**Officers Meeting**

**Held at the Thames Motor Yacht Club**
**On 9th January 2012 Commencing at 20:00**

**Minutes**

Meeting started at 19:55

**Officers present**

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| Michael Shefras | MS |
| Peter Hasler | PH |
| Gaby Chambers | GC |
| David Jones | DJ |
| Warwick Morgan | WM |
| Jeremy Schomberg | JS |
| Andy Soper | AS – Officer Elect |
| Mike Chambers | MC – Guest |
| Bob Smith | BS – Guest |
| Terry Sharpe | TS – Web Administrator |

## 1. Chairman's opening statement

A personal note from the chairman;

We start 2012 with all guns blazing.

I welcome Bob Smith who has been invited to get a flavour of how we are organising ATYC with a hope that he will stand as a vice-chairman probably nominated by Penton Hook – Welcome and do feel free to join in with the debate.

I also welcome Terry Sharpe who has become invaluable in taking over from Pete on the day to day management of the most important Web Page – more of this under AOB and Communications under Officer Reports.

Mike Chambers, not an Officer but an important conduit from Officer Group to training and competitions.

Welcome also to all the other Officers, all of whom now have important jobs for the well being of this organisation and which we are honing month by month.

We have an intensive agenda and I will endeavour to keep you on track as we move through item by item. I do not think there will be much duplication but on Item 5 it might be that comment is reserved to the actual agenda item if the officer is responsible for it rather than dealing with it under the report item.

With David Eatwell not being here and his impending retirement we will have an item at the meeting after the AGM to revise and assess Officers duties to see if they will be current and relevant with the changing Officers.

Onto the Business

**2 Apologies**

Apologies received from Dave Eatwell

**3. Confirm Minutes of previous meeting**

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

**4. Matters Arising**

All action points from the previous meeting have been carried out, due to the nature of this point MS would like this moved to the end of the meeting next time on the basis that most Action points are dealt with during the process of the meeting.

**5. Officers reports**

JS **Honorary Secretary** - Offered his apologies and an explanation was made for the late submission of the Minutes for the October Officers Meeting The delay was caused by the Honorary Secretary being made redundant and loosing his computer at short notice leading to a loss of the meeting notes. The Minutes have now been submitted to MS, confirmed and agreed.

I would repeat my request for Officers to please send an electronic copy of their notes on their reports to me by e-mail to help with the overall recording of the minutes.

PH **Honorary Treasurer's report**, The Nationwide account is showing £13,432.84, cash at £186.94 with overall current assets at £16,577.39
There are still outstanding payments due from the Cruising Association which have been chased up by phone by JS and directly by PH at the boat show.

The BMYC is now no longer in existence and will be removed from the register.
The Riverside Marina Boat Club, there has been no contact and PH would like to write their debt off and strike them from the register. **All in agreement**

There is a predicted loss for the last year of approx £1,500.00 opposed to a profit in the previous year of some £3,300.00. This can be directly attributed to the loss of the profit from the Kingston rally.

The TBC manuals are now to be classed as stock however the certificates are to be shown as a TBC expense.

All travel expenses have been accepted as legitimate

Insurance costs are expected to be higher this year
If officers are working on behalf of the association then expenses should be applied for, however costs should always be the lowest possible.

The question was asked about increasing the membership costs, possible rise of £10.00 or even £15.00 per club.

PH remarked that there was no current justification to raise the membership price as we have a substantial asset in the bank.

JS commented that we should not wait until we run out of money to raise it again. Surely there was a good business case to have small incremental increases year on year.

PH commented that the change of banking details was too much hassle to warrant the increase at this time. An increase could be implemented when we reached a level of £10,000

JS commented that if that is the case then may be the system needs to be looked at to make it more functional.

WM There is a strong possibility that we will lose one of our sponsors this year, added to the physical loss of the Kingston rally we will be looking at another financial loss for the 2012 year. The membership price has been the same for the past 10 years, how long can we sustain an annual trading loss?

**After due consideration it was agreed to bring this matter to the clubs through acceptance of these minutes and advise the clubs at the AGM that there would be no action this year but the officers reserve the right to bring it forward to a future General Meeting.**

The reporting accountant Keith Clarke resigned his post last year but has agreed to continue for this years accounts.

PH has agreed to take over as the reporting accountant and asked the Officers if they were prepared for him to do this as well as the first 3 months of the accounts.
The Officers were unanimous in their agreement.
PH showed the bank statements as proof of the current position.

DJ Met with Tony Riley Thames Motor Boat Association and invited him to join the ATYC, in doing this he might become an officer , However after an exchange of draft notes of the meeting Tony Riley declined and it was not possible to deliver an agreed communiqué. . It was noted that he is another voice in the boating world and if remains on subject and his objective is in improve the river there is no threat to ATYC. MC noted that Tony purports to speak for those who are not members of Clubs. PH – pointed out that Tony attends the General Meetings as a representative of Bray.
Tony has also applied to the Association of Boat Safety Examiners and was accepted as a member of the River Thames Alliance.

GC Communications with clubs are going well; the Messenger continues to be well received, there is still concern as to whether it is getting to the right

people and even getting on the notice boards. Progress has been made with the on going updating of telephone numbers and e-mails for each club and its officers.
The next move is to strive for better communications is to get the ATYC notifications sent directly by e-mail to all members of the relevant boat clubs. Trial will be run with TMYC.

DE Not present

6. **Officer Resignations and New Appointments**

It was noted that with regret that David Eatwell is to retire which means that there will be a vacancy for at least one Vice Chair and possible more if we need to move officer positions down river to the Tideway and up river above Oxford.

It was pleased that Bob Smith was at the meeting and he confirmed that Penton Hook would nominate him and that he would be pleased to take the position when elected at the AGM.

**DJ** Would like to see vacant positions filled by candidates from the lower and upper Thames. He suggested that we should target specific people and then make contact with them and discuss future position.

**ACTION DJ –** To populate a list of candidates for Vice Chair positions

**MS** advised that he would comfortable not to have a Deputy during 2012 but by AGM 2013 he had to be in place to take over from him at AGM 2014 when he intends to retire.

**WM** Seconded this point but more specifically in looking for the Deputy Chairman. Each Vice-chairman should submit a list of possible candidates who are well know to them and the river fraternity and start to court them. This will be a long and slow process and should be started now.

**ACTION WM –** To populate a list of candidates for the Deputy Chair position

**7 Annual Dinner Dance – 3rd March 2012**

**WM** reported that both Linda and Gaby are working on this together. WM asked for them to send booking forms to clubs as soon as possible, clubs will then send out a second form to the members to complete. Linda will send a copy of last years to Gaby. All bookings must be through clubs. WM has asked for everything to be sent out this week.

We need to target as many people as possible; we need to ensure that we have the Commodores from each club on board to make sure we get out to all of the membership.

Menu items, It was agreed that Pork was not a good option. Chicken was more suitable. Soup to start with a citrus pudding

**ACTION DE -** DE in charge of the raffle, 1 or 2 prizes from each club

**ACTION GC** - PH has handed over the organising of Trophies to GC

**ACTION WM –** Warwick's wife Jan will be in charge of the floral arrangements

Cash will be required on the night to cover the band costs of £575.00

The running order will be written and managed by WM and Linda

The ATYC has a store shed – now know as "Dave Jones's Locker"

**ACTION DJ** to visit and sort out his Locker

Wm asked who our honoured guest will be this year, MS to ask Matt Carter. If Matt is not available MS will look at another option, possibly Angela Quale.

WM please promote this event as much as possible. Last year we had 165 which was a very strong event and we would like to at least match that.

**8 Annual Rally – Beale Park**

There is now a management plan circulating covering all aspects of the rally with all of the duties listed per Officer. This will be updated on a regular basis and sent out to all officers with a revision number to avoid any duplication or confusion.
Boaters that arrive too early will have to be prepared to be moved around.
Contents of the Goody bag will have to be decided.
The Judges briefing has now been moved to 08.00 with a start time of 09.00
The Lunchtime Activities need to be planned
The Afternoon Activities need to be planned
JS – Suggested that these should be organised by the host clubs
The Sunday evening Band has been booked (Derek James @ £300.00)
The Sponsors letters go out in March
All deliveries for the rally should be addressed to an Officer and Not Beale Park
Swan Radcot have agreed to be a hosting club
JS, DJ, MS all commented that the menu for the main meals and BBQ were inadequate and poorly presented. It was also felt that this was a starting point and just needed a meeting with the caterers to confirm. Discussions should be entered into with another caterer.

**ACTION JS,DJ,MS** – to visit Beale Park catering Manager

**ACTION MS** – to approach secondary caterer (Johnsons)

**ACTION MS** – to ask Dave Biggins if Upper Thames can be a joint hosting club

**ACTION BS** – to ask Stuart Ashmoor from Penton Hook if he will host the Quiz

## 9 Boat Training Morning

BS reported that Bob Green is no longer the point of contact, now speak to Bob Smith
There has been some confusion as to what has actually been offered by Penton Hook and what ATYC are expecting. BS confirmed that he would honour the commitment to a carvery lunch of 2 meats for a price of £10.00

Pastries will be available from 09.30 and the day will commence at 10.00

**ACTION BS** – New contact e-mail details to GC

There will be 4 tests on the training morning
Shore based test
Practical light hearted test (blindfolded rowing)
Stern to mooring and Man over Board @ Windsor on the 29th April

## 10 Annual General Meeting – 21st March 2012

**ACTION JS –** send out Agenda to MS for agreement by 20th January

**ACTION JS –** call Windsor Yacht Club and book for the AGM

**ACTION TS/PH –** Accounts to be put on to the web site prior to AGM

## 11 Thames Boating Certificate – Mike Chambers

There has been a change in management of the training now with MC and as expected this is evolving continually. The TBC could perhaps be incorporated into the Competitions Sub- committee. This will be developed further as the year moves on.

In order to further add strength and gravitas to the instructor programme, 4 members from TMYC went through the RYA Helmsman Instructor course and all 4 passed the exam. All are now looking forward to instructing on the TBC in 2012 and where necessary incorporating RYA Helmsman's course. Swan Radcot and Albany believe are already carrying out training.

## 12 Customer Charter

Widely agreed that this had not been successful during 2011.The EA proposed on the 7th October made the decision to cut staff to 59 and do away with 9 of the lock keeper residencies. There was a further met on the 15th Dec to discuss the Customer Charter – representatives with a meeting with River managers which went through it in depth to ascertain where it has gone wrong. Angela Quayle is to come back with a revised edition.

The overall generic results to the figures are not acceptable. What is required is lock by lock statistics on manning and not just overall figures on the planning. There has been wide reporting on irrelevant figures to the WWG where it had been discussed with complaint made.

DJ – has been invited to be a volunteer lock keeper. DJ has accepted but only on an Ad-Hoc basis.

Lord Smith will be taking User plan forward to the EA Board. It is recognised that there is a difference of only £32,000 to deliver the Charter using users plan B.

If the manning is correct then the Charter will work.

Users printed the charter last year; MS has had a quote for 5000 copies at a price of £559.00.    The EA has offered a donation of the sum through RUG8.

DJ has suggested that we the ATYC implement an "Adopt a lock" policy.
If local clubs adopted their lock then this would support a better relationship with the lock keepers and have a greater impact on the progress of the MS plan B when required.

**13 Waterways Working Group**

This is now fully reported on the web site and as such does not need to be reported in the meeting. It will be kept as an agenda item in case there is a future demand for discussion.

**14 PLA Matters – DJ**

**Olympics**

There will be increased security throughout the Olympic period.
Preparations for this include training new police personnel this will be noticeable immediately by boaters. There are likely to be more interceptions with requests for information and boaters are asked to co-operate fully.

**Transit passes and ID's**

These will be available via ATYC Clubs or direct from the PLA and are required to be displayed on all vessels transiting the Tidal Thames. It will be most convenient to obtain these in advance and they will be valid for multiple trips. The primary objective is to stop vessels without a mooring from visiting the Thames "On Spec". It will also identify "Local" vessels and those who have been checked at entry points at Teddington and at the Estuary. There is no plan to restrict passage for leisure vessels and ID's will be readily available (Full details will be on the March Notice Board).
The Thames Police (Met, Essex, Kent, Surrey, and Thames valley) have requested that boaters be vigilant and report anything suspicious to them as part of Operation Kraken. Again, full details including telephone numbers will be published in March.

**User's Guide**

The latest version of the Leisure User's guide will be available shortly via the PLA web site (the link is on the ATYC web site).

**New By-Laws**

The new by-laws should be available shortly. We will attempt to summarise the key issues, again in March. Suffice to say at this stage, that there will be some clarification about speed limits (including some new ones) and some amendments about certain key crossing points. In addition there will be some new regulations covering high-speed commercial operations.

The registering of boats can be done in blocks through clubs (Bob Smith Penton Hook had an example) using a special spreadsheet supplied to BS by Julian Parks.

DJ has a meeting with the PLA on the 23rd February and will try to finalise everything by then.

**15 Q D J R Pageant 2012 / Olympics**

The participants have now been chosen. There has been some criticism of the choices, in both boats and classes. The ATYC and MS have had no part in this selection process and have to accept the position as it is.

**16 Club Matters –** nothing to report

**17 AOB**

MS thanked TS for his work on the web pages.
A question was asked about the hosting of the web site, apparently the cost of this is currently covered by advertising on the ATYC web page. Our web site has been developed over time from a stock library site. TS currently has very little if any influence over the appearance and format of the site. The site is currently governed by the administration of Andy Hogg. TS has already had a meeting to discuss our options, from one of no change to a complete change. The latter would mean a lot of extra and possibly unnecessary extra work. TS is of the opinion that because the current sponsors pay a lot of money to be where they are on the site we should keep the same and just strive for continuous improvement.

January notice-board – please add an advert announcing that the club subscriptions are due

**ACTION GC** – Get the Notice Board directly on to Key Club web sites followed by pushing this out to all members directly.

Andrew Bernstein has stepped down as the ATYC liaison for the Thames Valley off-shore cruising committee sitting on the RYA regional Committee.

**ACTION BS** – BS has offered to take up this post – MS accepted

Thanks was offered to JS for sorting out the arrangements for the Thames Motor Yacht Club to be used for the meeting.

Meeting ended at 22:15