

# HCUK Management Committee Meeting

Monday 25<sup>th</sup> July 2022 @ 6pm via Zoom

## Minutes

**Present:** David Durston, Ivor Barrett, Paul Phillips, Phil Hall, John Figgures, Mike Everitt, Ron Sawford.

1. **Apologies:** Apologies were received from Marie Pears, Lindsay Burns, Steve Sawford, Pat Crowley, Alan Hillman, Andy Sheath.
2. **Minutes of last committee meeting – 15<sup>th</sup> March 2022:** These were approved without further amendment
3. **Actions arising from last meeting minutes.**
  - a. **Re 4-Membership update item a.** Ivor confirmed that he did send the reminder email to all those who have not yet responded to the first one.
  - b. **Re 4-Membership update item b.** Paul and Ivor investigated the difference between those figures and the fees he had received and found there was no discrepancy.
  - c. **Re 5-Boat hire Payments item b.** Ivor has investigated card machine payment system that may enable transfers into our bank at events and found that it would require professional input to establish and direct input from the clubs and at our current level of use we would get very little value from it. So, this reiterated the decision that although it is possible it's not yet right for us.
    - i. Also, Paul has checked out a system offered by Nat West and found it to be expensive for what we would need and so not worth the expense yet.
    - ii. Mike was ok with the decision because he has a system of recording, monitoring and transferring the money he collects and that is agreed by Paul which is working ok with the six rig boats. He feels that if there were to be more hire boats in the future it may need to be improved.
    - iii. Paul is ok with this because it does identify who has not paid and it can be chased up and sanctions applied if payment is not forthcoming.
    - iv. Ivor with ok for us to continue as it is and deal with any problems as they occur.
  - d. **Re 8-Liability Concerns.** David still has concerns around those events, such as training, where we are the sole organizing authority hiring equipment, facilities and/or staff. We may need some documentation and possibly more insurance to cover this. After a full discussion the following questions were expressed, and actions were agreed:
    - i. Re Brett had expressed concerns at the "Race Training-Galloway 19-20 March" about the lack of HCUK documentation laying out ours and the sailors' responsibilities and recording the sailor's health and safety details for use on an emergency. David said this was an event where HCUK was the sole organizing authority in the position of purchasing coaching staff and the use of facilities and equipment. As such we need to develop the documentation needed and investigate any liability insurance needed.
      1. **David** will take this forward.
    - ii. The more immediate need is to look at what liability cover is needed for the planned sail training event at Chesil on Sept 26<sup>th</sup> to 30<sup>th</sup>. This is being supported by the Andrew Simpson Foundation (ASF) at the Weymouth and Portland National Sailing Academy Phil explained that WPNSA and possibly ASF will have their own Liability Insurance. But does this cover all the activities including the on the water elements.
      1. **David** will investigate this with WPNSA and ASF and with **Phil** instigate any liability insurance action needed.

- e. **Re 9-Intermediate/advanced training online + Coaching:** David has not yet spoken to Joff regarding including a coaching element at the RYA Multiclass Regatta. After a full discussion the following questions were expressed, and actions were agreed:
  - i. David asked if we still wanted Pete to coach at the multiclass. Paul feels that Pete's coaching would work well at that event. Mike told us that at other events Pete had to coach from a safety boat which had other duties and what he needed was the use of a separate coach boat. David said Pete is a qualified rib driver and therefore could use a coach boat if one was available.
    - 1. **David** will speak to Joff regarding us including a Hansa coaching element at the RYA Multiclass Regatta and ask if they can provide Pete with a rib for that coaching.
- f. **Re 10-Andrew Simpson Foundation (ASF) Item d.** From this James identified many areas where our needs coincided with some of the current aims of ASF, suggesting as he did areas where he felt HCUK and ASF could work together. He also assured us of his future support.
  - i. David is working with James to organize an intermediate/advanced sail training event at Chesil Sailability / WPNSA with the support of the ASF. His ASF contact is currently away so he has not been able to check the details, but he thinks they may be supplying at least two ribs and a meeting room.
    - 1. **David** will check the details when his contact returns.
    - 2. **David, Rory and Paul** will take the work with ASF forward

4. **Discussion - Roles and Responsibilities:** For Management Roles and Responsibilities (v5) see **Appendix 1**

Over the years our division of blurred due to changes in and additions to our activities. This and a lack of people to help with the necessary tasks has resulted in an unsustainable workload falling on just a few people. It has been difficult to attract volunteers to help because the jobs are too big. But if we can break the jobs down to smaller elements and build a team to do the work and if we can accept members that do not want all the meetings, reporting and bureaucratic stuff but are willing to volunteer a few hours a week to cover a few or even just one of these tasks, we will be able to retain the helpers we have and build a sustainable future for our charity.

To put this into action David has brought our tasks in line with what we are currently doing. He has then divided the work into five main teams and has then divided the three largest teams into sub-groups. Each small team or large team sub-group then has its individual tasks listed. Below are the points and decisions that came out of this discussion.

- a. Ivor said If people want this to continue, they need to step up and help. The document shows what is involved in providing the things they are enjoying, and that help is needed. If they see the work involved, they may be more willing to volunteer for some of the tasks. They may also be more willing to help if there is a lead person to guide them. David seeing tasks laid out might give people an appreciation of what is done.
- b. Phil added that to get the message over to our members we need to simplify the document to say 5 or six headings with 5 or six sub-headings under each. Also that we give the document a softer title such as "draft workshare" or "Pulling together" or "effective running" David said the smallest he felt would work would be to retain all sub-headings and look for people who would take on one of them. Let's start there and build from that.
- c. John felt that the document in its current form could look intimidating and give the impression of a very bureaucratic organization. Plus without reassurance of what time is expected or support is there from a lead person, people can fear that they may not be able to do the job well and end up letting people down. It would be more effective if it was more informal and laid things out with an indication of how much time is expected from them, something like "it'll only take about a couple of afternoons a month", or "it can be done at home on your computer in about a couple of hours each two weeks" etc

He also has found that asking a likely person face to face in an informal conversation where questions can be asked, and answers given there and then rather than through a document is far more likely to be effective. Ron has also found this the most effective way to find volunteers.

- d. Phil added that to get the message over to our members we need to simplify the document to say 5 or six headings with 5 or six sub-headings under each. Also, that we give the document a softer title such as “draft workshare” or “Pulling together” or “effective running” David said the smallest he felt would work would be to retain all sub-headings and look for people who would take on one of them. Let’s start there and build from that. The action points agreed were as follows:
  - i. **David** will re-draft the document and circulate it to the trustees ASAP for consideration.
  - ii. **David** will finalise the R and R message that will go out with the Notice of AGM and get it to Ivor **before 10<sup>th</sup> August**

5. **Discussion - Corporate Fundraising:** Phil has been working with Corporate Direct to find a format and terms for our future work with them. He has arrived at a basic dichotomy between us having small projects and them needing big projects.

Phil suggested that one way forward would be to have a 10-year cycle – Replacement of the van and the boats with new and funds to run and maintain the unit for the next 5 years at a total estimated cost of £150,000 to £200,000

And

A 5-year Cycle - provision of a smaller regional rig with funds to run and maintain it for 5 years at an estimated cost of £100,000.

We would ask them to go for the 5-year cycle now than come back in 10 years and do the 10 year cycle.

Below are the points and decisions that came out of this discussion.

- a. David felt we had two different ways forward. To either carry on in dribs and drabs with a **cap** of 35% or go forward with big hits which will keep the % cost at its lowest. Paul felt that 35% was high and Phil pointed out that this was a cap so a maximum and that many projects could be nearer a 15% cost.
  - b. Phil suggested we use our corporate fundraisers just for the big items and close our contract with them between them. David pointed out that they may not want to work with us on that basis. We are fortunate to have a contract with them and he is reluctant to damage our relationship with them any further. it would be wise to keep our contract with them going if we can.
  - c. Paul said that if we ended our contract with our corporate fundraisers, after two years we could approach fundraisers that they had introduced us to ourselves. This would save much of the cost to us; David is reluctant to go down that path because we do not have the capacity to take on the very heavy workload of fundraising and that although some of our doners may be easier most won’t be. This way would be to risky.
  - d. **The action agreed** is that **Phil and David** will take this forward with our fundraisers before the AGM and report back.
6. AGM Planning: Ivor reported that all was going according to the plan. He thanked Paul for the accounts and David for the Annual Report. The following decisions and actions were made.
    - a. **Action - Ivor** will ask all the current Management Committee members if they wish to stay on the committee and if they do, to ask them if they will be willing to take on some of the tasks and roles as the new management structure is put into place.
    - b. **Action -** Is there a minimum/maximum number of people required to make up the Management Committee? **Ivor** will check the constitution and feed back his findings to David.

- c. **Action - David** will include his introduction of the Roles and Responsibilities discussions in his chairman's report and so does not need a separate item on the agenda
- d. **Action – All** - The last date for getting any documents that need to be sent with the **Notice of AGM** is **10<sup>th</sup> August**, (this is the date by which the Notice of AGM must constitutionally be sent to full members)

- 7. **Review of Accounting Allocations.** Paul had circulated two consultation documents to the trustees, They were: Review of Accounting allocations and Chart of accounts. (Also sent with the agenda for this meeting) From feedback received before this meeting and in consultation with David these papers were further developed. After a short discussion the following decisions and actions were agreed.
  - a. **Paul** can go ahead and develop the allocations along the lines he and David have reached.
  - b. From this **Paul** will compile an updated document for final consultation.

8. **AOB:** None

- 9. **Next Meeting:** The next HCUK Management Committee Meeting will be Monday 19th September 2022 at 6pm via Zoom.

Minutes approved - Signed: ----- Date: -----

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## Appendix 1:

### Hansa Class UK

## Management Roles and Responsibilities (v5)

### Trustees - 5 Trustee positions:

- |   |              |
|---|--------------|
| 1. Chairman   | <i>David</i> |
| 2. Vice Chairman  | <i>Phil</i>  |
| 3. Treasurer  | <i>Paul</i>  |
| 4. Secretary – Admin lead                                 | <i>Ron</i>   |
| 5. Membership Secretary - Charity Commission and AGM lead | <i>Ivor</i>  |

Trustees are collectively responsible for –

- Ensuring HCUK is carrying out its purposes for the public benefit
- Ensuring compliance with the HCUK constitution, rules and bylaws, and the UK law
- Acting in best interest of HCUK
- Ensuring accountability of HCUK
- Managing resources responsibly of HCUK
- Carrying out HCUK business with reasonable care and skill

Trustee roles:

**Chairman** - To provide leadership to ensure the organisation's aims are achieved within the rules of the governing documents (constitution, memorandum and articles etc.) Act as a figurehead and represent the organisation publicly.

## Key Responsibilities

- Maintain an overview of the organisation's aims and activities including liaising with committee members
- Provide leadership and control the flow and information at committee meetings/ Annual General Meeting (AGM)
- Ensure the governing documents are complied with at all times and only activities that plan to achieve the charitable purposes (aims) are allowed
- Produce annual report.
- Plan and chair meetings, agendas, review and authorise minutes (along with secretary)
- Sign cheques and legal documents
- Represent the organisation at events, functions, partner bodies and subgroups

**Vice Chairman** - Acts on behalf of the organisation in the absence of the Chair and would therefore have the same responsibilities as the Chair.

## Key Responsibilities

Same as the Chair.

**Treasurer** - Provide financial support to the organisation ensuring records and procedures are maintained and the organisation remains financially viable

## Key Responsibilities

- Lead financial planning and oversee financial activity of the organisation
- Ensure the organisation is financially viable and notify the committee of any concerns
- Manage budgets and accounts and present them to the committee at meetings
- Ensure appropriate financial procedures and policies are in place and are adhered to
- Prepare monthly and annual accounts and submit them to the relevant bodies e.g. charity commission, funders etc.
- Arrange auditing of accounts

**Secretary** - To provide administrative support to the organisation

## Key Responsibilities

### ***Ron - Admin Lead***

- Prepare agendas (with support from the Chair)
- Take minutes at meetings (ensuring they are signed by the Chair at meetings),
- Distribute papers, arrange housekeeping e.g. room hire and other administration requirements stated in the governing document
- Maintain organisation records, update internal policies and procedures
- Deal with correspondence

### ***Ivor - Charity Commission Liaison Lead and AGM Lead***

- Ensure the requirements of the Charity Commission are complied with at all times
- To action and maintain records of all annual Charity Commission returns.
- To keep the HCUK/Charity Commission data updated.
- AGM – organise the AGM according to the requirements stated in the governing document.
- To review and control the flow and information received from the Charity Commission and provide leadership of any action needed.

## Management Committee:

In addition to Trustee responsibilities (above), these people have responsibility and accountability for the delivery of the Class Association's objectives. Each trustee is a Team Leader with a defined area of responsibility (defined below – but open to discussion). Other committee members will accept responsibility for one or more of the key tasks, or the Team Leader takes responsibility themselves. Tasks may be taken on by members outside of the committee and delivered to the Team Leader for smaller tasks – I've put a \* against roles that I think should be committee roles.

- Chairman – Overall delivery of objectives and overseeing **Marketing/PR team**
- Vice Chairman – **Overseeing Sailing Team**
- Treasurer – Finance & **Overseeing Fundraising Team/Agency**
- Secretary – Events – Overseeing **Events Team**
- Secretary – Compliance – Overseeing **Membership/Fleet Management Team**
- **Sailing Representative – Overseeing Sailing Team (Future Trustee Role?)**

## Events Team

- **Calendar\***
  - a. Creating a full calendar of events required to achieve the Class objectives.
  - b. Confirm dates with host clubs.
  - c. Update calendar on website and provide relevant links for booking/contact.
  - d. Manage changes - cancellations/postponements - change on calendar, email members.
  - e. Work with site development officer to consider possible venues. Consider expansion/rotation of clubs on circuit. Even up into Scotland/Wales?
- **Club management (established clubs)\***
  - a. Maintain and regularly review Hansa running event documentation.
  - b. Ensure that host clubs receive guidelines and understand what is expected of them and us.
  - c. Ensure that host club documentation is posted on the website and emailed to members in a timely manner - NOR and Entry
  - d. Relationship management - Discuss any ideas or issues that arise for host clubs, or for the Class Association.
  - e. Ensure that club produce Y&Y report
  - f. Keep media/marketing informed of items that need communicating.
- **Prizes**
  - a. Ensure that all perpetual trophies are returned, have been engraved, and are at the right events for presentation. Nationals, Multiclass, TT Series final event.
  - b. Organise keeper trophies as above.
  - c. Consider alternative, sustainable, affordable prizes.
  - d. Explore sponsorship possibilities.
- **Event representative(s)**
  - a. Hansa representative at events to advise/guide race committee
  - b. Deliver flags, buoys, and other resources as required.
  - c. Collect Hansa entry fees, or agree direct payment to Hansa
  - d. Collect results, scan, and send to results administrator
- **Results administrator**
  - a. Enter all results onto Sailwave
  - b. Ensure results are added onto website
- **Site development (Optional)**
  - a. Discuss opportunities to develop other sailability sites for Hansa racing with Steve Sawford, and RYA RDOs.
  - b. Identify new potential sites for hosting TTs or Nationals.

- c. Identify sites that could benefit from events and/or Hansa support with fleet boats.
- d. Discuss opportunities and build relationships with new potential clubs for TTs, and continue relationships with lapsed clubs (where appropriate).

## **Membership/Fleet Management services team**

- **Membership system & comms\***
  - a. Maintain membership system
  - b. Communicate with members/associate members regarding renewals
  - c. Ensure GDPR compliance of data.
- **Rig/Fleet Management (Central)\***
  - a. Responsible for the management/maintenance of all of Hansa's fleet of vehicles, boats/trailers, equipment.
  - b. Insurance – vehicle, boat, roadside assistance
  - c. MOT/servicing (vehicle and trailers)
  - d. Agree expenditure with committee.
  - e. Project likely expenditure for repairs maintenance and inform committee.
- **Rig Management (logistics)\***
  - a. Administer rig management booking system (allocate boats according to defined priority criteria)
  - b. Ensure that van and rig has a team to transport the rig to support all events as required
  - c. Regularly inspect all equipment and report to Rig/fleet manager – snag list
  - d. Check and complete inventory
  - e. Recruit volunteers as necessary
  - f. Manage storage of rig

## **Sailing Team**

- **Sailor representation\***
  - a. Seek the views of our members and feedback to committee
  - b. Suggest improvements to services delivered
  - c. Identify and nurture sailor's development
  - d. Identify potential World sailors for various opportunities – Hansa (open), University, Schools, Special Olympics, World Sailing
  - e. Critically contribute to committee discussions from a sailor's perspective
  - f. Safeguarding/sailor welfare – we don't have any direct involvement, but be aware of any potential risks
  - g. Ensure sailor voices are heard and taken account of by race teams at events
- **Technical\***
  - a. Chair the Tech subcommittee consisting of representatives from each class
  - b. Review annually and update where needed all HCUK Race Management documents,
  - c. Ensure UK views are fully represented Internationally
  - d. Ensure that equipment is properly reviewed for functionality, and safety
  - e. Ensure the Hansa Class objectives are being delivered through rules/equipment
  - f. Present all issues and actions taken to the Management Committee
- **Performance**
  - a. Develop a team of sailors interested in competing in Hansa International events
  - b. Provide training/development opportunities
  - c. Identify team support/transportation needs
  - d. Work with fundraising team to help fund activities

## **Marketing/PR Team\* (one representative)**

1. Website development – review content, user friendliness, and impact of website
2. Create appropriate impactful material for the website

3. Website maintenance – ensure all necessary content is up to date
4. Utilise social media to build awareness/participation in Hansa sailing
5. Website maintenance
6. Marketing/Social media

### **Fundraising Team\* (one representative)**

7. Prepare cash flow projections to identify financial needs
  8. Review assets with Rig/fleet manager – be aware of upcoming needs/timing
  9. Create fundraising strategy
  10. Identify fundraising needs
  11. Brief fundraising agency
  12. Develop other possibilities/fundraising opportunities
-