



ASSOCIATION OF THAMES YACHT CLUBS

Officers Meeting

Held at the Upper Thames Motor Yacht Club

Sonning

On 1st May 2012

Minutes

Meeting started at 19:50

Officers present

Michael Shefras	MS
David Jones	DJ
Jeremy Schomberg	JS
Mike Chambers	MC
Gaby Chambers	GC
Bob Smith	BS
Dave Hansell	DH

Colin Law	CL – Guest
Dave Biggin	DB - Guest

1. Chairman's opening statement

A personal note from the chairman;

Thank you to all that have attended, welcome to Dave Hansell elected as VP at AGM and our guests Colin Law and Dave Biggin who are to work up their presence with the hope that they will become Vice Chairs.

Onto the Business

2 Apologies

Apologies received from

Warwick Morgan	WM
Terry Sharpe	TS
Andy Soper	AS

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, however due to the nature of some of the action points they will be dealt with during the process of the meeting.

5. Officers reports

JS Honorary Secretary – Just to re-iterate the point that if you have a report or information that you wish to have recorded in the minutes can you please supply this by e-mail so it can be added. This will avoid items being misrepresented or missed out.

I will require photographs of each new Officer and a short bio to be put on the Web site.

Please supply me with all of your contact details.

AS Honorary Treasurer's report, offered by MS in the absence of AS

The Nationwide account is showing £15,434.68, with no significant outstanding credits or debits.

With reference to the recent rule change at the AGM regarding the implimentation of internet banking; We are currently in the process of opening an Internet bank Account with HSBC. We will need to continue our Current Bank Account as all the boat club standing orders go there and it will be a slow process to change them over. Neither account will cost anything to the association.

On the 25th April Andy Soper circulated a draft expenses policy for which he seeks committee approval. It is, of course, not compulsory to claim if you are in a generous mood! It will, however help the club to understand its true costs if you do claim – and direct me to treat it as a donation.

Expenses Policy

Officers should be reimbursed for expenditure that they make on behalf of the club and costs of attending meetings and site visits. Attendance at General meetings will not be reimbursed.

Public transport standard fares will be paid in full. Car mileage will be paid at 40p per mile.

Stationery, postage and other sundries may be claimed routinely.

Significant purchases (over £25) must be agreed by the committee in advance.

All claims must be made within 3 months by e-mail to the treasurer.

Payment will be by electronic transfer whenever possible.

This policy was proposed to the committee by **MS** in the absence of **AS** and seconded by **JS** the committee agreed unanimously.

MC requested that a generic expense form be generated.

Action – JS offered to send an existing expense form to **AS**

DJ reports to follow on under further items

6. Update on new ATYC organisation chart – (DJ) - incorporating item 7

MS – pleased that the Association and the Officers are working very well, administration has improved and **MS** now feels confident that work is going ahead in a managed and active manor. **MS** is now happy that a lot of the duties currently being undertaken by him can be disseminated out to the officers old and new.

On this basis **MS**, **DJ** and **JS** have discussed a new org chart to which **DJ** has produced the first draft for discussion at this meeting.

ACTION JS – To produce a final version of the org chart for publication

DJ produced the following text as an insight for new officers;

ATYC Purpose and Objectives

- a. To encourage responsible, competent and enjoyable boating on the Thames
- b. To educate and test skippers and crews via the Thames Boating Certificate, boat handling competitions and other initiatives.
- c. To manage and maintain dialogue with River Management [currently PLA and EA] in the interest of, specifically, motor boaters but also other river users.
- d. To encourage and in some cases facilitate social and inter-club activities.
- e. To keep all parties informed on current and future issues and events.
- f. Maintain an appropriate profile and image on and around the river.
- g. To represent Thames yacht clubs at all relevant groups and meetings. For example: RUG's, RTS, WWG, TUG[n].
- h. Service to members (QDJP Planning)

ATYC Current Priorities

- a. Improve the spread of representation by recruiting additional VC's up to 12
- b. Include Tidal representation
- c. Involve dormant member clubs
- d. Have a succession plan.
- e. Rotate the Chair
- f. Improve communications. Current Messenger and noticeboard a great step forward. We need to improve further and include VC's 'adopting' clubs where there is no committee representation.

- g. Challenge the current activities
- h. Review TBC and extend
- i. Monitor chat rooms and counter where appropriate

MS added that if we do our jobs properly and get the info on to the **ATYC** web site as fact then the gossip on the social media will become irrelevant.

JS added that social media should not be discounted in fact it should be embraced as a very good way of promoting the association, examples being the **RYA** and **MBM** who tweet with single line adverts which point to articles on their web sites highlighting pertinent articles.

DJ is looking to dilute the level of majority in the Officers up to very recently held by **TMYC**. **DJ** felt that this was now achieved. The next target is to get more of a representation from the Tideway.

MS added that the association used to be covered from Teddington to the Estuary, **MS** and **DJ** will continue to add diversity to the committee. **MS** will seek additional officers for upper and lower tidal river..

Please forwards any questions on the org chart and relevant duties to **DJ**

BS asked what the “P” stood for on the **RYA** listing, it is for “Policy”
BS also requested that new roles are doubled up with existing officers before they leave the roles so that there is a good handover of information.

RYA Thames and London Region Committee require 3 members to which we have these posts currently filled.

7 New officers - Joint with the above items

All present were happy to move forward with the suggestions made under the previous item

8 Omitted from the agenda

9 Annual rally – Beale Park – August 25th-27th – (JS)

JS presented version 3 of the management pack, this will be updated and re-issued as version 4. This will be e-mail to each officer directly.

Messer's **Hansell** and **Biggins** from **Swan Radcote** and **Upper Thames** will carry out the necessary plan for the Saturday night BBQ and Sunday Dinner. Linda Johnson confirmed for catering, there has been a delay in sending the Risk Assessment to Beale park as we have had difficulty in obtaining the required fire proof matting for the BBQ. We anticipate having this sorted by the 3rd May.

Current level of advertisers is expected to be £3,000.00, we require another advertiser to take up a further £650.00 to meet our normal level of revenue.

TS requires all of the outstanding details for the programme. **AS** is to act as debt collector. **WM** will be away over this period as usual.

We still need to agree on the rally fee.

This can be agreed as soon as all costing's are in, There will be a requirement for toilets and a comprehensive service contract which **JS** is currently looking at approaching **Mike Bicknell** has supported this in the past..

We will need to provide a backup water supply, however all boats are going to be asked to arrive with full tanks wherever possible as the water stand pipes are a long way from the site.

Clubs will be asked to supply their own localised lighting, **ATYC** will supply lighting to the two main entry points to the tow path.

DJ, JS and AS carried out a site RECCE and the site currently looks very good. We will have to consider hiring a strimmer prior to the event to make sure that the general areas are all accessible.

DJ and GC will devise a passport system to be used as the ticketing and entry passes.

CL will be on holiday for the duration of the rally.

DB and DH both confirmed that they will be able to arrange for their clubs to take on the front of house organisation of the BBQ and Sunday dinner
DB also undertook to manage the raffle and JS will remind clubs to bring a bottle as a prize..

10 Boat Training Morning and ATYC Rally Competition briefing (MC)

The training/demonstration session was held on 29th April at Windsor Yacht Club. **DJ** demonstrated the man over-board test and the "mooring to a buoy" using Severa with **Dave Hansell** and **Robert Wallace** as crew.

Thanks was offered to the **RNLI** for the use of the Dummy for the man over-board demonstration. **MC** will send a donation of £25.00 to the RNLI

Coffee and cakes were served from 08.00 with a 09.30 start on the briefing for the tests.

Dr Sam Harmer carried out an excellent practical demonstration on CPR with a "Little Annie" dummy. **MC** has sent a letter of thanks to Sam.

The boating demo was due to be for the two main tests, however it was deemed unsafe to demonstrate the "stern to" mooring with the river flowing as fast as it was.

There was a high level of good questions and all agreed that the competition As there had not been any further suggested amendments to the tests the tests already depicted on the website would remain extant.

Thanks were offer to **Colin Law** and **Andy Stevens** the Commodore of **TWYC** for their hospitality and the generous donation of the refreshments.

Andy Stevens has made the offer to the **ATYC** that the facility is available for future events and that bookings should be made via him.

MC advised that **TWYC** did not charge for the coffee. And they were thanked.

11 Thames Boating Certificate – Michael Chambers

MS added that he had sold 8 more books recently and that the numbers in stock are slowly going down.
The **TBC** will be adopted as the background for the **EA** Volunteer Boatman project.

MC will now take control of the stock of the training books and decals.

The question was raised as to what was happening about the **TBC** Burgee, this will be developed as part of the progression.

We require further volunteer candidates to apply for the **RYA** Helmsman Instructor Certificate. **MS** would like to see them come from the **RYA** theory schools already on the Thames,

12 Customer Charter – Michael Shefras

The new charter is in the hand of the printers, the **EA** will be paying for this. They will be paying the expense through **RUG 8**. This is for 5000 copies which will be distributed up and down the river.

CL asked what the Charter was and what it stood for? **MS** explained and gave the history, in particular the standard that all were aiming to achieve.

However the fact that **CL** had not heard of it demonstrated that promotion is still required to get it out to the boating fraternity.

13 Waterways Working Group – Update (MS)

No meeting since the last February meeting.

The **EA** has set up the “Future of Navigation” project; somehow they have managed to find 1 million pounds to fund it. It is a good project especially if it is used to secure the future of the river.

The lock house story has developed, out of the 9 houses there are 4 that are being let out - Sunbury, Chertsey, Goring and Grafton.. The remaining 5 are on hold with a resident being appointed.. Simon Hughes is meeting with **MS** + **AS** on Thursday 3rd May to discuss the terms of reference for a Study Group jointly chaired EA and TUGn. **MS** will be the joint chair from boaters side.. It is expected that the study group work will show that it is going to be a futile operation to let them out.

There will be study group meetings every two months, the **EA** are committed to providing access to real numbers and statistics so offering a level of transparency to the working figures.

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

The new cruising guide for 2012 is available via the website from early April there are also short videos available illustrating the passage through the tideway.

The hard copy is currently at the printers and will be available from early May.

It was pointed out that the **VHF channel 80** at Richmond Lock is not working. In fact the issue is that they do not have an external speaker and so cannot respond when they are outside. They do have a hand held but unfortunately it is currently not working.

DJ suggested that in this case a call should be made to **London VTS** to advise.

MS + DJ will feed this back to the **PLA**

MS reported that ATYC Clubs on the river above Teddington are now on the registration form for joining the PLA Navigators Club

15 Q D J R Pageant 2012 / Olympics (MS,CL,DJ)

Diamond Jubilee

If you are not taking part, KEEP AWAY !!!

MS bulletin has been approved, **PLA** will be sending out the generic Passage Plan.

A request has been put out for people to advise the **PLA** on the times that people will be arriving for the River taxi's, this is to allow them to gauge the requirement. Looking to have dedicated time slots.

The **PLA** is devoting all of its immense resources to this event.

The **RMS** is under the remit of Julian Parks and there is a final meeting on the 25th May to clarify all of the details.

MS confirmed that the **RMS** will be on channel 77, all fleets will be on different channels, all will revert back to channel 13 on arrival at West India Dock.

Olympics

In addition to previous messages regarding ID's it will help to fly an **ATYC** burgee, however still expect to be stopped.

Have a passage plan showing your intended destination.

There will be no moorings available unless pre-booked.

There will be a 10m exclusion zone from the North bank

CL advised that there had been some very high level meetings at **TWYC** with Police, Security and Anti-terrorist squad members, all of whom are very concerned about the security of the Windsor Marina, which backs on to the Rowing Lake.

CL has put it to them that they are actually very well positioned to report on any action that is out of the ordinary.

16 Club Matters –

Looking to get feedback from all clubs, however we are only interested in facts. Not interested in gossip.

17 AOB

MS- Had an interview with Anne Diamond on Radio Berkshire, subject was Michaels history on the River Thames.

Thanks were offered to **DB** for sorting out the arrangements to use the Upper Thames Motor Yacht Club for the meeting and supplying coffee and biscuits.

Next meetings

Officers Meeting 19th June (Venue TBC)

General Meeting 26th June (Venue TBC)

Meeting ended at 19:45

Draft minutes completed on the 2nd May and forwarded to MS by e-mail to check for errors and omissions.

MS amended and returned 1515 – 2nd May