

Attendees:

Colin Bristow (Chair); Roger Proctor (Marketing Chair / Designers Representative); Simon Percival (Data Privacy); Chris Davis (Squads Administrator); Sally Dugdale; Steve Chandler; Nerys Chandler; Suzanne Farmer (Class Secretary); Paul Albone (Finance); Claire Williamson (Child Protection Officer); Matt Stein (Marketing)

Apologies:

None

Agenda:

- **Conflict of interests - Colin**
- **Actions from previous meeting - Colin**
- **Marketing update - Roger / Matt**
 - **Feedback around strategy day held 18th December**
 - **Dinghy Show - update**
- **GDPR - Simon**
 - **update and plan for moving forward**
- **Volunteers - Colin**
 - **Event support across all activities (support fleet, results etc.) - should we consider implementing a nomination process?**
 - **Areas support**
- **RYA activities**
 - **Feedback from RYA conference (Jan 2018) - Colin**
 - **Changes to RYA squad make up (25 Girls & 25 Boys) - approach discussion - Chris / Colin**
 - **Communication of RYA changes to class - Colin**
- **Preparation check - NS2 & NS3 - Nerys / Steve**
 - **Event Prizes (post NS2) - Colin**
- **AOB**
 - **Child welfare**
 - **Squads update**

Previous Minutes: Published 19112017

Conflicts of Interest:

Colin Bristow, Paul Albone, Sally Dugdale, Claire Williamson, Matt Stein

Actions from previous meeting:

- Publish minutes of committee meetings on website - Secretary
- Implement requirements from RYA regarding conflicts of interest – All
- Look for new events trailer custodian – Events manager
 - Person is identified; need to talk to them. Temporary solution in place at present.
- Publicize need for sailor support at dinghy show – Secretary
 - Facebook note put out. Mail Chimp to been put out.
- Feedback following strategy day and agree activities / actions – Marketing Chair

- Review of draft GDPR document and provide feedback – All
- Contact Child Welfare Officer and discuss approach / resources required to communicate approach – Chair
- Arrange training following implementation of Xero – Finance Chair
 - o Still struggling with access to bank accounts.
 - o Xero system does allow invoices to be identified
 - o Need to arrange a hand over with cut over of accounts
 - o Effort required – and Andrew support required to provide some of the reconciliation.

Actions from this meeting:

- Provide Q&A document relating to GDPR for parents – Simon
- Review data storage (in consultation with Squads, Admin and Events teams) and approach to GDPR compliance for entry forms – Simon
- Schedule and area rep meeting for an NS event – Colin
- Plan Qtrly follow up with main ITCA Marketing stakeholders – Roger
- Provide ITCA feedback to RYA regarding 50/50 squads – Chris
- Send email to membership regarding 50/50 split - Colin
- Provide feedback to membership regarding 50/50 squad moving forward at appropriate NS event – Colin
- Review sailor fees and fees in general to understand implications of increases – Paul
- Update prizes for NS events to recognize expected changes to squad make up (50/50) – Colin
- Create a child protection policy for the class (use RYA as template) – Claire
- Provide update on Irish Nationals (planning and funding) – Chris / Colin

Marketing Update:

- **Dinghy show**
 - o Stand is designed and gone into production today
 - o Same format as 2017 – but increased Topper taster days and reactivate Topper day
 - o Free Topper to give away – Take up reactivate Topper challenge. Take photos of updated boat
 - o Volvo have pulled out from sponsorship – GJW have also gone through rebranding. Leaflets updated
 - o Regional event leaflets are being developed to direct people to local clubs
 - o 15 minute slot to discuss the class on Sunday – 3pm time confirmed
- **Feedback on Strategy day 18th December**
 - o Key stakeholders involved (GJW, Rooster, JETs, Topper International, ITCA (GBR), ITCA (World))
 - o Target on a single voice – aligning messages around Topper International and ITCA
 - o Follow up on Qtrly basis
 - o Overall – the number of sailors reducing is a challenge faced by all classes. Boats in general may not be as used as historically. Over next 12 months, try to get more Toppers engagement with local club

GDPR

- Several discussions with Clive, Digby Koe
- 2 levels – generic policy and specific NS2 entry form.
- MailChimp – people need to opt in to indicate happy for the usage
- Dropbox folder – may need to archive

Volunteers

- **Event support across all activities (support fleet, results etc.) - should we consider implementing a nomination process?**
 - o Need area reps to help at the events

RYA activities

- **Feedback from RYA conference (Jan 2018) – Colin**
 - o GDPR a main topic for compliance and discussion
 - o 50/50 boys and girls in squads discussed
 - Objective is to aim for gender balance
 - o Discussed topics regarding retention of sailors post squads – aim is for sailors for life
- **Changes to RYA squad make up (25 Girls & 25 Boys) - approach discussion - Chris / Colin**
 - o Discussion of deck prepared by Chris Davis
 - o Keep 5.3 ITCA squad – this allows us to look after our members
 - May need to consider reducing the age for ITCA 5.3 squad
 - o Open training - could work more in south than in the north

Preparation check - NS2 & NS3 - Nerys / Steve

- NS2 – couple of us on call have issues relating to the sailing instructions. Need SIs drafted up with Peter's amendments. Sally
- NS3 dialogue already sorted with DWSC
- Nationals – Graham has sent draft NoR
- **Event Prizes (post NS2) – Colin**
 - o Consider approach to recognize prizes for
 - o 5.3 fleet – 1 to 10 G/B age related trophies 1-3 non-squad sailor same for 4.2s – glass paper weight and small prize from Rooster

AOB

- **Child welfare**
 - o RYA website that ITCA should have policy and code of conduct – Claire to create to policy
 - o Contacting at events – worth having a poster up on event board at each event with contact details and can be contacted