

## ESSEX AND SUFFOLK GLIDING CLUB LTD

### **Minutes of Committee Meeting held on Wednesday 12<sup>th</sup> June 2013 in the Clubhouse commencing at 19.00 hrs.**

#### **Present**

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

#### **Apologies for Absence**

Eddie Leach (EL)	Safety Officer
------------------	----------------

#### **Approval of Minutes for 22<sup>nd</sup> May 2013**

The minutes were agreed unanimously by those present.

#### **Matters arising**

Sidewall of Old Clubhouse – This subject is on-going, and awaiting further information regarding the acquisition of two containers to replace the existing temporary building. **C.S.**

Gulley at Front of Hangar – On-going

Bank of Scotland – PF reported that he now had access to on line banking and applications had been made for RG, AB to have full signatory access and for Amy Nunn to have partial delegated access. One of the problems had been that PF had initially been advised to apply for delegated access which is subject to more stringent checks. PF also reported that there now seemed to be a better understanding by the bank and ES&GC had received £200 as recognition of the problems encountered. A satisfactory conclusion should be reached within the next 2-3 weeks.

Accounting Trial - With reference to the 'Camphill System' evaluation and the discussion at the last Committee meeting I consulted Jerry on the position to date. His perspective is that the substantial work done so far has not generated a sufficient level of enthusiasm on the part of the Committee for continuation with the project and therefore, in view of the doubts that still exist at this juncture, it would not be viable to expend more time on it.

In terms of options I asked Jerry if he would be willing to chair a small subcommittee charged with developing an alternative. In view of his existing substantial commitments to the Club as well as the significant time already spent on evaluating the 'Camphill System' he, understandably, would prefer not to become involved in another systems project. Jerry to be thanked for the work he had put in. **P.F.**

Boiler Replacement – CS had now completed his queries with both suppliers and it was agreed to go ahead and place an order for the work to be undertaken by Assured Heating Essex for the sum of £2,087.86 for the boiler and TRV's plus £149.99 for the system filter; thus making a total of £2,237.85 inclusive of VAT; which is still cheaper than S. Becks quotation.

There was a query regarding the magnetic cleaner which CS would make a decision on when placing the order. CS would also inform S Beck of the final outcome that we would not be taking up their offer. **C.S.**

Gas Service Contract – Now that a preferred supplier had been decided upon CS would set an annual service contract, to include the showers, which should be actioned for the latter as soon as was possible but could coincide with the imminent installation work about to be started. **C.S.**

### **Chairman's report**

Information systems development – We need to establish a revised information systems sub group as discussed at the last meeting. My proposal would be to ask Robbie Nunn, Mike Haynes, Jonathan Abbess and Dennis Heslop, the objective being the production of a simple to write (and fix) launch point initiated information recording system that would feed through into the accounting system as well as providing other necessary lines of reporting. Robbie has partially developed a programme that has been seen by a few people and looks sufficiently viable to be the prototype. It was agreed that whoever developed a suitable system there needed to be an independent 'back up person' that could cover system maintenance etc. to cover any eventuality, MH agreed to prepare a System Specification which highlighted the specific areas required of the system, this would be circulated to the committee for comment. **M.H.**

Lottery Funding - Having just recently read in the last S&G that Bicester (New Winch) and Norfolk (Clubhouse Makeover) each got £50K from the Lottery fund my question was why not us. It is now some time since we obtained our lottery (was this National Lottery or Sport England or separate?) grant for the hangar. We maybe should look again and I would be happy to investigate. PF stated that this was more likely to be from the National Lottery, as was the case with the money received to assist with the Hangar. Some discussion on the recent Sport England grant was discussed, (Papers relating to this are attached at the end of these minutes. RG agreed to investigate the various sources of grant funding and a subcommittee would be formed to take the necessary actions that would be required. **R,G,**

Variable flying days – I have discussed the communication requirements with Andy Sanderson who has created a test sub group facility on the web. Once Den gives him access to data we can establish a mailing list and agree a set of "moderators" able to take stock of responses and make the call whether or not to operate. This is ongoing and I hope to report with more specific proposals shortly.

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

RS reported that of the 115 members on record there were 90 'Full' members of whom 86 had paid their membership so far. .

RS had presented a 'finite' Membership Classes and Entitlements document. There were two small amendments to make, namely – Only Full Members would have voting rights at an AGM, as per the Club Constitution and Articles of Association. The other amendment was that in family membership it would in future be permitted to allow 'grandchildren' this was seen as an effort to encourage younger members to become part of the gliding movement.

Cadets – RS in conjunction with George Green and JA had produced a 'Cadet Ground Operations Training Progress Card'. This was seen by all as a way ensuring that Cadets knew what was expected of them on site and would be able to undertake all tasks required of them without prompting. It was understood that George Green would be holding a meeting with the four current cadets, when the record cards would be given out and explained. Members should at all times monitor the work of cadets and may at times be asked to sign of various tasks on the record card.

ESGC 'Bible' of Information – RS suggested that there should be a designated place for all 'UP TO DATE' club documents of information and requirements. It was agreed that this should be on the main website and be readily available to all via the WEB. It was therefore important to ensure that documents on the web were always up to date.

## **Site Officers Report**

Boiler and service contract covered above in matters arising.

My son in law can offer to the club a 37" Panasonic flat screen TV complete with wall mounting bracket. This TV does not have a digital receiver built in, but a standard analogue tuner. It does have all the other usual in/out puts so would be suitable for displaying videos for training etc. All present are grateful for this and gladly accept the offer. **C.S.**

In earlier discussions with Eddie, the club house needs to have a loft hatch fitted in the ceiling in a convenient location. This is to comply with building and fire standards regulations. It would also make the maintenance and updating of lighting, data and telephone systems much easier. It was agreed to undertake the task of installing a loft hatch, the most efficient and cost effective way to be determined. It is likely that one would be needed for the workshop area as well. **C.S.**

## **Winch masters Report**

The German winch engine is now back in and the electrics are nearly complete. We hope to be running the winch within the month to test the rebuilt engine.

The English winch is running well and we have just completed a routine service in which the guillotines were tested.

We now have a minor problem with the dog clutch micro switches but this will be resolved in the next few days.

The Landrover was causing concern with very erratic running but after Colin Woolf fitted a new set of gas diaphragms, distributor cap and leads and adjusted the tappets it is now running well.(thank you Colin).

We have adjusted the steering circle on the jeep to reduce wear to the tyres and drive shafts.

We must thank Ken Ward and all the guys who felt sorry for him for the great job they have made of painting the container.

## **Safety Officer's Report**

Pat testing completed on Kitchen Appliances which could be used by the Public

2 Kettles

1 Toaster

1 Microwave

Pat testing: complete on 2 sewing machines.

A list of club owned portable appliances is required to enable me to complete the testing. **ALL**

In the process of producing suitable message for the sign required on the North Peri-track.

Did Avanti give any indication about the LPG pump electrical testing and /or earth lead?

I arranged to have it tested but cancelled to await outcome of the discussion Clive had with Avanti. Did Avanti discuss the electrical installation or were their comments about the Installation in the compound purely tank and associated pipework? **C.S.**

Club house testing started, quite a long task as it is necessary to disconnect circuits to do the testing.

Emergency lighting tests started, will complete on return.

I would like to see the gas checks completed; I note that there could be another delay with the quotes for the Boiler. Now in hand.

## **Treasurers Report**

At the last meeting, I circulated a draft budget. I also took some assignment to try and provide some additional cost detail that was incurred in 2011 and 2012. The details requested were:-

- 1) Provide a breakdown of the costs associated with (A) Glider Maintenance (B) Site costs
- 2) Provide details of the professional fees associated with the re-negotiation of the lease other costs.

For the upcoming meeting, I am hoping to provide you all with a file with the 2013 budget (as before) plus also a status of receipts and spending to-date for 2013. If it is not available by Wednesday, I will get it from Amy soon. Attached is a copy of the work in progress request (see excel file embedded in the request to Amy).

Also attached is the 2012 Trial Balance (pages 5 & 6 of pdf file). This has all of the N/C's we are using in Sage with their description. I have allocated these into my excel budget file. In Dick's report, he is asking where 'fixed price to solo' and 'wood/glass' scheme revenue is booked to. The answer (in my budget excel file) is FLYING FEES. The alternative area that this could be booked to is TRIAL LESSON/COURSES.

From information supplied by the bookkeeper there appear to be some carry over figures from the previous year which need further explanation, otherwise the accounts were progressing well, but there was a need for a cautious year ahead, which currently appeared to be turning out much as 2012 with a break even result.

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

The new "Flying Orders" document has been released: It has been on the notice boards, in the launch cabin and on the web site for a couple of weeks now,

Two club members will be going on a BI course, arranged for July 13/14.

## **Secretary's Report**

The secretary had nothing to report not covered in other areas of the agenda.

## **Technical Officers Report**

Instruments - No progress on sourcing spare Instrumentation.

Electrical Installations - No great progress this month

Batteries - Replaced the second battery for KEE, this one new May 2012, but on test had less than 20% of its capacity remaining. A further defective "Battery Driver" Charger has been removed from rack. I'm in the process of servicing the two triple output chargers (originally built by Pete Wilby I believe). One of these is now fully serviceable with its output voltages adjusted so that no overcharging and consequent damage to the batteries will occur. The second has had one faulty output for a while (the plug was cut off). On investigation there are a number of physically burnt components inside so it will take another trip to Maplin to bring this one back into service, hopefully complete by the 15/6/13

K21 - Vario in rear is sticking; Minor de-lamination on tail boom. John G has inspected and is OK for now --- will monitor.

K6CR - Paul and I have had a discussion on this and am in the process of finding a Senior Inspector to have a look at the damage to be repaired and a recommended process, following which it will be necessary to obtain a quotation from Paul Rice for the cost of repairs before proceeding further.

Grob Acro - Rudder repaired, ARC completed back in service.

Damage to the Total energy probe. A new tube can be sourced from ESA-Systems (as is the current tube) but it is not cheap. Repaired with epoxy for now so let's see how it lasts.

Pneumatics full of water after it was left out in the rain for several hours with the pito/static ports uncovered.

SF27 - Rudder repair completed and aircraft returned to service.

I spent several hours going through the electrical system but could not find any reason for blowing the main fuse. XLR plug to battery re-placed and have not seen a recurrence of the fault to date.

Pirat - ARC should be complete by date of the meeting.

Although ESGC has owned the Pirat for a while as of the 10/6/13 it was still registered to Dave Ahern. Registration of the Pirat is being transferred to ESGC, paperwork dispatched to CAA 12/6/13, awaiting new registration document.

Astir KEE - Reports of undercarriage deploying (wheel down) in flight, detente in cockpit seems inadequate.

DOA (or is it DVB) - Elevator stop for full forward is becoming rough and this can be felt in the aileron circuit

### Glider Status and Minor Work/Enhancement log

I think it would be a good idea to have some central way of recording minor problems/enhancements request. I'm not saying the DI book is not the best place for items noted during DI but for other stuff you only notice when flying e.g. K21 rear seat vario sticking. Also a method to let all members know the status of the fleet at a glance e.g. PIRAT out of service for ARC.

- i) Create a minor works book to keep in the club room where members can note any minor defects they note during a flight and any enhancements requests.
- ii) Put up a Glider Status board in the Hanger. (We actually have a couple of unused whiteboards in the hanger which were previously used for task declaration)

It was agreed by all present to utilise the whiteboards already in the hangar and monitor to see how effective the system is. Members would be encouraged to make a note of any faults that occur after the D.I. has taken place to be put on the appropriate board.

**M.H.**

### **Any Other Business**

Communications – MH was concerned that although he had posted Technical Items on the Burble Room were not being viewed. It was agreed that following Adrian Till's survey; email communication was the preferred method. This had worked very well with the communication of club affairs by distributing the minutes via email. Andy Sanderson would be asked to ensure that anything put on the Technical Officers section of the burble room could be automatically emailed to all members with email addresses. RG had arranged for a similar system to be introduced for Variable Flying. The situation would be monitored to see how effective it was.

There being no other business the meeting closed at 21.05 hrs.

### **Date of Next Meeting**

- Wednesday 24<sup>th</sup> July 2013 commencing at **19.00** hours