

## ESSEX AND SUFFOLK GLIDING CLUB LTD

### **Minutes of Committee Meeting held on Wednesday 8<sup>th</sup> January 2014 in the Clubhouse commencing at 19.00 hrs.**

#### **Present**

Robert Godden (RG)	Chairman
Andrew Booth (AB)	Treasurer
Paul Foulger (PF)	Secretary
Dick Skinner (DS)	Membership Secretary
Clive Stacey (CS)	Site Officer
Jonathan Abbess (JA)	Chief Flying Instructor

#### **Apologies for Absence**

Mike Haynes (MH)	Technical Officer
Martin Lawson (ML)	Winch Master
Adrian Tills (AT)	Publicity Officer
Eddie Leach (EL)	Safety Officer

#### **Approval of Minutes for 4<sup>th</sup> December 2013**

The minutes were agreed unanimously by those present.

#### **Matters arising**

Loft Hatch – On-going C.S.

Double Cross sign - On-going C.S.

Sale of Old Parachutes – Ongoing E.L.

Warning sign for North Peri Track – Ongoing E.L.

Simple First Aid Course – To take place in February 2014 TBA E.L.

Risk Assessments – Ongoing E.L.

Airside Insurance – Ongoing R.G.

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. It was suggested that to save Instructors time when writing up Pupils record books that a Scanner in the launch vehicle would be a useful tool to copy the Pupils log book entry and linked to the flight number. PF agreed to put the request onto the system log for consideration. There were still one or two glitches particularly on the membership data side that were still being worked upon.

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

Replacement PBR Radios – Ongoing

Website – RG reported that it was the intention that the website should go live very shortly, and PF agreed to invite DH to make a short Presentation at the Special General Meeting. RG stated that we need to establish an on-going web site management process to ensure that we maximise its benefits..

## **Treasurers Report**

At the present time AB reported that by the year end, we should finish with a break even situation. All aspects were being carefully monitored. The end of year figures were being assimilated ready for forwarding to our accountants for formulating the end of year accounts.

It was suggested that membership fees for the coming year should rise by £20 (circa 5.8%) to £360 per annum, to be agreed by members at the AGM to be held on 15<sup>th</sup> March 2014. Other fees were discussed together with two additional types of Gliding Experiences aimed at couples and families.

## **Secretary's Report**

PF informed the meeting that the BGA Annual General Meeting would be held on 1<sup>st</sup> March 2014 at the Nottingham Belfry Hotel.

At an earlier meeting it was agreed but not recorded that Club members undertaking specific tasks for the club could claim up to 45p per mile for using their car for such purposes.

A donation of £2,000 had been received from a member, this had been gift aided which would increase the amount to £2,400. A Booth was investigating the claim procedure and would follow through as appropriate. **A.B.**

## **Technical Officers Report**

In the absence of the MH the general status was much as last time, however The damaged K13 had been returned to the club and required further work to complete the repairs, at the same time the Cof A would also be undertaken.

Progress on the Grob was still ongoing with JG making contact with the agents in Germany (they have been on holiday over the Christmas and New Year period) to ascertain the material specification to be used.

## **Chairman's report**

RG reported that he had spoken with John Bone regarding a meeting comprising RG; JB, Lynn B and DH in the near future to discuss the implementation of On line booking via the web, it seemed as though this would now take place in February.

RG was concerned that the general web management and sub group (DH; AT; DS and MH) were still to meet.

**R.G.**

## **Membership Secretary's Report**

1. The exercise of circulating all members with a request for confirmation of their details was successful in that it proved the new software system prior to the circulation of renewal forms at the end of the membership year.
2. Any membership fee changes must to be approved at the AGM (15<sup>th</sup> March) but it would be advisable for us to have pretty firm ideas particularly of any major changes so that the renewal forms can be pre-prepared in draft ready for circulation immediately following the AGM.
3. There is still concern about some "missing" members who have not been seen around the club recently. Any information would be welcome so that I can chase them up and hopefully encourage more regular attendance.
4. Our main concerns must still be with revenue and while I do not want to pre-empt the SGM scheduled for the 25<sup>th</sup>, my opinion is that there are four main matters to be addressed:

- a. Recruitment of new members - which must involve some form of “marketing” and involvement with the general public.
- b. Retention of existing members – which must involve improving their “experience” of the club and the satisfaction they are getting from it
- c. Increasing the amount of flying done by members – but bearing in mind that financial incentives by reducing costs are of no benefit to the club unless the overall revenue goes up.
- d. Increasing the income from Trial Lessons etc.

I think that as well as the presentation of the data (as proposed by Andy) at the SGM the committee should have some clear and positive proposals for action. These should be simple and clear in their intention. It is also important that we are seen to have taken notice of all the plethora of suggestions from members over the past couple of months or so. I will, over the next week or so, try to analyse the Burble Room content and e-mails to collate a list of suggestions. It may be that we need a sub-committee meeting between the committee meeting and the SGM.

One specific thought relating to b) and c) above is to introduce (or re-introduce) “Mentoring” for pre-silver pilots. I attach some thoughts on this as a separate document.

### Member Mentoring

Member retention is vital to the success of the club. It is likely that a significant proportion of members leave (or fail to renew) for one of the following reasons:

1. Financial reasons
2. Time reasons
3. Feeling that they are not achieving what they hoped to achieve
4. Apathy about the club scene

We can consider 1. in terms of membership rates and flying rates but must be careful about losing more than we gain

We could consider 2. by having booked flying, but we know that we need members on site to run the club and if people only turned up to fly there would be no one to keep the club running.

3. and 4. could be addressed by trying to ensure that the members get a better “experience” in terms of flying achievements and also in terms of non-flying training and involvement with club activities.

I think we should consider a system whereby all pre-bronze members are all given a “Mentor” who would work with them to help them achieve their objectives and targets. The mentors would be instructors (preferably Full-Cat or As-Cat) and would not be required to fly with their protégés specifically but would be required to monitor their progress and advise and guide them and to maintain regular contact with them (by e-mail or phone if necessary) to achieve this. Ideally mentors and pupils would be matched according to their habitual flying days.

Using figures from the web site (without checking)

We have 13 non-solo members

We have 25 solo pilots (not yet Bronze)

We have 13 Bronze (not yet Silver)

We have 30 Silver pilots (excluding instructors)

We have 25 instructors of whom 17 are full or assistant category.

So with 38 (total) pre-bronze pilots and 17 Full- and As-Cat instructors most instructors would have 2 “pupils” and a few would have 3. Hopefully we would progressively increase both the number of pupils and instructors and maintain this ratio.

I would expect that weekly contact during the season and fortnightly contact during the winter would be sufficient to keep gliding in the forefront of the pupils’ minds and encourage more attendance and more progress without imposing undue loads on the mentors. This is more related to Instructors than to Committee members but feedback from the committee would be appreciated.

## **Site Officers Report**

### **Previous and outstanding Items.**

Double cross sign: The excavation is currently full of water so there is no point in dropping in sand to see it being washed away. I do not want to rush to finish the project, only to have to revisit it in the spring 2015.

Loft hatches: These are now underway. The workshop access hole has been cut to allow investigation of the area to see what sizes of timber linings are needed. An up stand will have to be made to prevent debris, stone chippings and the like from dropping in the hatch way. Two prefabricated loft hatches have been purchased, these incorporate hinges, latches and insulation.

The club house porch: This will have to remain outstanding while the wet weather persists. The sound timbers will have to thoroughly dry out before a meaningful survey can be completed.

Hanger roof leak: The evidence of this had not reappeared when last inspected. Close inspection cannot be done when the hanger is full of aircraft. However, the strip light which was directing the water, has now failed. It is not known if this is directly due to water ingress.

Hard standing for club trailers: As mentioned in the December report, have funds been approved for Norbert’s project? It was agreed that slabs should be purchased to complete the project, but this could wait until the weather was better and the ground suitable for laying the slabs.

Protection of the landing field: Again, as mentioned in December I intend to post a notice prohibiting all vehicles from transiting all grass landing and take-off areas until further notice. Except buggies, and essential club equipment.

### **Security Overview**

I recommend the provision of some basic electronic counter measures at a cost of circa £330.00, this was agreed by those present.

## **Safety Officers Report**

K21 Accident (Canopy opened on Take Off): report and associated documentation sent to the BGA.

K13 Accident( heavy landing): report and associated documentation sent to the BGA

Pilatus B4 Incident(wheels up landing). No structural damage to glider.

First Aid course date to be fixed, probably in February.

SMS system required by BGA for the ATO (risk assessments etc)

Club internal incident reporting: Necessary to get members on board with this ASAP, as the BGA are very keen to see clubs reporting incidents not only at club level but also to the BGA as a matter of course.

Parachute re-packing arranged for Feb 16 / 17th.

## **CFI's Report**

Dick Skinner and Dave Aherne are confirmed to be on a completion course in March. Let's hope this one is not cancelled like the last!

We have had another accident and an incident. Our recent accident record is not very good; luckily we have not had any injuries.

We will need to introduce "incident" or "occurrence" reporting within the club for 2015 ATO compliance. We already have a form, but I don't think it has ever been used.

We hope to have clearer guidance from the BGA about license conversion within the next few months.

## **Any Other Business**

ESGC Members Loan Scheme – D Johnson had suggested that a Loan Scheme would be a way of raising money for specific club projects. RG had asked DJ for more details and would be discussed in more detail at a future meeting.

Special General Meeting – AB went through the presentation he had prepared for the Special Meeting, those present felt that the presentation was extremely comprehensive, but for the actual presentation it needed to be short and to the point. Those present were asked to go through the slides and pick out those thought to have the most relevance to achieve this. The presentation should ideally be no longer than 30 minutes maximum. It was agreed to ask Dennis Heslop to give members a short presentation of the new website so that they could see it in practice. PF had asked DH and awaited a response. A light buffet for about 40 people had been arranged with Paul Johnson to be served at about 6.30 p.m. (more of a sandwich buffet rather than the full buffet given at the AGM).

Five Year Plan – RG suggested that there should be a meeting to discuss the current five year plan, those present felt that this should be left in abeyance till next January, however there was a thought that we should review the plan possibly in September/October, dependant on the outcome of the forthcoming Special Meeting.

There being no other business the meeting closed at 22.00 hrs.

## **Date of Next Meetings**

- Wednesday 19<sup>th</sup> February 2014 at 19.00 p.m.

PF/11/01/2014 – revision 1