



Royal Brighton Yacht Club

The Sailors' Club

GENERAL COMMITTEE MINUTES

Monday 31st August 2021, 6PM Zoom Teleconference

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

No business arising

True and accurate record

MOVED: Paul Jenkins **SECONDED:** Cath Hurley **CARRIED**

- **CORRESPONDENCE:**

Letter received from Slater & Gordon. Action in GM report

- **FINANCE REPORT:** Taken as read.
PH to check July COG sold for Catering.
Cash Flow Forecast tabled for 2021/2022.

Motion: Finance Report be accepted

MOVED: Peter Demura **SECONDED:** Murray Cowdell **CARRIED**

Andrew White – Director from Ashford's joined the meeting and responded to general questions regarding the 2020/2021 Audit and Financial Statement.

The Audit raised 3 key areas which will be actioned.

1. Financial Risk Register – the Committee already actions this risk however they need to be documented better.
 - Established written policies in place
 - Review Financial Risks through Sub-Committees



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- Conduct & implement risk mitigation actions.
- 2. Employment Contracts – establish contracts for casual staff & update full time staff contracts when rate adjustments are made. BH to assist PH with templates.
- 3. Marina & Hardstand contracts – review existing contracts (legal) . Maintain & file contracts correctly. JM to check contract review with Roger Jepson.

Motion: RBYC 2020-2021 Financial Statement be accepted

MOVED: Peter Demura

SECONDED: Peter Strain

CARRIED

- **GENERAL MANAGER'S REPORT:** taken as read.
 - It was confirmed that there will be an election for Committee positions only. This will take place via an electronic/online process.
- **SAILING MINUTES & REPORT:** taken as read
 - BH updated the GC regarding the occupancy of the marina. Once we get full access via the Pier we may need to start some promotional activity.
 - Season program will feature up to 17 Brighton Championship races split into 2 divisions.
 - BH agree that a One Design Regatta at Easter 2022 was being planned.
 - MC congratulated PS on selling 2 tiller steer ribs.
 - PH/PS to obtain quote for security camera/s on the marina.
 - PH to investigate if Committee Members of an Incorporated Association will require a DIN (Director Identification Number) number in the future.
- **MEMBERSHIP REPORTS:** taken as read
 - Membership numbers remain high. Drop off in number June / July is smaller than last year. It is too early to see any renewal trends.
 - CH offered to conduct Zoom/Facetime interviews to progress any new member applications.
 - No new member applications to be approved this month.
 - PS suggested that we could introduce Friday Night Zoom Members draw ((proposed first date Friday 10th September 2021.)



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- BH asked if we could contact members who have left in Crew & Intermediate Categories and ask why they have left. PH to organise.

- **CRUISING GROUP REPORT:** taken as read
Upcoming Titanic Night 17th September may be cancelled, decision pending.

- **ICEBERGER REPORT:** Nil to report

- **IDAG MINUTES:** Taken as read.

- **GENERAL BUSINESS:**
 - Offer from Paul & Jennifer Pascoe to provide a trophy for Yachtsman of the Year. It was proposed that the Sailing Sub Committee write the criteria (deed) for judging this award. Criteria to expressly mention that doner take no part in the nomination process of awarding the trophy. JM to ascertain the type of trophy proposed by donor.
 - JM proposed that the GC look at the commercial sponsorship/signage opportunities that may be able available to RBYC. This may be managed in house or potentially out-sourced with a commission paid to a third party.
 - A discussion took place regarding the managing of Covid into the future. It was agreed that the club should wait for directions by the government prior to making rules about allowing vaccinated members or non-vaccinated members engage with the club. We will however encourage members and staff to get vaccinated
 - PD introduced the Cleaner Sailing sub-committee and described the type of activity that is foreseen in the future. Minutes of Meeting & Terms of Reference are included with these minutes for formal adoption at next GC meeting.
 - Activity includes better waste recycling
 - Potential of Rain Water washdown tanks
 - Sailing clothing swap meet.
 - PD introduced the concept of having a mural painted on the building potentially on the wall facing Grosvenor Street or the Jock Sturrock building.
 - PH to get a quote for a security camera on the Marina/Hard Stand area including signage.
 - MC asked about the cleaning schedule for the new PV cells on the rooftop. We may need to install fresh water tap on rooftop.
 - BH confirmed to the GC that the Special General Meeting to notify of a Special Motion to change the rules regarding substituting 'Aquatic' instead of 'Iceberger' and the Rights of a Family Junior Member between 18-21yo has been scheduled on Zoom for 7pm Tuesday 7th September 2021



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- Strategic Asset Management Plan – Progressing Club to adopt On-Tap recommendation for asset management software – Asset Management Pro, integrated with accounting software MYOB..
- Attenuator repair after intense northerlies through the Winter. Need to start planning longer term replacement and possible increase in marina especially for larger and deep draft yachts.
- IT/Comms and marketing Policy and Procedure document needs to be developed.

MEETING CLOSED: 8.43pm NEXT MEETING: Monday 27th September 2021



ROYAL BRIGHTON YACHT CLUB INC.

Financial Reports

July 2021

20/08/2021

Royal Brighton Yacht Club
253 Esplanade, Middle Brighton
VIC, 3186

Dear Board Members,

RE: Royal Brighton Financial Results – July 2021

Below is a summary of the Club's financial results for July 2021 as well as accompanying commentary.

Financial Results July 2021:

The financial reports for the period have been prepared on a calendar month basis for the period from 1st July to 31st July 2021.

July was another difficult month of trading for the Club with Victoria entering its 5th Covid-19 lockdown on the 15th of July. This meant all normal trading reverted back to providing takeaway services only. As expected the revenue performance was affected in most areas of the Club.

The catering department finished off lower than the budget expectation by \$23.1k. The membership, marina and hardstand revenue were also down by \$5.5k and \$22k respectively when compared to the budget. On the positive side, the Club has received a total of \$14.2k of state government grants under the Licensed Hospitality Venue Fund program.

From an expenditure perspective, the majority of the expenses have been kept to a minimum and below the budget's expectations. In particular, the repairs & maintenance were below the budget by \$27k, this may be the result of some scheduled maintenance being put on hold due to the lockdown.

For the month, the employment costs are lower than budgeted by \$6.8k. However, the total employment ratio over income is currently sitting at 45% for the month which is relatively high compared to previous months. This may be the result of paying out leave entitlements to staff during the lockdown period and the reduced level of trade.

In summary, the Club has generated \$33.5k Operating Profit for the month, which is \$24.5k above budget.

Please see the table below, the total employment cost ratio to total revenue for the last three months as well as last year.

May-21	Jun-21	Jul-21
42%	36%	45%

May-20	Jun-20	Jul-20
37%	39%	34%

Please note the upcoming statutory liabilities listed below:

Upcoming Liabilities	Amount	Due Date
ATO current payment plan	\$39,905.00	Weekly payment of \$5k
FY20-21 Payroll Tax	\$12,078.94	07/09/2021
FY20-21 Payroll Tax	\$12,078.94	07/12/2021
FY20-21 Payroll Tax	\$12,078.94	07/03/2022
FY20-21 Payroll Tax	\$12,078.93	07/06/2022
Total	\$88,220.75	

The Balance Sheet of the Club reflects the latest known financial position as at the end of July 2021 and I can confirm that the Club is up to date with all statutory payments and lodgements.

Lastly, the Club's audit for FY21 has been finalized. The adjusting journals have been posted at June 21 year end and have been provided to Peter Demura.

The audit close out meeting with Ashfords is scheduled for Wednesday 25th August 2021. We will advise of any developments from this meeting.

As always, I encourage queries and discussion over the financial accounts. Please feel free to contact me should you have any queries or wish to discuss it.

Kind Regards,



Freddie Deegan

Director – On Tap Hospitality

RBYC Financial Results July 2021

In July, despite being in lockdown for the last two weeks, the Club recorded a net operating surplus of \$34k, \$25k above budget, while the net deficit was \$64k compared to a budget deficit of \$92k. As would be expected, all major revenue categories were below budget with catering and marina and hardstand income showing the greatest variance. In contrast, other income was significant higher due to Club receiving just over \$14k in State Government financial assistance for hospitality and licenced premises. Although total expenses were \$65K below budget, this has been achieved mainly due to a less than budgeted spending on marina, Opti and rescue boat maintenance and lower occupancy costs. Employment costs were surprisingly stronger given the Club was closed for two weeks. This is reflected in the total employment cost ratio increasing 46% from an average of 39% for the previous two months. The breakdown of the P&L by major club functions were catering (-\$39k), marina and hardstand (+\$38k), while sailing and membership reported "deficits" of \$18k and \$45 respectively. Although the cash balance at the end of the year was \$1.6m, in an environment of rapid and uncertain COVID-19 restrictions there is absolutely no room for complacency. The Club is committed to debt repayments, significant CAPEX including solar panels and channel dredging and the ongoing day-to-day operations of the Club including maintenance. The only light in the tunnel is, like the rest of Australia, the prospect of a more liberal opening up of the economy once vaccinations reach the magical 70 -80%. However, given that the pandemic is so unpredictable even this may be questioned.

Royal Brighton Yacht Club Profit & Loss - Summary

	July 2021			Year to Date		
	Actual \$	Budget \$	Variance \$	Actual \$	Budget \$	Variance \$
Income						
Catering Revenue	133,790	156,900	-23,110	133,790	156,900	-23,110
Membership Income	62,648	68,150	-5,502	62,648	68,150	-5,502
Marina, Hstand & Storage	79,454	97,486	-18,032	79,454	97,486	-18,032
Sailing Income	3,970	7,750	-3,780	3,970	7,750	-3,780
OTB Income	-427	0	-427	-427	0	-427
Other Revenue	24,878	7,234	17,644	24,878	7,234	17,644
Total Income	304,314	337,520	-33,206	304,314	337,520	-33,206
Catering Cost Of Sales	59,048	51,681	7,367	59,048	51,681	7,367
Gross Profit	245,266	285,840	-40,573	245,266	285,840	-40,573
Expenses	0	0	0	0	0	0
General Operating Expenses	19,631	20,154	-522	19,631	20,154	-522
Professional Fees	5,407	7,450	-2,043	5,407	7,450	-2,043
Equipment Expenses	428	2,025	-1,597	428	2,025	-1,597
Insurances, Licenses & Rego	7,276	14,988	-7,712	7,276	14,988	-7,712
Advertising & Promotions	2,943	3,210	-267	2,943	3,210	-267
Occupancy Costs	20,693	39,900	-19,207	20,693	39,900	-19,207
Debt Recovery Costs	-1,749	700	-2,449	-1,749	700	-2,449
Maintenance & Repairs	10,918	37,892	-26,974	10,918	37,892	-26,974
Internal Club Expenses	18	725	-707	18	725	-707
Sailing Expenses	5,490	2,350	3,140	5,490	2,350	3,140
Employment Expenses	140,633	147,454	-6,821	140,633	147,454	-6,821
Total Expenses	211,687	276,847	-65,160	211,687	276,847	-65,160
Operating Surplus	33,579	8,992	24,586	33,579	8,992	24,586
Total Other Income	0	39	-39	0	39	-39
Total Other Expenses	97,167	101,427	-4,260	97,167	101,427	-4,260
Net Surplus/(Deficit)	-63,588	-92,396	28,808	-63,588	-92,396	28,808
Other Financial Metrics	June-21	June-21	July-20			
	\$	\$	\$			
CAPEX	-	8,741	4,194			
Cash at Bank	1,639,775	1,126,140	991,008			

Royal Brighton Yacht Club Profit & Loss by Operating Function – Year to Date, June 2021

	Catering \$	Marina, Hardstand & Storage \$	Sailing & OTB \$	Membership , Admin & Other \$	Total \$
Income					
Catering Revenue	133,790	0	0	0	133,790
Membership Income	0	0	0	62,648	62,648
Marina, Hstand & Storage	0	79,454	0	0	79,454
Sailing Income	0	0	3,970	0	3,970
OTB Income	0	0	-427	0	-427
Other Revenue	0	0	0	24,878	24,878
Total Income	133,790	79,454	3,543	87,526	304,314
Catering Cost Of Sales	59,048	0	0	0	59,048
Gross Profit	74,743	79,454	3,543	87,526	245,266
Expenses	0	0	0	0	0
General Operating Expenses	9,495	0	170	9,966	19,631
Professional Fees	0	0	0	5,407	5,407
Equipment Expenses	2	0	0	426	428
Insurances, Licenses & Rego	0	0	0	7,276	7,276
Advertising & Promotions	73	0	0	2,870	2,943
Occupancy Costs	8,568	49	49	12,026	20,693
Debt Recovery Costs	0	0	0	-1,749	-1,749
Maintenance & Repairs	0	806	464	9,648	10,918
Internal Club Expenses	0	0	0	18	18
Sailing Expenses	0	0	4,075	1,416	5,490
Employment Expenses	95,155	0	9,943	35,535	140,633
Total Expenses	113,293	855	14,701	82,838	211,687
Operating Surplus	-38,550	78,599	-11,158	4,688	33,579
Total Other Income	0	0	0	0	0
Total Other Expenses	0	40,343	7,335	49,489	97,167
Net Surplus/(Deficit)	-38,550	38,256	-18,493	-44,801	-63,588

Royal Brighton Yacht Club Balance Sheet - Summary

Account Name	May 2021 \$		June 2021 \$
Assets			
Current Assets			
Total Trading Bank Accounts	786,545	1,121,262	1,631,517
Total Floats	2,728	2,747	2,742
Total Clearing Accounts	-21,934	4,203	7,526
Total Debtors	120,987	-380,518	547,378
Total Receivables	0	15,714	5,316
Total Prepayments	131,657	113,279	125,359
Total Stock	74,005	70,952	60,603
Fixed Assets			
Total Property	5,268,811	5,223,994	5,177,034
Total Marina & Hardstand	1,048,036	1,014,924	981,146
Total Plant & Equipment	290,836	286,758	282,574
Total Boats	330,825	324,277	317,512
Total Intangible Assets	0	0	0
Total Assets	8,032,497	7,797,593	9,138,706
Liabilities			
Total Trade Creditors	42,835	89,874	85,269
Total Accruals	102,208	127,376	121,080
Total GST and Statutory Liabilities	100,446	71,529	219,692
Total Employee Provisions	147,083	153,005	146,331
Total Bonds & Other Liabilities	35,608	35,608	37,654
Total Deferred Income- Members	129,494	13,298	704,697
Total Deferred Income- Marina	332,744	203,694	835,456
Total Bank Loans	1,236,382	1,206,638	1,176,833
Total Other Finance	931,757	906,326	885,037
Total Liabilities	3,058,558	2,807,347	4,212,048
Net Assets	4,973,939	4,990,246	4,926,658
Total Equity	4,973,939	4,990,246	4,926,658

Peter Demura
Honorary Treasurer
26th August 2021

Balance Sheet [Multi-Period]

July 2021

July

1-0000	Assets	
1-1000	Trading Bank Accounts	
1-1010	BOM- Business Chq Acc**157544	-\$2,583.67
1-1015	BOM- MbrShp Marina Acc**098419	\$1,612,298.45
1-1020	BOM Coll Term Deposit x043	\$17,065.12
1-1025	BOM- Yachting Foundation x141	\$2,262.10
1-1031	BOM-Business Access Saver x391	\$2,474.87
	Total Trading Bank Accounts	\$1,631,516.87
1-1100	Floats	
1-1105	Cash on Hand	\$1,000.00
1-1110	Till Floats	\$1,400.00
1-1125	Petty Cash	\$341.67
	Total Floats	\$2,741.67
1-1200	Clearing Accounts	
1-1210	Cash Clearing	-\$3,468.03
1-1250	Eftpos Clearing	\$10,994.30
	Total Clearing Accounts	\$7,526.27
1-1300	Debtors	
1-1310	Trade Debtors	\$8,305.17
1-1330	Other Debtors	\$547,489.32
1-1340	Provision for Doubtful Debts	-\$8,416.78
	Total Debtors	\$547,377.71
1-1350	Receivables	
1-1355	Members Control Account	\$5,316.49
1-1370	Cruising Group Account	\$45,367.52
1-1375	Cruising Group Clearing Acc	-\$45,367.52
1-1380	Icebergers Clearing Account	\$110.00
1-1390	Icebergers Group Account	-\$110.00
	Total Receivables	\$5,316.49
1-1400	Prepayments	
1-1410	Prepayments - General	\$38,075.09
1-1420	Prepaid Insurance	\$63,430.91
1-1425	Prepaid Workcover	\$20,686.16
1-1430	Prepaid Interest	\$3,166.59
	Total Prepayments	\$125,358.75
1-1600	Stock	
1-1610	Inventory- Beverage	\$38,296.29
1-1611	Inventory-Beverage non-alcohol	\$3,841.02
1-1630	Inventory- Food	\$9,355.69
1-1650	Inventory- Clothing & Merch	\$9,110.26
	Total Stock	\$60,603.26
1-1710	Property	
1-1713	Club House Leasehold at Cost	\$9,132,832.23
1-1714	Amortisation Club House Imp	-\$4,678,160.16
1-1715	Yard Leasehold Imp at Cost	\$180,929.18
1-1716	Amortisation Leasehold Yard	-\$175,111.19
1-1717	ROU Assets - Parks Victoria	\$208,661.98
1-1718	Amortisation Parks Victoria	-\$111,286.33
1-1719	ROU Assets - Bayside City Council	\$705,064.24
1-1720	Amortisation Bayside City Council	-\$85,896.38

Balance Sheet [Multi-Period]

July 2021

		July
	Total Property	\$5,177,033.57
1-1721	Marina & Hardstand	
1-1723	Marina Leasehold Imp at Cost	\$7,938,844.32
1-1724	Amortisation Leasehold Marina	-\$6,978,549.69
1-1725	Hardstand Leasehold at Cost	\$764,292.96
1-1726	Amortisation Hardstand Imp	-\$743,441.83
	Total Marina & Hardstand	\$981,145.76
1-1740	Plant & Equipment	
1-1742	Furniture, Plant & Equipment	\$1,307,934.11
1-1744	Accum Depreciation Plant etc	-\$1,160,108.10
1-1750	Marina & HStand Equip at Cost	\$476,220.43
1-1755	Marina & HStand Equip Acc Depn	-\$341,472.41
	Total Plant & Equipment	\$282,574.03
1-1800	Boats	
1-1810	Rescue & Work Boats at Cost	\$738,668.37
1-1815	Accum Depreciation Rescue Boat	-\$511,827.92
1-1825	OTB Sailing Boats at Cost	\$222,082.29
1-1830	Accum Depreciation OTB Boats	-\$131,411.15
	Total Boats	\$317,511.59
1-1900	Intangible Assets	
1-1910	Designs at Cost	\$16,057.23
1-1920	Amortisation Designs	-\$16,057.23
	Total Intangible Assets	\$0.00
	Total Assets	\$9,138,705.97
2-0000	Liabilities	
2-1000	Trade Creditors	
2-1100	Trade Creditors	\$85,268.90
	Total Trade Creditors	\$85,268.90
2-2000	Accruals	
2-2005	Deposits Received in Advance	\$3,625.00
2-2110	Accruals- General	\$64,454.28
2-2130	Accrual- Workcover	\$1,386.71
2-2140	Accrual- Payroll Tax	\$51,613.63
	Total Accruals	\$121,079.62
2-3000	GST and Statutory Liabilities	
2-3110	GST Collected	\$160,634.15
2-3120	GST Paid	-\$11,340.53
2-3125	ATO Liability	\$38,473.00
2-3130	PAYG Withholding Payable	\$21,432.00
2-3150	Superannuation Payable	\$10,493.21
	Total GST and Statutory Liabilities	\$219,691.83
2-4000	Employee Provisions	
2-4010	Annual Leave Payable	\$63,020.10
2-4015	Leave Loading Payable	\$11,025.06
2-4020	Long Service Leave - Current	\$36,215.00
2-4021	Long Service Leave Non-current	\$24,205.00
2-4022	On-Cost for A/L & L/Loading	\$11,865.66
	Total Employee Provisions	\$146,330.82
2-5000	Bonds & Other Liabilities	
2-5010	29er's Bond Account	\$1,000.00

Balance Sheet [Multi-Period]

July 2021

		July
2-5020	RBVC Auxiliary	\$23,859.29
2-5030	Aust. Sports Foundation C.Acc	\$12,794.76
	Total Bonds & Other Liabilities	\$37,654.05
2-6000	Deferred Income- Members	
2-6010	Subscription Income Deferred	\$605,098.93
2-6060	Other Income in Advance	\$99,597.89
	Total Deferred Income- Members	\$704,696.82
2-7000	Deferred Income- Marina	
2-7010	Marina 1 Year Licence	\$601,831.63
2-7020	Marina 20 Year Lease	\$62,707.69
2-7030	Hardstand - Rental	\$67,251.17
2-7050	OTB Maintenance Income	\$103,665.14
	Total Deferred Income- Marina	\$835,455.63
2-8000	Bank Loans	
2-8030	Commercial Bill S331 300243100	\$339,290.77
2-8031	Commercial Bill - Non Current	\$837,542.00
	Total Bank Loans	\$1,176,832.77
2-9000	Other Finance	
2-9010	Equipment Loan	\$45,454.69
2-9011	Equipment Loan - Non Current	\$38,772.00
2-9020	Insurance Premium Funding	\$58,312.90
2-9021	Current Liability - Parks Victoria	\$52,276.18
2-9022	Currenrt Liability - Bayside City Council	\$31,828.73
2-9023	Non-Current Liability - Parks Victoria	\$47,755.89
2-9024	Non-Current Liability-Bayside City Council	\$608,627.33
2-9036	Credit Card P Hall x271	\$1,544.61
2-9037	Credit Card - Sammy Doddy	\$464.84
	Total Other Finance	\$885,037.17
	Total Liabilities	\$4,212,047.61
	Net Assets	\$4,926,658.36
3-0000	Equity	
3-1000	Accumulated Funds	\$5,239,895.19
3-2000	Yachting Foundation No2 Reserv	\$17,785.73
3-2010	Members Reserve	\$202,265.50
3-3000	Retained Earnings	-\$469,700.09
3-9000	Current Earnings	-\$63,587.97
	Total Equity	\$4,926,658.36

Royal Brighton Yacht Club

Finance Sub-Committee Meeting

Minutes of meeting of Finance Sub-Committee held Monday 28th June 2021 at RBYC

Committee Member Present: Peter Demura, Peter Strain, John Mooney, Keith Badger, Phil Hall, Paul Jenkins and Brett Heath (invited guest)

Meeting opened at 5.05pm

1. Minutes of previous meeting – Peter Demura moved that they be approved, Seconded by Peter Strain. Minutes approved.
2. Overview of Accounts and Club Activity.
 - a. Discussed May accounts and focus on the reasons for the decline in the cash balance.
 - b. If the Club could get a clean run it would be going well. Functions have been hit hard due to limited numbers and restrictions. Functions have been deferred and there is still a preference for RBYC.
 - c. Trading has been good when the Club is allowed to open with the restaurant running at maximum capacity of 50 on the past Friday, Saturday and Sunday.
 - d. Marina access is proving problematical with no casual berthing and 6 boats have left. Also a problem with trades working on the boats. Any claims for compensation are pending a conversation with the contractor, with options including compensation from Parks Victoria and business interruption insurance. OH&S concerns about using RHIBs and look into the possibility of leasing Sea Legs.
 - e. Look to offer a discount to boat owners with the discussion about a small discount vs. the full pro-rata discount. Need to understand the budget implications of the ferry service in terms of staffing and fuel.
 - f. Recommendation to the GC: the plan is to meet with the Stage II contractor as soon as possible. The communication to boat owners : We are in contact with the contractor to understand the access and any rent relief will be passed on to the boat owners.
3. Audit
 - a. Auditors visited RBYC and provided them with they required and answered their questions. The main issues were the marina contracts and the letters from the previous auditors.
4. CAPEX.
 - a. Solar Panels – The installation has been delayed awaiting design confirmation.
 - b. Scott Shelton and Peter Coleman continuing efforts to obtain relevant documents, permits and plans for front driveway. Following this a costing of the project to be obtained for Adrian Seymour and Scott Shelton
 - c. Cam Ewart to provide 22 rub rings for the marina at \$200 each.
5. No general business

Meeting Closed at 5.55pm. Next Meeting Monday 26th July at 5.00pm at RBYC

Peter Demura
Chair, Finance Sub-Committee & Honorary Treasurer
Royal Brighton Yacht Club
23rd July 2021.

	End July 21 - 21/22 charges		21-22 Subs & Fees	
Inc GST	01.07.21 - 31.07.21		01.07.21 - 16.08.21	
	Invoiced	Outstanding	Invoiced	Outstanding
Member subs 20-21	\$ 826,343.00	\$ 191,897.00	\$ 841,879.00	\$ 207,057.00
Hardstand Annual Rental	\$ 80,701.00	\$ 19,700.00	\$ 83,342.00	\$ 22,340.00
Maintenance Fee	\$ 124,398.00	\$ 28,748.00	\$ 128,112.00	\$ 32,491.00
Marina Annual Rental	\$ 566,029.00	\$ 124,387.00	\$ 584,854.00	\$ 150,101.00
OTB Storage	\$ 7,574.00	\$ 2,784.00	\$ 8,115.00	\$ 3,570.00
TOTAL	\$ 1,605,045.00	\$ 367,516.00	\$ 1,646,302.00	\$ 415,559.00

	Future dated charges			
Inc GST			01.08.21- 30.06.22	
			Invoiced	Outstanding
Member subs 21-22			\$ 136,110.00	\$ 134,967.00
Hardstand Annual Rental			\$ 26,409.00	\$ 26,409.00
8				
Maintenance Fee			\$ 36,319.00	\$ 36,348.00
Marina Annual Rental			\$ 243,191.00	\$ 250,080.00
OTB Storage			\$ 2,161.00	\$ 2,405.00
TOTAL			\$ 444,190.00	\$ 450,209.00

GENERAL MANAGER'S REPORT AUGUST 2021

- OH & S - There are no known untreated risks at RYBC.
- We have had a letter from Slater & Gordon representing past member Ian Watts who fell from a 'ferry boat' whilst disembarking on 28th June 2020 and reportedly sustained injuries. This letter and matter have been passed to our insurers. Letter in correspondence.
- Audit commenced process completed this week. See Finance Report.
- Solar installation company have commenced work should be completed soon.
- The Ex Windcraft Office / Sailing office have been connected by opening a previously closed up doorway. The vegetation blocking the window to the water has been removed. External signage will be updated.
- RBYC has received further Licenced Hospitality Venue Fund Grants of \$40,000.
- The RBYC Committee election - nominations close 6pm Friday 27th August 2021.
- Notice of Race & Sailing Instructions review has commenced.
- Optus have been in touch regarding the Lease for the phone tower on the building, this has been a protracted negotiation between Optus & the council. It now looks like proceeding. Optus will then upgrade the tower to a 5G facility.
- RBYC has our possession The Petersville Trophy which is a regatta conducted by Blairgowrie Yacht squadron for many years. I have researched this with a number of club members and not discovered why we have the trophy. I have seen the document when it was commissioned to be built, by The Golden Fleece company for a regatta at BYS, and intend returning the trophy to BYS asap.
- Following the release of the Audit Management letter. I will follow up on the recommendations noted.
- We have had notice that our Liquor Licence will be varied as follows:
The proposed variation is to remove the following sentence from the amenity condition on your licence:
The licensee shall ensure that the level of noise emitted from the licensed premises shall not exceed the permissible noise levels for entertainment noise as specified in the State Environment Protection Policy (Control of Music Noise from Public Premises) No. N-2.
The reason for the proposed variation to your licence is to reflect recent changes to the way noise emissions are regulated under the Environment Protection Act 1970

and subordinate legislation. These changes, which commenced on 1 July 2021, include the removal of the State Environment Protection Policy (Control of Music Noise from Public Premises) No. N-2 (**SEPP N-2**). In light of this it is appropriate to remove reference to the SEPP N-2 requirement from your liquor licence.

Notwithstanding this variation, you are still required to comply with the amenity condition on your licence that requires you to not cause or permit undue detriment to the amenity of the area to arise out of, or in connection with, the use of the premises during or immediately after the trading hours authorised by your licence. This includes noise related to your premises

Phil Hall

General Manager

Overview - Marina / Hardstand / Undercroft

Month: **Aug-21**

	OTB	Hardstand	Marina	Combined	Available	Occupied	Total Vacant	Club Vacant	Owned Vacant
Aug-21	92.05%	98.61%	73.59%	86.08%	424	365	59	51	8
Jul-21	92.05	98.61	74.57	86.79	424	368	56	43	6

Marina

Size	Club Owned	Occupied	Occ %	Mem Owned	Occupied	Occ %	Total Pens	Total Occ	Total Occ %	Vacant Club Owned
10M	80	54	67.50%	15	13	86.67%	95	67	70.53%	26
12M	58	36	62.07%	16	13	81.25%	74	49	66.22%	22
13M	6	4	66.67%	0	0	0.00%	6	4	66.67%	2
15M	19	16	84.21%	16	13	81.25%	35	29	82.86%	3
18M	14	14	100.00%	7	7	100.00%	21	21	100.00%	0
	177	124	70.06%	54	46	85.19%	231	170	73.59%	53

OTB Dinghy Storage

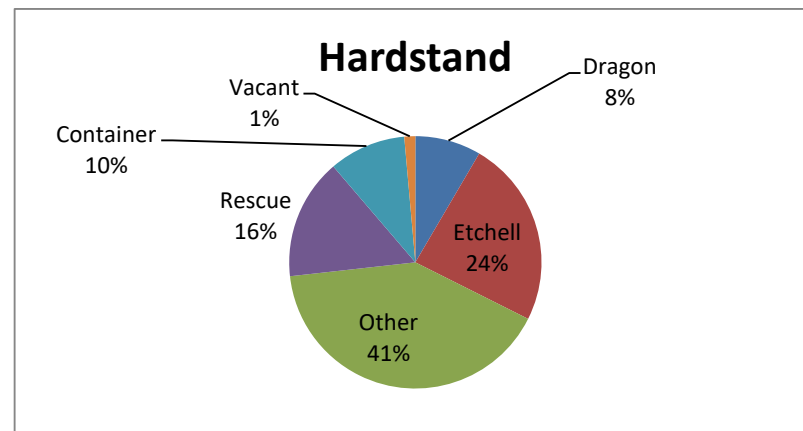
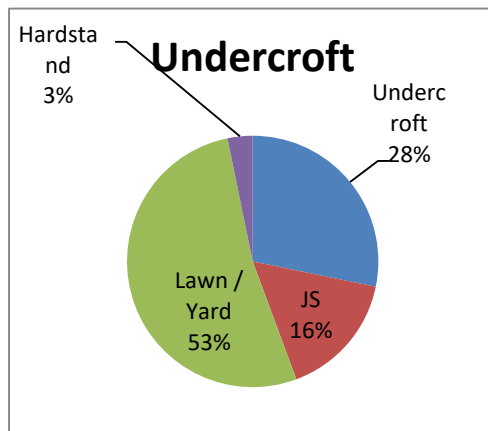
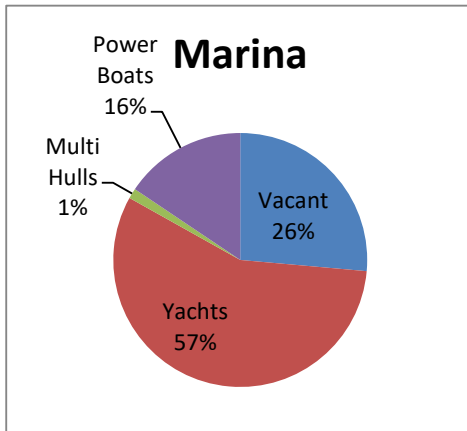
	Undercroft	JS	Lawn / Yard	Hardstand	Total of 134
Total Pens	35	20	65	4	124
Occupancy	75.00%	90.00%	95.00%	100.00%	92.05%

Marina Boat Types

Totals	Vacant	Yachts	Multi Hulls	Power Boats
231	61	131	3	36
100.00%	26.41%	56.71%	1.30%	16.52%

Hardstand

	Dragon	Etchell	Other	Rescue	Container	Vacant	Total 72
Occupied	6	17	29	11	7	1	71
Ratio %	8.3%	23.6%	40.3%	15.3%	9.7%	1.4%	98.6%



Minutes - RBYC Sailing Sub Committee

Meeting Date	Tuesday 10th August 2021 at 7:00pm.			
Meeting Venue	Zoom Meeting			
Attendance	Brett Heath, John Spencer, Peter Gebhardt, Phil Bedlington, Denis McConnell, Marnie Irving, Paul Pascoe. Phil Hall			
Apologies	Simon Tedstone			
<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. Proposed JS, Seconded MC- Carried</i>			
2.0	MATTERS ARISING			
2.1	Review of Sailing to date – very little sailing.			
2.2	Mark for rock off our tower start – diver has not been down to view. Carry over to next meeting			
2.3	2022 SAILING Champions League - 31 st Oct or 24 th Oct Suggested date is not considered ideal so will discuss again with Mark Turnbull.		BH	
2.4	George Mac – organising committee No further action. BH & PH to discuss.		BH & PH	
2.5	Sail Melbourne review NOR & Entries hopefully in the next week after lots of negotiation with RYCV on classes. 2.4mR were not happy with sailing at RYCV			
2.6	2022 2.4m Nationals - 21-23 January Clashes with Festival of Sails and Australia Day swim. Need to confirm “marina window open” to arrange start time for the one day.			
2.7	ORCc handicap system. ORCc has a number of options. Sailing Committee decision is that RBYC will use the Single Number Scoring, Windward Leeward handicap option of ORCc for all races run by RBYC.			
2.8	Webcam Brett to submit a quote to GM for replacement.			
2.9	Pier update – By COB 11/8/2021 the barge should have left and still on track for complete opening to vehicle traffic by mid September. Will be rated slightly lower than previously, but still enough for a 4WD and an Etchells.			
2.10	Dredging update RBYC have provide all relevant data to Parks and additional soil samples. Likely date is late October, early November.			
3.0	SAFETY INITIATIVES			
3.1	Sign on / sign off app – stats have not being analysed. Updates to automatically create SailPass available by the start of the season.			
3.2	Audit of Safety Category's – Carried Forward			

4.0	OTB REPORT No report as there is no sailing.		BH	
5.0	CRUISING REPORT A number of events have been cancelled. Bass Straight Cruise 26 th February 2022.		PG	
6.0	RESCUE BOAT WORKING GROUP REPORT Peter Austin taken offsite for repairs. Peter Reid still to be repaired. Parts to repair Harry T are now available (engine not lifting)		MC	
7.0	RACE MANAGEMENT TEAM INITIATIVES Volunteer Education Program to be initiated. PP to discuss with PH the distribution of the NSW Race Officials education webinar.		PP	
8.0	AOB BH – Run a race on Easter Saturday? Yes – run a pursuit race. PP – Any word on staff? – PH no update. No advertising on Sportspeople as yet. PP – Calendar – BH to send around draft by Thursday. JS to come up with recommendations on Div 1 and Div 2 class flags. Suggest keeping them in line with Range Series Div 1 & 2 flags. PG – Announcing trophy winners. If there is no presentation night, it will be announced by newsletter after lockdown issues are under control. PB – Is there a BBQ on the balcony? Could it be added to the balcony? PB & PP to move the BBQ to the balcony post lockdown. JS – When can/will we communicate with the members about the dredging? PH – Commodore would like to wait until we have confirmation of dates. PH – Is there a group to review our race documentation? e.g. Safety Documentation, sign on/off, etc. No change to the current season on Safety Audits. PH to send around a list of documents that require review. Sailing Committee members to volunteer to review each document. BH – Come 1 st January, what is the penalty if a boat does not comply with the requirement to have all members as AS members or SailPass members? JS & PP to review.		JS PB & PP PH JS & PP	
Next Meeting 14th September 2021				

Membership count July 21 - June 22

	Jun-21	Jul-21	-/+									
Senior	356	342	-3.93%									
Senior Family	103	95	-7.77%									
Senior Special	15	14	-6.67%									
40 Year	12	13	8.33%									
50 Year	39	38	-2.56%									
60 Year +	34	36	5.88%									
Honorary Life	6	6	0.00%									
Senior Country	13	13	0.00%									
Senior Absentee	37	33	-10.81%									
Crew	140	130	-7.14%									
Crew Plus	28	26	-7.14%									
Youth U18	97	93	-4.12%									
Intermediate 18-29	119	100	-15.97%									
Gym	78	77	-1.28%									
Social	255	249	-2.35%									
Social Extra	73	76	4.11%									
Junior Family	31	30	-3.23%									
Iceberger	114	111	-2.63%									
TPI	2	2	0.00%									
Sponsors	4	4	0.00%									
TOTAL	1556	1488	-4.37%									

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
Senior Family	92	86	-6.52%	82	-4.65%	81	-1.22%	83	2.47%	91	9.64%	93
Senior Special	13	13	0.00%	13	0.00%	14	7.69%	14	0.00%	14	0.00%	14
40 Year	12	12	0.00%	12	0.00%	12	0.00%	12	0.00%	12	0.00%	12

50 Year	43	39	-9.30%	39	0.00%	39	0.00%	39	0.00%	39	0.00%	40
60 Year +	32	35	9.38%	35	0.00%	35	0.00%	35	0.00%	35	0.00%	34
Honorary Life	6	6	0.00%	6	0.00%	6	0.00%	6	0.00%	6	0.00%	6
Senior Country	13	11	-15.38%	11	0.00%	12	9.09%	13	8.33%	13	0.00%	13
Senior Absentee	36	39	8.33%	39	0.00%	39	0.00%	39	0.00%	39	0.00%	33
Crew	156	134	-14.10%	133	-0.75%	135	1.50%	134	-0.74%	138	2.99%	136
Crew Plus	26	20	-23.08%	20	0.00%	18	-10.00%	18	0.00%	20	11.11%	25
Youth U18	150	114	-24.00%	113	-0.88%	110	-2.65%	109	-0.91%	107	-1.83%	103
Intermediate 18-29	75	75	0.00%	76	1.33%	75	-1.32%	75	0.00%	82	9.33%	84
Gym	74	63	-14.86%	62	-1.59%	62	0.00%	61	-1.61%	57	-6.56%	58
Social	207	207	0.00%	208	0.48%	208	0.00%	213	2.40%	227	6.57%	237
Social Extra	63	61	-3.17%	61	0.00%	62	1.64%	62	0.00%	64	3.23%	76
Junior Family	25	23	-8.00%	22	-4.35%	22	0.00%	23	4.55%	28	21.74%	30
Iceberger	81	77	-4.94%	78	1.30%	78	0.00%	77	-1.28%	111	44.16%	83
TPI	3	3	0.00%	3	0.00%	3	0.00%	3	0.00%	2	-33.33%	3
Sponsors	4	4	0.00%	4	0.00%	4	0.00%	4	0.00%	4	0.00%	4
TOTAL	1446	1334	-7.75%	1330	-0.30%	1326	-0.30%	1338	0.90%	1420	6.13%	1420

POS SPEND BY MEMBERSHIP TYPE - JULY 21

	Total Spend per month per member type	Average spend per member type	Number of members in category	Number of members spent
Senior Special	\$1,202.20	\$85.87	14	8
Honorary Life	\$442.00	\$73.67	6	3
60 Year +	\$1,994.73	\$55.41	36	15
Gym	\$4,096.00	\$53.19	77	37
Iceberger	\$5,467.06	\$49.25	111	76
Senior	\$16,789.97	\$49.09	342	149
Senior Family	\$4,313.65	\$45.41	95	38
40 Year	\$557.78	\$42.91	13	6
Crew Plus	\$1,089.89	\$41.92	26	12
50 Year	\$1,312.40	\$34.54	38	10
Social	\$8,124.78	\$32.63	249	76
Senior Country	\$274.00	\$21.08	13	2
Crew	\$2,271.43	\$17.47	130	43
Intermediate 18-29	\$839.50	\$8.40	100	8
Social extra	\$510.45	\$6.72	76	12
Junior family	\$122.20	\$4.07	30	2
Senior Absentee	\$54.60	\$1.65	33	1
Youth	\$0.00	\$0.00	93	0
TPI	\$0.00	\$0.00	2	0
Total	\$49,462.64		1484	498

Minutes of RBYC Cruising Group Sub-committee Meeting

Held on Tuesday, July 3rd, 2021 at 7.00pm at RBYC

PRESENT:

Paul. Jenkins (Kathleen B) – Chair

Geoff Brewster, Barbara Burns, Jenny Collins, Sue Drummond, Terry Frankham, Peter Gebhardt, Pam Merritt, Peter Strain,

APOLOGIES: Rob Hurrell.

MINUTES: Of last meeting held on 6th July, 2021, were confirmed as circulated.

MATTERS ARISING from MINUTES

1. Will Merritt's long service and contributions to the Cruising Group Committee (including several years as chair) to be acknowledged at the next Monthly Dinner. An RBYC Shirt has been purchased, and will be presented with that acknowledgement at the next Monthly Dinner.

CORRESPONDENCE:

Out:

1. Email to Dustin Marshall re arrangements for July Guest Speaker Dinner.
2. Email to Dustin Marshall advising him of cancelled July Guest Speaker Dinner, with apologies and thanks for the work he had done to prepare, and asking if he would be willing to present at a later date.
3. Email to Doug Williams to confirm that he was still good to present at the August Dinner.

In:

1. Email from Dustin Marshall confirming he would still be available to present later in the year.
2. Email confirmation from Doug Williams that he is still good for the August Guest Speaker Dinner.

FINANCE:

Peter Strain advised that the "Cruising Group Balance" stands at \$42,537.52 as at end June 2021

GENERAL BUSINESS:

1. **Chairman's Report** – (Paul Jenkins.)

- Last End of Month Cruise (July 31st-Aug 1st) cancelled owing to lack of interest (poor weather forecast, closed facilities at destination, and Covid uncertainty)
- Solar Panels for Club close to being installed (26th August)
- Pier repairs ongoing. Barge was due today, but has been delayed owing to weather. Will result in some periods of pier closure to members, however Club will run ferry service during those times
- Club has agreement with Parks Vic for dredging the Channel (September?) by Parks Vic. Some holdup with respect to disposal site. 8000 cu m³ to be removed from channel and 1400 m³ to be removed from marina entrance.

2. **Sailing Committee Report** – (Peter Gebhardt)

- Sailing committee has finalised the race calendar.
- Brighton Championship will comprise 11 races. The Ingénue subset of these races have been scheduled to ensure no conflict with Cruising Group scheduled on-water activities.
- All Pursuit races other than Wednesday Twilights, will now allow extras.
- Additional Pursuit races are to run on Sundays.

3. **Newsletter – (Barbara Burns)**

- Lack of activities due to lockdowns and restriction has resulted in few articles being submitted, however do have a book review and a couple of articles.

4. **Guest Speaker Dinners / Social Events**

- Friday July 16th, - Dinner Cancelled owing to COVID-19 lockdown. However, the scheduled Guest Speaker, Dustin Marshall, has agreed to speak at a future event.

Future Guest Speaker Dinners / Social Events:

- Friday August 20th, - Doug and Sandra Williams – *Cruising the South West Pacific*
- Friday September 17th, - “Titanic Night”, Paul and Leonie Collins.
 - Agreed that meal would be entrée and main, with chocolates to follow
 - JC and PM are meeting with Leonie to go over arrangements, will discuss cancellation options in event of lockdown
- Friday October 15th, - Agreed that we would try to reschedule Dustin Marshall. TF to contact him to see whether this suits.
- Friday November 19th - Barbara Burns & Geoff Brewster’s *Darwin to Broome Cruise* has been cancelled, so can’t talk about it.
 - Peter Strain to contact Neil Blake, Port Phillip Bay-keeper, to see if he would be available
- Saturday Dec 11th – Hardstand Party

Future possible speakers: Adrian Finglas friend, motorbike around the world: James McPherson.; Prof Peter Cooke – Energy Transition Hub?;

5. **On Water Events:**

- 1st Jul – 1st Aug: Melbourne City Marina (Docklands) – Co-ordinator: Paul Jenkins. – *Cancelled owing to lack of interest due to late lifting of COVID-19 restrictions and ongoing facilities limitations.*

Future On-Water Events

Discussion around viability of the scheduled 28th -29th August end of month cruise to Wyndham Harbour, given lack of available people to coordinate, and the scheduled 25th-26th Sept end of month Cruise given that was AFL Grand Final Weekend, and that the following weekend (2nd-3rd Oct) was RBYC Opening Day.

- Decided to cancel both scheduled August and September End of Month Cruises, and in lieu, to hold a Cruise to Docklands (Melbourne City Marina) for the weekend of 18th– 19th Sept, subject to facilities being available. This would follow the Titanic night on Friday 17th Sept.
- Melbourne Cup Weekend Cruise to be to Wyndham Harbour, subject to facilities being available.
-
- Bass Strait Cruise Sat 26th Feb 2022 to Monday 14th Mar 2022

6. **Promotion of greater participation of boats in on-water activities and events.**

- Survey boats in the marina, and to “doorknock” potential cruisers prior to next meeting
- Hold a cruising info evening sometime beginning 4Q. Schedule date at next Committee Meeting

7. **Cruising Group input to RBYC Strategic Planning – waiting on completion of Sailing and Assets’ Committees’ Planning and report outs**

8. Other business

- Peter Strain reported that Susy Strain is putting together a working group to organise **library contents** – remove duplicates, organise, and document. Computer containing original digital files went AWOL
- Pam Merritt asked what was happening regarding Trophy awards following cancellation of Presentation Night. Peter Strain responded that GC was planning to present the significant awards at a BBQ day at the club. This led to a general discussion regarding formal vs more casual events for the presentations. Geoff Brewster suggested that the Cruising Group should let GC know that CG had a preference for more casual events to encourage participation. Peter Strain advised that GC had already received a lot of feedback to that effect, and was taking it on board.
- Pam Merritt had found the Cruising Group Bocce competition “Wooden Spoon”. This was given to Peter Gebhardt for safe keeping.

Meeting Closed at 8:40pm

NEXT MEETING: Tuesday 7th September, 7.00pm at RBYC Clubrooms.

Chairman: _____ Secretary: _____

Date: _____ Date: _____

	<p>One on one conversation is best. Also, good to encourage people not attending the AGM to assign their proxies. Potential of a newsletter article highlighting the issue.</p> <p>Point raised that we also need to canvas interest from members of other categories (to ensure there are a selection of candidates for GC going forward)</p> <p><i>Action: all to further communicate the key messages regarding the benefits of the motion.</i></p> <p>c) Junior Sailing Program</p> <p>Discussions with club indicate “Play by the Rules” undertaken by instructors. The GM has confirmed that importance of equipping our instructors and junior sailors with the skills to call out inappropriate behavior and promote inclusiveness is a high priority.</p>	
5. General business	<p><i>Input from members</i></p> <p>Welcome to country (now included by the Commodore at the beginning of member meetings)</p> <ul style="list-style-type: none"> Point raised that we also need to work on how to further support this (eg. Indigenous presence at Open Day). Need to do research to educate ourselves further. <p><i>Action: NH to discuss with Commodore</i></p> <p>Feedback re hearing impaired (Captioning, sound proofing, hearing loop)</p> <p>Braille signs</p> <p><i>Action: Further work required on what would be involved. NH to discuss with GM.</i></p> <p>Getting new members together.</p> <p>Similar to “30 year plus” members lunch, could have “less than 5 years” lunch for newer members.</p> <p><i>Action: NH to discuss with Membership Committee</i></p> <p>Future meeting dates for 2021 (<i>confirmed</i>) – start time 7:00pm</p> <p>18 Oct, 13 Dec</p>	NH
6. Next meeting	<p>Monday 18 October (7.00pm at RBYC and Zoom)</p> <p>NH to send meeting request</p>	NH
7. Meeting close	<p>7:50 pm</p>	

Copy of minutes: GC via KR, General Manager

General Committee Discussion Topics.

- ❖ Strategic Asset Management Plan
 1. Comprehensive Plan Document
 2. Asset management software
 3. OH & S review
- ❖ IT/Comms
 1. Policy and Procedure document
 2. Social Media – Marketing Plan
 3. Website update and management
- ❖ Financial Risk Policy and Register
- ❖ Marina/ Boat Storage
 1. Contracts review
 2. Member Boat Insurance update
- ❖ Member Engagement

Major Projects:

- ❖ Parks Lease – Review the required seabed lease area. Direct Negotiation means Parks Vic will only be dealing with RBYC. Take a proactive approach.
- ❖ Marina Attenuator replacement, increase big boat capacity
- ❖ Clubhouse – Forecourt – driveway redevelopment

Minor Projects

- ❖ Hardstand Gate – Replace with stainless steel
- ❖ Resurface path outside gym.