



Royal Brighton Yacht Club

The Sailors' Club

GENERAL COMMITTEE MINUTES

Monday 18th January, 6PM Committee Room,

- **PRESENT:** Peter Strain, John Mooney, Peter Demura, Paul Jenkins, Peter Coleman, Murray Cowdell, Marnie Irving, Brett Heath, Kalpana Merrett
- **APOLOGIES:** Cath Hurley
- **PREVIOUS MINUTES:**

Taken as a true and accurate record.

MOVED: Peter Strain **SECONDED:** Paul Jenkins **CARRIED**

Matters arising:

- Exit interview notes sent to Adrian to review and confirm details. Not as yet been received back.
- Scaffold stairs to start tower: report circulated to General Committee. Parks Victoria to part pay for labour and installation, not for the asset.
- 2 x 3m RHIB's for sale – as discussed prior to Christmas these two RHIB's would be held until after Sail Melbourne which unfortunately due to continued border restrictors did not happen. The RHIB's will be offered to members first to purchase and then put on the market if no interest.
- Incident report re Murray C. Club Captain received.
- **CORRESPONDENCE: NIL**
- **FINANCE REPORT: Taken as read**
 - Activity until end of December provided strong results for the club. January has proved a quiet month for a variety of reasons: weather, COVID exposure closure, trading in general in local area. The club has picked up a number of functions for late January and early February which is pleasing.
 - Looking forward however the club is still tracking well for end of financial year.
 - Change in accounting policy regarding the way small capital expenditure items are treated. Advice from OnTap accountants noted the ATO allows small businesses



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to write off small capital expenditure to be expensed against P&L. Improves transparency and simpler accounting. Items under \$1000.00 for this financial year and in the future to be treated as an expense. Unanimously approved.

Finance report be accepted.

MOVED: Peter Demura **SECONDED:** Peter Strain **CARRIED**

Paul Pascoe be removed as signatory to RBYC accounts and Vice Commodore John Mooney be added as a signatory.

MOVED: Brett Heath **SECONDED:** Peter Demura **CARRIED**

▪ **GENERAL MANAGER'S REPORT: Taken as read**

Incident to be noted on record – passing of Michael Bush. Sadly prior to Christmas one of the Club's Icebergers passed away whilst swimming. Members of the public tried to assist prior to paramedics arriving but unsuccessful.

▪ **FUNCTIONS FORECAST: Attached**

- As mentioned in finance report about a number of new functions have been secured.
- Caroline the Club's Event Manager was able to meet with Crown's Kosher catering team to gather information on the best way forward to provide options for Kosher Catering for functions. It was decided initially that the venue will be offered only and with time the club will also look to include the catering side of operations.
- Great feedback on food from recent catering functions and the Club also featured on the Broadsheet website recommending the restaurant.

▪ **BOATING MANAGER'S REPORT: sent, items highlighted by Club Captain**

- Tackers & Out There programs have been well attended during January (Week 1 - 60 participants, Week 2 – 57 participants, Week 3 booked 8 adults & 39 children)



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The instructor group is being well lead by Laura Thompson, we are looking to engage Laura on a part-time/fixed term basis to lead the dinghy coaching programs. We do need to re-train some of the instructors on berthing procedures etc.

- The Marina Occupancy continues to gain strength. It is the Boating Manager's recommendation that we rescind the offer to allow members to break 12 month leases, due to COVID. **AGREED by GC as of 1 February 2021.**
 - There have been some grumbles from sailors about the handicapping that is being applied during the non-aggregate series that we have been sailing. The Club Captain is aware of the issues and working toward a better understanding with sailors. Is it important to note that we have a club handicapper. The Sailing Office personnel do not set handicaps but administer the scoring system and apply handicaps set by the club handicapper. Calls to the Sailing Office to be referred to the Handicapper.
- **SAILING MINUTES: Attached**
 - **CLUB CAPTAIN'S REPORT: 1st Feb break lease end.**
 - Mini regatta was held on Sunday. Four races. Saturday unfortunately had to be called off due to weather. Good evening post event at the Members' Bar
 - Strategy meeting was held on Friday for the Sailing Committee. Notes of the meeting being typed up and will be circulated.
 - **RESCUE BOAT REPORT: Attached**
 - Equipment for Harry T to be fixed has arrived. Needs to be taken out of the water at Sandringham. Out of water for approx. 3 days.
 - **MEMBERSHIP REPORTS: Attached**
 - The General Committee will revert back to holding regular meetings for proposed new member. Initial proposal is for Saturdays from 9-11am. Hannah/Mandy will



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coordinate the meeting times. Roster to be drawn up to interview new member applicants.

- **Invoices and receipts: Attached**

- **CRUISING GROUP MINUTES: NIL**

- The Cruising Group celebrated their 30th Birthday event with a special Dinner on Saturday night in the Bayview Room recognising 30 years of success. Bookings exceeded 50 attendees for dinner. The feedback on the event and the catering was fantastic both throughout the night and post the event.
- Plans are well underway for the Annual bass Strait Cruise for 2 weeks commencing Feb 20th with a promising number of participants. Ten boats on the list so far with some new boats attending.
- Birthday cruise was great fun. Royals were great hosts. It would be wonderful to be able to host other clubs at RBYC and options are being looked at.

- **AUXILIARY REPORT: NIL**

- **ICEBERGER REPORT: NIL**

- **IDAG MINUTES: NIL**

Two items for GC approval requested by the Advisory Group.

- That the GC accept the IDAG recommendation to accept James Provis as an additional youth member of the IDAG.
- That the GC accept the revised TOR (attached) which increases the maximum number of IDAG members to 7.

MOVED: Kalpana Merrett

SECONDED: Peter Strain

CARRIED



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- The Advisory group has indicated that they intend to sponsor reintroduction of the motion to change the pre-requisites for GC membership that was defeated at the AGM. They are looking to campaign to garner more support for the motion.
 -
 - The Advisory group has also proposed that they will work on a Membership survey which was originally planned after the Strategy workshops which was put on hold. To re-establish in conjunction with membership subcommittee, working on redrafting the instrument.
- **GENERAL BUSINESS:**
- **Strategic Plan Vision Towards 2030**
 - Commodore keen to progress the Strategic Plan – A Vision Toward 2030 prepared by Niesje Hees and Steve Ingram January 2020, create an action plan to achieve future goals.
 - Suggested process.
 - Detail a perspective of the Club as it is NOW. Work out the GOALS for each division of the Club for the coming years. 1 year 5 years and 10 years. Each Committee and sub-Committee to workshop their own goals. The developed goals need to meet the objectives of Strategic Plan – A Vision Toward 2030. Then set about developing the actions and strategies to achieve the goals.
 - Note – The Sailing Committee has begun the process with a Strategy Meeting Friday 15th January developing many ideas.
 - Draft Organisational Structures and SWOT analysis presented to document a perspective of the Club NOW.
 - **Notes from Parks Victoria Meeting**
Dredging – recommendation to contact Minister again.



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Club Captain stressed it is now becoming very dangerous for Etchells to navigate through the channel. Soon first responder boats will be unable to dock along the pier as police and fire bridge boats are likely to run aground. RBYC must now to push the point even harder with Parks Victoria. It must be done this Winter or the window is lost.

- **Men's showers**

Major work is needed to fix the leak from the showers into the basement below. It has been ascertained that there is no membrane behind the tiles to seal the showers and the drainage in place is inadequate for commercial purposes. The use of the showers has only increased over the year. Initially investigations put the cost of repairs in the vicinity of \$60k. The GC agreed that repairs must be completed.

Vice Commodore John Mooney agreed to project manage and will now seek to quotations for the work and will report back to GC via the finance committee.

It is anticipated that the work will take approximately 1 month. It is important that the work is completed prior to Winter.

According to the Maintenance Manager a temporary fix for the showers could be to rig up an instant hot water system outside at an approximate cost of \$2,000

- **Driveway**

Peter Coleman would like to progress with the plans to upgrade the front of the clubhouse to incorporate a circular driveway to provide better access to members, visitors and to make the club appear more welcoming and appealing to potential function bookings.

The GC agreed that it is important to complete the necessary permits and drawings, and then seek finalised costings so that fundraising plans can be put in place.



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MEETING CLOSED: 8.45pm NEXT MEETING: Monday 22 February





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GENERAL COMMITTEE AGENDA

Monday 18th January, 6PM Committee Room,

- **PRESENT:**
- **APOLOGIES:**
- **PREVIOUS MINUTES:**
- **CORRESPONDENCE:**
- **FINANCE REPORT: Attached**
Paul Pascoe be removed as signatory to RBYC accounts and Vice Commodore John Mooney be added as a signatory.
Moved: _____ Seconded: _____
- **GENERAL MANAGER'S REPORT: Attached**
Incident – Michael Bush
- **FUNCTIONS FORECAST: Attached**
- **BOATING MANAGER'S REPORT: to follow**
- **SAILING MINUTES: Attached**
 - **CLUB CAPTAIN'S REPORT:**
 - **RESCUE BOAT REPORT: Attached**
- **MEMBERSHIP REPORTS: Attached**
 - **Invoices and receipts: Attached**
- **CRUISING GROUP MINUTES: NIL**
 - The Cruising Group will be celebrating their 30th Birthday event with a special Dinner this Saturday night in the Bay view Room recognising 30 years of success followed by the historic Annual Sail to Royal Yacht Club at Williamstown for a BBQ Lunch. Last I heard bookings had exceeded 50 attendees for dinner.
 - Plans are well underway for the Annual bass Strait Cruise for 2 weeks commencing Feb 20th with a promising number of participants.



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- AUXILIARY REPORT: NIL
- ICEBERGER REPORT: NIL
- IDAG MINUTES: NIL

Two items for GC approval requested by the Advisory Group.

- That the GC accept the IDAG recommendation to accept James Provis as an additional youth member of the IDAG.
- That the GC accept the revised TOR (attached) which increases the maximum number of IDAG members to 7.

- **GENERAL BUSINESS:**

- Strategic Plan Vision Towards 2030
- Notes from Parks Victoria Meeting

MEETING CLOSED:

NEXT MEETING:



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GENERAL COMMITTEE MINUTES

Monday 21st December, 6PM Committee Room

- **PRESENT:** Peter Strain, Peter Demura, Cath Hurley, John Mooney, Murray Cowdell, Paul Jenkins, Brett Heath, Marnie Irving, Kalpana Merrett

- **APOLOGIES:** Peter Coleman

- **PREVIOUS MINUTES:** as attached

Moved: Peter Strain

Seconded: Paul Jenkins

CARRIED

- Resignation of Jim Leckey as Vice Commodore noted.
- Appointment of current serving Rear Commodore to the role of Vice Commodore as per rules. John Mooney is appointed as Vice Commodore by the General Committee (GC).
- Current serving GC member Paul Jenkins nominated for Rear Commodore proposed by Peter Coleman, seconded by Murray Cowdell. Nomination was unanimously supported by GC present and elected as Rear Commodore.

- **CORRESPONDENCE:** as attached

- **FINANCE REPORT:**

- Accounts for last reporting period not yet available.
- In summary turnover for the last 4 weeks has doubled compared to the previous 4 weeks. Ave margin was 33%. Higher than previous report, sensitive to spending.
- Cash Balance has increased by \$50k last 6 weeks. No details available at this stage.
- Job keeper eligibility for March 2021 quarter based on GST turnover being down compared to last year same period. Some doubt if the Club will meet the decline in turnover to qualify for the March quarter Jobkeeper.
- Wage costs are in line with budgets.
- Finance report to be circulated by Treasurer when it becomes available.

Moved: Peter Demura

Seconded: Peter strain

CARRIED

- **GENERAL MANAGER'S REPORT:** taken as read

- Asset Management System- Assist to improve safety and all assets management, maintenance programs and systems can be monitored. Can be integrated with MYOB. John Mooney and Hannah liaising on this project.



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- Cath acknowledged membership staff and reports provided by Kylie and team. Good quality of membership data.
- Exit interview with Adrian Finglas completed. Conducted by Peter Strain and Neisje Hees. Requested follow-up with Adrian to confirm accuracy of report and sign off. PS to follow up.
- All boating and sailing related Incident reports must be logged with Club Captain and Sailing Committee for investigation and recommendations with regard to appropriate use of the assigned rescue boats and their maintenance. Recent incident report in relation to a rescue and the dinghy going under the pier not received by Club Captain/Sailing Committee. Incident report to be forwarded to Sailing Committee.
- Boxing day members' bar staffing. GC recommends keeping the bar opening. If no volunteers are available, allocate staff.

Moved: Peter Strain

Seconded: Paul Jenkins

CARRIED

▪ **BOATING MANAGER'S REPORT:**

- Sail Melbourne dependent on COVID situation. Is a financial issue, needs about 60 boats to break-even. Will be a local event as interstate entries unlikely. Three courses reduced from four. Cost \$5000 per course. Still in discussion. Work in progress and to be decided.
- Tower has a scaffold stair. One member unable to use the stairs. Timing issues when coinciding with high tide. Access is for able body people to access tower at this stage.
- More boats in the marina pens with motorboats increasing. Need to remind owners/users on correct procedures for pens.
- From a boating point of view need to continue to attract boats. Smaller pens not attracting yachts. Need to target motorboats for smaller pens as more viable option.
- Need to look at options for better marketing of marina pens. Increase/better signage.
- We want to attract racing boats. However current situation is that our harbour is too shallow. Unable to get the bigger racing yachts. No new racing yachts around either.
- Options for filling smaller pens looked at SYC strategy. Promote two-hander sailing to fill smaller pens/fill marina. Considering combined fleets.

Moved: Bret Heath

Seconded: Peter Strain

CARRIED

▪ **SAILING MINUTES:**

○ **CLUB CAPTAIN'S REPORT:**



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- Racing program. Peter Taylor – rescheduled to May 2021.
- Club sailing generally good participation.
- Ingenue series. Hoping to build on this racing program. Trial this race using a different course. Try and avoid clashing with cruising group. Change start time. Aim to get everyone finish together and back in the bar same time.
- Sailing Committee scheduled a strategy meeting on 15th January 2021 to set directions for future. Aligned with Club strategy. Commodore to join the meeting.
- Hopefully second half of season will be improved.

Moved: Bret Heath

Seconded: Peter Strain

CARRIED

- o **RESCUE BOAT REPORT: taken as read**

- The two small 3mt RHIB's need to be sold after Sail Melbourne as not being used.
- Being club-assets, they need to be presented to members first if selling.
- Contingency plan for when pier access is closed completely during maintenance. Need to plan access to get RHIB for ferry use when pier is closed.
- Motion to sell them was passed in November 2018. Re-confirmed and supported by GC. Minimum selling price \$2500 each.
- Committee needs to consider in the future needs of rescue boats. RB9 will need to be replaced by 2022/2023. Recommend standardising the fleet. Murray Cowdell to obtain a cost analysis in relation to maintenance and replacement options for GC to consider.
- Part of Sailing Committee strategy in January 2021 planning will be to review the fleet and boats required to support future sailing programs.

Moved: Murray Cowdell

Seconded: Paul Jenkins

CARRIED

- **MEMBERSHIP REPORTS: as attached**

- o **Invoices and receipts: as attached**

- Membership data reporting able to view categories aligned with numbers and changes in membership types tracked.
- Senior categories down. Social remained the same. No major changes within some categories. Recent increase in overall membership. Keeping track of applications and type. Crew is down. Some new applications are crew members.
- Scoring Penalty for boats if not signing on crews.
- Murray noted that sign on and sign off now in situ for volunteers as well.
- New data set on spend by membership type in restaurant. This data can help target membership drive aimed at higher spending group/s. Need to also drill down to how many members actually spent against total spend figures within each category. Track



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and analyse this data over longer term. Add column to include actual numbers against spend. Review this data in 12 months.

- To investigate if we can also obtain data that gives information as to peak spend times.
- Vanesa's response letter regarding membership ratios and rule change RBYC Club Rules 7(2) as pertaining to *Liquor Control Reform Act 1998* (Vic) (LCR Act). Recommendation is that we should seek independent legal advice to proceed on this matter. Rule change requires members input and voting. Hannah contacting Roger Jepsen for further investigation. Reason for removing member ratio linked to liquor licence.
- Small number of new members attended on Open day. Good feedback from those in attendance.

Moved: Cath Hurley

Seconded: Marnie Irving

CARRIED

▪ **CRUISING GROUP MINUTES: taken as read**

- Cruising Group held its first face to face meeting on 1st December after restrictions lifted.
- Events in December included a meeting for parties interested in the Annual Bass Strait Cruise. Hard stand BYO event Christmas Party with traditional signing of carols substituted by carols played over sound system followed by presentation of Cruising awards minus trophies-Brenton Smith –Starts & Compass, Cruiser of the Year – Commodore Peter Strain and Most Improved Cruiser – Allan Sheratt.
- Small sub-committee formed towards planning 30th Birthday Celebration for Cruising Group in January, to include dinner at the club on a Saturday night, traditional cruise and lunch to Royals at Williamstown.
- With restrictions lifted plans ahead to continue traditional events for 2021, including Progressive Dinner, music night, monthly dinners and on water activities.

Moved: Paul Jenkins

Seconded: Peter Strain

CARRIED

▪ **AUXILIARY REPORT: NIL**

▪ **ICEBERGER REPORT: as attached**

- New stock of bathers. Available to all to purchase.
- Peter Strain clarified that Iceberger membership is possible only after two seasons of swimming all year.
- Changes in Iceberger Committee. New members Melinda Kemp, Kerry Watson, Clifford Hayes. Continuing members Ria Bleathman, Jack Hawkins and Peter Strain.
- Clifford Hayes -correct spelling.



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Moved: Peter Strain **Seconded:** Paul Jenkins **CARRIED**

- **IDAG MINUTES: taken as read**
- Proposed that both request items deferred to next meeting in view of short meeting today.

Moved: Kalpana Merrett **Seconded:** John Mooney **CARRIED**

- **GENERAL BUSINESS:**
- Maintenance and projects
 - Items will be tabled as it progresses
 - Solar- work in progress
 - Repair to concrete surface outside the gym. Concreting quotes- two in. John Mooney and Glen Norton will analyse the quotes.
 - Dredging- Restricted access in the channel. Urgency to address. Need to speak to Graham Davis Parks Victoria. Nominate a spokesperson to liaise with Parks for continuity and ongoing followup. John Mooney to be the spokesperson with Parks.
- SWOT Analysis
 - For GC review and comments, input and feedback invited. To be forwarded to Peter Strain.
- RBYC Membership Category limits. **Discussion** to continue regarding maintaining voting members at a minimum of 60% of total membership.
- John Mooney – request to note resignation letter from Jim Leckey and Email following. Highlighted concern about wording implying current GC complacency in HR and OHS areas.

Contrary to letter, John Mooney notes that no records in previous minutes regarding HR or OH&S matters raised by Jim Leckey on record. Paul Jenkins confirmed that no record in previous meetings during his term on GC.

Previous audit carried out by Bill Fairley.

To be noted on record in response to the letter that this committee acknowledges the seriousness of OHS and HR obligations and our responsibilities for OHS and HR processes. Currently appropriate processes are in place to address both OHS and HR obligations. We continue to improve processes to address health and safety, human resources and employment matters. We reaffirm that we continue to be committed



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to ensure OHS processes adhere to workplace obligations and remain vigilant to safety issues.

- Exit interview has been conducted with Adrian Finglass and will be checked for accuracy with Adrian to sign the report as correct for the record.
- Brett Heath pointed out that Murray C was in an incident. Need to ensure sailing office uses appropriate vessel in the pond for rescue. Need to use rescue boat with prop guards. Murray C is not a pond boat. Following investigation of incident report Sailing Committee to make recommendation for appropriate use of boats in the pond.
- Brett Heath's boat was damaged in the Dinghy yard. Strategy to manage public and children misusing the boat yard area, potential risk of injury and damage to boats.
- Increase signage and strong wording to prompt public and children to respect club members' property and keep away from boats in the yard.
- GM has sent out reminders and communication to staff to be vigilant and monitor the area. Reinforce to public and children not to play in the area and keep away from the boats.
- Membership survey planned for 2021. IDAG collaborating with Membership Committee in planning the survey.
- Club Keys for committee people. Need to follow up on status of black keys. Only GC members who actually need one and want one should be allowed to retain the Black Key. Any previous GC members should return their keys if they have not already done so.
- Vacant position on GC for discussion next meeting.

MEETING CLOSED: 8.00 pm

NEXT MEETING: 6.00pm, January 18, 2021

Addition to minutes: circulated via email by GM Hannah Catchpole on Wednesday 23rd 2020
– proposed new minutes.

General Manager Report January

- Primary focus has been liaising with DHHS regarding COVID case visit to club. Club was commended for its communications to members, the public and the DHHS. The DHHS also thanked the Club for its prompt handling of the situation.
- Hebe Haven Yacht Club is going to feature RBYC in their monthly magazine. Photos and content have been sent to them.
- 5 staff members and their families were required to isolate for the necessary 14 days. Food packages were delivered to all staff on behalf of the club during isolation and were greatly received. Regular check ups were done on staff and they have now returned to work.
- Awaiting confirmation from ATO of eligibility for next round of jobkeeper once BAS lodged this week. 19 staff to remain on jobkeeper on either Tier 1 (\$1000 per fortnight) or Tier 2 (\$650 per fortnight). All salaried staff on tier 1.
- Restaurant trade has been slow since forced closure but is starting to pick up. Reasonable Wednesday trade with sailing.
- New menu (whilst retaining popular items we can't take off) commences Thursday 14.01.
- Rotary is back on a Thursday evening which is a positive.
- Caroline working with Brooksy re potential dates for comedy nights.
- Good review in Broadsheet – reviewer visited the restaurant last week and spoke to Brendan when here.
- Mini regatta Saturday and Sunday. All club boats at this stage.
- Defibrillator in clubhouse has had contact pads replaced and is now fully serviceable
- Mandy is working on details for Half Yearly AGM.
- I have applied for a grant from Live Music Australia so that we could once again have live music in the restaurant over the remainder of the summer months

Staff leave on the following dates:

Kylie	20 th – 27 th inclusive
Caroline	26 th – 28 th inclusive
Hannah	22 nd – 26 th inclusive
Sammy	30 th and 31 st inclusive
Phil	TBC likely 22 nd – 26 th inclusive

Minutes - RBYC Sailing Sub Committee

Meeting Date	Tuesday 8th December 2020 at 7:00pm.			
Meeting Venue	Zoom Meeting			
Attendance	BH, JS, MI, PH, MC, PB, PG			
Apologies	PP, VP, DM, JL			
<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. Moved Brett, seconded Murray, Carried.</i>			
2.0	MATTERS ARISING			
2.1	Review of Sailing to Date: <ul style="list-style-type: none"> The date in the sailing instructions to issue penalties was 1/1/21 subsequently all races where we had applied penalties have been re-scored. A new change to SI's has been issue and penalties will be applied from tomorrow Wed 9/12/20. Peter Taylor Trophy will not take place at SYC Sat 12/12. We will run keelboats on the centre course with Etchells/Dragons/2.4's. Artemis pursuit will also be running. Changes to be highlighted in the newsletter. Cruising group hardstand Christmas party will be held 12/12/20 PH will propose to SYC that the Peter Taylor Trophy to be run on May 1 and 8 or 15. TBC. 		PH	
2.2	COVID update <ul style="list-style-type: none"> The number of people on-shore together has been eased. 			
2.3	Sail Melbourne Next Gen 11-14 Jan 2021 This is likely to be Optimists and perhaps a few International Cadets RBYC will run this event in house. Sail Melbourne 16-20 Jan 2021 A meeting is taking place tomorrow to ascertain the number of courses and the club allocation to each course. Update to be provided asap.		VP	
2.5	Fixed Marks <ul style="list-style-type: none"> Rock on the start line – need to have the start line dived to determine where obstructions are. Growth on Fixed marks – need to be cleaned. 		PH PH	

3.0	Safety Initiatives			
3.1	Sign on App Most people are using the App. Some people are signing on after the start. Effort required to educate those finding the app difficult			
3.2	Audit Group available to provide advice if required Auditors to be identified and sent a link to https://www.sailing.org.au/course-finder/82/&list		MC ST	
4.0	OTB REPORT <ul style="list-style-type: none"> Club series starts this coming Sunday 13/12 			
5.0	CRUISING REPORT <ul style="list-style-type: none"> Ingenue Series has now been added to the calendar on specific Brighton Championships dates. Hardstand BBQ on Saturday MC to sing Silent Night Bass Strait Cruise information night was well attended 		PG	
6.0	RESCUE BOAT WORKING GROUP REPORT <ul style="list-style-type: none"> Proposal for rescue boat condition/replacement/refurbishment is being worked on by MC. SC to ratify report for rescue boat requirements for GC when it reaches this stage. 		PH	
7.0	RACE MANAGEMENT TEAM INITIATIVES These initiatives became sidelined by Covid this year. Sourcing Volunteers from the wider community is one of the objectives.			
7.3	420 States Regatta Agreement has been signed. No action required at this stage			
8.0	AOB			
	Club Coach – a discussion took place regarding the roles and responsibilities of the Club Coach		BH	
	MC – need to put covers on rhibs. GC has approved this expenditure.		PH & MC	

	BH – Has received requests for some Tower keelboat racing in January. Dates TBC		BH	
	JS has developed some new twilight courses. This will be circulated amongst the RO's and then put into the SI's			
	BH has had discussion with the GC in determining the club strategy which in turn leads to the organisational structure to support the strategy. It was agreed to run a strategy session at the club on Friday 15 th January. BH to set agenda and circulate so that pre-thought can be applied to this meeting.		BH	

Next Meeting 9th February 2021

FUTURE MEETINGS	COMMITTEE	FOCUS AREAS
9 th February 2021	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	Peter Gebhardt	peter.gebhardt70@gmail.com
Marni Irving	m.irving@bigpond.net.au	Paul Pascoe	paulpascoe55@gmail.com

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

Rescue Boat Report – January 2021

Rhib Usage

- Over the last three weeks a minimum of 5 Rhibs have been used for the Tackers program.
- Rhibs have been taken out and stored over the weekend.
- Covers are still to be purchased. I am hoping these will be purchased next week.
- Some training needs to be undertaken on how to use a Rhib.
- A new plastic prop guard has been fitted to the Rhib “George Mac”.
- At the conclusion of the Tackers programs all Rhibs and safety equipment will be checked.

Murray C

- A quote for the repair of this vessel is still to be obtained
- A report has been prepared concerning the incident with the Murray C

Peter Reid

- The Rhib “Peter Reid” has been repaired and is ready for duties.
- It is imperative that this vessels cover, is used after usage to prolong its life.

Rationalisation and Replacement of Rhibs

- The Sailing Committee and the working group has started discussions concerning the replacement of any future Rhibs.
- Preliminary discussions have indicated that any new Rhib purchased must have replaceable tubes. An example being zodiac rhibs where the Club can order tubes and fit them. It is recommended that a quote be obtained from the Zodiac dealer in WA for new tubes to the VASSA Rhib.

Replacement of RB9

- Preliminary investigations have been made for the replacement of RB9
- Despite emails being sent to Zodiac no costs have been forthcoming.
- An email has been received from PFG Group in Tasmania (www.PFG-Group.com.au). This organisation provides Rhibs for, police, fisheries, and the Royal Australian Navy. Their Rhibs are unique in that they need no anti fouling, hence can be kept in a small berth. I will be responding to their email setting out the Club’s requirements.

Other Matters

- The replacement cowling and engine cover, damaged at Royals, should be received at the Club in the next 2 weeks. All costs for these items are to be recovered from “Royals”.
- The Uplift for the engine on Harry T has now been received by Leisure Marine. The fitting of this will require, Harry to be taken out of the water. This will be an expensive operation.

Murray Cowdell

Membership count July 20 - June 21

	Jun-20	Jul-20	-/+	Aug-20	-/+	Sep-20	-/+	Oct-20	-/+	Nov-20	-/+	Dec-20	-/+
Senior	335	312	-6.87%	313	0.32%	311	-0.64%	318	2.25%	331	4.09%	336	1.51%
Senior Family	92	86	-6.52%	82	-4.65%	81	-1.22%	83	2.47%	91	9.64%	93	2.20%
Senior Special	13	13	0.00%	13	0.00%	14	7.69%	14	0.00%	14	0.00%	14	0.00%
40	12	12	0.00%	12	0.00%	12	0.00%	12	0.00%	12	0.00%	12	0.00%
50	43	39	-9.30%	39	0.00%	39	0.00%	39	0.00%	39	0.00%	40	2.56%
60	32	35	9.38%	35	0.00%	35	0.00%	35	0.00%	35	0.00%	34	-2.86%
Honorary Life	6	6	0.00%	6	0.00%	6	0.00%	6	0.00%	6	0.00%	6	0.00%
Senior Country	13	11	-15.38%	11	0.00%	12	9.09%	13	8.33%	13	0.00%	13	0.00%
Senior Absentee	36	39	8.33%	39	0.00%	39	0.00%	39	0.00%	39	0.00%	39	0.00%
Crew	156	134	-14.10%	133	-0.75%	135	1.50%	134	-0.74%	138	2.99%	136	-1.45%
Crew Plus	26	20	-23.08%	20	0.00%	18	-10.00%	18	0.00%	20	11.11%	25	25.00%
Youth U18	150	114	-24.00%	113	-0.88%	110	-2.65%	109	-0.91%	107	-1.83%	103	-3.74%
Intermediate 18-29	75	75	0.00%	76	1.33%	75	-1.32%	75	0.00%	82	9.33%	84	2.44%
Gym	74	63	-14.86%	62	-1.59%	62	0.00%	61	-1.61%	57	-6.56%	58	1.75%
Social	207	207	0.00%	208	0.48%	208	0.00%	213	2.40%	227	6.57%	237	4.41%
Social Extra	63	61	-3.17%	61	0.00%	62	1.64%	62	0.00%	64	3.23%	63	-1.56%
Junior Family	25	23	-8.00%	22	-4.35%	22	0.00%	23	4.55%	28	21.74%	30	7.14%
Iceberger	81	77	-4.94%	78	1.30%	78	0.00%	77	-1.28%	83	7.79%	83	0.00%
TPI	3	3	0.00%	3	0.00%	3	0.00%	3	0.00%	3	0.00%	3	0.00%
Sponsors	4	4	0.00%	4	0.00%	4	0.00%	4	0.00%	4	0.00%	4	0.00%
TOTAL	1446	1334	-7.75%	1330	-0.30%	1326	-0.30%	1338	0.90%	1393	4.11%	1413	1.44%

Membership - December 2020

		TOTALS	TOTAL %
Senior	336		
Senior Family	93		
Senior Special	14		
40	12		
50	40		
60	34		
Honorary Life	6		
Senior Country	13		
Senior Absentee	39	Total Senior	42%
Crew	136		
Crew Plus	25	Total Crew	11%
Intermediate 18-29	84	84	6%
Youth	103	103	7%
Gym	58	58	4%
Social	237	237	17%
Social extra	63	63	4%
Junior family	30	30	2%
Iceberger	83	83	6%
TPI	3	3	0%
sponsors	4	4	0%
TOTAL	1413	1413	100%

	June 2016	June 2017	June 2018	June 2019	June 2020	End Dec 20
Senior	368	347	324	336	335	336
Senior Family	96	93	89	92	92	93
Senior Special	17	17	16	16	13	14
40	18	14	12	12	12	12
50	45	45	44	44	43	40
60	39	42	42	38	32	34
Honorary Life	7	7	6	6	6	6
Senior Country	12	16	16	15	13	13
Senior Absentee	55	49	40	38	36	39
Crew	184	149	143	155	156	136
Crew Plus	31	27	22	21	26	25
Intermediate 18-29	67	66	77	99	75	84
Youth U18	106	141	136	148	150	103
Gym	75	75	65	78	74	58
Social	242	233	212	207	207	237
Social Extra	79	77	64	64	63	63
Junior Family	14	19	22	28	25	30
Iceberger	75	79	78	73	81	83
TPI	0	1	1	3	3	3
Sponsors	11	2	4	4	4	4
TOTAL	1541	1499	1413	1477	1446	1413

Royal Brighton Yacht Club

253 Esplanade, Middle Brighton, Vic 3186

Meeting Minutes

Inclusion and Diversity Advisory Group (IDAG)	Date	Monday 14th December 2020	Time	6.00 PM
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IDAG members	External representative-Marike Koppenol (MK) on Zoom RBYC members at RBYC - Roger Jepson (RJ), Lallie Leckey (LL), Kalpana Raghunathan (KR) (for the beginning of the meeting)
Chairperson	Niesje Hees
Apologies	Wayne Seaward (WS)
Minute Taker	Niesje Hees
Venue	Online – Zoom and RBYC Committee Room

Agenda Item	Discussion	Action
1. Welcome	Kal has handed over the role of Chairperson to Niesje. Niesje congratulated Kal on her appointment to GC. Kal welcomed Niesje and Lallie to the Committee before leaving the meeting. Each member provided a brief introduction to the meeting.	
2. Apologies	Wayne Seaward was unable to make the meeting. Niesje will update Wayne separately and seek any input on items discussed.	NH
3. Discussion	<p>a) Proposal to accept additional youth member (separate document provided)</p> <p>The meeting agreed to the proposal that James Provis be recommended to join the IDAG.</p> <p><i>Action: NH to seek formal approval from GC via KR</i></p> <p>b) Amendment of Terms of Reference (document provided)- confirm prior to sending to GC</p> <p>Action: NH to amend TOR to enable a maximum of 7 members of IDAG (to allow for representative from disabled sailing)</p> <p><i>Action: NH to amend TOR and seek approval from GC via KR</i></p> <p>c) Recruit representative from disabled sailing approved by GC – timing</p> <p><i>Action: NH to discuss with Neal Patterson and come back to the group</i></p> <p>d) Current members' confirmation of 2nd term</p> <p><i>Confirmed</i></p> <p>e) Membership data (attached) – observations and insights</p> <p>Noted that members have been loyal through COVID, and that there is an encouraging trend in new memberships since restrictions have eased. It was observed that 40, 50, 60 year member numbers are increasing and that they don't contribute fees. Noted that the change in the percentage of women has been steady at 25% over the past few years.</p> <p>f) Membership survey – any comments on attached summary & timing</p> <p>Noted that we will work to providing feedback by end January with a view to getting the survey out in February (in conjunction with Membership Committee and GM).</p>	<p>NH</p> <p>NH</p> <p>NH</p>

	<p><i>Action: Marike to provide advice re more comprehensive demographic questions, with a focus on understanding diversity and what information we want to glean from the survey</i></p> <p><i>Action: All to provide feedback to Niesje prior to end January (note feedback has already been provided by Marike post the meeting).</i></p> <p><i>Action: Revisions to be circulated off-line.</i></p> <p>g) Club initiatives – suggestions</p> <p>General discussion about getting more people interested in sailing via programs such as the one championed by WS in the past.</p> <p>Agreement that current rule requiring GC members to have been senior members for 3 years is an impediment to progressing diversity at the club. Noted that a motion to change this (so that a member who has been any type of member for 3 years, and a current senior member could nominate) was defeated at the last AGM.</p> <p><i>Action: Provide notice to reintroduce the motion to change the prerequisites for GC membership at the next half yearly AGM in March, and then campaign to win greater support for the motion at next year's September AGM.</i></p>	<p>MK</p> <p>All</p> <p>NH</p> <p>NH</p>
	<p>GC requests</p> <p>Nil</p>	
4. General business	<p>Proposed meeting dates for 2021 (<i>confirmed</i>) – <i>start time changed to 7:00pm go better suit all members of the group</i></p> <p>15 March, 14 June, 18 Oct, 13 Dec</p>	
5. Next meeting	<p>Monday March 15th (7.00pm at RBYC and Zoom)</p> <p>NH to send meeting request</p>	NH
6. Meeting close	7:00 pm	

Copy of minutes: GC via KR, General Manager

Royal Brighton Yacht Club INCLUSION AND DIVERSITY ADVISORY GROUP

December 2020

TERMS OF REFERENCE

Role

RBYC's Inclusion and Diversity Advisory Group is an advisory group reporting to the General Committee (GC).

- The Group's role will be to support organisational change to enable the club to be an exemplar for inclusion and diversity.
- The aim is to provide guidance and recommendations to the Club as to how an environment can be created where people regardless of their gender, age, culture, ethnicity, disability, generation, or sexual identity feel welcome, safe and supported to work and participate in the Club.

Function

The Group provides a forum for discussion and recommendations on matters of significance related to diversity and inclusion, including access and equity issues that impact on the workplace environment and on the Club as a membership organisation.

The group guides the GC in developing and implementing strategies to further promote RBYC as a welcoming and inclusive club.

Responsibilities

The Group will:

- Identify priorities and objectives to advance RBYC's inclusion and diversity agenda
- Identify barriers for entry and opportunities for supporting diversity and inclusion in the Club
- Identify avenues for the Club to increase awareness and monitor issues in the area of diversity at the club
- Monitor ongoing Club membership data in relation to diversity and inclusion
- Assist the GC to develop and implement diversity and inclusion strategy and plans aligned with broader Club vision and business strategy
- Act as a reference group, advice and make recommendations on relevant initiatives, policies and procedures relating to diversity and inclusion
- Work with other RBYC sub-committees and working parties to progress diversity and inclusion initiatives as appropriate

Composition

Members and Chair, appointed by RBYC General Committee

Membership of 5 - 7 members

At least 1 member of the Advisory Group shall be from outside of the normal club membership who can bring specific areas of expertise to the committee.

The Advisory Group should not include members of the GC

The term for nominated Advisory Group members is two (2) years.

Meetings

The Advisory Group will normally meet at least four times in a year in person or electronically.

Meetings may be attended by other invited RBYC members and representatives relevant to discussion

Additional meetings may be arranged outside of the planned timelines as required

Quorum for the Advisory Group shall be 50% of the membership.

Reporting

The Group is an advisory body to the General Committee.

The Chairperson is invited to attend GC meetings to present recommendations in person or in writing.

A summary report from each meeting will be provided to the GC.

The meeting minutes and reports will be provided to the GC representative for the Group, the Commodore and General Manager

Amendment, Modification or Variation to Terms of Reference

The Terms of Reference for the Group may be amended, varied or modified after consultation and agreement by Group members and GC.

**Document
Approved**

Terms of Reference to be approved by the RBYC General
Committee

Version

Version 2, 27/11/2020

Parks Victoria Meeting 11-1-21

Present:

Graeme Davis, Emily Verey, Peter Strain

1. Scaffold Stairs to Start Tower. Need to forward amended drawings with adjustments from working drawings. Operating Instruction. i.e. load limits and boating access.
2. Parks to Contribute approx. \$5000.00 not covering capital cost only labour and install. Note Parks Vic not liable for GST. Scaffold Solution to invoice RBYC and RBYC to forward Invoice for Parks Vic for purchase order.
3. Telstra Mobile Tower on the Start Tower. Telstra been advised that access will be limited for the next few years. If major upgrade needed, Parks suggest Telstar look for alternative site. (Note common for Telco's to share sites so Clubhouse Optus site may work for both Companies. Noted that RBYC will assist Telstra with the limited access via the Scaffold Stairs for minor maintenance.
4. Pier repairs programmed to begin this week. Parks will be monitoring the site so continued request for no buggies and members must stick to the safe access to the marina keeping off the slabs marked KEEP OFF. Follow up email to all members sent 8-1-21.
5. Breakwater 1938 section is on the agenda with DELWP. GD noted the important event of the Etchell world's Summer 2024 only 3 years away. Suggest follow up with Minister Melissa Horne. The repair is fairly high up on Ports maintenance list.
6. Dredging of the boating channel. Noted follow up with Minister Horne.
7. Kiteboarding is banned from the Brighton Harbour precinct due to 5 Knot speed limit. RBYC not expected to police but keep Parks informed.
8. Seabed Lease follow up with Emmanuel Cahill. Long list of leases being considered.