

# **ESSEX AND SUFFOLK GLIDING CLUB LTD**

Minutes of a Committee Meeting held on Wednesday 12th July 2017 in the Clubhouse commencing at 19.00 hrs.

## **Present**

Martin Lawson (ML) Winch Master  
Trevor Smith (TS) Joint Safety officer  
Gary Morris (GM) Joint Safety Officer  
Mike Haynes (MH) Technical Officer  
Paul Robinson (PR) Publicity Officer  
Alan Bilby (AB) Site Officer  
Jonathan Abbess (JA) Chief Flying Instructor  
Steve Jones (SJ) Membership Secretary  
Robert Godden (RG) Chairman  
Dave Wallis (DW) Secretary

Also present George Green (GG) representing the Junior Sub Committee

## **Apologies for Absence.**

It was announced that Ken Ward has stepped down from the role of treasurer. The committee thanked him for his accomplishments in that position and noted that the club's financial state is relatively healthy and stable at the moment. The chairman has agreed to oversee this role until another treasurer is appointed.

## **Approval of minutes of meeting held on 7th June 2017**

Those present agreed the minutes unanimously.

The meeting opened with congratulations and thanks to PR, AB, & Cath Haynes for a successful and profitable Open Weekend.

Gary Morris was welcomed as a new member of the committee acting as joint Safety Officer.

## **Matters arising from those minutes**

A) Runway extension - The committee are able to report successful negotiations with our landlord culminating in an extra 150 meters at the west end of the runway, this is at no extra cost to the club and will also include the installation of a new track at the far end to put the winch on when launching from the east end of the runway.

B) K21 Cushions - on going- **Action TS**

C) Kitchen - PR proposed to offer the vacant kitchen position to the Juniors parents to run, once the cleaner, materials and AGM catering was paid for, the rest of the profits they would be able to retain for junior advancement. This was agreed and GG will take the idea to the next Junior meeting for discussion. **Action GG**

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

### **New Members**

Welcome to new members:

Ethan Hardy, Junior  
Steve Cocks, Full  
Mark Horsfield, Full  
Daniel Cortez, Junior  
David Wilde, Full

### **BGA Blue Card**

We now have copies of the BGA "Blue Card" covering responsibilities all members have to child protection. There are copies in the office and in a holder next to the junior members whiteboard. All members should familiarise themselves with this document

The membership form has been modified to include a requirement that all members sign to certify that they are familiar with the contents of the Blue Card when they renew membership. New members have to complete the revised membership form and I make sure that they are familiar with the Blue Card.

### **Medical Declarations**

All members should be aware that medical declarations are required for all pilots flying solo. A check recently has shown that a number of pilots do not have current medical declarations registered with the Club. If the log system flags up a pilot without a medical then they cannot fly. No exceptions.

Can log keepers please be aware that they must report any cases where the log system reports that P1 does not have a medical to the pilot and the duty instructor. The pilot must not be allowed to fly until this has been corrected.

## **Website**

We have checked the way the website works for customers buying vouchers. Overall the website looks good but we have made a small modification to the process after a punter has paid for the voucher. They now receive a message stating:

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### **Payment Confirmation**

Your payment to Essex & Suffolk Gliding Club has been successful – thank you.

You will receive a voucher from us by post in the next few days for the experience you have purchased. You should now contact us through Lynn Bone, our bookings manager, to make a booking for your experience. Lynn can be contacted on [0330 123 9277](tel:03301239277).

Please note that our primary booking days are Mondays, Wednesdays and Fridays, but occasionally we can fit in a booking on a weekend. Your voucher will be valid for 12 months. Please also note that you should have booked and taken your experience before the expiry date.

If you have any questions or queries regarding your payment or purchase, please [Contact Us](#) by email or call Lynn Bone at our Bookings Office on [0330 123 9277](tel:03301239277).

## **Commercial Flying**

We are improving the data analysis and getting better at checking what we are doing and what we need to do.

### ***In summary:***

We are in good shape and I believe we will achieve the projected income this year for commercial flying.

### ***In detail:***

Cath's data show that we have achieved sales of £13,000 to date in 2017, compared with projected sales of £29,000 for the year. We are nearly half way through the year so simplistically we should achieve double the sales to date, £26,000 in the full year. In practice I think we will do a bit better. In addition we will be able to write off a number of vouchers at the end of the year (up to £8,000)

We had a bumper month for voucher sales in June, 35 sold compared with 25 in the same month last year. Year to date we are now slightly ahead of last year for voucher sales. We are starting to get some return from Buy-a-Gift.

We have some Group Flying sessions set up: for simplicity these are not included in the analysis. They will improve the figures.

Discussions with Acorne Virgin to reinstate us on their web site are on going. We are not likely to achieve much from these sales outlets this year so these are not included in the analysis.

Vouchers flown to end June are 130. We have capacity (based on achievements to date this year) to fly around 170 additional vouchers (assuming we do not fly vouchers in October). Around 200 if we continue into October. I have excluded any voucher flying on Fridays. In practice Lynn is now booking Fridays but I have agreed with John Bone that he will not be expected to fly more than one voucher (and not a DC) on Fridays. If Lyn can get more bookings I will be looking for support from an instructor to help John. Even if we only have one booking John may need support.

These data include Monday flying and we now have five Mondays set up. We will need support from instructors and helpers to achieve these.

We have around 250 valid vouchers still to fly, but assuming 25% of these will not be presented and 10% can be carried over to next year we can fly all of these (just). It needs to be noted here that we are pretty much fully booked for DC vouchers to the end of this year. We will keep this under review.

I have agreed to take over the task of extending vouchers on a temporary basis.  
Validity of Vouchers **Action SJ**

In addition to taking on Out of the Blue vouchers ( see table below ) GM suggested that we should increase awareness of our own vouchers through social media (Facebook) it was thought we needed a young member active in this media and Jake came to mind, GM has agreed to speak with him and lease with PR. **Action GM**

SJ has now concluded negotiations with **Out of the Blue** for inclusion on their website. Agreed pricing is:

Gliding Experience RRP £45 - ITB Selling Price £50 - **Invoice Rate £42.75**  
Trial Lesson RRP £75 - ITB Selling Price £85 - **Invoice Rate £71.25**  
Day Course £150 - ITB Selling Price £169 - **Invoice Rate £142.50**  
Couples Gliding RRP £75 - ITB Selling Price £85 - **Invoice Rate £71.25**  
Family Gliding - RRP £125 - ITB Selling Price £139 - **Invoice Rate £118.75**

On average we receive 95% of our own rate and I recommend that we should go ahead with this.

### **Secretary's Report DW**

DW reported that he had been in discussion with Doug Johnson and Brad regarding a direct approach to selected members who currently do not drive the winch but are solo and capable. As previously mentioned numerous times we are very short of winch drivers especially on the weekend rota and it is already affecting weekend flying. DW has agreed on behalf of the committee to contact these members. **Action DW**

### **Technical Officers Report MH**

#### **Wind Analysis Data**

In support of our discussions on the possible winch track at the east end of the runway I have now received a quotation from the Met office for the historical wind data based on observations at Wattisham

I include below information supplied by Graham Hoare

1. **Wind Roses** - these pictorial representations are based on actual figures, giving a visual guide of the wind climatology for the area, broken into 30 degree sectors. This product can be purchased as a set, containing annual, seasonal and monthly roses; annual and seasonal or just an annual diagram. Wind Roses are based on 10 years of hourly data as standard and cost are respectively about £290 + Vat, £235 + Vat and £180 + Vat. **NB:** A discount would be applied for roses based on less than 10 years of data.
2. **Wind Frequency Analysis** report is the dataset that sits behind the wind rose and it is based on actual figures in Excel formatted tables showing the number of hours of wind, broken into 10 degree graduations of either, mean wind speed and direction, or maximum wind gust and direction. This product can be purchased as a set, containing annual and monthly tables or just the annual table. Standard tables are based on 10 years of hourly data and cost approximately £420 + Vat for the full set or £285 + Vat for the annual only option. **NB:** again, a discount would be applied for reports based on less than 10 years of data.

Of course we can simply provide historical data from which you can perform your own analysis on, and if you would like to take this approach, then please let me have some scenarios for which you would like some price estimates for.

To give you an idea of cost, if you were to take 2 years worth of daily data (December to April periods only) for just mean wind speed (and direction), from one weather station, the cost would be approximately £805 + Vat.

I think the Wind rose data would suffice for our needs and asked Graham if he could quantify the discount if we took less than 10 years of data. He responded

- |    |                  |   |               |
|----|------------------|---|---------------|
| a) | 10 years of data | - | £290 + Vat    |
| b) | 5 years of data  | - | £242.50 + Vat |
| c) | 3 years of data  | - | £242.50 + Vat |
| d) | 2 years of data  | - | £242.50 + Vat |

### **New Glider Sub Committee**

I'm still struggling to find a date when most of the 7 members we have invited to the sub committee are available to attend.

Back on the 28th June I wrote to the prospective members but only 3 replied!

Action Ongoing.

### **Launch Point**

The cables to the Laptop Power Supply and the Mobile Phone charger have cracked through repeated bending close to the plastic cases. As the cases are adhesive sealed it is possible to replace the cables so a fix with heat shrink sleeving has been implemented. Unfortunately the heat shrink sleeves make the cables stiffer at the point where they most naturally bend. To avoid further damage please leave the Mobile Phone Charger and the Laptop Supply in the Launch Vehicle at the end of the day. We might have to review this at the end of summer in light of the window leaks.

Launch Point Windows Action ongoing.

### **Computers and IT**

### **Sage Accounts**

As discussed at the last meeting although we backup the account data from Sage every-time it is used, we are exposed to a laptop hardware failure. We have no installation media or image files for Sage and other software used to build the machine way back in 2011. Whilst a total backup protects us against a disc failure it cannot be installed on new hardware should the machine itself fail and this laptop is now starting to show its age.

We (me and the bookkeeper)

1. Evaluated & tested different versions of Sage resulting in the purchase of Sage50C Standard with 1 yr tech support. Sage 50c Standard 2017 is almost identical to the version we are running today, a few more bells and whistles and its Windows 10 compatible.
2. Purchased a new Laptop to host Sage
3. Purchased an update to the Adept Licence interfacing the Logsheets into Sage Invoicing with a recurring annual fee of £30.
4. Purchased and installed Office 2016 on the new Laptop
5. Migrated Sage data from the old laptop & old version of Sage to new Laptop & new Sage.
6. Migrated all “bookkeeper@esgc.co.uk” email from Windows Live Mail on the old computer onto “Outlook” on the new machine.
7. Migrated the supporting bookkeeper documents/spreadsheets etc from the old machine to the new.
8. Installed VPN and log system Control Panel programs onto the new machine.

Suffice to say all of the above took a number of days to complete after which the most important thing to do was to verify the Account data transferred.

The new version of Sage read the latest backup file from the old version with no problem.

We validated the data transfer by running reports from both systems and have satisfied ourselves that the Accounts are in good order and report identically from both versions of Sage.

All of the member statements for June were sent from the new system on the 7th July.

The process ran smoothly from start to finish through the entire membership, a major improvement over the ageing system which frequently crashed part way through

As the transition of the Sage data went so smoothly I see no reason to run the old and the new system in parallel for a number of months, this would just incur additional book keeping cost.

## **Log System**

We have a new member Chris Baldwin who has expertise in C# (the language the Log System is written in). Chris has kindly offered to help out with maintaining and updating the code. I'm currently trying to organise a knowledge exchange meeting between Chris and Rob Nunn.

Changes to the launch point program carried forward:-

- i. Add active field on members, gliders so that we can reduce what is displayed to the information which is relevant.
- ii. Fix the bug in the Control Panel program which prevents the creation of flights in the Office (should a flight not get recorded on the laptop).
- iii. Add categories for Remote take-offs by TMG
- iiii. Fix bug which prevents instructor paying when the other pilot is on the Junior Fixed Price scheme. Flight is always zero charged.
- v. Fix bug which deletes P1 when you add a new member as a TL etc.
- vi. Update system to work online to the SQL database removing the need to “SYNC” at the end of the day. This change is needed by the revised Record Card architecture agreed December 2017.

### **Electronic Record Cards.**

No further progress to report this month.

### **IP Webcams**

Nothing to report

### **Club Website**

Nothing to report.

### **Glider Trailer Refurbishment**

K21

Having checked the lights on this trailer following the repair to the front frame these were found to be in a very poor condition.

All of the lights and the wiring have been replaced.

The seized front nearside brake has been serviced and now functions correctly and the trailer and brakes now appear to function normally when towed by a vehicle but there is some evidence (moving by hand) that the the rear near side brake is binding a little.

This should be resolved before the trailer is moved any distance.

Grob:-

Nothing to report

Sf27:-

Nothing to report

Astir's:-

No progress to report

Outstanding tasks:-

1. Fix the brakes – handbrake ratchet has been released. Brakes still need adjusting.
2. New nose cone fitting – Two different Fibre Glass nose cones have been moulded one for KEE and one for HKM. These need to be finished and felted and then mounted to the existing pole/track.
3. We will use the fuselage mounted tail plane fitting from the damaged trailer. Unfortunately this cradle mounted the tail too high and it fouled on the roof. The cradle has been modified, but still needs a little work
4. New felt in the fin box to prevent damage to sides of fin.

Carried forward:-

Conduct a training session for members on how to use the old/small Astir Trailer.

Organise with the volunteers for trailer maintenance.

K6

In K13 trailer no progress.

## **Glider Instrumentation**

The faulty TY91 from the Grob 103 has been returned to TRIG who diagnosed a faulty inter PCB connector as the problem. This connector was replaced and the radio returned in just a couple of days. Unfortunately after re-installing the radio in the Grob 103 the fault re-appeared.

Having returned the suspect radio to TRIG one more time they have replaced it with a new unit fitted today.

As previously I have not yet had time to build the circuit boards for the remote power switching modules. Without the active components of the power switching module, HKM, KEE and KMT radios are only powered from Battery 1. This is regardless of the position of the Master Switch.

The good news is the summer holidays are upon us and Tom Benson has offered to take on the task of building the power switch modules. I just have to find time to etch the PCBs.

Testing of the ageing pneumatic instruments has not progressed this month

Ongoing.

## **Gliders**

### **K21**

Nothing to note on the glider but we have still not found the missing rigging tools. I have asked ZuluGlasstek for a price to replace.

Carried forward:-

Minor scrapes and chips damage to be repaired by John Gilbert. It is now likely that these will have to wait until the Autumn.

### **Grob Acro**

The radio as above

### **SF27**

The SF27 is currently unserviceable with a crack in the wood at the base of the rudder where the operating arm attaches. Its possible that this is due to the cumulative effect of many years of stressing during normal flying.

However the nature of the crack would be consistent with the rudder slamming across when turned the glider or parking in a strong wind.

Equally it could be due to excessive force applied during DI when the rudder is restrained by a third party, please consider how much force yo are using when conduction positive control checks.

The rudder is currently removed for repair.

### **ASTIR HKM**

Nothing to report

### **ASTIR KEE**

The canopy of KEE looks like it has been cleaned with a dirty old cloth found on the floor of the Hanger, this has left some fairly deep scratches in the canopy.

At this time of year there is a lot of dust blowing around the airfield and this deposits a film on the airframe and the canopies, the dust is abrasive and should not be removed dry.

If you find a dirty canopy the first step to cleaning it should be to wash with plenty of soapy water (not gallons of Plexus). There is a clean bucket and clean sponge specifically for canopy cleaning near the shed in the Hanger. Instructions on good practice for cleaning Canopies are on the door of the kitchen cupboards also near the shed in the hanger.

## **DOA & DVB**

Despite our efforts over the winter I am again receiving reports of play in the tailplanes of both K13s. Maybe this is due to the wood shrinking in very hot weather but I still suspect excessive force when conducting Daily Inspections is a contributing factor. Please consider how much asymmetric force you apply at the ends of the tail plane.  
Will continue to monitor.

## **K6 DRD**

The Canopy of the K6 was broken when a member caught his watch on the edge of the DV panel cut out, while reaching through to operate the catch. A crack propagated upwards from the DV panel towards the top of the bubble and a small piece about 5x3cm broke out completely

This has been repaired on site as the cost of transport and paying the “Canopy Doctor” would be a sizeable proportion of the hull value.

The glider is back in service as of today.

## **Chairmans Report RG**

### **Membership**

Child Protection Pol revise /reissue - **awaiting guidance from BGA.**

Re-title Trial lessons to Trial Flights on vouchers / web to comply with EASA by end 2017

### **Secretary**

### **Technical**

Network access from launch vehicle

Electronic training & record cards

K21 trailer repair **in hand**

Radio refits - **in progress**

New a/c committee up and running

### **Site**

Kitchen re – modeling

Revised Lease - **Overseeing of work at W End associated with new lease.**

**New mower gang – training and mechanical mods. ( Brad and Martin ).**

**Gas Plant - Need to have an operations meeting with Gas Plant operator**

**Safety**

**PAT testing**

**Acquisition** of further parachute

**Winch**

Engineers to take resp for Retrieve veh maint. **Member / Group of members to be recruited to maintain the other Club vehicles.**

Recruitment of more winch drivers - **ongoing**

**CFI**

Ascats for TMG part 1 – ongoing

**Treasurer**

With RCG -rearrange “kitchen” bank a/c. **money withdrawn and account dormant.**

**Budget 2017 – RCG to prepare a mid term budget update.**

Juniors – jack Petchey award scheme **Kate Ahlner handling**

**Chairman**

Small grant application (MB) **£6800 – acceptance docs signed and returned - Agreement from SE that we can submit post AGM for the cash. Currently in process of getting revised Arts and Memo completed and sent to Companies House via Walter Wright cost £150 plus VAT – Done and money received.**

**Business case for new 2str. – Sub c'ttee established**

**Succession planning** – not yet debated

**Revised lease** from landlord awaited – **see note of 1st July mtg with Landlord - for discussion. Should we appoint a solicitor?**

**Open evenings 2017** – RCG to propose date to c'ttee and contact invitees. **Done and first held – one attendee and no issues**

**Power days 2017** – declared by RCG i.e. comp weekend plus one day of open weekend – **one day remains to be nominated**

**Catering – pursuing possibility with juniors mums that a catering regime can be set up. Looking for a ground up proposal. Disc and agree PR's idea that the proceeds from any arrangement based on volunteers from the juniors parents be held in a fund for the benefit of junior activities.**

**Treasurer – Chairman to cover role . Need to identify a suitably qualified member to take up this C'ttee position.**

**Fleet Insurance Renewal – RCG meeting with Brokers 11th July. Position favourable with rates lowering, full no claims commission due, payment of reduction in premium for TNG and no major changes to our insured items.**

### **Site Officers Report AB**

The lost parachute was not found before it was taken in by the harvester but lucky it did not pass the cutting drum but it did take about 20 minutes to clear so we may be billed for this breakdown.

We MUST not let this happen again any lost chutes must be found before we continue flying so it is important that the wing man watches the chute until it lands so we have two coordinates on its position the other being the winch driver.

I have now installed a waterless urinal in place of one w c in the gents which will reduce water usage and alleviate pressure on the septic which backs up in times of high demand. I am also going to replace the floor coverings which is badly stained where the toilet pan was removed.

AB & ML are to meet with the landlord to explain the drawings that Brad has produced regarding the new west end winch track **Action AB/ML**

### **Winch Masters Report ML**

Nothing of significance to report other than we have acquired a new gang mower with a cut twice the width of the current rotary one. This will be used for the main runway and will significantly reduce the time to mow the airfield. This was acquired for a very very reasonable sum of £750 about a third of its true value.

Thanks go to Martin and Brad for successful negotiation.

### **Safety Officers Report TS**

New cushions installed into the K13s and SF27. I would like some opinions on them please before I get any more made.

The 3 parachutes that were taken out of service for various faults have been taken up to Beccles for assessment. The 2 red 'chutes have been condemned because of of sunlight deterioration of the webbing and outer pack. I am told this reduces the strength of the affected parts and is uneconomic to repair. They were "past their self

by date” according to the chap who inspected them. I am awaiting a verdict on the blue ‘chute until next week when he is back from holiday and has time to take it apart and do a repack, although I suspect it may go the same way as the red ones.

I am currently looking at options for replacements, not easy as I keep being told that the Air Pol ‘chutes we get from Tim are not liked.

George reported an incident to me that a parachute drogue cover had caught the restraining chord on a K13 canopy as his P2 was climbing into the cockpit. George saved the canopy from slamming as he was already in the back seat. Could we reinforce that the parachutes should be checked over as part of the DI of the glider they are being placed in? That way any loose parts or problems could be identified and the parachute taken out of service before any harm is done.

### **CFI’s Report JA**

Congratulations to Les Jordan on his recent solo, to Dennis and George for their Shenington regionals results, particularly George who won five of the six days and therefore was first overall, and to Bradley for completing his Basic Instructor course.

### **Treasurer’s Report KW**

This is covered under the Chairmans report this month.

### **Publicity officers Report PR**

The open weekend was again a great success. Special thanks to Alan Bilby and Cath Haynes for their considerable input and a big thanks to all the club members and especially juniors parents who gave up their time to help. The weather was very kind to us, not particularly soarable and one hundred and fourteen visitors enjoyed a flight. Turnover for the weekend was £4057.83 producing a profit of £3415.71. The collection tins for the Essex Air Ambulance raised £116.60 which will be added to the clubs donation and presented to the charity. The organisation of the open weekend is a great deal of work for a couple of people and next year I will ask for volunteers to organise some small parts of the open weekend so that the load is lessened.

George Green has just returned from the Shenington Regionals bearing the winners trophy. Flying against a large field of 31 other pilots many in gliders of greater

performance George won four out of the six days and came second on the sixth. The local media have been sent a press release and winners photo.

May I remind the members that the annual task week will run from August 19th to the 28th. And I will be setting tasks as usual, the first 2 days we will be hosting the Eastern Region Interclub League meet so a tug, I hope, will be available.

GG was congratulated for his superb performance at Shennington.

The Committee agreed that we should donate £500 to the Air Ambulance from the open Weekend profits plus the £116.60 from the collecting tins making a total of £616.60

PR has requested that any member who would like to contribute towards next years open weekend to contact him now in order to organise display content, advertising, catering, media and exhibits in good time for maximum effect.

GM is the first to offer his services.

### **Any Other Business**

A) Andy Sanderson wrote to the committee listing a raft of problems relating to the number of trial lesson flights being booked at the weekend, associated with the lack of instructors. The committee has been aware of this for some time and is in the process of trying to get more TI's and DC's booked during the weekday flying days and dedicated booked flying days of which several have now been booked. A lot of the customers work and cannot always make a weekday and the club needs these flights in order to keep the subscriptions down for members. JA is also aware we need more instructors but they can't be found and trained overnight.

B) Payment for commercial flying was discussed it was agreed that all Instructors and winch driver who is nominated for any particular commercial flying day will be paid £62.50 gross. £50 net of tax and will be paid via Walter Wright as employee payments to stay within the law.

C) MH reported that The Government is in consultation to replace the Data Protection Act of 1998 by "General Data Protection Regulations" (GDPR) the current time scale for this is spring 2018.

One aspect of this regulation is we should have a nominated Data Protection Officer, to deal with all aspects of Data Protection both paper and electronic.

This was brought to Mikes attention by Norbert who deals with this in his daily work. MH will discuss this with Norbert in the next few weeks and we discuss again at committee

**Action MH**

**There being no other business to discuss the meeting closed at 22.00 Hrs**

The next meeting is on Wednesday 9th August 2017 commencing at 19.00 hrs. in the clubhouse.