

**ESSEX AND SUFFOLK GLIDING CLUB LTD**

**Minutes of Committee Meeting held on Saturday 3<sup>rd</sup> January 2015**  
**In the Clubhouse commencing at 12.00 hrs.**

## Present

|                        |                         |
|------------------------|-------------------------|
| Robert Godden (RG)     | Chairman                |
| Paul Foulger (PF)      | Secretary               |
| Alan Andrew Booth (AB) | Treasurer               |
| Bilby (AlanB)          | Site Officer            |
| Martin Lawson (ML)     | Winch Master            |
| Dick Skinner (DS)      | Membership Secretary    |
| Jonathan Abbess (JA)   | Chief Flying Instructor |
| Eddie Leach (EL)       | Safety Officer          |

## In Attendance

Dave Wallis (DW)  
Steve Jones(SJ)

## Apologies for Absence

Mike Haynes (MH)                      Technical Officer  
Adrian Tills (AT)                      Publicity Officer

## Approval of Previously approved Minutes for 6<sup>th</sup> December 2014

Those present agreed the minutes unanimously.

## Matters arising

|                  |               |
|------------------|---------------|
| Risk Assessments | On-going (EL) |
|------------------|---------------|

Web – A sub committee was now working alongside DH. An early priority was to ensure that Customers were able to book their flight (whatever the type) on line together with the ability to print their voucher on line. It was hoped that this would be instigated by the start of the coming season.

TMG Planning – A meeting with RSA had taken place with RG & PF in attendance. The Supporting Statement had been circulated to the Committee and the TMG Syndicate for comment and the recommendation of any amendments thought to be essential. It was agreed to hold a meeting on Wednesday 7<sup>th</sup> January at 2.00 p.m. of the Committee and TMG Syndicate to approve the final statement to be presented to the Council. Anyone not able to attend this meeting should let RG know of any amendments in writing by Tuesday 6<sup>th</sup> January at the very latest. A separate email would be sent to all concerned regarding this. (P.F.) A final meeting with RSA would be held at the Club on Wednesday 14<sup>th</sup> January 2015 following which it was hoped that the submission to the Council would take place by Friday 16<sup>th</sup> January. The final outcome of the application should therefore be known by early to Mid-March at the latest.

A Bilby suggested that once permission had been approved and the TMG was able to self-launch, there should be some sort of launch fee when the TMG took off without the winch. It was agreed that a normal winch launch fee would be charged.

## **Membership Secretary's Report**

Membership Classes and Fees for 2015-16. These need to be agreed in good time before the AGM so that we can circulate members with the proposals and at the same time ask them to check and confirm their details. Bearing in mind Mike and Cath's planned absences (31/12/14 – 28/2/14 and 7/3/14-14/3/14) and mine (29/1/15 – 9/2/15) we must plan accordingly. Robbie's involvement will probably be required in order that the new rates are incorporated in the log system for 1/4/15.

In brief my proposals are:

All members up to the age of 21 to be regarded as "Junior Members" (or whatever term is agreed) paying fees dependant on their age on 1<sup>st</sup> April. Fees to be proposed by Treasurer, but I propose a flat 50% rate for launches and flying fees. Eligibility will not be dependent upon being "in full-time education"

"Cadets" will not be a separate membership class. See below for more details.

"Wood" and "Glass Schemes" will be integrated into a single "Single Seater Scheme" in view of the fact we only have one wooden club glider.

A proposed revised document detailing all membership classes is attached. I propose that this document is agreed at this meeting so we can proceed on that basis.

All fees should be proposed by the treasurer for agreement by the committee with the Adult Annual Membership Fee being subject to approval at the AGM.

Cadets. As proposed above cadets would no longer be a membership class but would continue. As in my recent e-mail I suggest:

Cadets would continue to exist and my vision of it is that they would be "a club within a club". There would be one person with overall responsibility (possibly George) supported by a number (3 or 4) other instructors who would undertake to give particular attention to cadets when they (cadets and instructors) are on site. They would not be rotered or expected to attend at any particular time/date but would take this role on when appropriate. I have spoken to Simon on these lines and he is keen to be involved. I will put my name on the list if necessary. So we would just need a couple more. As well as keeping an eye on cadets on flying days it would be ideal if cadets' meetings could be arranged for talks on particular subjects as a sort of "ground school".

After a substantial discussion it was agreed by all present that current Cadet membership would cease as a grade of membership and would be replaced by Junior membership. There would be three grades of Junior Membership – "up to 16 years of age"; 16 to 18 years of age and 18 to 21 years of age, After the age of 21 full adult fees would apply. The term "in full time education" to be removed as a condition of junior membership. It was also agreed that the first 'cheap flight' concession for cadets would be removed from 1<sup>st</sup> April 2015, and as some compensation towards this, their membership fee would be waived for the coming year.

RG suggested that there should be a form of 'Summer' cadetship using the local Education service to find suitable applicants, this would last for the summer holidays only. Whilst this seemed a good idea it was agreed that more emphasis should be put on mentoring our Junior membership, and provide some intensive training for them using school holidays and quiet times, possibly giving sessions on non-club flying days. Junior members needed to be nurtured and given incentives similar to the old 'cadet scheme'. DS would speak again with George Green and it was noted that Simon Barnes was interested in helping our youngsters. There was still a need for perhaps 1-2 more to assist in this process. **D.S.**

Trailers and Caravans. I am now working on getting all glider trailers fitted with "Trailer Permits" so it is clearer who owns what and provides a method of checking that trailer rents are being paid as appropriate. Each permit carries a number which corresponds to the number allocated to the corresponding glider on the log system. The majority of trailer owners responded to my e-mails asking for confirmation of details and agreement to have the permit fitted. Those who have not responded are getting permits regardless. Club trailers are identified with a permit marked "Club". Once the trailers are completed I aim to do similarly for the caravans.

It has been agreed with the farmer and with John Gilbert that the best area for parking trailers temporarily on site (for instance waiting for collection by John or re-collection by their owners) is on the farmer's land immediately to the East of the soil heap. Trailers can be parked with the tow hook towards and close to the road for ease of removal without cars going on the grass. Dennis has undertaken to produce a sign indicating that this area is for visiting trailers.

Bookkeeper. Cath has been doing sterling work sorting out anomalies with some (particularly recently joined) members accounts and I believe we are at or close to the end of that problem.

A new form has been drafted to be completed when a new member joins hopefully assisting with the calculation of fees due and also acting as a reminder of what paperwork should be given to the new member. Anyone involved with signing up a new member should use this form and ensure that it is passed on to the Membership Secretary and thence to the Bookkeeper. Copies of the form along with other relevant documents will be in the first 3-drawer cabinet on the left in the office.

Fees agreed "on the spot" should be considered provisional until finalised by the Membership Secretary/Bookkeeper any adjustments being made at the next statement.

My replacement. Steve has already been taking an active role understudying my activities and I am confident that he will be able to take on the full role in April without any problems – and probably do it better than I have done.

A discussion regarding fees for the year 2015 to 2016 took place and the recommendations to be put to the membership for approval were as follows:

|                              |         |
|------------------------------|---------|
| Full membership              | £365.00 |
| Junior Membership (18-21)    | £182.50 |
| Junior Membership (16-18)    | £91.25  |
| Junior membership (up to 16) | £70.00  |
| Social membership            | £70.00  |

The increase in fees recommended were based on the current membership fee for the 2014-2015 which stood at £360.00 and to be increased by £5 to £365.00 for the year 2015-2016. Trailer and Caravan rent would be increased by £5 to £175 per annum or £29.17 per month.

Membership Classes and entitlements and Membership Fee Procedures – The documents as presented was agreed by all present.

### **Secretary's Report**

**Reports for AGM** –PF emphasised that **Officer Reports were required by 7<sup>th</sup> February 2015** so that they could be sent out to the membership about 4 weeks prior to the AGM. Officers would therefore be required to answer questions from the floor and to highlight what they thought to be really important. AB was concerned that he could not reasonably do a report for circulation.

### **Technical Officers Report**

Nothing to report at present – MH report to follow

### **Chairman's report**

TMG Planning- Reported elsewhere

Funding Sub-Committee RG recommended that a sub committee be formed to take care of funding projects, most of the projects from the 5 year plan looked to be in pockets of circa £10,000 each. It was suggested that Michael Burcher be approached as a lead for such a sub committee. **R.G.**

RG reiterated the need to progress the website availability for booking a slot for customers as well as the ability to print off their ESGC Voucher on line.

### **Site Officers Report**

The general condition of the buildings is considered to be good with the exception of the grass machinery shed to which Eddie and Colin have now carried out some repairs to make it weather tight but it still has a limited life so long term replacement will be needed.

The doors to the shower block are now showing signs of deterioration so these will need replacement in the near future and I will looking volunteer with carpentry experience to replace them in the spring so please contact me.

We have now purchased a second hand static caravan to convert into a workshop for use in maintaining gliders which when finished will be available to club members for a nominal charge to cover electricity costs. I have started work in stripping out the interior and removing walls but again I need willing volunteers to assist in this conversion. One of the bedrooms will be retained for the sewing machines which will free up space in the club house.

The grass cutting of the runway by the in-house team was successful last year and hopefully will continue in to 2015- many thanks to all those concerned but volunteers are always required. It is essential that the grass runway is not used whilst it is soft in the winter months and to this end I will be looking at under taking potholes repairs to the east end of the perimeter track in conjunction with the farmer in the near future.

Although most of the external fabric of the club house and M T shed are maintenance free some elements notable the doors to the club house now need repainting so again I need somebody who can hold a brush to undertake this work.

The interior of the club house is now in need of an urgent uplift with new furniture and redecoration. My thoughts on this would be to provide a small reception area vacated by the sewing machines with a desk, table and chairs where trial lesson punters can be briefed and relax before going onto the airfield. We could relocate the airfield history wall displays in this area along with the two book and display cases which would act as a partial divide from the main club house area.

This refurbishment needs a woman's touch so again any assistance would be appreciated along with volunteers to undertake the work-so please step forward.

Once the new workshop facility was available it was suggested that a charge of £10.00 per week would be levied and a £1 per day thereafter for club members who wish to use the facility. It was also recommended that when the new facility was fully operational some consideration be given to convert part of the existing workshop to provide better meeting room facilities.

### **Winch Masters Report**

Following the accumulation of "heavy ends" in the LPG supply on the English winch the vaporiser was turned upside down which allows the oil "drop out" to be taken into the engine in minute amounts thus not causing problems with the engine running. This work should eliminate the need for unscheduled draining and cleaning of the vaporiser unit.

I am still far from happy with the running of the English winch engine. None of the tests carried out to date point to a specific problem and in the opinion of SkyLaunch the small variation in the cylinder pressures is not significant!

Now the festive season is over I intend to enlist the advice of an engineer from "Realsteel" our engine builder who I am hoping will come to site to give advice. A budget price of £250 was agreed for this.

The two old Tost winches from Wattisham have been stripped and the parts we require have been put into storage. As time allows the differential will be cleaned and inhibited for storage.

The remaining parts removed will be put up for sale in due course and the remaining scrap disposed of.

The refurbishment of the cab of the German winch is virtually complete except for the electrical equipment fitting. Many thanks must go to Dave Wallis for fabricating the lining panels whilst I was away. These have now been fitted and make for a good working environment for the winch driver.

Continued thanks must go to Leon Green who has volunteered along with Bryan Smith and Colin Woolf to get involved with the maintenance of the weak links.

Winch Drivers – The Committee agreed that members other than solo pilots and would be suitable, could be trained and operate the winch as do those who are solo pilots.

### **Safety Officers Report**

EL reported that there had been one incident reported recently regarding the K21 and a ground loop. The damage was superficial and would be dealt with in due course.

The Shower block was electrically sound and power supply was all right.

EL was concerned that there should be proper instructions for when the TMG was able to Self Launch, so that all the membership were aware of the correct procedures and to know what to look out for, as this was a departure from normal operations. There was also the proper storage of fuel for the TMG as it was envisaged that more would be required.

### **CFI's Report**

In recent months I have attended two examiner-training courses in preparation for the changes now due in 2018. In spite of optimism at club level that implementation of the EASA rules may be postponed again or not implemented at all, the message from the BGA is that these changes **will** be taking place to the new timetable, although the ATO details have not been published because the BGA hope that they may be able to modify some of the rules prior to their implementation.

## **Treasurer's Report**

Year End - Amy is leading the charge for the year-end financial status as Cath is now on vacation until end Q1 next year. We are asking all committee members to advise whether there are any known pending credit or debit transactions that need to be recorded either in 2014 or 2015 accounts. So far we have captured most of the motor glider planning costs for 2014. I am not aware of any others just now. The process is heading towards preparing a year-end trial balance that will be delivered to Walter Wright as soon as possible.

Amy also has asked if any committee members require details for certain nominal codes (i.e. winch costs) **ALL**

Motor Glider reconciliation - I am still working to close this. We have agreed that the club will pay the charges as detailed on the motor glider syndicate schedule. This meant that there were a few cases where members had either been under-charged for flights, or not charged at all. I have sent an email to those affected. I have also asked the syndicate to provide a total 2014 status for our year-end.

I understand that the syndicate is currently in credit by circa £400 and am proposing to wait for a month or so and get another status before deciding what to do re the monthly standing order. My view is that we need to get the syndicate onto a new system ASAP in which all flights that the club will pay are recorded in the club log system and that there is no subsequent reconciliation. And then I will move onto a pay monthly system and drop the monthly standing order.

Bank Status - I last checked the bank status on December 20<sup>th</sup>. At that time, our cash status was better than at this time last year.

Bookkeeper work – There have been some issues caused when new members join the club. Particularly when we need to credit them for a previously purchased TL voucher. These transactions have recently caused a few problems and costing the club sums of money (from the bookkeeper) to try and rectify the situation. It also causes distress with the new members. This process is virtually fixed, but a little more work required to finalise completely

Membership fees and charges – These were agreed under the Membership Secretary's report. It was agreed to leave all commercial charges as at present.

Clothing - All the clothing ordered has been received at the club and most (if not all) has now been collected. I have received many emails from members saying they were happy with the quality of the clothing and price. We have ordered a few items for club stock, which we actively now need to sell. If we manage to sell all of this stock, I am expecting that the clothing will have provided a small profit for the club. EL commented that any future orders should include 'zips' on pockets to avoid anything falling out into a glider.

Treasurer - I have decided that I might do some contract work next year as I am finding there is not enough cut and thrust at the allotment. I suspect that such work will take me to foreign parts and won't be able to support the committee job. I have decided not to stand for Treasurer next year and we will need to seek a replacement for me. PF confirmed that he had spoken with Ken Ward who had agreed to take the position in April and he would be invited to the next committee meeting.

## **Any Other Business**

Offers of help and assistance - SJ highlighted the fact that the Ahlner Family were very keen to assist when possible with practical projects around the club. P{F had already circulated a note to the Committee where they had offered practical help over the Christmas period. PF further commented that Kate Ahlner was very keen to progress an educational aspect to do with gliding for schools to participate in, and would compliment the Scout Badge Test etc.

Condition of Peri Track – A Bilby was concerned regarding the state of some of the Peri Track; which needed some remedial work a.s.a.p. to avoid damage to gliders and other club equipment. As the Peri tracks did not form part of our lease, A Bilby would approach the Landlord to arrive at a mutually agreeable outcome.

Winch Hard Standing – It was agreed that a 'lay-by' type hard standing would be beneficial for locating the winch particularly in the winter months. It was agreed to go ahead with this project as soon as practicable.

Farmers Gas Plant – Alan B circulated an outline of the farmers proposed gas plant in relation to our leased land. Whilst this was still at the planning stage Alan B had asked to be provided with more detailed drawings and view when available to enable us to comment more fully.

There being no other business to discuss the meeting closed at 14.10 hrs.

#### **Date of Next Meeting**

Saturday 21<sup>st</sup> February 2015 **COMMENCING AT 14.00 (2.00 P.M.) or earlier if conditions allow.**

**PF 04/01/2015**