

**Minutes of the 42nd Annual General Meeting
of Clwb Cychod Trefdraeth / Newport Boat Club
held at the Clubhouse at 18.30 on Thursday 23rd August 2018**

Present:-

Nica Prichard (President)

Jeremy Evans (Commodore)

Tony Williams (Vice-commodore)

Douglas Williams (Rear-commodore and Membership Secretary)

Charles Searle (Treasurer)

Roger Howell (Secretary)

Andrew Kenyon (Secretary, Sailing and Boating)

Liz Docwra, Amanda Elmes, Ray Jones and 44 Members.

In Attendance:-

Ema Commons (Club Administration Manager)

Islwyn Evans (Pritchard & Co., Accountants) until 18.50

The Commodore welcomed members to the 42nd Annual General Meeting of Newport Boat Club. No tellers were appointed as there was to be no vote.

1. APOLOGIES FOR ABSENCE

These were received from:

Julian Barge

Tom Baxter-Wright

Michael Benson

Emma Buchanan

Nicholas Buchanan

Beatrice Crossley

Gareth Crossley

Ben Fitzwilliams

Robert Harris

Richard Harvey

Huw Jones

Nigel Parker

Charles Richards

David Richards

Henrietta Richards

Gwilym Roberts

Keith Thatcher

2. MINUTES OF THE 2017 AGM

It was proposed by Peter Smith and seconded by Hugh Baker that the minutes of the 2017 AGM were a true record of proceedings. The motion was carried *nem con*.

3. MATTERS ARISING

There were no matters arising.

4. TO RECEIVE AND, IF CONSIDERED APPROPRIATE, TO ACCEPT THE ACCOUNTS FOR THE YEAR ENDING 28TH FEBRUARY 2018

Islwyn Evans of the club's Accountants/Auditors, Pritchard and Co., guided members through the club's accounts for the financial year ending February 28th 2018. He reported that income from members' subscriptions was up from £49,527 to £50,682; the bar trading surplus had remained flat at £73,930, with the margin on bar sales down slightly to 53.3%; and trading income had increased from £125,447 to £127,232. Expenditure was up from £101,203 to £109,621, primarily because of increases in management expenses and repairs/maintenance, the latter including the fire escape at a cost of some £7,000. As a result the overall surplus had decreased from £15,146 to £9,236. Cash reserves were down from £85,967 to £84,415.

Turning to the balance sheet, Mr Evans drew attention to the increase in fixed assets from £391,265 to £406,229, due in part to the purchase of a new safety boat costing £9,945 (net cost after the sale of the old RIB) and other smaller assets.

The Commodore asked if there were any questions from the floor regarding the accounts. There were none. Tony Richards complimented Mr Evans on his very clear description and summary of the club's finances. It was then proposed by Val Hodges and seconded by Fiona Bowes that the accounts be accepted. This was carried *nem con*. The Commodore thanked Mr Evans for his presentation, and he left the meeting to applause.

5. COMMODORE'S REPORT

The Commodore reported that it had been another very busy year at the club. Highlights from the previous 12 months included:

- completing a broad, in-depth review of workload, organisational structure and processes;
- strengthening club management with the appointment of a full time Bar Manager and the creation of the Club Administration Manager role;
- completing a review of the Club Constitution and Rules, four years after the previous review;
- commencing the club refurbishment programme; and
- improving safety both on and off the water with the acquisition of a new safety boat and refurbishment of the fire escape.

At the previous year's AGM the Commodore had described the ongoing issues in respect of the effective and efficient management of the club, in particular the difficulty of attracting new committee members to help with the running of the club. A working group had therefore been established to undertake a broad review of workload, organisational structure and process both at committee and day-to-day management levels. The working group had reported back to the Management Committee and its recommendations had been accepted; a summary of the recommendations had already been circulated by the Secretary.

One of the recommendations in the report was to strengthen the permanent staff organisation structure to meet the challenges of an increasing administrative burden, legislative compliance and the availability of new committee members, as well as improving the service offering to members and their guests. The new role of Club Administration Manager was therefore created and Ema Commons had been appointed to this role. This was a natural progression from her existing role to take on greater responsibility for the overall administration and day-to-day running of the club and to provide support to committee members. Alun Richards had also been appointed as the club's new full time Bar Manager, to lead the bar team in the efficient delivery of all bar services and to ensure a high quality, friendly service to club members and their guests.

The implementation of the working group's recommendations had necessitated a revision of the club's constitution to reflect the changes, which had been combined with a timely review of the 2014 version of the Club Constitution and Rules. This was a significant piece of work. The final draft of the Revised 2018 Constitution and Rules had been available to members on the club website since early July, and was tabled as the next agenda item for members' approval.

The club refurbishment programme had been commenced, starting with the Members Bar. This investment was aimed at improving both the environment of the club and our ability to serve members efficiently at the bar. The lounge area of the bar had benefitted from new carpets and soft furnishings whilst also being redecorated; in the bar a second service point and till had been installed to mitigate bottlenecks during busy periods.

There had also been further investment in safety both on and off the water. The acquisition of a new safety boat to replace an ageing RIB would allow us to maintain a strong and reliable safety presence on the water during club water-based activities, in compliance with RYA regulations. The installation of a galvanised steel fire escape would enable us to maintain safe egress from the Commodore's Lounge should there be an emergency, whilst also allowing the continued use of this room as an essential source of revenue to the club.

The club had held another very successful Open Day on 9th June. Thanks were due to all involved in the organisation of the event, from its conception through to all the activities on the day itself, with special thanks to the team who had erected our new marquee; to the Bar & Social Committee for their energy and enthusiasm in organising and staging the event; to the sailing and boating volunteers who organised trips on the club safety boats, those on the sailing boat and the rowers for the taster sessions in the Celtic longboats and the surf lifeboat; to the staff for their excellent food service; and to the bar staff for their speedy and efficient service. 20 new member applications, many of them from locals, had been received on the day.

The introduction of more paid professional involvement in the management of the club would inevitably lead to an increase in operating costs. For the previous four years there had been no increase in the rate of subscriptions, whilst inflation as measured by RPI was running at around 3% per annum and was expected to continue at this level for at least the next three years. This, together with increasing costs and flat bar sales, was affecting our ability to meet the cost of running the club. Whilst the subscription rate for this September was unchanged, it would have to be increased from September 2019.

The Commodore asked if there were any questions. There were none. He concluded by saying that this was his last year in the role. He thanked all past and current Management Committee members for their support during his tenure. This was a small group of people whose dedication and commitment to the success of club was unwavering, and without whom we would not have a club. Any constructive comments, ideas or suggestions as to

how we could further improve the club were always welcome - as were volunteers to join the Management Committee.

6. MOTION PROPOSED BY THE MANAGEMENT COMMITTEE: THAT THE REVISED CONSTITUTION AND RULES ACCOMPANYING THE AGENDA BE ADOPTED FOR THE GOVERNANCE OF THE CLUB WITH EFFECT FROM 1ST SEPTEMBER 2018

The Secretary referred to a letter he had sent to members on 5th July 2018 describing firstly, the changes proposed in the organisation and committee structure of the club, and the requirement to review and amend the club's constitution to reflect these changes; and secondly, requesting members to contact him if they had any questions or comments about the final draft of the revised 2018 Constitution and Rules, which had been posted on the club website also on 5th July.

As stated by the Commodore, the working group established to conduct this review had reported back to the Management Committee in November 2017 with its recommendations, which were accepted. To summarise, these included:

1. abolishing the Assistant Treasurer role, with these responsibilities to be assumed by the Club Administration Manager;
2. merging the Bar and Social Committees;
3. disbanding the Human Resources and Health and Safety sub-committees, with these responsibilities assumed by the Commodore supported by the Vice-commodore;
4. renaming the Buildings Committee as the Facilities Committee, to be responsible for the care and maintenance of all the club's buildings, grounds and internal and external facilities; and
5. disbanding the ICT Committee, and nominating an IT Lead.

It was agreed that these changes should take effect formally from 1st September 2018, following revision of the 2014 Constitution to reflect these changes and approval of the new 2018 Constitution and Rules by the membership at the 2018 AGM.

The Secretary stated that, in developing the new 2018 Constitution, all the rules affected by the five points above had been rewritten or otherwise amended. At the same time, the opportunity had been taken to revise Rule 24 of the 2014 Constitution, "Obligations and Conduct of Members", to remove some anomalies and provide greater clarity. There had also been a number of minor changes to correct discrepancies and provide consistency in terminology and numbering, none of which had resulted in any changes to the meaning of the rules involved. Finally, he apologised for have omitted to mention in his letter the addition of the following sentence at the end of rule 7(b)(iii) concerning byelaws: "Normally byelaws shall be applied until the next AGM or EGM, when they shall be submitted for adoption by members".

The Secretary confirmed that there had been no questions or comments from members about the new 2018 Constitution in response to his letter of 5th July. He asked if there were any questions from the floor. There were none. The Commodore requested a vote on the motion and it was unanimously agreed by show of hands that the new 2018 Constitution and Rules be adopted for the governance of the club with effect from 1st September 2018.

7. ELECTION OF PRESIDENT, OFFICERS, MANAGEMENT COMMITTEE MEMBERS AND SAILING & BOATING COMMITTEE MEMBERS

Those listed below, being club members in good standing, had been properly nominated and seconded unopposed, and had agreed to serve. No election was required. It was proposed by Peter Smith and seconded by George Potts that the nominations be accepted. This was carried *nem con*.

Officers

President.....	Nica Prichard
Commodore.....	Tony Williams
Vice-commodore.....	Jeremy Evans
Rear-commodore.....	Douglas Williams
Secretary.....	Roger Howell
Treasurer.....	Charles Searle
Membership Secretary.....	Douglas Williams
Sailing and Boating Secretary.....	Andrew Kenyon

Management Committee Members

Julian Barge
Liz Docwra
Amanda Elmes
Ray Jones

Sailing and Boating Committee Members

Richard Barlow
Jonny Bingham
Peter Fletcher
Mike Hann
Robert Mercer

The Commodore expressed his thanks to Andrew Nelmes, who had stepped down from the Management Committee, for his work and in particular his contribution to the rowing section. He then handed over the Chair to Tony Williams, the newly appointed Commodore.

8. APPOINTMENT OF AUDITORS/ACCOUNTANTS

It was proposed by David Prichard and seconded by Robert Mercer that Pritchard & Co. be appointed as the club's Auditors/Accountants for the financial year ending 28th February 2019. This was carried *nem con*.

9. ANY FURTHER MOTIONS

No further motions had been presented.

10. PRESIDENT'S ADDRESS

The Commodore introduced the club's President, Nica Prichard. She said that many years had passed since she first joined the club and became a member of the Sailing Committee. The club had grown substantially since then, and she was very pleased to see continued

growth and development. She was delighted to have seen many youngsters receiving sailing tuition on the club Optimists over the summer. It was up to all of us as members to take the club forward. She thanked the Management Committee for its hard work as well as the other members who had helped out over the year, and concluded by thanking all those who had attended the AGM.

11. ANY OTHER BUSINESS AT THE DISCRETION OF THE CHAIR

- Former Commodore George Potts said he was delighted to see the club doing so well. He congratulated and thanked the Management Committee, and all others involved, for their efforts.
- The Commodore thanked Jeremy Evans for his excellent leadership and dedication as Commodore over the past three years. He had led many important initiatives over this period, including the recent review and reorganisation of the club's management structure. Thanking him for all his hard work for the club, the Commodore presented him, to general applause, with a hand held GPS. Expressing his gratitude, Mr Evans said it was a highly appropriate gift, as he was a keen but sometimes wayward hill walker!
- The Commodore concluded by saying he was very much looking forward to the challenges ahead, and he wanted every member to feel proud of the club.

There being no further business, the Commodore closed the 42nd Annual General Meeting of Clwb Cychod Trefdraeth / Newport Boat Club at 19.15.