

## ESSEX AND SUFFOLK GLIDING CLUB LTD

### **Minutes of Committee Meeting held on Wednesday 4<sup>th</sup> December 2013 in the Clubhouse commencing at 18.45 hrs.**

#### **Present**

Robert Godden (RG)	Chairman
Andrew Booth (AB)	Treasurer
Paul Foulger (PF)	Secretary
Mike Haynes (MH)	Technical Officer
Dick Skinner (DS)	Membership Secretary
Jonathan Abbess (JA)	Chief Flying Instructor
Eddie Leach (EL)	Safety Officer

#### **Apologies for Absence**

Martin Lawson (ML)	Winch Master
Clive Stacey (CS)	Site Officer

#### **Approval of Minutes for 30<sup>th</sup> October 2013**

The minutes were agreed unanimously by those present.

#### **Matters arising**

Lottery Claim 2013 Those present agreed that the submission should be delayed until; the next round, due next Spring. The club was not currently in a position to fund a further £10,000 - £30,000 without entering into a loan situation. It had not yet been possible to obtain advice on the costs for a differential, this to be followed up. It was also agreed by those present that ML and JN worked fairly much in isolation and that there needed to be a further person within the team to lighten the load and spread of knowledge required.

**RG & ML**

Loft Hatch – On-going and to be completed in the next week or so **M.H.;E.L. & C.S.**

Double Cross sign - On-going

Sale of Old Parachutes – Ongoing

Warning sign for North Peri Track – Ongoing

First Aid Box Replenishment's – Henry Fung had agreed to take this on.

Simple First Aid Course – To take place in January/February 2014

Risk Assessments – Ongoing

Airside Insurance – Ongoing

Colchester Hospital – A response had been received and an investigation being undertaken

Frank Fear Legacy – The club has received a legacy of £1,000 from Frank's estate, and it has been agreed with his family that this will go towards the purchase of some good quality Patio Furniture; something to encourage youngsters, e.g. a cup for the outstanding cadet of the year;; something for the memorabilia wall in the clubhouse which was instigated by Frank some years ago.

Broadband – now appears to be resolved.

Electronic Log System – Working well and members are getting used to using it. A second reserve laptop is required to cover for breakdowns. It was decided to keep a parallel paper log going for a further 2 months. The paper log recording will then cease and will only be brought into play as an emergency measure.

Webcams – MH had made good progress and trials would continue with a view to use for security measures in the longer term.

Replacement PBR Radios – Ongoing

Website – This was progressing well and now needed to be pushed forward and would need a club member to maintain and keep the site fresh. Whilst being initially for publicity to the general public and updating on the google scale, there are links to the member's area of the old current site. Further development would be in the area of the ability to buy and book Day Courses; Trial Lessons and Gliding Experiences 'On Line'; this would also give the facility to send out automatic reminders which currently is not the case. Areas of other development would be to have the ability for individuals, i.e. Instructors and Winch Drivers to be able to alter duties on line, (with the agreement of other participants), so that there is always an up to date rota available showing the live situation. Following on from this there was a need to recognise the importance of the Publicity Officer's role and it was agreed that Adrian Tills should have a 'nominated Committee role' on the committee. RG to write to AT regarding this. **R.G.**

### **Chief Flying Instructor's Report**

JA had nothing of significance to report.

### **Treasurers Report**

At the present time AB reported that by the year end, we should finish with a small profit however great care was needed not to exceed any budgeted expenditure. All aspects were being carefully monitored.

### **Secretary's Report**

PF had nothing of significance to report that was not covered elsewhere in the agenda.

### **Technical Officers Report**

Instruments - Reported discrepancy between front and back ASI in K13 DOA, also rear Accelerometer not working.

Electrical Installations – No great progress this month.

Broadband – BT has finally fixed the broadband with some help from us. Connection has been stable for 10 days without requiring a 'resync' or a Router power cycle. Nominal data rates are currently:

Downstream 9.9 Mbit/s and Upstream 0.88 Mbit/s

Office PC and IT – Internet access has been restored to the briefing room computer.

All data has now been moved from the old office Computer to the new, the old hard disc has been kept in case a transfer has been missed. It was agreed to upgrade the briefing room computer to Windows 7 (32 bit)

The current uses for the briefing room will be as at present, but in time there will be restricted access for members to check their flight information.

Electronic Log System – General use of the electronic log by the membership has improved during November and are now getting close to a stage where it will not be necessary for a paper log except in extreme emergencies. The printing of the log sheet at the end of the day does need to be more consistent, prior to syncing.

A number of updates are being undertaken which should overcome the recent problems experienced.

IP Webcam – The preferred camera is still out of stock. Following the break in it will be helpful to have a camera that can act for surveillance as well as weather. There is ability for storage on the current PC arrangements.

BGA Audit – The BGA Quality Manager, Keith Morgan, visited ESGC on 20<sup>th</sup> November to complete a Safety Audit. He found a few non-conformances which are currently being rectified. Minor comments like the workshop being untidy/messy, so a message to members is if you use the workshop for whatever reason “Clear up after you” and leave in a clean and tidy state at all times.

Glider Trailer Refurbishment – Not a great deal of progress. Dave Betts has checked the fittings for the Astir trailer and GRP components are being made to complete the set.

Skylaunch Speed Transducers for DOA/DVB – These are on order and expected any day now.

Glider/Glider/Seeyou Mobile for KEE/HKM – Yet to order PDA/mounts/SeeYou for the Astirs.

K21 – Rear Instrument panel has been repaired, also the rear seat was found to be cracked, now repaired.

K6CR – No progress to report. In another discussion there is now some doubt that any repair would be economic and is likely to be more than purchasing another K6CR.

Grob Acro – It has come to light that the moulds that Linder were going to use have been destroyed. J Gilbert has now been to Usk Gliding Club and made some moulds so that work can continue on the repair.

SF27 – Nothing to report

Pirat – Nothing to report

Astir KEE – Currently de-rigged to facilitate the trailer refurbishment team. Glider requires a clean and polish!

Astir HKM – Nothing to report

K13 DOA – New metal registration plate manufactured and fitted. Elevator stop for full forward is becoming rough – No progress on this action yet.

K13 DVB – Nothing to report.

ARC Season – Renewal of ARC's on both K13's and the K21 required soon.

### **Chairman's report**

Essex GC – can't see this being a benefit as most of the inhibiting factors during the “off” season are weather, daylight hours and runway conditions. EGC use Wattisham because it has a hard runway so I can't see what benefit is envisaged by using WRM. Also, on the odd good day, and they are only going to turn up on good days, it could clog up the works for our members.

Winter Discounts - at the end of the day the test has to be whether an idea will actually increase profit and I agree with Dick in doubting that the arithmetic attaching to discounted flying stacks up. We need to maximize on each flying day and much of the answer in my view lies in the efficiency that can be gained through prompt starts and well orchestrated launches. ( see also below re club member involvement).

Trial lessons etc continuing through the winter months - will I think bring in extra revenue simply because it is flying which we haven't done before. Even then, the amount of benefit will definitely be on a 'suck it and see' basis.

Club member involvement – I feel that we as a Committee should consider circulating membership with a “state of the nation” summary so that they are both in no doubt as to where we are and can take a more of a shared responsibility for protecting and improving the club’s finances. *Suggestion = A Club prize for the most hours flown at WRM by an individual member ( excluding instructing hours) during the period 1<sup>st</sup> Nov. to end Feb ? “the icicle trophy”. ???*

Winch project - I have been wrestling with this one as, although a lot of time and effort has gone into agreeing the strategy and researching and drafting the submission document, the financing of the gap between the max grant available of £ 50,000 and the project cost of £79,000 has increasingly become a problem. Since the beginning of the year a combination of lower than hoped for revenues and a chunk of anticipated margin lost due to the Grob accident means we are looking at no spare cash, a reserve which needs to be ring fenced more so than ever, and, at the moment, no grounds for any trade off against an improved level of revenue for next year. We can’t be precise in respect of either the sale or the sale price for one of the existing winches and cannot, as things stand, countenance taking on a loan as part of the strategy. This project should therefore in my view be postponed until next spring when hopefully it can be put back on track. There are further rounds of the Sport England Inspired Facilities Awards to be announced in the spring of 2014 so we will not have permanently lost out by not applying for the December 16<sup>th</sup> round.

Southend Airspace Proposal – you will have seen for comment the draft letter from the Club. There was also a two page spread in the Brentwood Gazette starring Clive and myself which hopefully galvanized some members of the public into objecting. I have seen the response by the Light Aircraft Association and know that Stapleford have appointed counsel. The BGA response is being drafted. Beyond this we shall have to await the response from the CAA.

### **Membership Secretary’s Report**

1. The old membership data base has now been discontinued and we are operating on the new one linked to the electronic log and hence to the accounts system.  
There is still work to be done to realise all the required facilities and no doubt there will be some hitches on the way, but progress is being made.
2. I am currently trying to up-date our relationships with various voucher agents and will attempt:
  - a. To get copies of their vouchers and definitions of what the punters are entitled to
  - b. To get them all to accept “payment on booking” rather than “payment after flying”.
  - c. To get as many as reasonably possible active on our behalf.
3. Regarding Essex Gliding Club and the possibility of offering them “Winter Membership” we must be aware that they are already “Reciprocal Members” and as such can fly with us occasionally with no charge (other than flying fees). I think that we should try to contact them (either as a club or as individuals) and encourage them to make use of this arrangement pointing out that “occasionally” means just that (maybe half a dozen times per season) but if anyone wanted fly regularly the situation would have to be reviewed. May be a £80 fee for 5 months (25<sup>th</sup> October to 15<sup>th</sup> March).
4. Regarding encouraging more flying during the winter, I think we must beware of making offers that result in very little more actual flying coupled with substantially reduced fees, leading to a net loss for the club. The best proposals I have heard (thanks to Paul Rice) would be:
  - a. During the period 15<sup>th</sup> October to 15<sup>th</sup> March
  - b. First flight of the day at normal charges
  - c. Second flight of the day £8.50 launch but no flying time fees
  - d. Any subsequent flights that day £5.00 all in.Whatever arrangement might be agreed it must be such that it can be operated easily and reliably using the electronic log system.
5. There has been some discussion about whether Gliding Experience customers should be entitled to temporary membership. My understanding is that all customers must be “members” when they fly

with us. I am not sure that the period of membership is defined. However I see no disadvantage in offering 3 months temporary membership – it may get some people coming back and spending more money with us or even joining – provided that it is clear that this is a once per person offer and cannot be repeated thereby preventing anyone avoiding proper membership fees by repeatedly buying vouchers. An alternative approach (if permitted) would be to offer only a 1 month temporary membership with GE vouchers.

6. There is a continuing slow flow of potential new members despite the winter weather. Should any trial lesson (or similar) customers show any interest in joining there is a guidance sheet on the board in the office explaining how to calculate the net joining fee after voucher rebates and flying charges.
7. I have (just) e-mailed all solo pilots suggesting that they keep copies of the medical certificates with their log books so their validity can be checked at the launch point if required.

## **Site Officers Report**

### New maintenance items requiring attention.

There appears to be a leak in the hanger roof. Water was found to be dripping on to the T61 port wing from the bottom end of the enclosed lighting fitting above, but obviously emanating from somewhere else. Could we ask EL to check that the light fitting itself is safe before investigating further?

Entry porch to the club house. All can see the rotten timber and sill that has fallen off below the window.

### Other new or returning items.

We need to allocate sum funds for the purchase of more paving slabs and sand to allow Norbert to proceed with the permanent sitting of the club trailers. 30 off 600x600x50 mm. ML had the best price.

I would like to operate a total ban on vehicles driving over the field in the wet weather. We need to protect our most valuable asset, the landing and take-off areas. It is my sincerest hope to improve the quality of the field, given time.

Following the break in I have had some discussions and attach a Security overview. Also BG has asked me to get some costs together to install some basic electronic counter measures. I have not been able to complete that yet.

I was in the progress of doing some drawings for a lock box to add some protection to the container. But certain events have overtaken me just at the moment

### Overview of a Limited Security Update.

Following the recent break in and theft of petrol and diesel fuel from the container it is clear from the evidence left behind that the perpetrators knew what they were looking for and knew where to find it. Moreover they came prepared to facilitate the successful completion of their night's work. That is a vehicle to cart away the proceeds. This was not a casual on the spur of the moment prank after a few beers.

Any text book on security will advise that it starts with the perimeter. Make it more secure, harder to breach and you will slow them down force them to spend more time thus increasing the chances of discovery. The longer you keep them exposed to public scrutiny the greater their risk of subsequent detection. Increase the chances of discovery by maximising their time in the open pursuing their aims the better chances we have of retaining ownership of our property.

The Main Gate. The padlock in use was clearly not up to the job. Keyed padlocks are always better than digital types. With the turning of a key you have the ability to move more metal into the path of the locking mechanism. Solid one piece cast steel lock bodies are stronger than cast alloy ones and of a multi-part construction. To have a padlock secured through a hasp or latch will hold it in position allowing it to be readily attacked. But to have a quality padlock swinging on a length of welded link chain means it is less easy to hold and therefore attack.

Following discussions with Jim Strathern our senior landlord it has been agreed to revert to a keyed padlock, he agrees, that in his experience they are superior to digital types. We will replace the same with a digital padlock on each occasion of the twice yearly operation of his delivery drivers. He has agreed to advise us of the dates of the proposed deliveries and, in acknowledgement we will advise him of the code number, which may change from time to time.

The Storage Container. A padlock 'lock box' will be fitted to the doors of the container. This is a simple device consisting of a suitably sized steel box fitted to the opening leaf, so that it overlaps the static leaf. The static leaf has a hasp eye fitted to it which projects into the rear plate of the overlapping box. The padlock is contained within the box and secured through the hasp eye. Thus preventing the box and opening leaf to be moved away from the static leaf. Access to the padlock is gained by an aperture in the right hand underside of the box. Some boxes have a gravity hinged flap which falls and closes off the aperture. The whole arrangement makes it much, much harder to attack the padlock, so much so that it is possible to use a much cheaper padlock. It is impossible to attach a lever bar and prise the lock apart or apply cutting tools.

The MT Shed. The steel side door did not fail in its job. The reason for that is because the lock is contained within the door. The multipoint locking arrangement held the whole length of the opening or locking style of the door. The thieves therefore turned their attention to the weakest part of the building, the roller shutter, which was never designed as a security shutter as it is made of aluminium. It is outside the club's current finances to replace this with a steel shutter.

But there is much that can be done in the area of delay and to make the thieves' task harder. The weakest part of a drop down rolling shutter is the meeting edge with the deck or floor. This is the location of first attack, by forcing something between the meeting edge and deck.

By the use of an external threshold bar fixed to the deck the whole width of the shutter. This makes it harder to prise the shutter up. But because an aluminium unit will flex inwards and outwards this normal movement must be arrested by the use of a second threshold bar fixed just inside the shutter line. This will form a slot into which the shutter can locate. An improvement on this arrangement can be made by bolting lengths of 'Unistrut' to the underside of the edge of the shutter thus further restricting the sideways flexing of the aluminium. Yet a further improvement can be made by adding two hasp and staples between the edge and the inner threshold bar and using standard padlocks.

The Next Move. Continuing the theme of delay and discovery, we need to distract and disorientate the unwanted intrusion. By fitting simple industry standard contacts to the shutter and doors it is possible to trigger a basic intruder alarm control panel, the switched outputs of the panel can be arranged to drive standard sound bombs (115 db) and xenon strobe lights. These elements serve to startle and disorientate the intruder who is unlikely to remain on site, risking discovery and arrest.

Advertise the improved security. Who in their right mind would struggle with a door that carries a sign stating multipoint locking mechanisms are used, or smile your on CCTV and again if there is clear evidence of an alarm in operation and again a sign proclaiming the fact with the additional warning that dual channel signalling is employed, even if there is not!

Delay them, un-nerve them, disorientate them; cause them to consider an unsuccessful outcome.

## **Winch masters Report**

The modification of the paying on heads for the English winch are progressing well and should be refitted for trials within a week.

A second battery has been fitted to the English winch. This battery is dedicated to the VHF radio and should eliminate the power spikes which caused the channel to change occasionally when the engine was started.

Work is still progressing on the German winch. Work will be starting on mudguards and side guards in the near future.

The new drums of Dyneema are now on site but even though the cables on the English winch are in a poor state it is our intention to preserve and try to get through the winter months and start the new season with a new set of cables.

## **Safety Officers Report**

1. Pat testing completed, change socket outlets for flex outlets to reduce appliances needing PAT testing.
2. Start test and inspection of clubhouse electrics.
3. Continue with mods recommended by LPG electrical survey.
4. BGA: recommendation for a safety management system.  
Risk assessments :( Clubhouse: Workshops: Hanger: MT shed: airfield (public and club members): public footpaths: Motor Glider: Rigging areas: farm traffic).
5. Loft access: liaise with Clive.
6. First Aid course: Jan / Feb 2014
7. Henry has agreed to look after first aid boxes.

## **Any Other Business**

Video Promotion – It was suggested that a short sharp video (no more than 2 minutes) would be a good promotional tool accessed on the New Website and for general use either in the Clubhouse or external presentation purposes.

## **Ways to improve revenue**

A letter had been received from Dave Wallis giving views from club members

“Dear committee

I was recently party to a conversation among several members at the launch point regarding club finances and the proposal to increase gliding experiences and trial lessons by 40% on club flying days. There were a few worries that priority would be given to the punter paying £40 on the day, over members who contribute a thousand or more over the course of a year. I completely understand the need to bring in the extra revenue and have one or two suggestions which would allow the extra flights without frustrating the club members. During the summer months it would seem to make sense to me to get ourselves organised and start flying an hour or so earlier. If we were to book trial lessons and gliding experiences in from say 9 o clock we could get some of those out of the way before we would normally be flying, and of course the fact that the lift hasn't started wouldn't matter so much for them.

Secondly I would suggest as a matter of course we have two lines on the grid every time. One for club members who don't need lengthy briefings and one for those that do, this way the launches will flow more smoothly, if the next in glider on the briefing line was not ready, the next glider in the club line could take the launch without delay and the cables retrieved quickly. I have seen on numerous occasions a pupil having a lengthy briefing on the front of the grid when maybe two or three launches could have taken place in that time.

I am not condemning thorough briefings in fact they are to be commended, but with a new system in place they can be accommodated without unnecessary delay for other members. While on the point of briefings, maybe some of the briefing could take place before the pupil even got into the glider with the obvious saving in time on the grid. I think if some new club procedures something along these lines were put in place, we could accommodate many more launches all round. I hope you find these suggestions constructive and look forward to hearing the committees view.

Dave Wallis”

A general discussion followed on various ways to increase revenue, some courses were being booked, so far there had been a few, but for Day Courses it did need to be emphasised to participants that whilst they would get a lot of Take Off and Landing there would be little opportunity to undertake the soaring aspects at this time of year. Gliding Experiences were ideal for this time of year, however there needed to be a balance taking account of members present on the day, the prevailing conditions and to ensure that those helpers were not prevented from flying themselves as a result. It was also agreed that we would advertise a special rate for pilots who find it difficult to fly in the winter at their own clubs and that No trailer would be charged if they wanted to bring their glider on site for the winter period.

It was agreed that All Day Courses; Trial Lessons and Gliding Experiences should be invited for a 09.00 hours and 13.00 hours start time, so in effect their initial briefings etc., would mean they would be flying by 10.00 and 14.00 hours, and would hopefully not interfere with the better conditions that normally prevailed from about 10.30 onwards. This should be seen as the normal times for attendance all year round.

Another incentive would be to have a low cost launch for flights taken before 10.00 hrs. All year round this would hopefully encourage more early flying. This would consist of a 50% cost of launch provided another launch was taken during the same day. Other incentives were discussed encouraging flights to be taken early in the day, in the winter most members are intent on keeping current, so a second flight could perhaps have free air time.

It was agreed that the Chairman would draft a 'state of the nation' letter to the membership, stressing the need for more member cooperation in doing required jobs, the possibility of introducing at least 10 participants for Corporate Days and Evenings, introducing new members to the club and this would attract 10% of their Annual membership for the year. **R.G.**

The use of Gift Aid was discussed and JA would advise AB of a contact at Tibenham he could talk to regarding this. **J.A. & A.B.**

Motor Glider – There was concern that the Motor Glider had self-launched on several occasions, this was strictly against the current planning regulations for the airfield, and could jeopardise any future application to extend power flying. RG to make contact with the Motor Glider Syndicate to emphasise that no taxiing under power or self-launches to take place except on 'Power Authorised Days'.

There being no other business the meeting closed at 21.45 hrs

### **Date of Next Meetings**

- Wednesday 8<sup>th</sup> January 2014 commencing at **19.00** hours
- Wednesday 19<sup>th</sup> February 2014

PF/13/12/13