

## **Minutes**

**Present:** David Durston, Phil Hall, Ivor Barrett, Steve Kitson and Ron Sawford.

1. **Welcome:** David welcomed and thanked everyone for attending the meeting.
2. **Apologies for absence:** Moira Campbell, Lindsay Burns, Paul Philips, Andy Sheath, John Figgures, Steve Sawford, Pat Crowley and Alan Hillman.
3. **Minutes of last Committee meeting** on 3<sup>rd</sup> March 2021 were approved
4. **Matters arising from minutes:** None.
5. **Membership Update:** Ivor reported the following:

Further to our plans for introducing a small membership charge in 2022, Andy and I have discussed how to facilitate membership applications and payment through the website with Simon from Spectulise. We reported last time on initial progress and have now drafted a membership application/renewal form (**see Appendix 1 below**). As this will be converted to a Cognito form for the website, don't worry too much about formatting. The main consideration is the content, does it meet our needs and does it make sense? To keep personal data to a minimum (GDPR), we have not asked for a postal address. We think this is unnecessary as we no longer use snail mail for any of our communications. We know members rough location from their local sailing club. For the very rare event of needing to use Royal Mail to send something to a member, we can ask for their current address.

  - a. After a discussion it was agreed that it does meet our needs and it makes sense not to ask for address.
  - b. David suggested that there needed to be an opt-out option on any renewal system, a date when data will be removed and something to the membership renewal to emphasise that it is necessary for people to re-join annually to enable us to communicate with them, especially associate members.
    - i. Ivor will ensure that the renewal system will include:
      1. An opt-out option – member data will be removed immediately
      2. A Reminder that membership needs to be renewed annually. I suggest a further statement to say that if the member does not respond to the renewal email, their membership will be converted to Associate membership (if not already in that category). If we don't hear from them at the next renewal (I.e. after a further year) their membership will cease and all personal data will be removed.
      3. He will aim to put this in the renewal email as well as in the on-line form.
6. **Update on Corporate Direct:**

There was a Trustee's meeting prior to this committee meeting to consider HCUK future work with Corporate Direct (CD). They discussed issues previously raised with CD (recorded in previous committee meetings) and the answers Phil has received from CD.

**The Trustees reported back to this meeting the following:**

  1. **HCUK Officer/Volunteer Workload:** We will aim to keep the work load of running the charity at its current level until more voluntary help can be attracted and/or funds can be found to cover the costs of appointing staff as needed on a self-employed sessional basis such as Instructors, drivers, organisers, administrators etc.
    - a. Phil, Ivor, Paul and David will look into the legal and constitutional aspects of the charity in appointing staff on a self-employed sessional basis.
    - b. David, Phil and Paul will look into working such costs into all of the projects below.
  2. **To continue to develop Hansa sailing in the Northern England/Scotland area: Project:**

- a. Phil, David and Paul will work together to develop the existing Northern England/Scotland project into one that covers all the equipment need to provide two 3 boat trailers, one of which is designed to carry two Libertys, both suitable for towing by a family car, Six fully equipped boats etc. and a three year revenue budget to cover all running costs, including insurance, storage costs, fuel at millage rates, maintenance costs, driver accommodation, Self-employed driver fees and depreciation etc.

3. **HCUK Race Training Project:** This is made up of:

\* **Fun Regattas**, which are entry level training events.

\* **Advanced/Intermediate development**, which are training elements that are carried out within/alongside our TT racing events as well as stand-alone **HCUK Sailing Academy** events.

- a. David, Phil and Paul will work together to develop the existing Training project to fund four Fun Regattas, a programme of advanced/Intermediate level training activities and three HCUK Sailing Academy events. With a capital budget which covers the cost of all training equipment needed and a revenue budget that covers the annual cost of all project development costs, promotion, Insurance, fuel at millage rates, self-employed instructor fees and self-employed driver fees.

4. **Corporate Direct promotional Document (brochure):** The following decisions were made:

- a. David, Phil and Paul will re-draft the existing brochure to say exactly what funds we need to successfully implement each project by stating the full cost, including the Corporate Direct fees, against each one.

7. **Review season so far:**

a. **TTs:**

Three events have been cancelled due to covid and to date we have run four events. All have been very successful. As the covid rules have eased more club facilities were used. This changing situation means working with each club on their NoR etc. as close to their event as possibly. This is working well.

b. **Fun regattas:**

Two fun regattas have been run and a third is planned for September.

After a full discussion the following suggestions were made:

- i. Guidance documents are needed laying out what elements a fun regatta will include.
- ii. A “what the host club provides” document and a “what HCUK and RYA provides” document is needed

David will take this forward and check with Phil on any legal matters

c. **Boat hire:**

Boat booking has been handled by the host clubs to date but from thee Northampton TT boat booking will go back to being operated by HCUK, Steve K and Ivor

8. **Hansa Nationals:**

Ron reported that he and David had worked with Rutland Sailability (via Zoom) and good progress was being made in preparing documents and entry system for the event. It is hoped that we can be ready to open entries in around a week or so.

9. **Hansa Worlds:**

David reported that the Hansa Worlds organizers had offered to provide a shipping container if we transport Hansa boats to the event. The question was do we want to take this on. The main drive of the discussion was if we send our Hansa rig boats and any other boats we can find out of the country at that time we would not be able to support the events mentioned in 11 above. Further to this it would need a big volunteer input to be put into a project that few of our members would benefit from. The following decisions were made:

- a. David will speak to Steve S and others that may be interested consider the implications of the points in section 10 below before he replies to this request.

**10. Additional Events:**

David suggested that as we have decided not to enter the Hansa Worlds we could run at least one of the events that were cancelled due to covid in the early part of the year. After a discussion the following was decided:

- a. Ron would talk to Oxford Sailability about them running their TT event on Saturday 18<sup>th</sup> September. David said Sail Birmingham offered to take some volunteers to the Oxford TT if the Oxford team wished.
- b. As an alternative to a. above Ron will talk to Sail Birmingham at Midland SC about adding a TT the day after their Fun Regatta planned for Wednesday 8<sup>th</sup> September.

**11. Supporting other events: Horizon, National Schools Event, BUSA:**

It was unanimously agreed that we support all three of these events including making the six boat Support Unit available to them all.

- a. David will take this forward with Brett.
- b. Ivor offered to drive the rig to the events as needed and as his diary allowed.

**12. Boat/rig management:**

- a. All is going ok with and Steve has taken it to Nott's County TT, Midland SC Fun Regatta, and the Carsington TT. He will take it to Northampton TT, the Nationals.

**13. Financial Update:**

Paul tabled a financial report to 27<sup>th</sup> June 2021. (See **Appendix 2** below)  
The committee recorded their thanks for the progress Paul is achieving.

**14. AGM:**

It was decided that the 2021 AGM will be held via Zoom on Wednesday 25<sup>th</sup> August at 7pm.  
Ivor will:

- a. Produce a resolution for introducing membership charges
- b. Produce an agenda
- c. Set up the Zoom Meeting so it can handle the voting
- d. Look at how to let the membership know of any vacancies on the committee.

**15. A.O.B.**

- a. Steve K thanked Ivor for his help in providing the disclaimer for the boat booking form.

**16. Next Meeting:**

- a. The next HCUK Management Committee Meeting will be Wednesday 6<sup>th</sup> October 2021 at 6pm via Zoom.

Minutes approved - Signed: -----

Date: -----

**Appendix 1**

**Hansa Class UK  
Application for Membership/Membership Renewal.**

Membership of the Hansa Class UK is open to all Hansa sailors, helpers, supporters, sponsors, and anyone with an active interest in fully integrated sailing. The membership year runs from 1st April to 31st March in the following year. Renewal reminders will be sent out in January each year.

🔍 **Full Membership** – This category gives FULL voting rights at Hansa Class UK General Meetings. Sailors entering Hansa Class UK events must have Full Membership unless it is held at their home club. (Note: for double-handed boats, only one person needs Full Membership for event entry)  
Cost: £10 per year or part thereof.

🔍 **Associate Membership** – This category gives NO voting rights at Hansa Class UK General Meetings. It is intended primarily for helpers and supporters of Hansa Class UK. Associate members cannot sail in Hansa Class UK events unless it is held at their home club, or they are sailing with a Full Member.  
Cost: Free but subject to annual renewal

Both categories of members will be included in the Membership email circulation list.

**NAME:**

**MOBILE:**

**EMAIL:**

**YOUR HOME SAILING OR SAILABILITY CLUB** (if applicable):

**I am a Hansa Sailor / Helper / Supporter** (please delete as appropriate)

Full Membership – PROCEED TO PAYMENT

Associate Membership - SUBMIT

## Privacy Statement

All information provided to us for your membership registration will be stored and used in accordance with the Hansa Class UK Data Privacy Policy which can be accessed on our website:

[https://www.hansaclass.org.uk/imgs/hcuk\\_data\\_privacy\\_policy\\_2018971.pdf](https://www.hansaclass.org.uk/imgs/hcuk_data_privacy_policy_2018971.pdf)

## Appendix 2

### Hansa Class UK

#### Financial Report for 29 June 2021 Management Meeting

#### Financial Report

1. Our accounts for last year are with Daniel Rudd for Independent Examination. I sent him an email today just to check up on progress.
2. Not much to report on our accounts for this year. There is still a £1,000 donation from Corporate Direct Fundraising (CDF) outstanding which I thought was from Prudential however CDF assume me is a donation from Stephen Block Image of Disability. I have advised CDF that I won't pay the outstanding invoice until we receive the donation.
3. I estimate that our various funds currently have the following values:

Support for International Events	£6,733.19
Support Rig	£38,840.82
General Running Costs	£1,926.01
Other CDF Projects	£8,429.34

4. The new bank accounts with Natwest have now been set up although I am having some issues with the On Line access to the accounts. I am awaiting a call from them to resolve. Once I am happy that I have the requisite access, I will close the Reliance Accounts. David has already cancelled the "Reserves" account with Barclays. **Paul Phillips 27 June 2021**

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