

ESSEX AND SUFFOLK GLIDING CLUB LTD

Minutes of Committee Meeting held on Wednesday 11th September 2013 in the Clubhouse commencing at 19.00 hrs.

Present

Paul Foulger (PF)	Secretary
Mike Haynes (MH)	Technical Officer
Martin Lawson (ML)	Winch Master
Dick Skinner (DS)	Membership Secretary
Clive Stacey (CS)	Site Officer
Jonathan Abbess (JA)	Chief Flying Instructor
Eddie Leach (EL)	Safety Officer

Apologies for Absence

Robert Godden (RG)	Chairman
Andrew Booth (AB)	Treasurer

Appointment of Chair for meeting

In the absence of RG, EL proposed that PF take the chair for the meeting, all present agreed.

Approval of Minutes for 21st August 2013

The minutes were agreed unanimously by those present.

Matters arising

Lottery Funding - Ongoing

R.G.

Loft Hatch – On-going

E.L. & C.S.

Flat Screen TV Monitor – On – going

C.S. – E.L. – M.H.

Club owned Electric Portables – A list was required by all officers a.s.a.p.

ALL

Double Cross sign - It was decided to locate the sign approximately on the centre-line of the main grass runway at the Eastern end, close to the perimeter track; so it will be between the hard-standing and the tow-out track.

Glider Incident – Following discussion amongst committee members it was agreed that membership would not be withdrawn from the individual concerned, but some intensive retraining was planned; meanwhile the person concerned would only be able to fly with an Instructor or BI until the CFI or his deputies were satisfied with their flying abilities.

Winch masters Report

We have programmed a winch drivers meeting for the 18th September and all members are welcome and should glean some learning.

The German winch engine has now been running and appears satisfactory. Work on the transmission brake and engine covers is progressing.

Enquires re winch spares are still out with Tost (3 mails sent) and to date no response!

I have contacted Skylaunch for a price quotation for one of their latest winches and that should be with us by the meeting.

PF had been asked whether it was the right time to order more Dyneema. ML was researching the best prices which currently were via Skylaunch; he was making further investigations as to the type of Dyneema that was available.

The jeep suffered a failure of the rear section of the exhaust system and hand brake failures are in hand.

Safety Officer's Report

The 6 monthly check of Club Parachutes had been completed, this would now be the normal interval for Club Chutes as recommended by the BGA.

There were still 4 Parachutes in the office which were for sale at a price of £200, it was suggested that an advert on gliderpilot.net be implemented and EL would ask Paul Rice if he could arrange for this to be done.

A safety sign for the north Peri track had been quoted for at £87 plus VAT for black plastic lettering on a yellow background. An embossed sign was quoted at £147 plus VAT. It was agreed to see whether the old aluminium sign that was by the club entrance could be used as a backing plate. EL to investigate. **E.L.**

The electrical circuits associated with the LPG tank have been tested, the tank itself will be tested in the New Year. There were some electrical recommendations that required to be undertaken, as well as a static earth lead being required.

Chief Flying Instructor's Report

Nothing significant to report.

Treasurers Report

In the absence of the treasurer he had reported that everything was much the same as last month.

The procedure for the payment of invoices was to be more formalised in future. All invoices/expenses required to be authorised by a committee member. There was a stamp by the red box in the office for this purpose. There will be times when an invoice has arrived but not authorised, these should temporarily be put in the brown open box and be signed off by a committee member, ideally the committee member to whose cost centre the invoice relates to, no invoices will be paid unless authorised. Invoices that are authorised, awaiting payment that are collected at the end of the month will normally be paid during week 2 of the following month. Where members have purchased other items such as petrol etc., and require reimbursing; should see a Committee member who will then contact the Treasurer, Secretary or Chair who are able to make a Bank transfer easily and quickly for that individual. **ALL**

It had been reported that the Bookkeeper had been difficult to get hold of recently and some queries/emails were still outstanding. It was recommended that AB seek to ensure that emails/queries sent to the bookkeeper were dealt with as promptly as possible, or an acknowledgement reply within two to three days. **A.B.**

Where queries related to wrong charges to a members account, the member should firstly check the log sheet relative to the charge query. If there is a wrong entry on the log sheet and the member's number has been misquoted, then it will be possible to correct, however where a wrong name has been entered for the flight,

then the member will need to speak to a member of the committee for assistance; the bookkeeper must assume that a name has been correctly entered. Mistakes do happen, but from experience most members will check their flight times on the day when an error such as this can be checked and corrected.

ML asked following a request from a former committee member whether the bookkeeper's time spent on the accounts and payments were being monitored and compared to the payments made in the previous year. There would be a comparison report on this subject at the next meeting. A.B.

The treasurer agreed to analyse the cost benefit of commercial flying days and in particular the minimum number of flights that would make the day viable. This was still outstanding. A.B.

Secretary's Report

Club Management Conference Saturday 23rd November – PF had received details regarding this which was aimed at the Chair; Treasurer; CFI and Secretary. On reading the programme for last year, PF reported that it did seem more structured than a previous one he had attended a few years ago and felt it would be worthwhile for some if not all the designated officers attend if possible. R.G.; P.F.; A.B.; J.A.

Disclosure and Barring Service (The old CRB Checks) – There had been some updates on this and it was now easier for individuals, as rather than being for a particular organisation, the check went with the individual, rather than the organisation.

RAeC Club Bursaries – there had been notification of bursaries available and had already been circulated via the BGA monthly newsletter.

Wyton Local Airspace User Group Meeting Saturday 28th September at 13.00 hrs. Notification of this meeting had been forwarded to John Gilbert; Bob Godden and myself as it was felt that it would be useful if someone attended. R.G.

Part FCL Applications – There had been a number of errors in a previous communication, this had been mentioned in the BGA monthly newsletter that had been circulated to all members.

Frank Fear – PF had been in touch with Frank's daughter following his passing. The family were keen to donate some money to the club in his memory; it was felt appropriate that something for the 'memorabilia' would be appropriate since he had been instrumental in its initial presentation.

BGA Audit – The BGA Quality Manager had written to say that he wanted to visit Wormingford with a view to a quality Audit. MH agreed to make contact him to ascertain what he would want to inspect and to let him know that we had had a similar audit from the CAA last year. M.H.

Technical Officers Report

Not a lot had changed since last month.

BT Broadband was now much improved following a visit from BT Openzone.

Grob Acro 111 JG has been awaiting some costs regarding wing skins, it is now looking as though the cost of repair will be in excess of £10,000

SF27 – This has now been fixed

Chairman's report

- Norbert Eschle has agreed to oversee the inspection and fettling of the Club trailers as you may have seen from my posting on the website which asks members to give him some support.
- At this moment no response from MD as far as I am aware. I was hoping for an opportunity to speak with him following the letter and will still seek to do this on my return.
- John Gilbert has arranged to see Grob re suitable moulds and this should be some time during the week commencing 9th Sept. I believe a representative will visit Wormingford . I have been liaising with the Surveyor.
- I checked with DVLA on the SORN position for the Jeep as the documentation that I inherited, such as it was , was unclear. I now have a confirmation. We are covered until 1st November when a reminder will be set by DVLA.
- Funding – The principal source is Sport England and I have a subscription to their information service on funding opportunities which I am in the process of researching as advised previously. Firstly, we have to account for the project expenditure in relation to the loan of £10,000 we received from them for parachutes/instructor training etc by 30th September and Andy Booth and I are progressing this. The next round of applications is not due until December 16th and this is the date towards which we should work.

Provision of facilities / services to organisations outside of club membership seems to be the strong point in any application as is cooperation with what they term a “funding partner” e.g. local Community Sports or Local college/education authority. Whilst we have not yet developed anything in the latter area we do a lot of Scouts flying and it would be important for us to quantify in the shape of how many groups/individuals/flights we will have performed this year. I'm not sure of the costing for scout flights but if we effectively discount from the cost of a normal air experience flight we should work out some numbers for this showing the notional cost to the club.

The same goes for the Cadet Scheme in terms of quantification, including the cost to the club of the discounted flying done by the cadets.

In terms of our own game plan, having agreed that our strategy will be to go for funding a new winch we need to have an idea of (a) project cost (Martin was going to investigate cost options with SkyLaunch) and (2) overall funding plan e.g. the sale of one of our current winches will assumedly be part of such plan – we need to know how much we could safely factor in for this.

Membership Secretary's Report

1. Membership numbers are much as before, although I hope that we will have two more members (1 full and 1 youth) within the next week or so. Alan Barker and Sam Smith respectively. Please make them welcome if you come across them. If they turn up with completed forms and fees while I am not around, please take the fees and pass them on to Paul Rice or Amy with a note of the member's name, and put the form in my folder on the office desk.
2. Peter Owen has phoned me to advise that he has decided not to remain active with the club. His enthusiasm in the past was based on flying and hopefully getting to Bronze, but while finances do not permit this he has decided to withdraw completely. He has advised Doug that he will not be available for winning.

He would like his credit balance to be donated to the club. I have thanked him verbally but I think we should allocate this to something specific and thank him formally advising him of what we have bought (or will buy).

3. I would still like to get around to e-mailing all Trial Lesson and Day Course customers after their day of glory, to encourage them to return and hopefully join. To do this I need the sheet on which they sign their lives away to show whether they were Trial lesson, Day Course,

Gliding Experience or just some miscellaneous guest or visitor. If someone can provide me with the file from which the sheet is produced I will attempt to produce a new version with a space for this added information.

4. John Bone, Andy B and I have all been having problems communicating with Amy. E-mails don't get replies, the phone goes to the answering machine and messages left do not get any response. I appreciate that she has only limited time for club work but it is important that we can get information – in due course even if not within the day. We need to make suitable arrangements. (See above Treasurers Report)

Site Officers Report

As the Gliding season is now being restricted by the deteriorating weather more servicing tasks can be undertaken and completed.

Loft Hatch: I am still waiting to liaise with Eddie, to carry out joint actions to provide this facility.

Flat Screen TV: This will be need to be completed on a full non flying day, following the removal of the existing white board. Then we can make a judgement on the additional timber support required for the considerable weight of the TV.

Ground Working Tools: A quantity of spades, digging forks and grass rakes have been purchased so this type of task can be carried out as required and not be dependant on members bring their own tools from home. They are temporarily stored in the wooden shed.

New Containers: In an effort to progress this item I contacted Maersk Line who boast the ownership of 38 million containers worldwide. I completed their on line request form for donation/sponsorship. It was refused because as an organisation, we do not meet their strict criteria of benefiting the third world, alleviating poverty and underprivileged children etc. Much the same as Bob had found out on his charity research.

So I also contacted a company called Adaptainer Ltd, their costing's follow:

2 x 40' second hand containers in wind and water tight condition suitable for storage- `£1450.00 per unit ex depot

Lock box fitted - £25.00 per unit ***discounted 50%***

Haulage cost ex depot to Wormingford - £ 240.00 per unit based on hiab to crane offload.

Dave Aherne has had great difficulty in re-establishing old contacts that could have helped in this matter.

I now suggest that we pursue the tentative offer from Jed Coles via Martin at approximately £1000 per unit. Could Martin arrange to put me in contact with Jed, it may help to make the negotiations easier, in view of our poor treatment on an earlier occasion.

It is intended to arrange for volunteers to carry out a Grounds Servicing Day, on a non-flying day. The intention is to walk the airfield, identify bare patches and hollows on the runway, loosen the surface, level and reseed before the night time temperatures get too low. If the response is high we will revisit the planting of a hedge on the southern perimeter, depending on how many of the hedge plants have survived!

Main Entry Door to the Clubhouse - The issue with the lock on this door has been resolved by the clubs resident locksmith.

Side Door to MT Shed – CS reported that the side door handle has failed in service and a replacement has been ordered via the resident locksmith, Paul Robinson.

Any Other Business

Accident Procedures – ML raised the question of an omission in the Accident Procedures Manual in that on the front page of bullet points nowhere did it state that “All witnesses to give a written statement before leaving site”, nor did it state this elsewhere in the document. The safety officer was in the process of updating the document and would ensure that this was included. **E.L**

Scaffolding – Andy Sanderson agreed to loan a scaffolding tower to enable the front of the Hanger to be renovated and properly treated to give a lasting finish. The scaffolding would be stored in the hanger whilst in use.

Clearance of unwanted items – MH informed the meeting that a skip would shortly be arriving on site and would be used in a grand clearing up exercise in getting rid of obsolete and unwanted items, the clearing would start in the old Portakabin clubhouse.

There being no other business the meeting closed at 20.20hrs

Date of Next Meeting

- Wednesday 30th October 2013 commencing at **19.00** hours

PF/14/09/2013 (Revision32)