

Minutes of a UKNCCA Committee Meeting on 16th June 2012 at South Cerney SC

Present: Claire Bridge (Chair), Neil Hardie, Tim Gummer, Steve Jones, Yiorgos Palierakis

Apologies: Howard Warrington, Kate Ayre, Clare Corby (Treasurer), Katie Shorrocks (Secretary)

1. Welcome and Confirmation of Quorum	Claire Bridge welcomed members. Having reported the apologies detailed above, Claire confirmed the meeting as quorate (50% attendance required)	
2. Apologies for absence	Noted above	
3. Approval of Minutes of committee meetings held 28 th April 2012	Committee members confirmed the minutes to be an accurate record of the meeting. Approval of the minutes of the meeting was proposed by Claire Bridge and seconded by Tim Gummer	
	ACTION	PROGRESS
4. Progress on actions from previous meeting	Claire Bridge and Katie Shorrocks to discuss with RYA and ET Trust	Letter has been handed in and we are awaiting feedback
	Tim Gummer to upload clothing details to class website.	Not done - outstanding
	All to work to secure volunteers who would be willing to take on the role of managing the class kit and second hand clothing sales.	Clare Corby & Tim to take care of this task during the remain 2012
	Kate Ayre to liaise with Angie Van Ingen and Chris Green regarding the possibility of scheduling an End of Season social at the Stone Open	Outstanding – Is the Stone Open an option? <i>Post meeting note from KA: This has been discussed with Angie and the club. This information Was emailed to Claire prior to the committee meeting as the club are now awaiting guidance from the committee</i>

Katie Shorrock to plan logistics and continue liaison with Oppie Class.

regarding what is wanted, costings/funding etc. ClaireB

No update -ongoing

Kate to coordinate squadron captains meeting at Parkstone Indicator (4.30 – 5.30pm)

Done –Squadron Captains meeting did not working as well as expected and we need to reconsider the approach.

Post meeting note from KA: I suggested to Claire in an email that we schedule a squadron captains away day for the autumn, possibly to tie in with an open training weekend, as I do not believe that we will get any uptake for meetings at this busy time of the year. ClaireB

Steve to invite a selection of sailors to meet with him and **Katie** at 4.30pm after sailing at Parkstone (Sat 5th May) to feedback on Grafham training.

Done – only 3 appeared and then left. We need to consider timing of meetings like this.

Majority agreement to appoint each year a head boy sailor and a head girl sailors (and deputies) as the liaison persons with the committee

Howard to correct selection event information on website

Done

Yiorgos to be asked to further investigate this as appropriate

Need access to the scanned documents. Tim volunteered to help with e-publishing

Kate to suggest that squadron captains should meet with their sailors and parents for a brief meeting each morning to discuss

Post meeting note from KA: Kate met with squadron captains at Parkstone along with Claire. We discussed land side arrangements

duties, weather forecasts etc

*at length, and suggestions were made at this point, and in subsequent email, regarding squadron captains meeting with their squadrons at events. We also agreed that squadrons would provide mobile numbers for onland contacts to support beach master. This was done and handed to Chris Green at Burnham. **Chris Green***

Kate to arrange squadron captains meeting at Parkstone

Done

Chris to programme a time for squadron briefings on future event programmes

Include it in the Nationals programme

Squadron rotas and event programmes to be circulated to members earlier – at least a week prior to the event – to enable squadrons to arrange support rotas.

Neil to issue events **checklist & schedule** of actions. Committee to agree and for Chris to use in the preparation of the events.

Identify an **event's assistant** to help with the coordination of activities during events

Clare, Chris and Steve will work together to plan the trainings for 2012/2013 and develop format for negotiations and agreements with venues. Once this format is established, this will be used as basis for agreements with event venues.

In progress. Agreed to an **application process** annually **in advance** for all squads. Steve to have available for the week before the nationals.

Consideration needs to be given to how this can be managed in the future – including ensuring parents understand the importance of protests and possible effects on final

In progress. **Steve** to re-direct coaches to use rules as a defence and not as an opportunity to protest. Focus should focus on sailing and not protesting.

results.

Committee to consider scheduling sailors forums at each national event.

Chris to include in the programme

Tim to investigate possible kit and event design for team uniform

In progress – design under development – plan for Europeans agreed – debate on subcontracting the task did not produce an agreement to outsource.

Howard has contacted Hobart YC and is awaiting response regarding local accommodation

Some accommodation still available - no further update

RYA support regarding coaching is currently undecided. **Claire** to contact RYA to enquire about status.

Claire B asked the RYA about coaching support and they have fed back that they have not concluded on whether they will support Adam and/or sailors.

Kate to email contact in Hobart regarding possible local coaching support

No coach available unless the RYA pays for one

Chris to be asked to identify 3 weekend training sessions after the Nationals. No inland venues to be selected due to nature of conditions in Hobart.

Nothing has been decided. **Claire B** to follow up.

Tim to advertise Flanders on website

Done. Went on line yesterday

T-Shirts are being organised for summer events

Tim is progressing on this

5. Chairman's report - Strategy

Progress has slowed down. Agreed to defer

Document update	discussion on squadrons and to the next meeting when Katie and Kate are back. Some adjustment of approach may be needed. See point above.	Neil to audit our safety capability
	YP highlighted the need to assume a leadership position in the relationship with the RYA. The consensus in the discussion was that we are already working in this direction and the relationship is strengthening starting with the training plan.	Other actions on going
	There will be a squadron's captains meeting at the nationals	
6. Treasurers' Report		Claire to compile a cost/benefit analysis for retaining ET
7. Measurement procedures and guidance		Katie S on behalf of the committee assisted by Karl Turtlesen and Terry Selfe to lead the measurement at the Nationals.
		Steve and Katie to draft a measurement plan at major events for use at the Nationals.
		The use of the drafted guidelines for penalties needs to be clarified. Neil to talk to to John Haines.
8. 2013 Plans	Discussion for next year's championship venues- Suggested 4 day Nationals at Abersoch, Highcliffe and Harwich are being pursued by Chris- other suggestions? Lymington ,Plymouth.	

9. AGM & committee handover	<p>Succession planning-note Neil,Howard,Katie and Clare standing for next years Committee.Neil suggested each present Committee members write a job description of their role to hand over to next member and suggest to their successor that they would be available by phone/email to support.</p>	<p>Neil Hardy will write to Will Henderson and Simon Flack to enquire about measurement procedures.</p>
10. AOB	<p>Noted lack of notice of prize giving at Burnham. Neil will arrange for co-ordination of rib drivers via phone to alert.(Neil)</p> <p>Tim stated we have no photographer at the Nationals. Paul Wyatt has a daily rate of £300.00 plus rib. Tim will pursue an alternative.(Tim)</p> <p>Question raised how to get Squadron Captains engaged? opinions continue to be sought.(All)</p> <p>Monkey Marine want to build a Cadet and let the Class use the boat at our own expense. Ask Chris Green to write to Chris Sommner regarding the return of the Class moulds. Also need to find out the history/deal with builder and Class moulds.(Chris)</p> <p>ISAF changing ruling of advertising on boats- at the moment only a small area allowed. The new rule will allow advertising anywhere - proposal needed to class to adopt existing rules as of 2013.? at nationals AGM.</p>	

11. Date of Next Meeting

Date of next meeting 7th July at RORC London
Steve Jones to arrange!
