complete any audit under the *Corporations Act 2001* or *National Consumer Credit Protection Regulations 2010*.

BDO Audit Pty Ltd has given its written consent to act as the Royal Brighton Yacht Club's auditor.

Motion carried (Proposed Peter Demura, seconded Paul Pascoe)

PIER AND CLUB UPDATE

- The report on the pier is due at end July with a verbal update mid July. This is two weeks later than previously advised by Parks.
- Maximum of 20 people in each dining space – this was revised down at the weekend from 50 people. For members bar opening, signage will be in place.

FINANCE REPORT

- Noted that the Government's substantial contribution of approx. \$136k has made a significant difference for this financial year.
- The key risk is the uncertainty going forward, and especially when government subsidies cease.
- Need to demonstrate the solvency of the club to the auditors.
- Budget is being finalised (especially with respect to staff wages, given the ongoing capacity limitations) and will be distributed later this week.

Moved Finance Report be accepted – (proposed Peter Strain, seconded Niesje Hees – carried)

GENERAL MANAGER'S REPORT

- Report taken as read. Pleasing to see some Icebergers upgrading their membership.

MEMBERSHIP

- Noted membership is up by 50 members from last year, including additional 24 senior members.

SAILING

- Restrictions easing on 20 July which will allow racing for adults over 18.
- "Winter Warmer" event on 25 July for Keelboats, Etchells, and Dragons, and 26 July for OTB.
- ORCV event 1 August, including all clubs
- Next season's Calendar under review

CRUISING

- Cruising dinner 21 August, including Don Warner Trivia Night

MOTIONS FROM INCLUSION & DIVERSITY ADVISORY GROUP

Appointment of external representative

- It is proposed that Marike Koppenol be approved to be appointed as the external representative on the advisory group. Marike has extensive international experience, background in HR consulting and working with Not for Profits. She is also currently involved in setting up an inclusion and diversity process within her own organisation. Her background and experience will be valuable contributions to the group and the club.

Proposed Paul Pascoe, Seconded Cath Hurley, carried

Change to IDAG Terms of Reference

- Noting that the IDAG wishes to appoint a Junior/ Youth/ Intermediate member, it is proposed that the Terms of Reference of the IDAG membership be changed to allow for the number of members to be increased from 4 members to a maximum of 6 members.

Proposed Paul Pascoe, Seconded Niesje Hees, carried

Noted that the IDAG recommends the following;

- Recommendation to GC that club develop and implement a dedicated *Membership Strategy* (recruitment and retention)

- Recommendation that GC actively promote diversity in GC Membership/Club officer roles for next elections
- Membership survey to be progressed at earliest opportunity
- Generally inclusion and diversity more broadly within the local community (as per one of the recent strategy pillars) – approach to be developed of how this will be achieved

GENERAL BUSINESS

- Targeting 8 August for Presentation Night
- Targeting 22 Sept for AGM
- Jim and Brett mentioned the need for better engagement of parents within the OTB program. They felt that while we consciously adopted a more professional approach we have lost the engagement with parent volunteers. Ways of addressing this to be further explored this season.
- Brett mentioned the need for a review of the website over the next six months to cover the purpose of the website and ability to maintain (noting current risk associated with being dependent on a single person).
- Action taken for Club Burgee to be put back on the website.
- Next meeting to be scheduled when we have heard news about the pier.

Meeting commenced at 7:00 pm and closed at 8:30 pm

Next meeting Monday 27 July or earlier (depending on news about the pier) - 7:00 pm



Hon Melissa Horne MP

Minister for Public Transport
Minister for Ports and Freight

1 Spring Street
Melbourne, Victoria 3000 Australia
Telephone: +61 3 8392 8020
DX 210292

Ref: CMIN-1-20-2962

Mr Clifford Hayes MLC
Member for Southern Metropolitan Region
206 Bay Street
BRIGHTON VIC 3186

Dear Mr Hayes MP

Thank you for your email of 9 June 2020 regarding Royal Brighton Yacht Club (the Club) and the condition of the Middle Brighton Pier (the Pier). I apologise for the delay in responding to your email.

I am advised that Parks Victoria, the manager of the Pier, met with the Club General Manager, Commodore, and Vice-Commodore on 15 June regarding the matters raised in your letter and committed to providing the Club with regular updates on the progress of the engineering report and scope of works and timing of any access.

Parks Victoria is currently undertaking further investigations on the condition of the Pier and the results of these investigations will inform the scope of works and an assessment of pedestrian access for Club members. The final engineering reports are due to be completed by the end of July.

The current engineering report is an interim report and will not be finalised until the latest testing has been completed and analysed. Parks Victoria cannot provide the interim report but I understand has provided the Club with a summary of the findings so far.

Parks Victoria was also able to inform the Club that the Victorian Government confirmed funding for the works on 26 June which will ensure the repair of the 1970 section of the Pier. There are currently no plans for works to the 1938 section of the Pier. The funding does, however, include an allocation for planning for the future of the entire Pier.

Parks Victoria has committed to keeping the Club informed and will meet with Club officials again in July to discuss the outcomes of the engineering report. Should you require any further information please contact Jo Richards, Regional Director Marine and Maritime on telephone 8427 3093.

Yours sincerely



Hon Melissa Horne MP
Minister for Ports and Freight
Minister for Fishing and Boating

19 / 7 / 20

06 - General Manager's Report July 2020

Audit week

This week has been heavy audit week for staff. Touch wood the process seems to be much improved from last year. Close off meeting is scheduled for Tuesday 28.07.20

Annual report

This is in the process of being completed. Just waiting on two reports and the audited financials to be dropped into document.

Face masks

Initiative well received and first order sold out overnight. Additional order of 50 has just been placed. Thank you to Cath for putting us in touch with the supplier.

Takeaways

These appear to be well received by members, but we are reviewing on a weekly basis to make sure it remains financially viable. Currently using jobkeeper staff with the exception of Brendan (not eligible) so trying to cover his wage cost and obviously that of the food we order. The \$15 meals are popular – the margins are obviously very tight so couldn't provide in normal circumstances.

Pier closure

Paul Pascoe to update GC. Hopeful of some access, report to be received by Parks Victoria late next week.

Budget circulated

This remains a moving target, but a lot of work has gone into the budget. It was nearing completion months ago and then COVID-19 hit changing everything. Peter Demura has now circulated this to GC.

Staff leave update

Brendan – 2 weeks leave to go

Sammy – accessing 3 days leave per week until latest restrictions end,

Francesco – 1 day working, accessing 2 days leave per week

Mandy – assessing long service leave

Chuck – assessing 3 days leave

Jobkeeper extension

Announcement by Government that this will be extended until March 2021. The Club will be required to show the continued downturn of revenue which we are working through. We invoiced for all our memberships and marina fees in July so will need to show that this is just to a change in billing cycle and also that the funds are spread over the entire year.

This extension is not yet reflected in the budget.

AS nominations

These are in the process of being completed and will be loaded to the AS nomination portal. Commodore, General Manager and Boating Manager have reviewed.

08 b - MINUTES OF RBYC CRUISING COMMITTEE MEETING

Held online via Zoom on Tuesday, 7th July, 2020 at 7.30pm.

PRESENT: P. Strain (Chairperson), R. Smith, J. Collins, W. Merritt, P. Merritt, R. Walker, P. Jenkins, (Kathleen B), T. Frankham, R. Hurrell, B. Burns

APOLOGIES:

MINUTES: Of meeting held on 2nd June, 2020 were confirmed as circulated.

CORRESPONDENCE: In/Out: Peter Osbourne – Stars and Compass
Don Warner – Trivia night
Niesja Hees – Cruising Trophies on the Club Register of Trophies
RBYC Sailing Office – Victoria Pryce – Cruising calendar

FINANCE: No information

GENERAL BUSINESS:

- 1. Chairman's Report** – The new restrictions placed on the state by the Victorian Government due to the Covid-19 pandemic have meant the Club has to revise everything today with regards to sailing, club and restaurant activities. Recreational boating is still allowed in the latest restrictions but not use of the club. The Members Bar refurbishment looks great and provides a more inviting atmosphere, with the library also looking like a library. This refurbishment was completed through donations with no use of club financial resources at this difficult time. The closure of the pier means that there is no access to the marina other than rhibs off the beach. The report into the future of the pier has been delayed. The club is looking into other options to the ferry service which is causing some damage to the rhibs.
 - 2. Newsletter** – Barbara has a full complement of articles for the next newsletter and has the newsletter well in hand.
 - 3. Stars and Compass** – There have been two entries that Peter Osbourne has collected for marking.
 - 4. Future Meetings** – All meetings have been cancelled until we have restrictions lifted. The Trivia Night can be held when we are able to meet at the club again. PS will contact Don Warner regarding this.
 - 5. Frostbite Cruise** – Sunday July 5th – Cancelled due to Covid-19 restrictions on numbers who can gather together in a public space. All other future On Water Activities are also cancelled until restrictions are lifted.
 - 6. Music Night – October 16th** - The Cruising committee decided to not go ahead with any further planning due to the uncertainty of future restrictions due to Covid-19.
 - 7. RBYC Cruising Group Calendar** – The Sailing Office is putting the 2020-21 calendar together. RS presented the meeting with the possible future calendar dates and decisions on dates were made where there were options. *(Please note that the Sailing Office has contacted RS since the meeting that the Juniors Big Boat Day is 18th April so the weekend of 27th/28th March is now available for an End of Month activity, possibly the camping weekend.)*
 - 8. Archiving Cruising Group records and photos and building a library of Cruising photos.** TF has started work on attributing the photos he has in the archive.
 - 9. RBYC Website** – The RBYC logo has been reinstated on the front page of the website.
 - 10. Library** – The library looks like a real library with the refurbishment that was part of the Members Bar upgrade. A table has been donated and the display bookshelf has been relocated to outside the library.
 - 11. Storage of Cruising Group items.** PS will look into a dedicated storage room/cupboard for the Cruising Group items that were in the dungeon. Candelabras, mirrors, light poles and lights, brown
- RBYC Cruising Committee Minutes – 7th July, 2020 Page 1

case with various items, barbecues, tub with Music night decorations (This one has not been located yet) and 2 boxes of Cruising Group glasses for presenting to guest speakers (are these still at the sailing office?).

While trying to locate the Cruising Group items RS discovered the box that had been made for the Stars and Compass trophy. There was some discussion as to what to do with this box as the Deed of Gift states that the trophy is not to leave RBYC Clubhouse. We will examine the box at a future meeting, or a photo of it, to see if there is any merit in keeping it.

- 12. Gold teaspoons** – Mandy has found 14 gold teaspoons from sometime in the past that were used for guest speakers. Suggestions for their possible use were for prizes at our 30th birthday, if we have an event, or to go with our glasses for presenting to guest speakers.

NEXT MEETING: Tuesday 4th August, 2020 at 7.30pm via Zoom

MEETING CLOSED: 8.40pm

Chairman: _____ Secretary: _____

Date: _____ Date: _____

08 c - Cruising Group Calendar 2020/2021

October	6 th Tuesday	Cruising Group Committee Meeting
	16 th Friday	Forum Dinner Meeting
	31 st October/ 3 rd November	Melbourne Cup Weekend Cruise
November	10 th Tuesday	Cruising Group Committee Meeting
	20 th Friday	Forum Dinner Meeting
	28/29 Weekend	End of Month On Water Activity
December	1 st Tuesday	Cruising Group Committee Meeting
	12 th Saturday	Hardstand Christmas Party
January	17 th Sunday	30 th Birthday Cruise to RYCV
February	2 nd Tuesday	Cruising Group Committee Meeting
	19 th Friday	Forum Dinner Meeting
	Saturday 20 th February – Monday 8 th March	Bass Strait Cruise
March	9 th Tuesday	Cruising Group Committee Meeting
	19 th Friday	Progressive Dinner
	27 th -28 th	End of Month Activity
April	2 nd -5 th	Easter Cruise
	6 th Tuesday	Cruising Group Committee Meeting
	16 th Friday	Forum Dinner Meeting
	18 th April	Juniors Big Boat Day
	24 th -25 th Weekend	Anzac Day End on Month On Water Activity
May	4 th Tuesday	Cruising Group Committee Meeting
	21 st Friday	Forum Dinner Meeting
	29 th -30 th	End of Month On Water Activity
June	1 st Tuesday	Cruising Group Committee Meeting
	18 th Friday	Forum Dinner Meeting
July	4 th Sunday	Frostbite Cruise
	6 th Tuesday	Cruising Group Committee Meeting
	16 th Friday	Forum Dinner Meeting
	31 st /1 st	End of month On Water Activity
August	3 rd Tuesday	Cruising Group Committee Meeting
	20 th Friday	Forum Dinner Meeting
	28 th /29 th	End of Month On Water Activity
September	7 th Tuesday	Cruising Group Committee Meeting
	17 th Friday	Forum Dinner Meeting
	25 th /26 th	End of Month On Water Activity

09 - General Business

a. Marina Wifi

A member Chad has done some good work and completed some initial tests of low cost solutions. We should decide path forward, deliverables and associated capital and operational costs.

b. Hardstand organisation and mechanical and electrical safety.

The hardstand has accumulated a significant amount of debris and many physical structures are rusting and in need of painting or replacing. Additionally the hard stand is a hostile marine environment and I have concerns regarding electrical safety and compliance to electrical standards such as AS/NZS 3760:2010 test and tag.

The hardstand has many members, employees and contractors using the area and we as the GC have OH&S obligations and potentially new workplace manslaughter consequences.

Minutes - RBYC Sailing Sub Committee

Meeting Date		Tuesday 14th July 2020 at 7:00pm.		
Meeting Venue		Zoom Meeting		
Attendance		BH, JS, ST, MI, PH, MC, DM, VP, PB, JL		
Apologies				
<i>Item</i>	<i>Topic</i>	<i>Support Paper</i>	<i>Action By</i>	<i>Complete Date</i>
1.0	OPENING – Brett Heath			
1.1	<i>Minutes of the previous meeting be adopted.</i>			
2.0	MATTERS ARISING			
2.1	<p>Proposed 2020-2021 Calendar</p> <p>BH advised that the OTB Committee has appointed fleets captains as follows: RS100 – David Williamson, Aero-Mike O'Brien, Laser – Brendan Jukes.</p> <p>It has also been agreed that next season will include OTB casual racing on Thursday evenings with supported Race Management crew once per month.</p> <p>Quest experiences to be scheduled 2 pre-Xmas & 1 post Xmas</p> <p>JS has been asked to draft a NOR that includes alternative dates should days be cancelled for both OTB and Keelboats.</p> <p>Changes to Hearnies' Heroes schedule were debated. PB to ascertain with the Linacre family if changes to the race format would be permitted.</p> <p>BH proposed that the Brighton Championship incorporate 2 x long passage races being 1 4hr race and 1 6hr race to break up the number of Windward/Leeward race days. It was also suggested that on these days the Artemis Pursuit should not be run.</p> <p>BH will check with Rosie as to the continuation of the Ingenue Series</p> <p>PB suggested that the Brighton Championship should included all categories ie PHS/IRC/AMS. It was further suggested that the club provide some incentive to have boats rated with an AMS handicap.</p>		VP/JS/PB /BH	
2.2	<p>Proposed VIS agreement</p> <p>It was agreed that the document presented had some clauses that were unworkable. VIS are currently not operating. PH & TG to work together with VIS to establish a workable outcome. Note that any contractual agreement needs to be approved by the General Manager.</p>		PH/TG	
2.3	Special Awards Season 2019-2020. These have now been finalised			
2.4	Resumption of Sailing – Keelboats/Etchells/Dragons/OTB, All activity on hold.			
3.0	SAFETY INITIATIVES			
3.1	Sign on / sign off app – Carried Forward			
3.2	Safety Audit Working Group - Carried Forward			
4.0	OTB REPORT – calendar as reported above		BH	

5.0	CRUISING REPORT – nothing to report, calendar dates have been set			
6.0	RESCUE BOAT WORKING GROUP REPORT – general update provided by MC		MC	
7.0	RACE MANAGEMENT TEAM INITIATIVES – nothing to report			
8.0	AOB			
	ST requested a Sailing/OTB Budget, BH to respond			
	BH reported that works were continuing on the wave attenuator and the closure of the Pier was expected to be updated by the end of the month.			
	BH reported that Elwood Sailing Club were interested in purchasing our Pacer fleet			
Meeting Concluded 21:21, Next Meeting 11th August 2020				

FUTURE MEETINGS	COMMITTEE	FOCUS AREAS
11 th August 2020	Sailing Committee	
8 th September 2020	Sailing Committee	
13 th October 2020	Sailing Committee	
	Sailing Committee	

2019/20 MEMBERS			
Chairman: Brett Heath	sailing@bretttheathconsulting.com	Simon Tedstone	simon.sailing@gmail.com
Denis McConnell	denismcconnell63@gmail.com	Phil Bedlington	philthesportsphysio@gmail.com
Murray Cowdell	mcowdell@yahoo.com	John Spencer	ejohn.spencer@gmail.com
Phil Hall	boatingmanager@rbyc.org.au		
Marni Irving	m.irving@bigpond.net.au		

OTHERS AS REQUIRED			
Gary Davison	drgarydavison@gmail.com	Francesco Battaglini	discoversailing@rbyc.org.au
Adrian Finglas	headcoach@rbyc.org.au	Jim Leckey	yachting@leckey.com