

22nd May 2018
ITCA (GBR) Committee meeting

Attendees:

Colin Bristow (Chair); Roger Proctor (Marketing Chair / Designers Representative); Simon Percival (Data Privacy); Chris Davis (Squads Administrator); Sally Dugdale; Steve Chandler (acting as temporary Secretary); Nerys Chandler; Paul Albone (Finance); Martin and Catherine Cooper (Vice Chair); Claire Williamson (Child Protection); Clive Grummet (Webmaster)

1. Declaration of Interest

- Paul Albone, Martin & Katherine Cooper, Sally Dugdale

2. Actions

- Include in AGM proposal for honorary membership for Steve, Nerys, Andy Millington and Sally – Steve
- Create role outline for Event Safety Officer (ESO) – Colin
- Ask for volunteers to organize events at WPNSA nationals – Colin
 - o Ask again – help our club admin
 - o Area reps to organize one day launch / recovery
- Contact RYA for clarification / status of proposed squad changes – Colin - Completed
- Contact Topper for Auction prize for Nationals – Roger - Completed
- Make contact with 29ers to arrange for NS5 – Paul –
 - o Discussed with Beth; yet to speak with Sue
 - o Sailors should attend AGM – it is there association. Owner of the boat is the member
- Schedule an area rep meeting for an NS event – Colin
 - o Will bring up with area reps
- Use GDPR entry form for events moving forward – Steve
- Identify options for running both 4.2 and 5.3 fleets on the same course when necessary – Sally
 - o Will discuss at Derwent (NS6)
- Plan Qtly follow up with main ITCA Marketing stakeholders – Roger
 - o Dates to be issued to stakeholders
 - o Have written a report for GJW – have not had a response from them
- Provide feedback to membership regarding 50/50 squad moving forward at appropriate NS event – Colin
 - o This will be NS6 (Derwent)
- Publish slides from Chair's overview from NS4 – Colin
- Renewal of CHF license – Paul
- BT conference call number – need to renew – Amanda
- Write description of limiting numbers for certain events – Paul
- Update GDPR policy to extend to volunteers, part-time members etc – Clive / Simon
- Contact All Girls head coach to discuss thoughts around all girls coaching – Colin

- Agree access to bank account for Secretary

3. AGM

- Review planning and status
- Timings and location agreed with club
- Chairs overview completed at NS4– need to post slides used on web site.
- A further notification reminding that the AGM is coming will be posted.
- Agenda will include summary from Chair, Finance report, Marketing report, Manufacturers report, Co-op of honorary members and AOB

4. Nationals

- No response to request for volunteers to help organise Nationals
- Ask area reps to pick up recruiting
 - o Also look at use of OurClub Admin
 - o Discussed various Plan B for organising other events? – for the Tuesday.
- Ask area reps to pick up organising launch / recovery on a specific day
- Long while ago – each area picked up doing help support for a particular day. Regional reps join together – will do the same
- Have been in discussion with ASSF and local firms about providing options for activities / food

5. RYA Squad change update

- Some concerns expressed from parents that treating boys and girls differently favours girls
- How squads will train is still to be defined
- Selection notice will be published in advance on NS5 (as this is a selector)

6. NS4 review

- Considered by the team to be a good event
- Need to minimise the level of movement between the 4.2 and 5.3 fleet. This causes safety cover ratios issues and on water management challenges.
- ESO role will need to look at order in which crews come off of the water
 - o Mark layers first as on water longest.
- Club were impressed with numbers of people helping getting ribs out.
- CSLs will chat if 4.2 safety fleet will be required on 5.3 course – improve communication plans
- Mention of boats that were not class legal (hull numbers, painters – need to mention)

7. Finance

- Working with class accountant - difficult to sync diaries at present
- Anticipate a small loss last year.
 - o Balances – still healthy – have money in Paypal
- Overall, Squads have worked well, membership level slightly up, participation slightly up, running costs (ribs etc.) slightly higher
- Need to provide more transparency for the area reps regarding funds
- VHF licence lapsed –dealing with Ofcom

- BT conference call number – need to renew / update how payment is taken

8. Squads / Irish Nationals update

- Squad budgets all on track and within expectation
- Last squad camps taking place next week
- Irish nationals selections completed, and all sailors accepted. Now in final planning modes but logistics all sorted.

9. Racing update

- NS1 2018/19 sorted. Mix up with PRO – Graham Louth will act as PRO for this event.
- NS5 (Draycote) ready and Sis issues. Need to complete same for NS6 (Derwent).
- Nationals planning are underway. Need to finalise the schedule with Events team

10. Secretary

- Have had interim support since collection of equipment.
- Interviews taking place 7th June – aim to get appointment completed as soon as possible after then.
- Need to agree how to access bank account etc.

11. Events update

- NS5 – plenty of volunteers for going out onto the water. Draycote will supply ribs and coxes.
- Area reps have been asked to contact members for support

12. GDPR

- Sent a revised GDPR policy – based on RYA approach. This has been published on web site.
- Request from members to update contact preferences – has changed the numbers of people currently available for contact.
 - o Can email them about their membership information – but not email about other topics
- Changes in policy needs to reflect wider range of people – including volunteers, part-time members, employees etc. update required.

13. Marketing

- Report completed fo GJW – what had been going in the class. Waiting for feedback.
- GJW are supporting a sleeve to go around Mark 1
- Reactivate your topper competition –still getting entries. Closes end of June

14. Child Protection Officer update

- DBS check information – need clarification on who has been checked and who should be.
- Should we be using a centralised approved coaches list – need to agree approach for this
- Need to consider cascade approach for appointing new area reps.
- Publish a child protection policy

AOB

- Request from Draycote regarding club member entry fee and joining class
 - Temp membership is £5 if home club; plus event entry
- London Youth Games – request from RYA RDO for Topper to attend to represent class.
- All Girls sailing – have had to cancel two events
 - Contact head coach to discuss options