

## ESSEX AND SUFFOLK GLIDING CLUB LTD

### **Minutes of Committee Meeting held on Wednesday 19<sup>th</sup> February 2014 in the Clubhouse commencing at 19.00 hrs.**

#### **Present**

Robert Godden (RG)	Chairman
Andrew Booth (AB)	Treasurer
Paul Foulger (PF)	Secretary
Martin Lawson (ML)	Winch Master
Dick Skinner (DS)	Membership Secretary
Clive Stacey (CS)	Site Officer
Jonathan Abbess (JA)	Chief Flying Instructor
Eddie Leach (EL)	Safety Officer

#### **Apologies for Absence**

Mike Haynes (MH)	Technical Officer
Adrian Tills (AT)	Publicity 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.**

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

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

Risk Assessments – Ongoing **E.L.**

Airside Insurance – This was attached to glider insurance and gives the required cover.;

Electronic Log System – The paper log has ceased to be completed alongside the electronic log, however a provision to put in data relating to Duty Instructors and weather conditions had been requested as this did not show on the new system as it had with the paper one. Also a 'note' area was required to note any abnormalities happening at the airfield. PF had entered this onto the "Log bug record".

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 – These had just been received and would be tested to give 100% service, if this was not the case then further investigation would be undertaken.

Website – The Website was now live and had been well received, however there were still some adjustments to be made. DH was working on the provision of a Calendar for commercial

bookings. This should in time be able to give email updates to customers, reminding them of their forthcoming experience. There being some tweaking to do in the coming weeks.

### **Secretary's Report**

PF reminded the committee about the AGM arrangements and that he required a copy of their report to be given at the AGM either before or on the day, preferably by email.

The Nomination sheet had been up on the notice board since 31<sup>st</sup> January, so far no nominations had yet been made.

### **Technical Officers Report**

MH was still away on holiday

The moulds for the Grob had now been made and it was hoped to be back on site sometime in April.

An email had been received from MH regarding the fitting of wooden blocks on the K 13's. It was thought that the modification should be reviewed, and may cause some safety issues, and should be removed. EL would email MH back for further clarification following discussions during the meeting. Meanwhile RG would speak to PR on the subject.

### **Chairman's report**

Clarification of our financial position is our main preoccupation and a meeting at Walter Wright, our accountants, ( AB/PF/RG) is planned for Friday 28<sup>th</sup> February which will improve our understanding to the point where we shall be able to give an accurate account to members at the AGM.

The BGA initiative "aim higher" which is directed at post solo training is being supported by two one day sessions at Husbands Bosworth on 29th and 30th March for those coaching at the clubs . It is understood that DH would be attending.

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

So far as membership matters are concerned there is not much activity at present, however I must start to prepare for the new membership year and will be reviewing the membership renewal form with the intention of circulating them by e-mail shortly after the AGM.

The agenda shows an item regarding Direct Debit payment for membership and/or FPTS. We need to be very careful about this. The upside is that it might persuade people to take up membership or FPTS when they would otherwise have been put off by the large up-front payment. The down-sides are that A) our cash flow would be adversely affected and B) that people may discontinue payments partway through the year due to changed circumstances, loss of enthusiasm or impending winter weather. This second point is, I think, a very significant risk which would lead to considerable loss of revenue. The committee agreed that the use of Direct Debit was not appropriate at the present time. In the past when a member has had a particular problem, an arrangement is made with the membership secretary, to the mutual advantage to both sides. We would not therefore implement a Direct Debit facility.

With Adrian's agreement I am picking up some aspects of PR and Marketing. In particular (in accordance with the recent committee meeting I am looking at purchasing some display boards and will circulate some details of what I propose. Costs would be of the order of £300 + VAT leaving a margin within the

£500 budget for procurement of suitably mounted photographs etc. I would hope to include carrying bag(s) in the supply. The committee agreed this expenditure

I am also hoping to target suitable locations for displaying a glider etc. possibly including local schools. I am concerned that summer fairs etc. are likely to fall on weekends in the summer when members would rather be flying than attending a PR event. We may have problems getting sufficient volunteers.

There have been discussions about identifying visitors, members, instructors, etc. particularly when members of the public are present. This would help them to know who is who and help members to identify visitors and to treat them accordingly. I suggest that simple pin-on badges might be the answer. I have some samples for consideration. Costs would be of the order of £10 per hundred plus simple slip in inserts to be printed. This would make them disposable so far as visitors are concerned although they would be encouraged to return them. Members' badges could be generic or personalised as required. I don't anticipate that wearing the badges would be compulsory, but would be encouraged. An alternative would be a lanyard and badge holder but the costs would be of the order of £1.20 each rather than £0.10. The committee agreed to have a trial with badges in the first instance and review later in the year.

### **Site Officers Report**

With reference to CASC, I have been able to read some of Andy's e-mails. The following is my aide-memoire.

Advise the relevant membership of the proposal and how it will work.

Forms of authority and agreement to members. Who are, or were tax payers?

Confirm items of historical evidential documentation. Instructors and Winch rotas.

Confirm mileage with members.

Establish service crew signing on book.

The Padlock on the main gate had been causing some problems, this had now been changed, code remains as before.

The main porch is in urgent need of repair and is to be dealt with soon.

CS was asked who was responsible for the Buggy's; this was Trevor Smith. There were 3 buggy wheels with punctures, if TF could not get them fixed then CS would do so.

### **Safety Officers Report**

Parachute packing was now completed, 1 chute away for repair to outer case. The 5 old parachutes had been condemned due to their age and condition. One parachute was considered re-saleable. This has been re-packed and will be offered for sale, firstly to the club and then to gliderpilot net.

First aid course was being organised for some time in March. date to be advised.

Disaster and safety statements updated.

Clubhouse electrical testing ongoing.

Modifications to LPG electric pump and earthing ongoing.

### **CFI's Report**

The instructor course dates for 2014 have been published. Two of our potential instructors feel that the dates in April and early May are too near to allow them to prepare, and those later in the year are

already fully booked. Simon Barns has booked on the 3<sup>rd</sup> May course at Portmoak, and Mark Butcher is on the reserve list for 20<sup>th</sup> September at Portsmouth. Bruce Grain (via his other club) has booked 17<sup>th</sup> May at Rufforth.

Ken has had his check flight with Dave Munro postponed twice due to weather and so is still “off the list” of instructors.

Dick and Dave Aherne have their completion course in March (as previously reported).

Eddie is planning to run a long bank holiday weekend course for post-solo development and is gathering material for its content. This will probably be in April.

## **Treasurer’s Report**

### **Budget Status**

I have not prepared a budget status for this meeting for a couple of reasons. The main one being that the focus this month is to finalize the year-end status. The other is that we need to find an alternative method of monitoring progress against a budget. The process we used in 2013 does not work – it provides a very misleading status of the state of financial affairs to the committee. We will need to find a better system this year; I don’t know what that will be just now.

### **End of year status**

We now have a draft set of accounts from Walter Wright, which I suspect are likely to be correct.

As mentioned previously, I was always concerned that the interim trial balance we use each month maybe providing data that was not a true reflection financial status. This has now been confirmed with the 2013 year-end accounts. The issue can be clearly seen in the December budget status. We prepared this using the mid-December trial balance status, which will have included all of the income and expenditure as at that date. The status showed that income was £115K, expenditure was £102K, leaving a potential profit of £13K. After the ‘end of year accounting adjustments’ are made by the system/accountants, this £13K profit turns into a £4,400 loss. This is why we need a different way in 2014 to assess our performance.

On the day of the SGM, Amy and Rob ran Sage to prepare an end of year profit/loss status that I could use if required for the presentation. I did say at the meeting that we don’t yet have the final accounts and was anticipating we would break-even. I added that an assessment done earlier in the day indicates we may have turned in a £3,500 profit. My understanding is the reason this now becomes the £4,400 loss we are seeing in the accounts from Walter Wright is that the status needs to be adjusted to include an amount for depreciation and grant. Once this is done, it gives us the net £4,400 loss figure we see in the accounts.

A discussion amongst Committee members, a number of questions were asked to clarify amounts spent under various headings. A meeting was being set up with Walter Wright, with the 3 directors of the Company (RG; PF; AB) and the Bookkeeper for Friday 28<sup>th</sup> February to finalise the accounts.

## Any Other Business

### Planning Application for use of motor glider

Benefits :-

- Maximizing utilization – currently only able to operate when winch deployed. Often there has been the opportunity for later flights but gliding had finished and the winch put away.
- Increased versatility in carrying out post solo training e.g. can operate on days when normal gliding operations not being carried out
- Can be more frequently available for those with an appropriate licence. Also, flights made by such licence holders under the present regime probably do not qualify for currency/frequency due to non-powered take offs and landings.
- Full availability may, for some, be an incentive to qualify for SLMG / Equivalent under new licencing, as a post solo opportunity.
- Aircraft is supported to an extent by the owners and a more optimal revenue base may, in any event, become necessary to ensure continuation of this Club facility

Potential downside:-

- Cost – estimates from the previous (2011) advices were fees of £100 per hour capped at £1500 excluding any appeal cost.
- Failure of application accompanied by strict interpretation of the current permission, resulting in orders to cease operating a powered aircraft in contravention thereof i.e. we not only fail to gain the hoped for benefit but end up not being able to utilize the motor glider at all.

### Annexe 2 Gliders

It was suggested that under the EASA rules that some more elderly pilots may have difficulty in getting medical insurance to fly most gliders in the club fleet, whereas it may be possible for them to fly an annexe 2 glider; further enquiries would be made to ascertain whether there would be any advantage to obtain an Annexe 2 glider. **ALL.**

### Launch Marshall

It was agreed to let Andy Sanderson develop the Launch Marshall role, but it was not felt necessary at this stage to go to the lengths of having a rota. The Launch Marshall Role was most likely to be required at busy times in the 'Soaring Season' between the hours of 10.30 hrs. to 13.00 hrs. for normal operational circumstances.

### Trestles

RS agreed to manufacture 2 trestles for use in the MT shed at a cost of circa £40.00 this was agreed by the Committee.

### Clubhouse

All agreed that the Clubhouse required a major clean and tidy up. Most of the furniture should be replaced for something more suitable for the environment. AB suggested that at the AGM he

would ask for volunteers to lead a Clubhouse Project, it was a good idea and we would see what comes forth.

### **Date of Next Meetings**

- AGM Saturday 15<sup>th</sup> March
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- Wednesday 9<sup>th</sup> April 2014
- Saturday 10<sup>th</sup> May 2014
- Wednesday 18<sup>th</sup> June 2014
- Wednesday 16<sup>th</sup> July 2014
- Wednesday 13<sup>th</sup> August 2014
- Wednesday 10<sup>th</sup> September 2014
- Saturday 25<sup>th</sup> October 2014
- Saturday 6<sup>th</sup> December 2014
- Saturday 3<sup>rd</sup> January 2015
- Saturday 21<sup>st</sup> February 2015
- **SATURDAY 14<sup>th</sup> MARCH 2015 ANNUAL GENERAL MEETING**
- Wednesday 8<sup>th</sup> April 2015
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- **Note:** Wednesday committee meetings commence at 19.00 hrs.
- Saturday committee meetings commence at 16.00 hrs.
- Other meetings may be arranged as necessary.

PF/20/02/2014.

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