

ESSEX AND SUFFOLK GLIDING CLUB LTD

**Minutes of Committee Meeting held on Wednesday 16th July 2014
in the Clubhouse commencing at 19.00 hrs.**

Present

Robert Godden (RG)	Chairman
Paul Foulger (PF)	Secretary
Andrew Booth (AB)	Treasurer
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
Adrian Tills (AT)	Publicity Officer

Approval of Previously approved Minutes for 18th June 2014

The minutes were agreed unanimously by those present.

Matters arising

<u>Clubhouse Porch</u>	Ongoing
<u>Hard standing for Club Trailers</u>	Ongoing
<u>Risk Assessments</u>	Ongoing

Website A request had been received from the BGA regarding ES&GC's input into the New BGA site, this was referred to DH and the Website sub committee.

Membership Secretary's Report

After a meeting with Amy and some more tweaks to the software I now reckon the Membership stands at:

Full Members	97 (including 8 Fixed price to solo)
Junior members	4
Cadets	4
Youth Members	2
Social members	8

Grand Total 115

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Within this number there are two members who are due for renewal within this membership year - i.e. they joined partway through last year and have not paid up for the balance of this year.

Secretary's Report

A request had been received from Adrian Tills suggesting discounted flying fees during the winter months, after a lengthy discussion those present agreed that it was not really feasible. There are the Winter Flyers and the Summer Flyers and is it unlikely they will change their habits, nor will cheaper flights be a true incentive, so a No decision was made on this point.

AT had also suggested a club film night once a month, mainly aviation and adventure subjects. After discussion it was suggested that we take the idea forward and to make these more of a social evening and perhaps invite residents of Wormingford and Fordham, which would help to get to know them better.

Technical Officers Report

Instruments.

Action outstanding to send the older instruments to Mike Huthinson for service/scrap.

Reviewed instruments to send:-

- i) Winter instrument only had a zero error and with a little care it was possible to remove the glass and reset this. This instrument will be substituted for the very poor sticky vario in the front of DVB

Broadband

After some months of stability we have again experienced problems with the BT router. The current symptoms are the router just freezes, and can only be brought back to life with a power on reset. There do not appear to be any problems with the line as when connected the data rates are as previously measured.

A new router has been installed (Supplied by BT back in 2013 but never installed) but this too has shown the lock up problem. There is some information on BT's website relating to this problem and it may be related to the version of Software running on the router. That said it is not easy to find details of the latest version for manual update as the process is supposed to be automatic.

Office PC and IT

Continual re-booting of the router caused most of the internal network to hang up as the DHCP server IP allocation was reset. To this end devices which had previously had their IP addresses fixed in the DHCP server allocation tables have now been moved to fixed IP addresses. It should now not be necessary to restart everything should the router be re-booted.

Briefing Room PC

Nothing to report.

IP Webcam

Cat 5 cabling is still ongoing..

I'm still seeing static images on the Website even though the new Camera is functioning correctly. If you get what looks like a static image from the south west facing camera i.e the new IP Camera then please check by directly accessing the camera:-

<http://81.149.116.191:42180/snapshot>

Glider Trailer Refurbishment

New Doors are almost complete
Chassis has been cleaned and painted
New and refurbished floor should be complete this week.
Most of the glider fittings are also complete.

We will need a day or two in the not too distant future when both Astirs can be de rigged to install the fittings, and check that both gliders fit.

Skylaunch Speed Transducers for DOA/DVB

After a period when all three gliders equipped with Sky launch transmitters functioned correctly I have now received reports that DOA is producing an intermittent signal – investigation ongoing.

Gliders

K21 - Cambridge GPS was failing to acquire, antenna replaced.

K6CR - No progress to report

Grob Acro - Has been returned to service.

On re-weighing the glider it would appear there has been some error/polite license in the previous weighting as the all up weight has increased by some 12lbs. As the whole wing tip only weighs about 4 lbs it is not possible that the repair has caused this increase in weight.

John is still in the process of producing new placards but it is likely that the aircraft will be non aerobatic for many combinations of P1/P2

SF27 - Nothing to report

Pirat - Nothing to report
(Still missing its FLARM/Logger pending testing on DOA)

ASTIR HKM - Nothing to report, with one exception.

HKM sat in the hanger de-rigged for several weeks following the Tibenham competition, when it was finally rigged the Total Energy probe was incorrectly inserted into the Pitot aperture. Needless to say this resulted in a non-functional ASI when it was launched. It's a shame Grob made the two holes the same size but it is clearly marked with both a diagram and words to show which tube is which.

ASTIR KEE - Nothing to report

DOA - The intermittent fault with the FLARM continues. I now believe this may be in the doubler module which converts one output from the Red Box to drive the two displays. Currently this is disconnected and only the rear display is active, if this works OK we will switch round in a few days so that only the front is active.

Elevator stop for full forward is becoming rough and this can be felt in the aileron circuit

No progress on this action

Discrepancy between front and back ASI in DOA has been verified.

DVB - Red Box FLARM has been returned from service and is re-installed in DVB

Chairman's report

RG was progressing the planning application for the TMG and a meeting had been set for Wednesday 13th August to meet with Jane Seeley and Rita Parkin to look at our operation on a normal flying day and to fully ascertain what was required of us to progress the claim

Site Officers Report

Outstanding and ongoing items.

Club House Porch. The laminated glass is now completed, two anchor points in the concrete base are still outstanding.

Loft hatches. Protective surrounds within each hatchway are an outstanding item.

Security System for Container and MT shed. The containment system is 80 % complete. The electronic and wiring component parts have been ordered. Delivery expected any day.

IT System. Delayed while other tasks need to be progressed.

Patio Furniture. Two sets of eight seat round tables have been ordered and delivered. One remains to be assembled. Two memorial plaques have been ordered at a cost of £30.30.

Wording as follows. [In memory of] [FRANK FEAR] [Member and Historian] [of E&SGC]

A garden furniture wood preservative will be purchased to further protect the wood and will be used to treat the old furniture, when it has been cleaned up and repaired. Ground anchors will be fitted for protection.

Grass Cutting. Ongoing continuous activity.

New matters actioned or arising.

Shower block. Repair and maintenance to both doors will need to be under taken when work to the porch is completed.

Club House to Patio Steps. Three flag stones need to be re-bedded onto mortar, as they are now loose. The French doors will have to be kept closed for a four day period.

Buggy No 1. The gear box has been removed and Chris Price has delivered it to a repairer. Cost will not be known until he reports back.

Westwood mower. This is temporarily out of service as the cutting deck is out of level and is one of the causes for the cutting belt to run off its pulley wheel.

Hangar centre line. There has been a number of requests to extend the Hangar centre line out over the apron to assist in the lining up of gliders. A permanent hard wearing product has been sourced, based on a thermoplastic tape, applied with a gas torch. Cost £24.23

Winch Masters Report

ML reported that the English winch was generally running well. There had been a problem with hooks supplied by Skylaunch in that it was very difficult to fix and take off weak links. These were to be returned and a credit to be raised. Hooks would be obtained elsewhere.

Leon Green had offered to take charge of making and replenishing weak links. This offer had been accepted and was much appreciated; Leon would require some initial training which would be undertaken as soon as possible.

It is understood that the Skylaunch winches at Wattisham had been offered back to Skylaunch. ML would investigate the possibility of obtaining a differential assembly and paying on gear from them. All agreed ML could go up to a maximum of £2,000 to purchase these vital parts to keep as spares in case of failure on our own winches.

The Jeep was in need of some TLC there was currently a problem with belts and pulleys and Alan Bilby had agreed to try to resolve these problems. PF had noted that there were occasions when the Jeep was driven at full pelt down the runway which would not help to keep the elderly vehicle in good working order. Any committee member or instructor witnessing this sort of handling should speak to the individual concerned at the time

Safety Officers Report

Sign for North peri track ongoing

SMS system ongoing

Gas compound test and inspection completed. Various small remedial jobs to be completed.

Clubhouse test and inspection ongoing.

Is the clubhouse gas appliance inspection due?

CFI's Report

A Skylark 4 became available as a possible Annex II addition to the fleet. The initial e-mail conversation has been suspended as a result of generally negative responses from committee and club members.

All instructors were reminded that there "Launch Marshal" system may be used, but I have not seen it being implemented, although poor weather has limited flying for the last few weekends.

Paul Robinson has agreed to set tasks for the week beginning Monday August 11th.

Treasurer's Report

There is nothing really to report this month re treasury matters. Here are some highlights:-

1) Sage

Amy was working with Christine Gilbert at the weekend to close-out (year-end) the Sage database for 2013. Currently, the data in Sage for this year still has both 2013 and 2014 data. This is underway to be completed soon.

I spoke with Robbie at the weekend and he tells me that he is confident that with a piece of software that could be purchased (~£100), he would now be able to import the launch data from our logging system directly into Sage. This will save a lot of time from Amy and P Rice. I said that we would have no issue with him purchasing this piece of software. However, as this data will go directly into Sage, the launch data has to be 100% correct because we no longer will have the P Rice/Amy correction loop that is currently done after the data is synced

2) Financial Data

You may recall our discussion at the last meeting as to how we can best provide an interim assessment on how well the club is doing. To re-cap, Sage is one source of data but requires a degree of adjustment to the numbers mainly to calendarise the transactions into our financial year. We had attempted to do this last year, with mixed results. In talking to Robbie, we are thinking that we may be able to use the logging system to provide a reasonable measure of our performance, rather than spend too much time trying to get data out of Sage. The things that the committee really needs to know are:-

- A) No of members (vs. prior years). Are we up, down or steady
- B) Flying (vs. prior years). How do we compare – this will equate to revenue
- C) Expenditures

Robbie's launch database will be able to provide us with answers to (A) and (B), although this may take some time to get a base line for the data. This can give us a reasonable indication of how we are doing as opposed to a good financial number. We handle (C) at committee level as most of our expenditure is already fixed (i.e. rent, insurance, BGA fees etc.) and the variable ones (i.e. buying a new oil tank) we agree at committee.

In summary, I am currently of the view that we should try and use data out of the logging system to help track our performance rather than trying to get accurate/financial numbers out of Sage.

3) 2014 Performance

My personal view is that we are still on track to have a year-end status that will report ~£2000 loss, as previously budgeted. The rationale being:-

- A) Membership revenue for 2014 will be about the same (or slightly less) than 2013. This is my interpretation of Dick's membership numbers
- B) Member flying income will be the same or less than last year. This is my interpretation of seeing the general flying activity on the days I have been at the club
- C) Trial lesson income will be down vs. last year. This is John Bone's assessment of bookings for this year
- D) Group income will be up vs. last year. I know this as I run the Group coordination

The net result of all of this will translate into £2000 loss, assuming all other things (i.e. general expenditure) remain similar to 2013.

4) Bank Account Status

The account is at a higher figure than last year at the present time; however this was possibly due to the timing of payment of rent, insurance and other regular payments

5) Group Activity

This is up on last year, however with club flying at a lower level this will help to compensate.

6) BGA Stats

The way in which statistics are collected for the BGA was discussed; much of the information will be available via the logging system, when the statistics are required at the end of September, the methodology will be reviewed.

Any Other Business

CASC – After some discussion it was agreed that AB would consult with NGC on their success rate of claiming back Gift Aid for members services rendered, so that an assessment could be made on the true viability making claims. CS issued a list of names where claims may be able to be made from 2010-2011, but some of these people were no longer members of the club. PF had already changed NGC's communication to members regarding Casc and its implications; these would be circulated to the Committee shortly together with a suitable accompanying letter for approval prior to the next step.

A.B. & P.F.

Difficult Customers – John Bone reported that his wife very occasionally received calls from difficult customers. Where this occurred they should be asked to telephone the Club on a Wednesday; Friday; Saturday or Sunday and asked to speak with a Committee Member, where this resulted in a refund being required a form would be sent to them for completion and return to the club for action.

ALL

Glider Charges for Competitions – ML asked, what were the criteria for charging for the hire of a glider for Competitions? The current pricing was quite clear that where a member had entered in a competition, representing E&SGC then a day charge of £15 would be levied. Following extensive discussions it was agreed that where a member was representing E&SGC in a competition then any glider hire charge would be waived. It was also agreed that the pilot concerned would be responsible for de-rigging the glider, packing the glider correctly in the trailer and the reverse procedure at the end of the loan period. The pilot must also ensure that the glider is rigged again as soon as possible on return to E&SGC. Where a pilot wishes to borrow a club glider for entering a competition for their own recognition, then current charges will apply.

Who can take precedence in the Launch Queue – Only members who have declared a badge claim are entitled to go to the front of the Launch Queue.

Launch Queue – Members are asked to maintain a 2 line launch queue, which will allow Club Instructional and Commercial flights to merge in on the outside line.

Recompense for assisting for groups on non-flying days.

It was agreed that in addition to the current credit of a winch launch for helpers who have come to the club specifically to assist with groups on NON - CLUB Days then at the senior Instructors discretion, those helpers could be entitled to another free flight at the end of the day. This would only be allowed for those who have attended specifically to assist with the groups and not for normal club flying.

There being no other business the meeting closed at 21.20 hours.

Date of Next Meeting

Wednesday 13th August 2014 at 19.00 hrs. in the Clubhouse

PF/22/07/2014 (Revised)