

## ESSEX AND SUFFOLK GLIDING CLUB LTD

### Minutes of Committee Meeting held on Wednesday 30<sup>th</sup> October 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
Dick Skinner (DS)	Membership Secretary
Clive Stacey (CS)	Site Officer
Jonathan Abbess (JA)	Chief Flying Instructor
Eddie Leach (EL)	Safety Officer

#### Apologies for Absence

Martin Lawson (ML)	Winch Master
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#### Approval of Minutes for 11<sup>th</sup> September 2013

The minutes were agreed unanimously by those present.

#### Matters arising

Lottery Claim 2013 - Finalised

Loft Hatch – On-going

**E.L. & C.S.**

Club owned Electric Portables – on-going

**E.L**

Double Cross sign - On-going

#### Safety Officer's Report

Sign for North peri-track: work in progress

Damaged new parachute to be looked at by Tim when he re-packs others in March, we have spares.

Old parachutes for sale? One was checked by another packer and condemned! It was suggested that the remaining chutes be put on Glider Pilot Net and to be sold as seen.

Disaster- Emergency /safety/data protection documents modified but need proof reading.

**ALL**

Pat testing/Electrical installation testing - work in progress.

Additional work to comply with the Gas compound electrical installation safety certificate: work in progress

First aid boxes etc. Assign someone to take charge of the replenishment and upkeep of First Aid Boxes and contain items necessary to comply with duty of care.

Contract/ certificate for the fire extinguishers – Confirm what the contract entails and siting of all extinguishers.

**E.L.**

Simple first aid course during winter months - Arrange with Kaz Fuks / Henry Fung for January or February?.  
(I do remember which members of the committee volunteered). **E.L.**

Review and update risk assessments - Visitors/workshop /kitchen/MT shed/gas compound/packing-unpacking hanger/airfield/Motor glider use. **E.L.**

Winch Warning Light – It had been reported that it was not always possible to see the warning light on the winch when at the Western End of the airfield, It was suggested that the Launch Point warning light be kept on until the cable safe message was received; this would show that the winch was in operation.

Airside Insurance for Visitors – RG to clarify the position on Insurance for Visitors on the airfield. **R.G.**

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

Eddie, Dennis and I will be going to an ATO meeting hosted by Pete' Stratten in December. At the moment we assume that the BGA will be the "umbrella" ATO and each club will have to have their own club-specific documentation to implement the requirements of the new regime.

We had two Assistant instructors booked on a completion course, but it was cancelled.

I have one certain and probably two candidates for a Basic Instructor course in the spring, and I hope that we will have two or three BI's moving up to Assistant next year too.

It is intended to run lectures/talks on all aspects of flying etc. suitable for all levels of members competences. Dates to be arranged for the new year

### **Treasurers Report**

At the present time AB reported that we should meet our expenditure costs by the year end, however great care was needed not to exceed any budgeted expenditure. All aspects were being carefully monitored.

Bookkeeping Costs – AB reported that we were currently paying one third of the previous year's costs, these are in line with the budgeted costs and are being regularly monitored.

Commercial Days – At a previous committee meeting, I agreed to analyse the cost benefit of commercial flying days and in particular, the minimum number of flights that would make the day viable.

The assumption for a normal commercial day is 2 instructors, 1 winch driver and 3 helpers. The cost to the club for this is £244. This represents the breakeven point to run a commercial day. It might be possible to go down to 1 instructor if there are not many people to fly, this would take the breakeven point down to £166.

Assuming the 2 instructor routine, we would make a £45 profit on the day with either 2 day courses or alternatively 4 trial lessons.

Taking all into account it was agreed that there should be a minimum of 12 flights to make a day viable. This assumes a day course has 6 flights and a trial lesson 2 flights.

Much of the viability of commercial days was reliant on the weather and it was suggested a meeting with John and Lyn Bone; RS; AB and PF be set up a.s.a.p.to discuss next year's bookings and the feasibility of more commercial days, as well as how to utilise some good days during October and November. **P.F., R.S., A.B.**

JA suggested that, as a CASC registered organisation, we could claim back 25% of costs from HMRC when members incur those costs on “company Business” and may be considered to be “gift aid”; this might include fuel for the journey to and from the club for duty instructors, winch drivers, committee meetings, “working parties”, etc., where the member has not been paid, and therefore has donated a gift.

A number of members seemed unsure how to check what they should do if they had a query on their doghouse account. The simplest method is as follows:

### **Process for querying a statement ‘flight charge’ that a member believes he/she should not be charged for**

#### General

The aim of this process is to minimise the amount of time spent by the bookkeeper (a chargeable service to the club) investigating member queries concerning a flight that they have been charged for, that they believe they did not have

#### Process

A member receives his monthly status and sees a charge for a flight he believes should not be charged to him

Member reviews the log sheet for the day to see what they say

Possible results:-

A) The member was on that flight but should not be the person paying for it

Typical cases could be:-

- The member was an instructor and the other party should be paying for the flight. For example the other party was a club student or member of the public (i.e. gliding experience, group flight etc.)
- Dual flight and the agreement was that the other pilot would pay

In both cases, the member here should send an email TO:- [bookkeeper@esgc.co.uk](mailto:bookkeeper@esgc.co.uk) with a copy to [treasurer@esgc.co.uk](mailto:treasurer@esgc.co.uk) advising what the log sheets say and advise who should be charged for this flight

The bookkeeper will adjust the charge so that the correct person pays for it.

B) The member here (say J Smith) was NOT on that flight

Typical case could be:-

- The log keeper entered the members name (J Smith) on the log sheet but this was actually not the correct name or account number for the person making that flight

In this case, the member here should send an email TO:- [bookkeeper@esgc.co.uk](mailto:bookkeeper@esgc.co.uk) with a copy to [treasurer@esgs.co.uk](mailto:treasurer@esgs.co.uk) advising what the log sheets say and add the comment that the member here was NOT involved with this flight and should NOT be charged for it.

The bookkeeper will delete the charge from the member’s account/statement.

The treasurer will advise the bookkeeper as to what to do with this charge – it will most likely be written off.

### **Secretary’s Report**

Frank Fear – PF had heard from Frank’s daughter and the intention was to donate £1,000 to the club, POF had written back to suggest some good quality Patio furniture for members use, suitably marked as in memory of Frank; something yet to be decided for the ‘memorabilia’ wall in the clubhouse and a trophy for an achievement of a specific gliding task – yet to be determined.

Disabilities Survey – PF was in the process of completing a survey for the BGA on the subject

Commercial Victimisation Survey – PF was in the process of completing a survey for the Home Office.

Colchester Hospital – PF had reported that he had received no replies to date following his complaint of poor service on Saturday 19<sup>th</sup> October involving the ambulance and A&E service for Colin Downes. He would give a further few days and then follow up.

### **Technical Officers Report**

Instruments - Have been able to obtain two second-hand Winter vario's of about 8-10 years of age. I can't recall the exact price as Paul concluded the transaction but it was in the order of £200 new these are some £450 each so this looks to be a very good deal.

Now have reported discrepancy between front and back ASI in DOA.

Electrical Installations - No great progress this month

Broadband - Broadband was better for a while after the reset but then again started to lock up.

Having spoken with BT, they claim they cannot see any negative effect reported from their end and thus the problem must be we have some devices which are opening connections and then hanging. I'm not 100% confident this is not a load of XXXX since any ISP should clear down un responsive connections after a period as good house keeping but I've accepted for now.

My suspicion lies with the ageing XP machines some of which exhibit some very strange behaviour in normal operation.

As of 9/10/13 all of the XP machines have been disconnected from the network. This will disable the webcams until further notice.

The network appeared to behave quite well during the period 9-23/10 but then on 25/10 the phone line developed a hard fault effecting both voice and BB again we have BT out to fix.

After this fix the BB was back running but the data rate was well down, probably as the modem had tried to adapt to the faulty line. I was going to give it a couple of days but now after the storm on the 28/10 I have no connectivity to the club --- maybe the power is out. Either way this has reset any meaningful analysis of data rate/satibility.

Office PC and IT - New PC has been build/configured and installed in the office.

The only function which has not been transferred to the new PC as at 28/10 is the old access database containing the membership information. There is no plan to ever transfer this but we must retain it until the data transfer into the SQL database of the new system has been verified.

The broken printer in the briefing room printer has been replaced, with the old printer from the office, and Paul Foulger donated us a new printer for the office. Both of these printers are set up as network printers and can be accessed from any device connected to the network.

Electronic Log System - Progress has been good on the electronic log in the last few weeks and we are now pretty well ready to make the switch over to using this in a simplistic way where we print the log sheet at the end of the day. There is still reluctance from the membership to try the electronic log and this has resulted in a number of days where the electronic log is missing detail or even completes flights. This makes cross checking the electronic with the paper very difficult if not impossible.

We have delayed the switch-over to the electronic log until the end of November to allow more members to become familiar with it .

The first version of the administration interface is now installed on the office computer. This will facilitate cross checking of the membership data imported from the old Access Database. Once this is complete we need to ask each member to verify their own data. to be sure we are 100% correct.

BGA Audit - Keith Morgan, BGA Quality Manager, has asked to perform an audit of the club, gliders and EASA documentation.

Keith has supplied a document describing the scope of this audit but this is so wide as to provide us with little guidance as to exactly where he would like to focus his attention.

I have taken the action to review the glider paperwork and save for the k21 which Rob got into good order for the CAA audit 18 months ago I have found some discrepancies missing CofA certificates, radio licenses with no Aircraft registration, missing EASA Transition packages etc. As of 28/10 these have all been corrected with the exception of the radio licenses where I am still awaiting the CAA to re-issue the certificates.

Glider Trailer Refurbishment – Norbert Eschle has volunteered to take on the refurbishment of Club Trailers with a priority for the Astir Trailer to ensure that no trailer rash damage occurs in future.

Skylaunch Speed Transducers for DOA/DVB -Transducers have been on order for best part of 6 weeks, -- Skylaunch did say 2-12 weeks for delivery.

Glider/Glider/Seeyou Mobile for KEE/HKM - Have not yet ordered PDA/mounts/SeeYou for Astirs.

Replace the 2 web cams with IP Webcam. - Have researched various different Web Cam options and the price range is massive from £80 -£7000, and in electronic terms the more expensive cameras do not always seem to be better specified.

I found a cost effective option from Maplin for £99 which I was wanting to try but its currently out of stock – action continues.

K21 - Nothing to report

K6CR - No progress to report

Grob Acro - The Insurers have approved John G estimate for the repair to the Grob subject to not finding any further damage.

John has re-rigged the glider and re-inspected with nothing further found. After moving the aircraft to his workshop further inspections of the tail boom and horizontal stabiliser have also not revealed any further damage.

SF27 - Tow-out gear has been repaired

Pirat - Nothing to report

ASTIR KEE - Undercarriage door hinge repaired and wheel up lock adjusted.

ASTIR HKM - Nothing to report

DOA - Elevator stop for full forward is becoming rough and this can be felt in the aileron circuit  
No progress on this action

DVB

No further reports of poor radio since mic level were adjusted.

## **Chairman's report**

Lottery Grant Application – RG had circulated a partially completed application. This had to be submitted by 16<sup>th</sup> December. The application is for a new Skylaunch Winch at a cost of £79,000 Inc. VAT. The maximum grant that could be applied for was £50,000 therefore ESGC would be required to fund the extra £29,000, whilst part of this could be from the sale of one of the current winches, there was still likely to be a shortfall. Committee members were asked to read through the documents in detail and report back to RG with any comments. It was requested that ML be asked regarding other users of Tost winches and the difficulty or otherwise of replacing Rear Axles and differentials and whether alternatives were viable. **ALL & M.L.**

Planning Application – This has now been put on hold until we are more aware of what we may need to do following the ATO conference being attended by JA; EL and Dennis Heslop.

Southend Airspace – Everyone, members included to write to their MP regarding the restrictions being proposed.

## **Membership Secretary's Report**

I have signed up Karl Maslin as a new member. Karl is an elderly gentleman who has considerable gliding experience but has not flown for some years apart from a recent Day Course. He is keen to get involved with club activities.

There a number of new(ish) members who I have not seen recently including Darica Au (and her mother Connie) and Jagdish and Adam Gadhvi. If anyone sees them at the club please make them welcome and see if there are any reasons for them not being seen – especially if there is anything we can do to improve the situation. If they are visiting but I am not seeing them (wrong days) please let me know.

Justin Brister from Cambridge GC has flown with us a couple of times and pays our Day Member's £8 fee for the privilege. I am hoping we may get him to change his allegiance and join us.

I have done a survey of all medical certificates and found a few of which we do not have copies. These are being chased up. I have also sent out a few warnings to people whose medicals are due for renewal shortly. I have not yet checked all the pre-solo members for their declarations but hope to get this done shortly. Things will hopefully be easier when the new computer system is up and running.

I will be e-mailing 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.

Peter Owen wished his doghouse credit to be donated to the club. It was agreed to use the amount to purchase a new web cam thus enabling him to see what is going on at the club.

## **Site Officers Report**

Loft hatch, no progress as yet, EL and I need to agree a date when we can allocate some mutually convenient time.

Double cross sign. Progress is slow but on-going. The top layer of turf has been removed to the correct shape and dimensions with the help of Richard Hayhoe. The recent rain has softened the ground a little. Progress is facilitated by the loan of ML's mattock, without which it would be almost impossible. I will purchase a suitable mattock on behalf of the club ASAP. The approximate cost is £20.00-£25.00.

The grass has had a final cut for the year. Because the ground is so difficult to break into and because there are so many jobs/areas which need this kind of work it is proposed to coordinate with Norbert and hire a rotovator for a weekend. Items requiring this type of work are, D/cross sign, damaged runway, hard standing for club trailers, bog area SE corner of runway. These jobs need to be done in early spring 2014

The Hanger Fascia. Andy Sanderson had commented on how tatty it was looking and that it needed a good repaint. Unlike some other members he has stepped up and undertaken the work himself with full liaison with me. He has removed the flaking old paint down to a sound base and will repaint with flat black Hammerite paint. This product was chosen because of its known weather resistance and superior adhesion properties.

The Wolf Scooter mower. This has been out of action for some time because a member didn't remember to empty the grass collection bag and therefore sheared the drive couple to the blade. This is a design function to protect the motor. Spare parts have now been sourced and delivered to the club. The blade has been rebalanced and the cutting edge replaced. By the time of the next committee meeting, it is hoped that it will be back in service.

Storage containers. Dave Aherne has now been able to come up with a name and contact details for the supply of these units. However the price all in is still not better than the company contacted in Thurrock. Details have already been circulated in an e-mail but the consensus of opinion is that we do not have the money to allocate at this time.

Club House guttering. Again this is a situation where a member has stepped up and done the job, so thanks to Bryan Smith. This was a timely effort just before the recent storm.

Old Clubhouse – The storm at the weekend has severely escalated the poor state of the building. For the time being some tarpaulin is required to keep the area reasonably watertight.

### **Winch masters Report**

The Winch Drivers meeting was fairly well attended. Some good discussions ensued and a number of learning points are being implemented.

At the meeting an anemometer was requested for the English winch. One was kindly donated by Colin Woolfe and that has been installed.

Work is still progressing on the German winch but emergency work on other items of plant do tend to restrict the planned working day!!

We are in the process of modifying the paying on heads from the English Winch to give the Dyneema a better feed. The German heads are already of the modified design.

The jeep's hand brake failed completely and subsequently the rear disc pads and the handbrake drum shoes were replaced with the help of Colin Woolf and Jim Davis.

The Dyneema on the English winch is in a poor state but even though we have new on order the intention is to try and get through the winter months as is and start the new season with a new set of cables.

Because of the continuing breakages it was recommended by those present, that the worst pieces, i.e. circa 500 m be replaced to alleviate the problem.

### **Any Other Business**

PBR Radios – MH reported that these were virtually at the end of their useful life; he would ascertain the cost of replacement and report back. It is essential good communication is maintained when on the field in the interests of most importantly safety and essential communication with the winch.

Cadets – PF raised the question of cadets, RS would populate a list of current cadets. 3 of the current cadets are keen and wanting to learn however attendance is somewhat haphazard therefore giving the impression of a lack of commitment. Those present suggested a more in depth interview at the outset, and the requirement of a regular attendance to ensure the Cadet scheme worked and was valued.

There being no other business the meeting closed at 21.40 hrs

**Date of Next Meeting**

- Wednesday 4<sup>th</sup> December 2013 commencing at **19.00** hours

PF/31/10/13/Rev.1