ATYC
ASSOCIATION OF THAMES YACHT CLUBS

Officers Meeting

Held at the Bray Cruising Club
On Tuesday 7th June, 2011 Commencing at 20:00

Minutes

Meeting started at 19:55

Officers present

Michael Shefras	MS
Peter Hasler	PH
Gaby Chambers	GC
David Jones	DJ
David Eatwell	DE
Warwick Morgan	WM
Jeremy Schomberg	JS

Guests

Andrew Bernstein	AB
Michael Chambers	MC

1. Chairman's opening statement

Michael introduced both Andrew and Michael to the meeting and explained to the officers that they were in attendance to support the planning of the ATYC Rally for 2011

A personal note from the chairman;

I think we have made a great start!

Michael applauded all of the good work done by the team since the last meeting.
I do not think I have been overwhelming in providing the necessary leadership. I have tried to step back and let officers be self starters and carryout their own responsibilities.
I think I can take the criticism on some of the work that I do, but at the end of the day I will reserve the right to say No – "but only if the Officers agree".

I recognise that we are still bedding down; as we develop our responsibilities the ATYC will work even better.

2 Apologies

Apologies received from Andy Soper

3. **Confirm Minutes of previous meeting**

Minutes were passed by consensus. Minutes to be signed by MS and archived.

All action points from previous meeting have been carried out.

4. **Officers reports**

WM Sponsorship through advertising for the Rally has now reached £3,750
DJ Report to follow at item 11
GC Communications with clubs are going well; the Messenger has been well received along with comments that it is currently too long. Progress has been made with the on going updating of telephone numbers and e-mails for each club and its officers.
JS No immediate problems, however further distinction of the roles between JS and GC will be required as currently we are duplicating some work and there has been some confusion over the sending of e-mails.
DE Dave has had some good contact with the RUG's to date with notes as follow:

RUG 1 -2

At present there is no chairman for RUG's 1-2, Margherita Davidson from RUG 3 has offered to help.

RUG 3

Held at Benson Parish Hall 19/05/11- John Dalton announced that he was retiring and this was his last meeting, likewise Vivien Wright due to health is also retiring. Alan Dawes from Cholsey agreed to give it a try at the next meeting to be Chairman. 3 people including myself representing boat clubs. Topic's discussed were as follows; Winter lock work at Sandford, Benson, Iffley. Volunteer Lock Keepers, Charging for Events, Swimming events, Pump out charges, Mooring rings at Abingdon, Condition of slipways, 24/7 power at locks, EA rep said trials are taking place further down river.

RUG 4-5

Held at UTMYC, 26/05/11-Sonning with Andrew Widley as Chairman.
Similar topics of conversation as RUG 3, with the added notes that they have a volunteer for the position of volunteer lock keeper. Training will be starting soon. Slipways have been cleared where possible, trees that have not been cleared will be done by EA and charges levied accordingly. Liveaboard boats have been moved from near Tesco's and the mooring cleaned up so shoppers can now moor up.

RUG 6

Held at Danesfield 10/05/11, Bob King as Chairman and Roger Annett as Secretary. Once again very similar agenda to the other two meetings and discussions were repeated. It was also their AGM, all officers remained the same. The Rowing museum is to be extended to Dorney for the Olympics, David Steele has produced a River Users Code of Conduct. Waterways Working Group budget increased by 7.7%, New routine for lock cleaning; they have approx 100 volunteer lock keepers, training to start soon. Matt Carter, new Waterways Manager explained his budget and how it was going to be used. Thames Path is in need of repair, who is going to pay? All events need to be booked in with the Harbour Master, there have been instances of double bookings and an even greater increase in the number of Open Swimming events. Peter Osbourne of Bourne End Marina was very concerned about the number of open water swimmers who cross the entrances of the jetties and are not seen by the larger boats. There were two representatives of open water swimming present, they were emphatic that they took all safety matters very seriously, they gave **NOTICE** of an Open Water Swimming Event on 21st August from Bridge to Bridge.

5. **2011 Rally update**

MS advised that the organising of the Rally was going well.
The number of boats being used for price projections is still100
The price per boat is to be £35.00
The price for the BBQ is to be £15.00 with children under 14 at £7.50
The price for the Chinese Meal is to be £20.00

Booking form is on the web site plus it has been e-mailed to all clubs and will be re-advertised at the General Meeting.

Re-send e-mail booking forms out to the Hon Sec's with a note to say that all payments to be made via clubs and sent as one cheque. Adding a note to remind that the BBQ is half price for children.
ACTION GC to send e-mail

Talk to West India Dock about adding another lock time at 17.00
ACTION CT to contact WID

Ask the Commodore at Penton Hook (Bob) if they will host the Saturday night event. This will involve something like a Quiz, they will be expected to set up the marquee with tables and chairs and decorate etc.
ACTION GC to contact Penton Hook

Prices to be confirmed with Richard Hart
ACTION CT to contact Richard Hart

Notify the London Fire Brigade that the event is on.
ACTION PH to make contact

Notify the PLA- to send out a Notice to Mariners
ACTION MS to make contact

We will need to have the cost of the extended stay so we can advise all attendees prior to the event.
ACTION CT to obtain costings

We still do not have confirmation as to whether the "Spirit of Chartwell" is going to be operational during the Rally.
ACTION AB to monitor and confirm with MS

It was decided that as the Scouts have a large remit and responsibility regarding tickets and feeding that we should have an Officer allocated to their governance. It was agreed that in fact JS Hon Sec will be in charge of both the Scouts and all Ticketing through the event.

ACTION JS to cover governance of Ticketing, Catering and Scouts

GJW may request a stall for their insurance and this will need to be confirmed.
ACTION CT to confirm with GJW

All clubs will be able to have Boat Jumble stands but will need to run them themselves, if they would prefer to offer individual games as an alternative they may do so.
ACTION GC to liaise with clubs on the booking of stalls.

All details relating to the Chinese restaurant will need to be covered by one Officer and all booking details to be confirmed
ACTION DJ to be responsible for Chinese meal

Access for delivery, erection and break out of marquee in the middle quay area will need to be confirmed and all Trailers in this area will need to be moved.
ACTION CT to confirm this action

It was decided that all of the tables should be individually decorated by each club, requests should be sent out to each club when tickets are confirmed, and joint tables would be down to clubs to work out.
ACTION GC to confirm this point to the clubs

All adverts for the event will need to be followed up and in particular any that have not yet confirmed
ACTION PH to follow up and confirm

The whole event and or Saturday event is to have a prize draw raffle, this will need to be organised by an Officer and donations will need to be requested and looked after.
ACTION DE to be in charge of the Raffle

The event will require a PA system, this will need to be supplied prior to the event to be checked out and proven to work/ be powerful enough in this type of location.
ACTION MS to supply the PA system

The competition timings have been subject to scrutiny and subsequent changes may be made. The suggestion of this was made by both MC and AB and supported by MS with the findings to be published to the membership at the General Meeting on the 15th
ACTION MC +AB+MS to discuss timings

ACTION MC to report findings at the General Meeting

There is to be a Welcome Pack supplied to all boats attending the Rally, this will require the supply of a carrier bag. PH indicated that there are some left over bags from a previous event, however he will need to contact the sponsor to get permission to use them. It is understood that the PLA will be supplying free of charge the “PLA River Guide”, further bits and bobs will need to be sourced. Possible advertising leaflets from sponsors.
ACTION MS to coordinate the collection of items for the Welcome Pack

ACTION PH to get permission to use old carrier bags

6 Thames Motor Boating Association – Andy Soper

In Andy's absence MS produced a note that had been received by him from Tony Riley, Tony has raised some questions to the ATYC as a voice for the independent boater.
It was agreed at the meeting that to be democratic about the process it would be better if Tony put his case forward in open forum and he was fully entitled to do so at the General Meeting on the 15th June.

7 Pavillon d'Or – MS

MS had investigated the costing to take this with the ATYC Rally to Beale Park, however Beale Park have quoted a minimum of £3,500.00 as a cost to use it. It was felt that this was far too expensive and there were two outcomes. The first is to find another venue, which is being investigated. The second was to offer Beale Park the opportunity to reduce its prices. MS has instigated this.
MS pointed out that to date he felt the best Pavillon d'Or events have been held in Holland, but that was not to say we could not equal or better them.
Currently there are some difficulties with Beale in as much as Windsor Bridge will preclude a lot of boats attending.

It was discussed that Hampton Court could be a very good venue for both the Rally and Pavillon d'Or – Details for booking need to be checked out. West India Dock would have also been a primary venue, however this is not possible due to the Olympics and Paralympics

It was agreed that before bookings could be secured the choice is as follows;

Plan A – Hampton Court
Plan B – Beale Park
Plan C – A.N. other

It was agreed that we need to carry out a feasibility study to ascertain whether or not Hampton Court would be a suitable venue.
ACTION JS+MS+DJ to work together on the feasibility study and report back as soon as possible.

8 Thames Boating Certificate

PH raised the issue of insurance, it was agreed that we understood that all participating clubs would cover their own Instructors and Trainers under their own insurance.
The ATYC policy covers 3 trainers within the ATYC who will have to be named. We can add additional names at £15.00 per head and a further £30.00 for a professional indemnity insurance. This insurance does not cover the individual clubs trainers.

There will be an addendum added to the log book

9 Customer Charter

To enable 2500 copies of the charter to be printer to supply to all member clubs MS has secured sponsorship from a number of associations and companies. Each paying in the region of £70.00 this will give the clubs approx 50 copies each to start with. The reason for this is that it was felt there are a large number of the membership boaters who do not use e-mail or the web site.
The copies are now available and will be passed out in blocks of 50 to clubs at the General Meeting and the balance to go out by post.

10 Waterways Working Group

Matt Carter, the newly appointed River Manager has been appointing a team of 9 managers to lead and run the River. The job roles for each one will be published and we hope to have them by the General Meeting to advise the membership.

11 PLA Matters – DJ

David reminded us of the PLA web site and that it is a font of information. The PLA has produced the "Thames Recreational Users guide 2011", this is free on request and can be requested via the web site. We are also hoping to have a copy inserted into each of the welcome packs for the ATYC Rally. David will have a further update to report on at the General Meeting.

12 Queens Diamond Jubilee River Pageant 2012

The initial on line application was to register your boat name and interest in participating in the event. Since then on the 3rd June you have been able to complete a far more in-depth application form with all boating details to aid the selection process.

There is another practice run and rehearsal on Sunday 26th June for a maximum of 30 cruisers. All applications for this are to be sent to MS, although no guarantees can be given prior to the selection decision, there is a high probability that those that attend the rehearsal and prove their ability have a good chance of being selected for the pageant next year.

13 Club Matters

It was agreed that all correspondence by e-mail will be sent out by Gaby, this will include all Agenda's and Minutes, to avoid the complication of either duplication or missing something out. Once able to do so JS will be taking over the uploads to the web site

14 AOB

A response is to be drafted to DEFRA on the NWC, to which a request has been sent to all Officers for their comments. If there is no response then MS will sign this off with AS.

ACTION MS+AS to sign off on the draft response by 21st June

It was agreed that the Messenger has been successful, however it was also agreed that through feedback we should shorten the length of it and offer a more concise product. DJ offered an alternative solution whereby a short letter is written to the Commodore with the inclusion of a 2 page fact sheet for the club and a 1 page bullet point note for the notice board.

ACTION GC to instigate the new format for the next Messenger

WM confirmed that the Crowne Plaza venue and the band have been booked for 2012 and that the price is £30.00 per head.

PH notified the meeting that the signatories for the bank accounts are out of date. PH also advised on how difficult it was going to be to change them. The Officers agreed that the best course of action was to allow PH to do what was required to sort it out. If necessary CT would be happy to assist in the process

ACTION PH to update the account signatories

Thanks were offered to PH for sorting out the arrangements for the Bray Cruising Club to be used for the meeting.

Meeting ended at 22:15

Draft minutes completed on the 17th June and forwarded to MS by e-mail to check for errors and omissions.