

## ESSEX AND SUFFOLK GLIDING CLUB LTD

### **Minutes of Committee Meeting held on Wednesday 27<sup>th</sup> February 2013 In the Clubhouse commencing at 19.00 hrs.**

#### **Present**

Graham Wright (GW)	Chairman
Vernon Bettle (VB)	Treasurer
Paul Foulger (PF)	Secretary
Robert Godden (RG)	Site Officer
Martin Lawson (ML)	Winch Master
Rob Lockett (RL)	Technical Officer
Paul Rice (PR)	Membership Secretary
Jonathan Abbess (JA)	Chief Flying Instructor
John Bone (JB)	Safety Officer

#### **Apologies for Absence**

There were no apologies for absence.

#### **Minutes of Meeting held on Wednesday 16<sup>th</sup> January 2012**

The minutes were agreed by all present.

#### **Matters arising from Minutes not covered by agenda items.**

Sidewall of old Clubhouse. This was still outstanding and would be undertaken in the near future. **R.G.**

Planning application. On-going, this was in abeyance and sound tests being undertaken early in 2013. A discussion on the paper circulated on the Snitterfield application ensued, PR raised a question of Self Launching gliders and Turbos. GW explained that the paper had been circulated so that members of the committee could see how another application which has some similarities was approached. **G.W.**

Single Farm payments. C Price had drafted a letter which was now in the process of being delivered to show the clubs interest, although nothing was likely to be heard before 2015 at the earliest.

Insurance GW asked the meeting whether or not we should continue with personal accident insurance for Instructors whereby there would be income replacement in the event of an accident where the Instructor was unable to work for a period, or a payment on death. GW would pursue the matter further through Phil Duffin to see if a better deal could be forthcoming. **G.W.**

Update on Gliding Experiences; Trial Lessons and Day Courses. JB would in future arrange for email addresses to be sought so that an email could be sent to the participant say a month before the event followed up by one a week before if possible. In the longer term once the website had been upgraded then it was hoped to provide an 'event' calendar and automatically generated emails as a normal procedure. **J.B.**

#### **Treasurer's Report.**

The accounts are now available and as you will see, we made a small loss last year, of £403. As expected, income from flying operations was down both from members' activities and trial flights/gliding experience activity. The reduction was £22 000 approximately. Fortunately, expenditure reduced by only slightly less so the overall outcome is manageable. In fact, our cash flow is better than last year We have next quarter's rent and insurance costs to meet but hopefully will have received membership fees income by then.

VB will be away for the AGM, but have prepared a short submission for Graham to present on my behalf. The central thrust of this is as we discussed at the last committee meeting: to try and maintain fees at a similar level to last year, to try and maintain our reduced levels of expenditure helped by Jeanette's negotiation of better deals on LPG and waste disposal for instance, and to try and increase the flying activities of the club to boost members' enjoyment and club income.

### **Secretary's Report**

PF asked that all committee members let him have a copy of their report for the AGM either before or immediately following the AGM.

PF went through the price list as it would be following the AGM from 1<sup>st</sup> April 2013

### **Technical Officer's Report**

The K13 DVB had been seriously damaged on Friday 22<sup>nd</sup> February; The insurers had already been informed of the incident as is a compulsory procedure whether or not a claim is to be made. It was agreed that a claim should be pursued and GW would inform the insurers of this decision, at the same time asking that the loss adjuster contact Paul Rice on the subject. **G.W.**

### **Chairman's Report**

GW had nothing to report that was not already covered by the agenda.

### **Membership Secretary's Report**

PR said that membership was currently steady.

### **Site Officer's Report**

There are two members volunteering for election to the Site Officer post and I assume one will be duly elected. I will ensure the successor is fully briefed and introduced to our landlord. Also I will of course be on hand to give any further assistance.

Tasks remaining are:-

- Old workshop wall shoring up.
- Rolling of new grassed area and landing areas of run ways
- Infilling and levelling work to NW edge of concrete area at runway intersection.
- Complete the staking of the S. grass area.
- All of which I hope to have completed or arranged prior to handover

I need to be advised in regard to formalities I am required to complete in relation to resigning the directorship of ESGC Ltd. GW to action this element. **G.W.**

### **Winchmasters Report**

The rebuilding of the English winch differential was a very complicated operation exacerbated by the fact that neither Jerry nor myself had undertaken such an exercise before!

We had only just put the differential unit back into position when metallic knocking sounds were heard to be coming from the engine in the German winch.

With both winches off line we had to finish the English winch re-assembly very quickly but setting up the clutches and drum bearings was not a job that could be rushed.

Trials with the rebuilt differential went well after a couple of false starts and to date is performing well. The reason for recent problems with starting on the English winch was found to be oil in the vaporiser. Enquiries with our supplier of gas parts enlightened us to the fact that this is a known problem with LPG units. The oil known as "heavy ends" comes from the gas production end and is the result of poorly scrubbed gas. To date we have not had chance to talk to our gas supplier.

The German winch engine is away at Real Steel who did the original rebuild, they found that the camshaft had worn resulting in metallic particles in the oil. The engine is now being rebuilt and we await further developments.

Our plan will be to put the engine back in and prove the engine after which we will try to implement the planned modifications but making sure that it could be returned to service on very short notice.

### **Safety Officers Report**

JB had nothing to report apart from the K13 accident which had involved himself and Eddie Leach had taken on the paper work for this..

### **Chief Flying Instructors Report**

Instructor meeting held last Wednesday (20<sup>th</sup>).

- We will try to keep student records in the filing cabinet emptied by Graham.
- We will try to adopt the training and then testing regime which will be required by 2015 and is strongly recommended by the BGA immediately. New "Bronze" papers.
- Discussion on the changes to from "instructor" to FI/FE which are in progress.
- Accident to K13 DVB on Friday 22<sup>nd</sup>.
  - Quote from Richard Kimberley circulated in previous e-mail
- Markers for corners of "landing areas" purchased.
- I have started the implementation of a "library" of presentations and other materials on the club PC.
- In addition I have asked instructors to use this reference and guidance when talking to members. On non-flying days these informal talks and discussions should provide a learning environment for both pre- and post-solo pilots.
- Safe winch launching" DVD distributed to instructors.
- Radios: 8.33 KHz spacing by 2018. Existing radios will not be allowed in aircraft after that.
- We are still short of mid-week instructors, and Angus is struggling to compile the rota.

A discussion regarding radios ensued JA stated that any new radios in gliders from 2018 would require the requirements stated.

### **Any Other Business**

Club Parachutes. 6 new parachutes would be arriving shortly and it was essential to identify the club parachutes that were no longer required to ensure that they were not repacked. It was agreed that the 6 used chutes would be offered to club members for sale as an 'as seen' basis at a charge of £200.00. RL had suggested that if the chutes are not sold then he would be interested in purchasing one for himself. He suggested that it may be worth contacting Richard Boyden or advertising on gliding websites such as 'gliderpilot'

Loan of K13 from Essex Gliding Club PR reported that Essex had offered to loan a K13 to ESGC , at nil cost although it did need to have an ARC done on it. All agreed to take up the offer.

Retiring Committee members It was noted that 4 committee members would be retiring at the AGM, namely Bob Godden; Paul Rice; Rob Lockett and John Bone. Members thanked them for their continued support over the time they had served on the committee.

Facebook. RL was concerned regarding the comments being seen on Facebook, some discussion took place and it would seem comments would only be seen by those who accessed Facebook through the ESGC website or had registered as a friend.

Club Wages. A club member had written to the Chairman regarding the increasing cost of accounting for the club, and had suggested that as a 'members' club that it ought to be possible to reduce the cost by 'farming out' elements to volunteers, the correspondence had been circulated by the Chairman on 26<sup>th</sup> February for discussion at the meeting.

The committee discussed the comment in some detail and it was noted that the subject of wages was raised at the last AGM by a member asking why 'Bookkeeping' had suddenly appeared on the Accounts where it had not been the case previously. It was stated that the accounts had been transferred to Sage Accounting and in turn provided monthly statements that were sent out monthly which had improved payments from members.

Up to 2010 bookkeeping had been undertaken initially on a voluntary basis but as the club grew it became necessary to pay for the service, up to 2010 a member undertook the duties and was paid an amount as some recompense for the time spent. The system at that time was based on Excel and had been programmed by a member to suit the club needs at that time. Costs at that time were somewhere in the order of £250 per month. Based on a membership of circa 120 this represented £25 per member. At the end of 2010 the accounts were transferred to Sage Accounting, and it was thought that the change would streamline the system therefore requiring probably less time.

From information received since the meeting on 27<sup>th</sup> February it is clear that the bookkeeping bill for 2011 was £6,775, again based on a membership of 120 this equates to £56.46 per member. For 2012 the bill is £9990 thus equating to £83.25 per club member. For 2011 wages were paid 25 hours per month and in July 2011 the hours were increased to 64 hours per month and as it is understood more hours would be required in January and May.

Going back through the minutes and various reports there has been no mention of the hours paid or indeed the increase from 25 hours to 64 hours, a substantial increase.

The committee are very concerned regarding the rising costs which should have been highlighted sooner, and therefore steps are needed to reduce the costs which in the current scenario as indicated above will for 2013 be the same as 2012 assuming no increases. At no time were the committee informed of the situation nor regarding the increase of hours amounting to an increase of over 150%. The committee also felt that there would be a reduction of hours for recent months due to the fact flying days have been at an all-time low. VB pointed out that there had been considerable savings to members from having a professional bookkeeper in detecting attempted fraud on the account, negotiating better deals from suppliers and improving cash flow. Reducing debtors by the use of monthly invoicing of members rather than relying on the doghouse system. He was unable to provide figures at short notice as the item had not been on the original agenda. It also meant that accounting standards are in line with those expected of a business with a six figure turnover.

Having reviewed the accounts with reduced throughput in the current year the committee see the need to reduce professional accounting fees; which following the introduction of Sage accounting it was envisaged there would be cost savings in accounting procedures.

It was agreed that VB would make contact with Jeanette to see how costs could be reduced and if any factors could be undertaken by other volunteers. He would also make contact with Paul Johnson to explore his intentions, regarding his recent offer of assistance. **V.B.**

The committee is very aware that it needs to curb costs on all counts, as it will inevitably have an impact on the goodwill of 'volunteer' members.

A further meeting to discuss the matter further will take place on Monday 11<sup>th</sup> March 2013 in the clubhouse to discuss the matter further.

### Date of Next Meetings

- Monday 11<sup>th</sup> March 2013 commencing at **19.00** hours
- Wednesday 27<sup>th</sup> February 2013 commencing at **19.00** hours

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