

HILLARYS YACHT CLUB (INC.)
MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD TUESDAY 27th APRIL 2010

Present: Brent Griffith (Chair), Danny Rechichi, Clive Rowden, Bob Audas, Chris Grant, Nella Clifton, Peter McGrady, Gayle Revill.
Apologies: Jim Suffield, Cass Castalanelli
Meeting Opened: 6.05pm.

Minutes of the Management Committee meeting held on Monday 29th March 2010 moved as a true and correct record.

Moved: Gayle Revill
Seconded: Bob Audas

CARRIED

Minutes of the Executive Committee Meeting held on Monday 19th April 2010 moved as true and correct.

Moved: Nella Clifton
Seconded: Brent Griffith

CARRIED

Minutes of the Finance Committee Meeting held on Monday 19th April 2010 moved as true and correct.

Moved: Nella Clifton
Seconded: Brent Griffith

CARRIED

Business Arising from the Previous Minutes

Management Minutes

- Club Bulk Rubbish Bins – Positioning agreed with 7 panel colourbond enclosure to be constructed at \$120 per panel cost.

Moved: Gayle Revill
Seconded: Bob Audas

CARRIED

ACTION: GENERAL MANAGER

- Boatlift Racking – Awaiting manufacture of steel materials.
- History – Proof tabled for inspection. Printing to begin.
- Compass Proofreading – GM expressed concern articles were not being submitted by due dates making it difficult proper proofing before printing. Current issue to be delayed 1 week awaiting articles.
- Q Jetty Concrete Fingers – Quote received and reviewed. Determined to begin replacement of 5 most effected fingers at \$18,297 per finger. GM to confirm.

Moved: Chris Grant
Seconded: Gayle Revill

CARRIED

ACTION: GENERAL MANAGER

Treasurer's Report

- Club - March Trading Profit \$17,100. Food & Beverage sales positive. Wage costs higher given 5 week cycle. GP margins remain acceptable. Operations and staff performance improved. New menus had been implemented.
- P&L – Club performance remaining positive through March. Income & expense accounts reviewed. Insurance recoveries, pen & membership fees, electricity and wage costs. YTD figures being maintained.
- Boatlifting – March figures reviewed as positive. April invoicing expected to improve annual result. Review of accounts, antifouling, lifting, polishing, shipwrighting, rental and administration expenses.
- Account Receivable and Payable reviewed.
- Confirmation of Treasurers Report

Moved: Chris Grant
Seconded: Clive Rowden

CARRIED

General Manager's Report

- Membership approaching 1200.
- Challenge Marine confirmed as continuing sponsorship.
- Club Boat – Mirage works begun. Balaton bow rail to be repaired.

ACTION: GENERAL MANAGER

New Business

- Wet Bar Bell – Request for bell to be erected at Wet Bar. Agreed to implement.

ACTION: GENERAL MANAGER

- Wall Anchors – Request for anchors to be fitted in downstairs bar for themeing of Section Presentation Dinners and events. Agreed to implement.

ACTION: GENERAL MANAGER

Correspondence

- Nil.
- Correspondence IN and OUT to be endorsed as listed.

Moved: Nella Clifton
Seconded: Clive Rowden

CARRIED

SUB COMMITTEE REPORTS

House

- GM reviewed supplied minutes confirming items had been addressed. Feedback confirmed food quality and presentation all improved.

Marketing & Sponsorship

- Challenge Marine – Confirmed.
- Sponsorship continuing to improve. Several smaller commitments had been forthcoming from corporate arena.

Boatlifting

- Nil.

History

- Proof reviewed. Printed to be progressed.

Boat Committee

- Meeting – Date to be confirmed
- Balaton – Carpet still to be fitted.

Constitution

- GM confirmed Messers Suffield, Mott, Russell Brown absent and unavailable to begin review.
- ACTION: COMMODORE & GM

Rear Commodore Reports

Angling

- Monthly Competition held.
- Harbour Classic conducted successfully with 150+ participants. Bar sales positive.
- Section AGM 12th May.

Diving

- Section AGM 6th May.
- Exmouth Trip – Members currently away.
- RC apology for next Management Meeting.

Pens and Moorings

- Monthly meeting cancelled due to inclement weather.
- 13 inspections pending, 6 awaiting paperwork, 8 inspections completed.
- P&M By Laws – Review beginning. Management to discuss when presented for endorsement.
- Recent Hail Storm – No major damage had been incurred.

Power

- AGM next month.
- FSC visit last weekend with 8 vessels.
- RC apology for next Management Meeting.

Sailing

- HYC Dinghy sailors performing well in state events.
- Presentation Dinners – Keel 25th May, CIC 25th May, Dinghy 26th May.
- ISAF Memorandum Of Understanding – Draft document had been received for endorsement by HYC. GM to distribute for discussion at next meeting. RC Sail to be nominated delegate.

Section Equity

- Nil.

Strategic Plan

- Committee Members to report at next meeting.

Proposed New Members

MOTION:

“That 11 of the proposed 11 members on the new members list be endorsed.”

Moved: Gayle Revill
Seconded: Bob Audas
CARRIED UNANIMOUSLY

New Member interviews continuing monthly and conducted by the Commodore and Vice Commodores.

General Business

- Management Committee social gathering to be pursued. GM to facilitate.
- BA suggested signage be erected identifying Life Member and Commodore photos in Members Lounge.

Meeting Closed 7.30pm

Next Management Committee meeting to be held at 6.00pm on Monday 31st May 2010

HILLARYS YACHT CLUB (INC.)
MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD MONDAY 29th MARCH 2010

Present: Brent Griffith (Chair), Cass Castalanelli, Danny Rechichi, Clive Rowden, Bob Audas, Chris Grant, Nella Clifton, Peter McGrady, Gayle Reville.
Apologies: Jim Suffield
Meeting Opened: 6.10pm.

Minutes of the Management Committee meeting held on Monday 22nd February 2010 moved as a true and correct record.

Moved: Gayle Reville
 Seconded: Peter McGrady
CARRIED

Minutes of the Executive Committee Meeting held on Monday 22nd March moved as true and correct.

Moved: Nella Clifton
 Seconded: Cass Castalanelli
CARRIED

Business Arising from the Previous Minutes

Management Minutes

- New Member Presentations – CC confirmed presentation had been completed and copies would be available for following presentations.
- Clubhouse Operations – Dress standards, A La Carte, Buffet & Menu matters all addressed and improving with continued monitoring.
- Boatlift Racking – Management Committee reviewed and discussed engineering detail and EWS quote. Agreed to appoint contractor and begin development. GM to inform

Moved: Nella Clifton
 Seconded: Chris Grant
CARRIED

ACTION: GENERAL MANAGER

Executive Minutes

- 2010 – 2011 Membership & Pen Fees – Proposed to increase fees 3.5% being CPI for Perth over last 12 months.

Moved: Cass Castalanelli
 Seconded: Gayle Reville
CARRIED

Treasurer's Report

- Boatlifting – Figures reviewed at Executive Committee meeting with Lifting Manager present. Review of accounts, Workers Comp Insurance, Cost of Goods and Polishing Wages. Performance being reviewed and monitored closely by accountant. Receivables reviewed. Progress being achieved.

- Club - February Trading Profit \$32,828
 YTD Trading Profit (\$78,723) (YTD 2008) (\$19,005)

Trading performance showing positive operations. GP and Food Cost margins at positive levels vs previous years.

Profit & Loss – Accounts reviewed. Annual Pen Fees journal to be posted during April would align figures with previous year. YTD Performance remaining positive. Bank Accounts reviewed.

Keel Equity – Account reviewed.

Balance Sheet	CLUB	BOATLIFTING
Bank reconciliation	\$166,171.47	\$34,216.50
Cash on deposit	\$233,711.27	\$65,158.43
GST Liability for Feb 10	\$22,090.81	\$4,410.38
Accounts Payable	\$165,985.95	\$53,324.95
Accounts Receivable	\$220,292.96	\$70,465.45
Bank Loan Position - Club	\$4,001,068.63	
Bank Loan Position – Boatlifting	\$2,895,000.00	

Accounts Receivable

CLUB \$220,292.96 - 30 Days \$201,297.56, 60 Days \$17,871.20, 75 Days \$898.20, 75 + Days \$226.00. Receivables well controlled. F&B Levy and Annual Pen Fees accounting for majority of figures.

BOATLIFTING \$70,465.45 – 30 Days 35,910.33, 60 Days \$18,059.28, 90 Days \$0.00, 90 Days + \$16,495.84.

- Confirmation of Treasurers Report

Moved: Chris Grant
 Seconded: Peter McGrady
CARRIED

General Manager's Report

- Q Jetty Concrete Fingers - Concrete fingers showing further signs of deterioration. Replacement program and estimate to be pursued for next meeting.

ACTION: GENERAL MANAGER

- Club Boat – Mirage, Trident Insurance had confirmed settlement of claim, offering \$25K with HYC buy back of \$5K. Management Committee determined to accept the offer and begin repair to the vessel.

Moved: Cass Castalanelli
 Seconded: Peter McGrady
CARRIED

- Club Bulk Rubbish Bins – GM proposed current bin area to be hidden with colourbond screens which could also be utilized for sponsor signage. Committee discussed proposal and alternative location for bin location. GM to investigate possible areas for next meeting.

ACTION: GENERAL MANAGER

New Business

- Bar Service – Committee discussed allocation and even distribution of staff in bars. GM to liaise with F&B Manager.
- Compass Proofreading – CG requested proofreading be improved. GM suggested multiple readers be implemented.

ACTION: GENERAL MANAGER

- Duty Officers – Friday Duty Officers requesting names of F&B Supervisors to be listed on evening running sheet. Dress standards and children behaviour detail to remain on sheets.

ACTION: GENERAL MANAGER

Correspondence

- WA Police – Attendance re trespass. GM detailed circumstances to Committee.
- Gasking / Weston – Re F&B operations and Sunday Bar availability for members.
- Correspondence IN and OUT to be endorsed as listed.

Moved: Nella Clifton
Seconded: Clive Rowden
CARRIED

SUB COMMITTEE REPORTS

House

- Dress Standards – Further discussion maintained shorts were not to be worn after 6.00pm in Members Lounge / Bar.
- Members Bar – Sunday open times discussed with agreement the bar remain open for members to 8.00pm with meal provision remaining in Marina Room with Sunday Buffet. GM to facilitate.

ACTION: GENERAL MANAGER

- Kids Night – Discussed as improved. Galley to ensure children meals be available.

ACTION: F&B MANAGER

Marketing & Sponsorship

- PR Officer returning to operations.

Boatlifting

- Nil.

History

- Printers first proof had identified formatting errors. These had been corrected and returned to printer. Proof hoped available at next meeting. Further discussion determined the book would be distributed to members via mailout.

ACTION: GM & PUBLIC RELATIONS

Boat Committee

- Meeting – Date to be confirmed
- Balaton – Hull requires pressure cleaning. GM to facilitate.

ACTION: GENERAL MANAGER

Constitution

- Review Committee to be established. Committee expressed concern and need for review to begin. GM to contact previous committee members and begin process.

ACTION: COMMODORE & GM

Rear Commodore Reports

Angling

- Monthly Competition held.
- AAA State Titles – 3 HYC participants.

Diving

- Advanced Dive Course continuing.
- 2011 Rottnest Weekend booked.
- Sipidan Dive Trip – 6 participants traveling.
- Exmouth Trip – Planned for next month.

Pens and Moorings

- Monthly meeting cancelled due to inclement weather.
- 13 inspections pending, 13 awaiting paperwork, 2 work orders applied.

Power

- Garden Island trip cancelled due to low participation.
- Mindarie Trip next month.

Sailing

- ISAF Meeting 10th April at EFYC. HYC delegates to attend. Test event planning continuing.
- Section finalizing program detail for next season.
- Dinghy Access – CG raised concern dinghy access to ramp was being affected by new parking layout. Near misses and the possibility of vehicle damage from spars and trailers was imminent. Discussion suggested allocating specific bays to “Sat / Sun Dinghy Only” to alleviate possibility of damage. Also suggested appropriate signage be erected alerting vehicles of dinghy rigging. GM to implement.

ACTION GENERAL MANAGER

- E. Jansen acting as Section Captain during T. Mathers’ absence.
- Mariners Cup 10, 11 April.
- North Coast Series – Series completed with HYC winning the event by 2 points, gained on the final day.

Section Equity

- Figures reviewed with Balance Sheet. Keel balance to be reviewed.

Strategic Plan

- Committee Members to report at next meeting.

Proposed New Members

MOTION:

“That 15 of the proposed 15 members on the new members list be endorsed.

Moved: Gayle Revill
Seconded: Bob Audas
CARRIED UNANIMOUSLY

New Member interviews continuing monthly and conducted by the Commodore and Vice Commodores.

General Business

- Management Committee social gathering to be pursued.
- AGM Nominations – Committee informally discussed positions being renominated and those withdrawing.
- HYC Social Committee – BA proposed the establishment of a social committee, given the number of new members identifying their interest in the Club as social. Resulting discussion affirmed the House Committee was established for this purpose.

Meeting Closed 9.00pm

Next Management Committee meeting to be held at 6.00pm on Tuesday 27th April 2010

HILLARYS YACHT CLUB (INC.)
MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD MONDAY 23rd FEBRUARY 2010

Present: Jim Suffield (Chair), Gayle Reville, Cass Castalanelli, Danny Rechichi, Clive Rowden, Brent Griffith, Bob Audas, Nella Clifton, Peter McGrady, Terry Mather (Proxy).

Apologies: Chris Grant.

Meeting Opened: 6.10pm.

Minutes of the Management Committee meeting held on Monday 25th January 2010 moved as a true and correct record.

Moved: Peter McGrady
Seconded: Bob Audas
CARRIED

Minutes of the Executive Committee meeting held on Monday 16th February 2010 moved as a true and correct record.

Moved: Brent Griffith
Seconded: Cass Castalanelli
CARRIED

Minutes of the Finance Committee meeting held on Monday 16th February 2010 moved as true and correct record.

Moved: Brent Griffith
Seconded: Cass Castalanelli
CARRIED

Business Arising from the Previous Minutes

Management Minutes

- Verandah Blinds – Blinds being pursued for space between balastrading and roof line on western end of Clubhouse. GM to pursue.

ACTION: GENERAL MANAGER

- Club Boats – Awaiting insurance and assessor replies on Mirage.
- Friday Duty Officers – Agreed additional support required Friday evenings. Rosters to be reviewed for remainder of summer with 2 officers allocated. Officer notes to include mobile phone use, dress standards, dress standards after 6.00PM and children supervision. GM to amend and distribute. Staff to support officers in their role.

ACTION: GENERAL MANAGER

Executive Minutes

- Boatlift Racking – GM to distribute quote detail. Advertising remaining bays to begin during March.

ACTION: GENERAL MANAGER

Treasurer's Report

- Trading – January figures, beverage GP and galley sales positive. Wage costs inflated given months first half and trading commencing 13th January.
- Profit & Loss – Review of accounts. Insurance, Repairs & Maintenance and Capital Expenses.
- Boatlifting – Review of accounts, Antifouling, Wages, Cost of Goods. YTD performance reviewed.
- Receivables – Review of accounts. F&B levy and March pen fees accounting for majority of figures.
- Bank Account – Report reviewed and discussed.
- Confirmation of Treasurers Report

Moved: Bob Audas
Seconded: Gayle Reville
CARRIED

General Manager's Report

- Clubhouse – GM provided an update of remaining issues, Wet Bar screens, expected PoS upgrade and accountant position.
- Security – CCTV operational, grounds and jetty patrols increased during February & March. Investigating feasibility of onsite security following trial period. Membership checks continuing randomly at this time.
- Sponsorship – Interest developing. Picture framing and signage opportunities confirmed. Superstock support confirmed.
- Constitution – GM stated review needed to commence.
- Membership – Interest continuing to grow.

New Business

- Dive Section – Proposed to elect a Section Captain. Committee endorsed election.
- New Member Presentations – C. Castalanelli proposed to develop PPT presentation to assist at new member interviews. JS to provide detail. CC to develop.

ACTION: COMMODORE & VICE

- Angling Competition Storage – Request for storage space nearer to wet bar required. GM to follow up.

ACTION: GENERAL MANAGER

- Management Structure – BA highlighted importance of structure and support for staff and committees.

Correspondence

- JaniKing – Cleaning quote submitted. Quote was above current contract. Cleaning and window standard and service to be monitored.
- Correspondence IN and OUT to be endorsed as listed.

Moved: Nella Clifton
Seconded: Bob Audas
CARRIED

SUB COMMITTEE REPORTS

House, Building & Grounds Committee

- Wet Bar – Wine and spirit stock and availability to be reviewed.

ACTION: F&B MANAGER

- Grounds – Attention to be given to grounds and gardens now clubhouse completed. Main entry to be better highlighted. Trees to be trimmed. Fish cleaning area monitored.

ACTION: MAINTENANCE MANAGER

- Bathroom Towels & Soap – Cleaners to maintain stocks. GM to advise.

ACTION GENERAL MANAGER

- Committee Member – Clarification requested re inclusion of non sectional member to the committee. Agreed the inclusion be denied given section involvement and nomination required to sit on committee.

- Children Behaviour – Parental supervision was low. Identified families to be advised of requirements. GM to follow up.

ACTION: GENERAL MANAGER

- Buffet Security – Concern not all members were paying for buffet meals. Process to be monitored and review implemented as required. Several alternatives discussed. Staff to follow up.

ACTION: F&B MANAGER

- A La Carte Members Lounge – Further discussion re service, fish quality, meal presentation, vegetable and salad choices, pricing and bookings. GM and F&B Manager to discuss with relevant staff.

ACTION: GM and F&B MANAGER

Marketing & Sponsorship

- Superstock – Proposal discussed and endorsed.
- Reception Advertising – GM proposed electronic media advertising - promoting events, sponsors and training opportunities in reception area. Committee endorsed proposal for implementation as possible.

Boatlifting

- Nil.

History

- Awaiting quotes and proof.

Boat Committee

- Balaton – Bow rail to be repaired.

ACTION: GENERAL MANAGER

- Balaton – Carpet to be replaced. Dive section to pursue costs and advise GM before implementation.

ACTION: RC DIVE

- Meeting date to be set.

ACTION: RC ANGLING

Constitution

- Review Committee to be established and begin.

ACTION: COMMODORE

Rear Commodore Reports

Angling

- Monthly Competition held.
- State Titles – Nominations being finalized.

Diving

- Section Meeting -Wilderness Society Presentation 4th March 7.30pm.
- Paraplegic Access – Dive Section to investigate possible implementation of requirements and safety standards to attract participants.

ACTION: RC ANGLING

Pens and Moorings

- Water Use & Wastage – P&M reviewing By Laws.
- Committee Resignations – Two positions filled by standing members. Inspections continuing.

Power

- Visit to FSC cancelled.
- FSC Visit to HYC 25th April.
- Garden Island Weekend – 20/21 March.

Sailing

- Request for Notice Board in Wet Bar. GM to pursue.
- ACTION: GENERAL MANAGER
- Section Meetings – Meeting room confirmed.
 - Dinghy Sailing – 35 participants past weekend. Growth developing.

Section Equity

- Figures reviewed with Balance Sheet.

Strategic Plan

- Summary papers presented for review by committee. Committee to provide feedback and prioritise items.
- ACTION: MANAGEMENT COMMITTEE

Proposed New Members

MOTION:

“That 9 of the proposed 9 members on the new members list be endorsed.

Moved: Clive Rowden
Seconded: Bob Audas
CARRIED UNANIMOUSLY

New Member interviews would continue monthly and be conducted by the Commodore and Vice Commodores.

General Business

- Nil

Meeting Closed 9.35pm

Next Management Committee meeting to be held at 6.00pm on Monday 29th March 2010

**HILLARYS YACHT CLUB (INC.)
MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD MONDAY 25th JANUARY 2010**

Present: Jim Suffield (Chair), Danny Rechichi, Clive Rowden, Brent Griffith, Bob Audas, Chris Grant, Nella Clifton, John Gregory (Proxy), Peter McGrady.
Apologies: Gayle Revill, Tony Sheehan, Cass Castalanelli.
Meeting Opened: 6.10pm.

Minutes of the Management Committee meeting held on Tuesday 15th December 2009 moved as a true and correct record.

Moved: Chris Grant
 Seconded: Bob Audas
CARRIED

Business Arising from the Previous Minutes

Management Minutes

- Club Boats – Mirage Insurance Claim and works to be finalized this week.
 - Balaton requiring heat exchanger service. GM to facilitate.

ACTION: GENERAL MANAGER

- Boatlift Racking – WAPC approval received. Expressions of Interest distributed. Returns were positive.
- Clubhouse Opening – Held and agreed successful.

Executive Minutes

- Nil

Treasurer's Report

- Boatlifting – Review of accounts, Antifouling, Cost of Goods, Workers Comp Insurance, monthly and YTD performance. Performance being monitored closely. January bookings increasing. Survey replies to be reviewed.
- Receivables – Review of accounts. Progress had been achieved. Manager & Bookkeeper pursuing strongly.

ACTION: LIFTING MANAGER

- Club - December Trading Profit (\$13,324)
 YTD Trading Profit (\$91,772) (YTD 2008) \$12,644

Trading performance remaining negative given Clubhouse development. January trading performance positive. Initial stock purchases would reduce result to date. F & B activity very positive, staffing levels to be monitored closely.

Profit & Loss - Club

Accounts reviewed, Income, Pen Charges. Club performance continuing positive. Second storey expenditures nearing completion. Final progress payment expected next month. Awaiting ATO BAS return – ATO department closed to February. Balance Sheet Section Equity reviewed.

	CLUB	BOATLIFTING
Balance Sheet		
Bank reconciliation	\$80,452.11	\$76,037.09
Cash on deposit	\$139,702.33	\$35,637.80
GST Liability for Dec 09	\$11,617	\$1,439.42
Accounts Payable	\$87,383.27	\$122,642.81
Accounts Receivable	\$39,949.65	\$173,643.85
Bank Loan Position - Club	\$3,714,792.63	
Bank Loan Position – Boatlifting	\$2,895,000.00	

Accounts Receivable

CLUB \$39,949.65 - 30 Days \$24,330.05, 60 Days \$14,700.50, 75 Days \$57.20, 75 + Days \$861.90. Receivables well controlled. February Levy would see number increase.

BOATLIFTING \$173,643.85 – 30 Days 75,971.13, 60 Days -\$10,470.93, 90 Days \$4,520.95, 90 Days + \$82,680.84. Figures over stated due to Colliers and Ridgewater \$65K rental payment.

- Bank Account – Report reviewed and discussed.
- Receivables – Well maintained, bookkeeper to be recognized. February F&B levy to be issued.
- Confirmation of Treasurers Report

Moved: Chris Grant
 Seconded: Peter McGrady
CARRIED

General Manager's Report

- Second Storey – GM provided an update in respect of completion. Operations would now commence with monitoring of costs and wage expenses prioritized with service to members paramount.
- Accountant / Financial Assistant – Applicant appointed for commencement 2nd March.
- Membership – Interest continuing to grow. Function bookings filling and ongoing. Membership checks continuing randomly with specific checking to be implemented early February.

ACTION: GENERAL MANAGER

- Food & Beverage – Patronage above expectations with feedback positive.
- Liquor Licensing – All requirements in place.
- WAPC – Racking approval received. Final quotes being pursued for finalization.

New Business

- Children & Clubhouse – Committee discussed some concern re the control of children in the new Clubhouse and verandah areas. Agreed signage needed to highlight requirements with staff to monitor and police standards as necessary.
- Smoking Areas – Identified areas needed to be recognizable and signed. GM to pursue.

ACTION: GENERAL MANAGER

- Members Bar Blinds – Fitting of blinds to be pursued to minimise the effects and glare of the afternoon sun.

ACTION: GENERAL MANAGER

- Duty Officers – Friday Duty Officers to continue raffle, wine & members draw. Wine draw to be distributed throughout the Club and the raffle distributed through the downstairs buffet only.

DUTY OFFICERS

Correspondence

- Correspondence IN and OUT to be endorsed as listed.

Moved: Nella Clifton
Seconded: Bob Audas
CARRIED

SUB COMMITTEE REPORTS

House, Building & Grounds Committee

- Meeting held 20th January. Items discussed and acknowledged, included A la Carte, Dress Standards, Children at the bar and smoking areas. Also suggested the menu vegetarian choices be increased. GM to discuss with staff.

ACTION: GENERAL MANAGER

Marketing & Sponsorship

- Continuing.

Boatlifting

- Racking Development – DA approved.

History

- Quotes being pursued for printing.

ACTION: GM & PUBLIC RELATIONS

Boat Committee

- Balaton – Heat Exchanger to be serviced.

Constitution

- Review Committee to be established and begin.

ACTION: COMMODORE

Rear Commodore Reports

Angling

- Monthly Competition held.
- Junior Clinic – 60 participants involved during 2 holiday clinics. Committee passed on positive comment to organizing staff.

Diving

- Nil.

Pens and Moorings

- Jetty Overhang – Pen M43 the vessel was overhanging the jetty and extending over the allowed 500mm. Committee endorsed the overhang be eliminated as a priority. The extension over 500mm in the waterway between M and KL Jetties did not protrude outside lease areas or reduce the allowed waterway width. Committee agreed to allow the extension with a review of By Laws to be investigated.
- Electrical and Water Supply – Jetty inspections had identified pen occupants were leaving live power cords on jetties when using their vessels and water hoses left on and fittings giving way allowing water wastage. P&M proposed warning letters be provided to occupants in the first instance with \$50 fines being applied to repeat offenders. Committee endorsed the proposal.

ACTION: MOORINGS OFFICER

Moved: Bob Audas
Seconded: Clive Rowden
CARRIED

Power

- Power Dinner – 30 members in attendance.
- Visit to FSC next month.
- Club Notice Board – Requested the notice board be prioritised for Section Use with any additional material being reduced as required.

ACTION: ADMINISTRATION

Sailing

- Pot of Gold – 23 entries to date.
- Twilight Sailing had commenced with 2 evenings being cancelled due to weather conditions.
- Short Handed Sailing – Series had commenced.
- North Coast Series – Mark laying requirements had reduced the number of rescue vessels available to Dinghy racing the same date. Whilst inconvenienced on this date, safety requirements of a rescue vessel per 10 dinghy participants was still achieved. With 4 rescue vessels available up to 40 dinghies could participate. If numbers improved and exceeded these requirements, additional rescue vessel/s would be required.

Section Equity

- Figures reviewed with Balance Sheet. Keel balance to be reviewed.

Strategic Plan

- Review and Summary to be implemented.

Proposed New Members

MOTION:

"That 14 of the proposed 14 members on the new members list be endorsed.

Moved: Peter McGrady
Seconded: Bob Audas
CARRIED UNANIMOUSLY

New Member interviews would continue monthly and be conducted by the Commodore and Vice Commodores.

General Business

- Nil

Meeting Closed 8.25pm

Next Management Committee meeting to be held at 6.00pm on Monday 22nd February 2010

HILLARYS YACHT CLUB (INC.)
MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD TUESDAY 15th DECEMBER 2009

Present: Jim Suffield (Chair), Danny Rechichi, Clive Rowden, Gayle Revill, , Brent Griffith, Bob Audas, Chris Grant, Cass Castalanelli. Nella Clifton.
 Visitors – Neil Dorrington, Karen Bunn.
Apologies: Peter McGrady
Meeting Opened: 6.10pm.

Neil Dorrington and Karen Bunn, Boatlifting Manager and Bookkeeper welcomed to the meeting and introduced to Committee.

Minutes of the Management Committee meeting held on Monday 30th November 2009 moved as a true and correct record.

Moved: Chris Grant
 Seconded: Clive Rowden
CARRIED

Business Arising from the Previous Minutes

Management Minutes

- Sullage Pumpout Facility – Maintenance was continuing. Regular flushing of the system to be maintained.
- Smoking Areas – Areas had been identified where smokers could be accommodated. These areas would be signed appropriately.
- Volunteer Recognition – R. Sweet to be nominated for community volunteer recognition. Submission being finalized.
- Clubhouse Opening – Saturday 23rd January still planned for opening. Building progress, COJ Certification and Liquor Licensing all favourable for this this date.

Executive Minutes

- Nil

Treasurer's Report

- Special General Meeting – Members approved additional capital expenditure up to \$290,000 at General Meeting 15th December held at MAAC. Dependant upon cash flows funds would be drawn against additional Bankwest loan facilities. Committee asked the GM to ensure preparation.
- Boatlifting – Review of accounts, monthly and YTD performance. Outstanding November invoicing still to be posted returning figures to previous year levels. GST implications relating to Club works and requirements to be reviewed. Pricing structures to be reviewed for EOY and implementation of racking development. Draft customer survey form presented for review. Discussion supported the layout and inclusion of an optional Member and Vessel identification section.
- Receivables – Review of accounts. 60+ and 90+ accounts reviewed by ND. Progress had been achieved. Remainder to be pursued strongly.

ACTION: LIFTING MANAGER

- Club - October Trading Profit (\$10,116)
 YTD Trading Profit (\$76,563) (YTD 2008) (\$6,077)
 Trading performance remaining negative given Clubhouse development. November revenue at \$20,123 was well above previous months supporting member activity during summer and lead up to Xmas. January trading will see positive trends beginning
 Profit & Loss - Club
 Performance continuing positive. Second storey expenditures being monitored closely. Expected VOs to complete project would be submitted prior to Xmas for inclusion in Januarys progress claim. As stated at SGM no drawdown of additional loan funds would be necessary if Club cashflow projections were met this week which would bring to account development expenditure to date in relation to expected contract expenditure. Identified savings to date were expected to reduce effect of the VO.

Balance Sheet	CLUB	BOATLIFTING
Bank reconciliation	\$79,680.80	\$108,107.51
Cash on deposit	\$68,134.18	\$59,149.67
GST Liability for Nov 09	\$(3,729.44)	\$(3,552.33)
Accounts Payable	\$28,003.18	\$113,738.68
Accounts Receivable	\$137,854.62	\$180,867.21
Bank Loan Position - Club	\$3,135,767.63	
Bank Loan Position – Boatlifting	\$2,895,000.00	

Accounts Receivable

CLUB \$137,854.62 - 30 Days \$132,753.42, 60 Days \$1,509.30, 75 Days \$755.40, 75 + Days \$2,836.50. Pen fees accounting for majority of 30 day figures.

BOATLIFTING \$180,867.21 – 30 Days 76,198.46, 60 Days -\$19,641.16, 90 Days \$68,521.75, 90 Days + \$16,505.84.

- Bank Account – Report reviewed and discussed.
- Receivables – Well maintained. January issue of pen fees accounting for outstanding amounts.
- Confirmation of Treasurers Report

Moved: Gayle Revill
 Seconded: Brent Griffith
CARRIED

General Manager's Report

- Second Storey – GM provided an update in respect of progress to date and expected sequence for transfer of operations from the transportables into the Clubhouse. It was identified F&B would not commence until relocation and full set up of operating systems were in place. Office and Administration would be relocated 4th – 6th January. Communication would be reduced during this period with transfer of telecoms and IT.

New Business

- Nil.

Correspondence

- Correspondence IN and OUT to be endorsed as listed.

Moved: Nella Clifton
Seconded: Gayle Revill
CARRIED

SUB COMMITTEE REPORTS

House, Building & Grounds Committee

- Next meeting in January.

Marketing & Sponsorship

- Nil.

Boatlifting

- Racking Development – GM confirmed DA was in last stages seeking WAPC endorsement.

History

- Additional material had been included. Publication to commence.

ACTION: PUBLIC RELATIONS

Boat Committee

- Balaton – Mechanical inspection required to source intermittent coolant issue.

ACTION: GENERAL MANAGER

Constitution

- Nil

Rear Commodore Reports

Angling

- Nil.

Diving

- Nil.

Pens and Moorings

- Hardstand Relocation – BA requested detail re the hardstand and required relocation for second storey parking layout. GM confirmed vessels would need relocation for line marking and COJ requirements. Current vessels would be offered positions in racking development through an 'Expression of Interest' application. Pricing would be significantly higher given the relocation to the lifting facility and secured premise. "Expression of Interest to be distributed with correspondence requesting members relocated their vessels.

ACTION: GENERAL MANAGER

- No December meeting held. January date to be confirmed.

Power

- Mandurah River Rally – Enjoyed with reduced participation.

Sailing

- Season racing being well supported. Dingy sailors performing well at state regattas.
- CIC – Xmas function planned.
- Mirror Class – M. Pitt had offered the Club 3 Mirrors for use and development in the lead up to 2011 Mirror World Championships. Management Committee agreed to the storage and use ensuring the arrangement with expected rentals proved cost neutral.

Moved: Chris Grant
Seconded: Clive Rowden
CARRIED

- North Coast Series – Light weather conditions had made sailing difficult.

Section Equity

- Figures to be reviewed.

Strategic Plan

- Review and Summary to be implemented.

Proposed New Members

MOTION:

"That 5 of the proposed 5 members on the new members list be endorsed.

Moved: Gayle Revill
Seconded: Bob Audas
CARRIED UNANIMOUSLY

New Member interviews would continue monthly and be conducted by the Commodore and Vice Commodores.

General Business

- Club Boat Bookings – The GM requested sections ensure all bookings are input as use was limited during the Mirage repair process.
- State Angling Titles – Mandurah – GM tabled requests from Angling for assistance toward traveling costs for members to attend. It was agreed 50% of fuel costs incurred travelling to the event be supported.

Moved: B Audas
Seconded: Clive Rowden
CARRIED

Meeting Closed 7.40pm

Next Management Committee meeting to be held at 6.00pm on Monday 18th January 2010 – Combined with Finance and Executive

HILLARYS YACHT CLUB (INC.)
MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD MONDAY 30th NOVEMBER 2009

Present: Jim Suffield (Chair), Danny Rechichi, Clive Rowden, Gayle Revill, , Brent Griffith, Bob Audas, Chris Grant, Cass Castalanelli.
Apologies: Nella Clifton. Peter McGrady
Meeting Opened: 6.10pm.

Minutes of the Management Committee meeting held on Monday 26th October 2009 moved as a true and correct record.

Moved: Bob Audas
Seconded: Gayle Revill
CARRIED

Minutes of the Executive Committee meeting held on Monday 23rd November 2009 moved as a true and correct record.

Moved: Brent Griffith
Seconded: Cass Castalanelli
CARRIED

Minutes of the Finance Committee meeting held on Monday 23rd November 2009 moved as true and correct record.

Moved: Brent Griffith
Seconded: Cass Castalanelli
CARRIED

Business Arising from the Previous Minutes

Management Minutes

- Sullage Pumpout Facility – Maintenance was continuing. Regular flushing of the system to be maintained.

Executive Minutes

- Racking Development – Final quotes being pursued with expressions of interest being distributed next month.
- Strategic Planning Meeting – Review of the meeting would be compiled and summarized by the GM and distributed when available.

Treasurer's Report

- Trading – October result showed improvement in sales and beverage margins when taking into account payout of employee provisions. Overall performance remaining negative given Clubhouse development.
- Profit & Loss – October figures and accounts reviewed. YTD figures remaining positive. Latest progress claim reviewed. Next claim would include second VO.
- Bank Account – Report reviewed and discussed.
- Receivables – Well maintained. January issue of pen fees accounting for outstanding amounts.
- Boatlifting – Review of accounts, monthly and YTD performance. YTD performance \$150K above previous year levels. Phasing of rental invoicing and rental during September and October unbalanced the monthly performance result.
- Receivables – Review of accounts. Positive progress had been achieved throughout the last month.
- Confirmation of Treasurers Report

Moved: Chris Grant
Seconded: Bob Audas
CARRIED

General Manager's Report

- Second Storey – GM provided an update in respect of progress to date. Program continuing for Xmas completion with occupancy and liquor licensing expected for January. Awaited VO from builder had finally been presented and discussed. Review had reduced the VO significantly. Taking into account PS savings to date and contingency allowances, the VO and the expectation of another VO before completion suggested additional funding of \$200K - \$230K would be required. Management Committee determined a SGM be called as soon as possible seeking member approval for the additional expenditure. Notice of the meeting to be distributed with this weeks mail distribution.

ACTION: GENERAL MANAGER

Moved: Clive Rowden
Seconded: Gayle Revill
CARRIED

- Smoking Areas – Committee discussed an area being available for member smokers. GM to investigate possible areas and implement.

ACTION: GENERAL MANAGER

New Business

- Strategic Planning Meeting – A follow up meeting had been held with the Commodore, Past Commodores and Trustee Chairman involved to discuss proposed governance matters. The Commodore tabled a list of names identified for possible inclusion in a working group. Further discussion determined all proposed outcomes of the planning meeting needed to be summarised, reviewed, endorsed and prioritised by Management Committee before progressing any direction. GM to prepare summary for review by Committee.

ACTION: GENERAL MANAGER

Correspondence

- B. Smith – Re vessel damage caused by an adjacent vessel. Discussion agreed the GM reply.

ACTION: GENERAL MANAGER

- T. Sheehan – Items of correspondence relating to recognition of volunteers. Committee discussed and supported nomination of R. Sweet for Community Volunteer Award. Further recognition of volunteers would be implemented with opening of Clubhouse. GM to progress initiatives.

ACTION: GENERAL MANAGER

- Correspondence IN and OUT to be endorsed as listed.

Moved: Bob Audas
Seconded: Gayle Revill
CARRIED

SUB COMMITTEE REPORTS

House, Building & Grounds Committee

- Next meeting in January.

Marketing & Sponsorship

- Harbour Rise – Had not replied to date.

Boatlifting

- Nil

History

- B. Audas offered additional material for inclusion. Committee agreed inclusion prior to publication.

ACTION: PUBLIC RELATIONS

Boat Committee

- Balaton – Coolant use and levels to be investigated. Mechanical inspection required.
- Mirage – Propellor damage to be rectified. GM to facilitate.

ACTION: GENERAL MANAGER

Constitution

- Nil

Rear Commodore Reports

Angling

- Nil.

Diving

- Tuesday dive trips introduced.
- Servicing of outboard required. GM to facilitate
- Skipper Accreditation – Additional skippers seeking accreditation. Section to follow up with Training Manager. Training Manager to implement training day for all skippers.

ACTION: TRAINING MANAGER

- Xmas Function to be held at the Zoo 13th December.
- Anchor Discovery – Dive trip had found large anchor. Anchor would be used to upgrade current Mirage anchor.

ACTION: GENERAL MANAGER

Pens and Moorings

- Inspections and review of mooring lines continuing.
- J. White resigning due to work commitments. Ian Ginbey to replace as jetty representative.
- Sullage Chaffers in need of repair.
- R Jetty Power – Inspection had identified replacement of some units was necessary. Program to be implemented.

ACTION: GENERAL MANAGER

Power

- River Rally – To be held in Mandurah.
- Xmas Function at the Club 16th December.

Sailing

- Season racing being well supported. Dingy training continuing well.
- North Coast series had 24 yachts participating.
- Fremantle Visit – 12 yachts in attendance.
- CIC – Water Police to present at next meeting.
- Pot of Gold – Organising Committee progressing preparations.
- YWA Delegates – G. Atkinson & C. Grant endorsed.
- Knee Deep – Hobart farewell planned for 4th December.
- 2011 ISAF – Trial Event this weekend at Bathers Beach in Fremantle.

Section Equity

- Monitoring continuing.

Strategic Plan

- Review and Summary to be implemented.

Proposed New Members

MOTION:

"That 34 of the proposed 34 members on the new members list be endorsed.

Moved: Gayle Revill

Seconded: Bob Audas

CARRIED UNANIMOUSLY

General Business

- Club House Opening – Management endorsed Saturday 23rd January for Opening Cocktail Party. Promotion to begin.

ACTION: PUBLIC RELATIONS and F&B MANAGER

- Clubhouse Landscaping – JS inquired when landscaping was expected to take place. GM confirmed kerbing and bitumen this week with paving following and landscaping to follow.

- Membership Cards – JS suggested additional cards be produced to identify members. Discussion requested the GM investigate options.

ACTION:GENERAL MANAGER

Meeting Closed 9.00pm

Next Management Committee meeting to be held at 6.00pm on Monday 14th December 2009 – Combined with Finance and Executive

HILLARYS YACHT CLUB (INC.)
MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD MONDAY 26th OCTOBER 2009

Present: Jim Suffield (Chair), Danny Rechichi, Clive Rowden, Gayle Revill, , Brent Griffith, Bob Audas, Chris Grant, Peter McGrady.
Apologies: Nella Clifton. Cass Castalanelli
Meeting Opened: 6.10pm.

Minutes of the Management Committee meeting held on Tuesday 29th September 2009 moved as a true and correct record. Moved: Peter McGrady
Seconded: Gayle Revill
CARRIED

Minutes of the Executive Committee meeting held on Monday 19th October 2009 moved as a true and correct record. Moved: Brent Griffith
Seconded: Jim Suffield
CARRIED

Minutes of the Finance Committee meeting held on Monday 19th October 2009 moved as true and correct record. Moved: Brent Griffith
Seconded: Jim Suffield
CARRIED

Business Arising from the Previous Minutes

Management Minutes

- Strategic Planning Meeting – Invites distributed for 14th November meeting.
- Second Storey – Verandah balastrading amended for additional wind protection. BBQ area shade cover being pursued.

Executive Minutes

- Duty Officer Roster – Agreed Duty Officer roster to be implemented with opening of Clubhouse.

Treasurer's Report

- Trading – September figures continuing as expected under current conditions. GM identified Bar Sales GP figures were missing delayed function revenues invoiced in October.
- Profit & Loss – September result and YTD figures maintaining positive performance. Review of selected accounts, audit fees, pen fees and sponsorship revenue.
- Bank Account – Report reviewed and discussed.
- Receivables – Well maintained. Pen fees accounting for outstanding amounts.
- Boatlifting – September figures positive and continuing YTD performance \$160K above previous year levels. Phasing of rental invoicing and expense unbalanced monthly performance result which would be corrected with payment of rent to Colliers in following months. Survey forms seeking feedback from vessel owners to be implemented.

ACTION: LIFTING MANAGER

- Receivables – Review of accounts. Outstanding amounts being recovered. Lifting Manager to follow up identified amounts.

ACTION: LIFTING MANAGER

- Confirmation of Treasurers Report

Moved: Gayle Revill
Seconded: Peter McGrady
CARRIED

General Manager's Report

- Second Storey – GM provided an in depth review of progress and planning to date including progress payment schedules. Dropping of scaffold to begin next week. Builder more positive of Xmas completion with January commencement. Still awaiting detail related to second variation order.
- Club Vessel Charges – GM tabled figures identifying the need to increase usage fees for Sections. Discussion reviewed the figures and agreed to increase usage for Balaton to \$160/hr and Mirage to \$110/hr.
Moved: Brent Griffith
Seconded: Peter McGrady
CARRIED
- Dinghy Storage Shed – GM proposed use of remaining verandah porticos for protection cover adjacent to dinghy shed and enhancing views from the new Clubhouse. Agreed.
Moved: Bob Audas
Seconded: Chris Grant
CARRIED
- Harbour Rise Proposal – GM presented a proposal from Harbour Rise in relation their residents accessing the new dining facilities in return for a larger sponsorship donation. Discussion agreed not to endorse the proposal asking the GM liaise investigating alternative function and voucher scenarios.

ACTION: GENERAL MANAGER

New Business

- Membership Drive – BA suggested a membership drive be progressed prior to completion of the Clubhouse. Meeting concluded there was not a need for a membership drive, given current applications were being received with the Clubhouse in disrepair. The initiative could be reviewed next year.

Correspondence

- Colliers – Leased areas had been resurveyed. Area around western perimeter near dinghy shed and R Jetty identified as requiring amendment.
- Cumberland Charter Yachts – Confirmation of sponsorship support.
- Correspondence IN and OUT to be endorsed as listed.

Moved: Bob Audas
Seconded: Gayle Revill
CARRIED

SUB COMMITTEE REPORTS

Building Committee

- Nil.

House Committee

- Nil.

Marketing & Sponsorship

- Harbour Rise & Cumberland CY previously discussed.

Boatlifting

- Additional staff commenced to assist increasing turnover.

History

- B. Audas reviewed format with completion expected next month.

Boat Committee

- Nil.

Constitution

- Commodore confirmed review had commenced. Strategic Planning session may identify additional areas for review.

ACTION: COMMODORE

Rear Commodore Reports

Angling

- Nil.

Diving

- Hydrostatic testing of equipment completed ready for season.
- Presentation dinner at ORSSC well received.
- Section to provide proposal for sound proofing of Balaton engine noise.

Pens and Moorings

- Inspections and work orders being completed.
 - Storage unit for finger jetties inspected with acknowledgement a smaller unit may be supported. GM to follow up.
- ACTION: GENERAL MANAGER
- Racking approval with COJ.
 - Sullage Pumpout Facility – Damage associated with mooring of vessels to be repaired. Stainless repair and chaffer replacement to be implemented.
- ACTION: GENERAL MANAGER

Power

- EFYC Visit – Very successful with large numbers in attendance. Raffle monies were donated to HYC Juniors. Further discussion supported EFYC kindness be recognised by the Section with signage on one of the club dinghies. GM to pursue.

Sailing

- Season racing being well supported.
- Mirror Class – Further growth intended for the Class.
- 2011 ISAF World Championships – Volunteer training had commenced with 12pax involved.
- HYC well represented at Optisail and Laser weekends.
- Dinghy – Training sessions working well.
- HYC Youth Committee established.

Section Equity

- Monitoring continuing.

Strategic Plan

- Meeting date and time to be confirmed. GM to liaise with facilitator for availability and distribute best finding.

ACTION: GENERAL MANAGER

Proposed New Members

MOTION:

“That 3 of the proposed 3 members on the new members list be endorsed.

Moved: Gayle Reville
Seconded: Chris Grant
CARRIED UNANIMOUSLY

General Business

- Nil.

Meeting Closed 8.20pm

Next Management Committee meeting to be held at 6.00pm on Monday 30th November 2009

HILLARYS YACHT CLUB (INC.)
MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD TUESDAY 29th SEPTEMBER 2009

Present: Jim Suffield (Chair), Danny Rechichi, Clive Rowden, Gayle Revill, Cass Castalanelli, Brent Griffith, Bob Audas, Chris Grant, Peter McGrady.
Apologies: Nella Clifton.
Meeting Opened: 6.10pm.

Minutes of the Management Committee meeting held on Monday 31st August 2009 moved as a true and correct record.

Moved: Bob Audas
Seconded: Gayle Revill
CARRIED

Minutes of the Executive Committee meeting held on Monday 21st September 2009 moved as a true and correct record.

Moved: Brent Griffith
Seconded: Cass Castalanelli
CARRIED

Minutes of the Finance Committee meeting held on Monday 21st September 2009 moved as true and correct record.

Moved: Brent Griffith
Seconded: Cass Castalanelli
CARRIED

Business Arising from the Previous Minutes

Management Minutes

- Amend previous minutes to include discussion on Management Structure and employment of an Operations Manager as tabled by the GM.

Treasurer's Report

- Trading – August figures continuing as expected under current conditions. Opportunity buying and forward purchases of catering equipment included.
- Profit & Loss – August result and YTD figures continuing positive performance. This result considered quite positive given the renovations underway.
- Bank Account – Report reviewed and discussed.
- Receivables – Well maintained.
- Boatlifting – August figures positive and continuing YTD performance \$100K above previous year levels. Bookkeeper performing well and assisting operations. Second shipwright and additional yard staff to commence next week. Improving weather expected to improve result as yard remains full and vessel turnover increased.
- Receivables – Review of accounts. Larger amounts being recovered and controlled. Lifting Manager to follow up identified amounts.

ACTION: LIFTING MANAGER

- Confirmation of Treasurers Report

Moved: Chris Grant
Seconded: Peter McGrady
CARRIED

General Manager's Report

- Second Storey – GM provided an in depth review of progress and planning to date including progress payment schedules. Interior tiling had commenced and other trades progressing well. The GM identified requirements to enclose the members verandah area and BBQ area from strong winds including higher balastrading, blinds and roof covers. Management Committee reviewed front entry designs offered by the Architect. Committee unanimously selected Option B. GM to follow up Architect and progress verandah and BBQ requirements as discussed.

ACTION: GENERAL MANAGER

- Jetty Security – Recent incident of trespass on jetties had seen the intruder caught and charged with trespass.
- Gate Access System – New cards being distributed this week. Changeover from 6th October.

New Business

- Nil.

Correspondence

- K. Lewis – Regard jetty security and contact details for vessel owners.
- R. James – Regard available hours for member access to boatlifting yard after work or business commitments. GM to reply.
- Yacht Club Opening Days – The Commodore distributed invites to other club opening days.
- Correspondence IN and OUT to be endorsed as listed.

Moved: Bob Audas
Seconded: Gayle Revill
CARRIED

SUB COMMITTEE REPORTS

Building Committee

- Nil.

House Committee

- Meeting held. Next meeting expected bi monthly.

Marketing & Sponsorship

- Structure and opportunities discussed. Sponsorship opportunities continuing. GM expecting positive improvement following Clubhouse completion. Committee restructuring to be implemented.

Boatlifting

- New staff commencing to assist increasing turnover.

History

- B. Audas reviewing format for completion.

Boat Committee

- Vessels had been readied for Opening Day. Dive section Balaton.

Constitution

- Commodore to maintain review process.

ACTION: COMMODORE

Rear Commodore Reports

Angling

- Competition held with improved weather. Good catches on the day.
- Presentation Dinner – Postponed to a later competition event.

Diving

- Karri Valley visit with 18pax.
- Open Water dive course being held during October.
- Presentation Dinner 17th October at ORSSC.

Pens and Moorings

- Inspections being completed. 4 Year Inspections had increased demand.

Power

- Rubber Ducky Challenge cancelled due to inclement weather.

Sailing

- Sailing Committee – Yachts participating now required to log on with WSSG for each offshore event.
- Dinghy Registration Day - 30 participants registered.
- 2011 ISAF World Championships – 10 volunteers had registered interest to be involved.
- Section to bid for 2011 Laser State Championships.
- Around Australia Rally – October 2011. HYC involvement and facilities use expected following positive visit from organizers.

Section Equity

- Monitoring continuing.

Strategic Plan

- Update meeting to be planned for Saturday 14th November. GM to begin planning and invite selected members and advertise for interested members.

ACTION: GENERAL MANAGER

Proposed New Members

MOTION:

"That 5 of the proposed 5 members on the new members list be endorsed.

Moved: Gayle Revill
Seconded: Peter McGrady
CARRIED UNANIMOUSLY

General Business

- Flag Officer Awards – Incoming and outgoing Flags to be recognised at Opening Day during Commodore presentation.

Meeting Closed 7.50pm

Next Management Committee meeting to be held at 6.00pm on Monday 26th October 2009

HILLARYS YACHT CLUB (INC.)
MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD MONDAY 31st AUGUST 2009

Present: Jim Suffield (Chair), Nella Clifton, Danny Rechichi, Clive Rowden, Gayle Revill, Cass Castalanelli, Brent Griffith, Bob Audas, Chris Grant, Peter McGrady.

Apologies: Nil.

Meeting Opened: 6.15pm. GM provided Management Committee a tour of the Clubhouse construction site from 5.45pm.

Minutes of the Management Committee meeting held on Monday 27th July 2009 moved as a true and correct record.

Moved: Clive Rowden

Seconded: Gayle Revill

CARRIED

Minutes of the Executive Committee meeting held on Monday 24th August 2009 moved as a true and correct record.

Moved: Cass Castalanelli

Seconded: Brent Griffith

CARRIED

Minutes of the Finance Committee meeting held on Monday 24th August 2009 moved as true and correct record.

Moved: Cass Castalanelli

Seconded: Brent Griffith

CARRIED

Business Arising from the Previous Minutes

Management Minutes

- Opening Day – Format confirmed, invitation list reduced as club and catering facilities were less capable of hosting correctly. Club boats to be used by Dive and Keel for sailpast.

Treasurer's Report

- Trading – July figures continuing as expected under current conditions.
- Profit & Loss – July result and YTD figures maintaining better than previous year including Membership fees. This result considered quite positive given the renovations and membership cost had not increased this year.
- Bank Account – Report reviewed and discussed.
- Receivables – Well maintained.
- Boatlifting – July figures positive and continuing YTD performance \$73K above previous year levels. Performance meetings held with manager. Items discussed included staff moral, staff attitude, operations and revenue collection.
- Receivables – Review of accounts. GM to follow up identified amounts.

ACTION: GENERAL MANAGER

- Confirmation of Treasurers Report

Moved: Gayle Revill

Seconded: Peter McGrady

CARRIED

General Manager's Report

- Second Storey – GM provided an in depth review of progress and planning to date including progress payment schedules, completion program update, building colours, tile and carpet selections, management and food & beverage staffing structures including selection of an Assistant F&B Manager commencing December 2009, draft first aid, evacuation plan, employee handbook and proposed wine lists, Dress standards were highlighted, identifying differences thru the Club and members lounge requirements. Proposed F&B staff uniforms presented with discussion the GM provide further samples with regard clothing colour, correctness of embroidery to club colours. GM to source.

ACTION: GENERAL MANAGER

- Operations Assistant – GM identified this position would be implemented following Clubhouse completion.
- Gate Access System – Implementation expected end September.
- Membership Database – Program software update expected February. Update would expand capabilities both for Club, Pens and Members.

New Business

- Membership Database – Sections to be issued with new member interests when approved.

ACTION: ADMINISTRATION

Correspondence

- DPI – Approval of Racking DA for boatlifters. DPI conditions had requested a size reduction along northern boundary allowing possible future access thru current unused gates. Request considered acceptable. Capital cost would be reduced accordingly, expected to be around 10%.
- Correspondence IN and OUT to be endorsed as listed.

Moved: Chris Grant

Seconded: Gayle Revill

CARRIED

SUB COMMITTEE REPORTS

Building Committee

- Nil.

House Committee

- Meeting to be implemented. GM to attend 3rd Wednesday 6.45pm.

Marketing & Sponsorship

- Opportunities continuing.

Boatlifting

- Nil.

History

- B. Audas still to review format for completion.

Boat Committee

- Nil.

Constitution

- AGM – Review continuing.

Rear Commodore Reports

Angling

- No competitions due to inclement weather.
- Presentation Dinner – 10th October, Woodvale Tavern Reception Centre.

Diving

- Wacky Rally successful 33pax in attendance.

Pens and Moorings

- 4 Year Inspections underway.

Power

- Mystery Wine Tour 17pax in attendance.
- Boat Party and Rubber Ducky Challenge planned for September.

Sailing

- Sailing Committee implemented. Role and objectives submitted.
- 2011 ISAF World Championships – HYC and volunteer involvement expected. Training opportunities would be available for the Club and members. Involvement would include use of Club vessels during competition 3 – 18 December 2011. Management Committee endorsed participation and planning to continue.

Moved: Chris Grant
Seconded: Clive Rowden
CARRIED

- Around Australia Rally – Involvement expected with HYC facilities being accessed.
 - Catamaran Class – Implementation being investigated.
 - Boatlifting – CiC and Keel members had expressed concern re level of service being offered. GM to follow up.
- ACTION: GENERAL MANAGER
- Clipper Race – Commodore liaising with organizers.

Section Equity

- Discussed. Dinghy enquiry re race pennants.

Strategic Plan

- Update meeting to be planned for November. GM to begin planning, set date and invite selected members for participation.
- ACTION: GENERAL MANAGER

Proposed New Members

Requested the tabled lists identify section interests of new members. GM to follow up.

ACTION: GENERAL MANAGER

MOTION:

“That 8 of the proposed 8 members on the new members list be endorsed.

Moved: Gayle Revill
Seconded: Bob Audas
CARRIED UNANIMOUSLY

General Business

- Nil

Meeting Closed 8.20pm

Next Management Committee meeting to be held at 6.00pm on Tuesday 29th September 2009

HILLARYS YACHT CLUB (INC.)
MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD MONDAY 27th JULY 2009

Present: Jim Suffield (Chair), Nella Clifton, Danny Rechichi, Clive Rowden, Gayle Revill, Cass Castalanelli, Brent Griffith, Bob Audas, Chris Grant.
Apologies: Peter McGrady.
Meeting Opened: 6.05pm

Minutes of the Management Committee meeting held on Monday 29th June 2009 moved as a true and correct record.

Moved: CliveRowden
Seconded: Gayle Revill
CARRIED

Minutes of the Executive Committee meeting held on Monday 20th July 2009 moved as a true and correct record.

Moved: Cass Castalanelli
Seconded: Brent Griffith
CARRIED

Minutes of the Finance Committee meeting held on Monday 20th July 2009 moved as true and correct record.

Moved: Cass Castalanelli
Seconded: Brent Griffith
CARRIED

Business Arising from the Previous Minutes

Management Minutes

- Trading Figures – April bar sales & stock discrepancy related to Harbour Classic awards not being incorporated in figures.
- Dive Section Boat Use – Annual use allocation transferred to section equity.
- Silver Cards – Sections had been advised of benefits. Sections to promote. GM to forward detail to RC Sailing.

ACTION: GENERAL MANAGER

Treasurer's Report

- Trading – June figures continuing as expected under current conditions.
- Profit & Loss – June result and YTD figures continuing better than previous year. Review of selected accounts. Results confirming club operations would remain positive without food & beverage trading activities.
- Bank Account – Report reviewed and discussed.
- Receivables – Overdue amounts well reduced. Late membership renewals accounting for 75+ numbers. Final letters sent to overdue members.
- Boatlifting – June figures positive and continuing YTD performance well above previous year levels. Lifting Manager on leave, GM was filling in continuing operations. Replacement bookkeeper had commenced with positive outcomes.
- Receivables – Review of accounts.
- Confirmation of Treasurers Report

Moved: Gayle Revill
Seconded: Clive Rowden
CARRIED

General Manager's Report

- Staff – Boatlifting staff & management positions discussed.
- Membership – New member and resignation numbers discussed. Current levels were thought positive given EOY and the state of club facilities.
- Second Storey – Update on progress presented. Program timelines remain on target. Works continuing on bottom floor during inclement weather conditions. Structural steel expected on site this week, progress then expected to speed up with all trades able to commit.
- Audit Report – The GM presented audit details relating to the audit and recommendations on future structures of and for the Club. All items were discussed and acknowledged as necessary for the future. Many of the recommendations were already in motion. GM to continue implementation.

ACTION: GENERAL MANAGER

- Sponsorship – GM confirmed sponsorship levels were being sustained. Opportunities were arising from the second storey development.

New Business

- Club Number Plates – The Commodore asked the GM to follow up progress of alternative registration plate numbers.

ACTION: GENERAL MANAGER

- Opening Day – Discussion on the format of the day and agreement a less formal event be implemented. Sailing event and sailpast activities would remain with food & beverage services available for members on the day. GM to begin planning with relevant staff.

ACTION: GM & Staff

- Clubhouse Opening – A more formal occasion was discussed with agreement it be held during January dependant upon building progress. Invitation of VIPs would be confirmed closer to the date.
- ISAF 2011 – The Commodore discussed information relating to the 2011 event and attendances at planning meetings. Agreed the Commodore and RC Sailing be HYC delegates for future meetings.

Correspondence

- YWA and Patron replies discussed.
- Correspondence IN and OUT to be endorsed as listed.

Moved: Nella Clifton
Seconded: Clive Rowden
CARRIED

SUB COMMITTEE REPORTS

Building Committee

- Nil.

House Committee

- Nil.

Marketing & Sponsorship

- Opportunities continuing.

Boatlifting

- Nil.

History

- Completion expected following input of additional photographs and update of officer lists. B. Audas requested to review format prior to input.

Boat Committee

- Balaton – Coolant levels inspected. Dinghy covers being repaired.
- RIB Insurance – Claim completed, vessels being refitted.

Constitution

- AGM – Review continuing.

Rear Commodore Reports

Angling

- Nil.

Diving

- Wacky Rally this weekend.

Pens and Moorings

- Committee Meeting this date following Management Committee.

Power

- Mystery Wine Tour next month.

Sailing

- Annual program completed for distribution.
- Midweek Sailing – Events to begin this season probably on Thursdays.
- Start Tower - Yardarm amendments to be completed.

ACTION: GENERAL MANAGER

- Dinghy Section – 25 in attendance at Bowling Night.

Section Equity

- Discussed.

Strategic Plan

- Nil.

Proposed New Members

Requested the tabled lists identify section interests of new members. GM to follow up.

ACTION: GENERAL MANAGER

MOTION:

“That 14 of the proposed 14 members on the new members list be endorsed.

Moved: Brent Griffith
Seconded: Bob Audas
CARRIED UNANIMOUSLY

General Business

- Nil

Meeting Closed 7.20pm

Next Management Committee meeting to be held at 6.00pm on Monday 31st August 2009

**HILLARYS YACHT CLUB (INC.)
MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD MONDAY 29th JUNE 2009**

Present: Jim Suffield (Chair), Ian Patterson, Nella Clifton, Danny Rechichi, Clive Rowden, Gayle Revill (Dive), Cass Castalanelli, Brent Griffith, Bob Audas.
Apologies: Neilson Martin, Peter McGrady.
Meeting Opened: 6.10pm

Minutes of the Management Committee meeting held on Monday 25th May 2009 moved as a true and correct record.

Moved: CliveRowden
Seconded: Brent Griffith
CARRIED

Minutes of the Executive Committee meeting held on Monday 22nd June 2009 moved as a true and correct record.

Moved: NellaClifton
Seconded: Brent Griffith
CARRIED

Minutes of the Finance Committee meeting held on Monday 22nd June 2009 moved as true and correct record.

Moved: Nella Clifton
Seconded: Brent Griffith
CARRIED

Business Arising from the Previous Minutes

Management Minutes

- Trading Figures – Bar sales figures to be followed up.

ACTION: GENERAL MANAGER

Treasurer's Report

- EOY Financial Statements – Statements presented representing annual result. Overall profit result of \$100K lowered by f&b trading losses and lower boatlifting profit figures. Trading result lower than expected, delay in building approvals and reduced function activity main factors. Boatlifting performance also as expected, business trend changes, rent, rates and cogs increases main factors. Positive results in second half of year assisted result. Revised format of statements, prepared by T. Sheehan in consultation with appointed auditors, accepted with agreement the additional summary report provided did not clearly identify departmental results and was not required. Consolidated statement of performance, trading and boatlifting statements provided detail required.
- Trading – May figures as expected under current conditions. Regular clientele attending facilities during open hours.
- Profit & Loss – May result positive, given reduced trading revenues, assisted by lower cogs and maintained operating expenses vs previous year.
- Balance Sheet – May figures discussed.
- Receivables – Overdue amounts reduced. Late membership renewals continuing to be remitted at rates similar to previous years.
- Boatlifting – May figures positive and well above past and previous years. Following periods expected to be varied given business and weather conditions. MYOB implemented and data input commencing 1st July. May & June figures to be input following. Replacement bookkeeper appointed with monitoring of performance continuing.
- Receivables – Review of accounts.
- Cash Flow & Bank Accounts – Reviewed.
- Confirmation of Treasurers Report

Moved: Bob Audas
Seconded: Cass Castalanelli
CARRIED

General Manager's Report

- Staff – Food & beverage structure and review of job descriptions completed. Performance of appointed bookkeeper being monitored.
- Perimeter Fencing – Completed.
- Fundraising Opportunity – Proposal presented to assist Clubhouse fundraising. Plaques engraved with member detail and fitted to fixtures within the developed building agreed to promote. Differing levels of commitment and promotion to begin with July mail out.
- Second Storey – Update on progress presented. Program timelines remaining on target. Works continuing on bottom floor during inclement weather conditions. Structural steel expected on site, windows being fitted to lower and frame work for ceilings commenced.
- Sponsorship – Discussion continuing with possible sponsor of twilight sailing. Other sponsorships being maintained.

New Business

- Insurance Claims – Claims made for replacement of stolen RIB equipment and trailer.

Correspondence

- Cruising in Company – Regarding storage of Section memorabilia when Clubhouse completed. GM to advise suitability when nearing completion.
- Correspondence IN and OUT to be endorsed as listed.

Moved: Bob Audas
Seconded: Cass Castalanelli
CARRIED

SUB COMMITTEE REPORTS

Building Committee

- Nil.

House Committee

- Nil.

Marketing & Sponsorship

- Discussions continuing with sponsors. Mansfield Marine looking to increase commitment.

Boatlifting

- Nil.

History

- All endeavor to complete to be undertaken. Offers of assistance appreciated and to be accepted as necessary.
ACTION: GM and MARKETING

Boat Committee

- Balaton – Coolant levels require monitoring and repair if necessary. GM to implement.
ACTION: GENERAL MANAGER
- Dinghy Cover – In need of repair. GM to implement.
ACTION: GENERAL MANAGER

Constitution

- AGM – Review continuing.

Rear Commodore Reports

Angling

- Nil.

Diving

- Hours of Use – Request for crediting of allocated hours. GM to follow up.
ACTION: GENERAL MANAGER

Pens and Moorings

- Committee Meetings – GM had attended recent meeting for input and secretary duties. Format to continue assisting communication levels.

Power

- Mindarie Trip – Successful with good participation.
- Section Meetings – Attendances were low.

Sailing

- Junior Sailing Program – Saturday program running well.
- Keel Training Vessel – Vessel donated by Sun City Yacht Club from deceased estate of Brian Trant.
- Balaton Yard Arm – Improvements required for suitable use. GM to rectify.
ACTION: GENERAL MANAGER

Section Equity

- Discussed.

Strategic Plan

- Review and update to be undertaken following completion of Clubhouse.

Proposed New Members

MOTION:

“That 7 of the proposed 7 members on the new members list be endorsed.

Moved: Brent Griffith
Seconded: Bob Audas
CARRIED UNANIMOUSLY

General Business

- Silver Cards – Discussion re distribution to members and benefits available. Agreed sections should identify members for card distributions. Benefits and level of insurance cover to be confirmed and distributed.
ACTION: GENERAL MANAGER

Meeting Closed 7.40pm

Next Management Committee meeting to be held at 6.00pm on Monday 27th July 2009

HILLARYS YACHT CLUB (INC.)
MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD MONDAY 25th MAY 2009

Present: Jim Suffield (Chair), Ian Patterson, Nella Clifton, Danny Rechichi, Clive Rowden, Gayle Revill (Dive), Tony Sheehan (P&M).
Apologies: Cass Castalanelli, Brent Griffith, Bob Audas, Neilson Martin, Peter McGrady.
Meeting Opened: 6.15pm

Minutes of the Management Committee meeting held on Tuesday 28th April 2009 moved as a true and correct record.

Moved: Ian Patterson
Seconded: Nella Clifton
CARRIED

Minutes of the Executive Committee meeting held on Monday 18th May 2009 moved as a true and correct record.

Moved: Nella Clifton
Seconded: Jim Suffield
CARRIED

Minutes of the Finance Committee meeting held on Monday 18th May 2009 moved as true and correct record.

Moved: Nella Clifton
Seconded: Tony Sheehan
CARRIED

Business Arising from the Previous Minutes

Management Minutes

- Mirage – Anchor winch being rectified, sound proofing being fitted by Section, Life Jacket numbers to be reviewed.

ACTION: GENERAL MANAGER

- Constitution – Review begun.

Treasurer's Report

- Trading – April and EOY result accepted as discussed. Performance during the construction period to continue negatively maintaining senior staff and servicing members with lower turnovers.
- Profit & Loss – April and EOY performance reviewed positively. Capital Expenditure and Second Storey WIP figures reviewed. Accounts being prepared for Auditor inspection.
- Balance Sheet – Report dates identified differing figures. Updated report to be distributed.
- Receivables – Discussed with pen fees over 60 days to be followed up, remainder maintained.
- Boatlifting – April figures positive. YTD and EOY performance below previous year and expected to reduce with EOY journals and provisions for bad debts. Staff levels and business trends being maintained. No Cash No Splash policy improving. MYOB implementation to continue.

ACTION: GENERAL & LIFTING MANAGERS

- Receivables – Review of selected accounts and possible bad debts.

ACTION: BOATLIFTING MANAGER

- Cash Flow & Bank Accounts – Reviewed.
- Confirmation of Treasurers Report

Moved: Clive Rowden
Seconded: Ian Patterson
CARRIED

General Manager's Report

- Staff – Boatlifting receptionist/bookkeeper had submitted her resignation. Replacement being sourced.
- Second Storey – Update on progress presented. Program timelines on target. Communication with architect improved. Trades continuing well, electricians beginning and first floor concreting to be completed next week.
- Sponsorship – Core Surfwear proposal being pursued.

New Business

- AGM – T. Sheehan commented members were unable to move motions at AGM. Discussion highlighted constitutional requirements of notice prior to AGM for all member's review. It was further discussed and affirmed members were fully entitled to ask or make comment during AGM General Business process.
- Pen Lease Advertising – Recent advertising of an available pen lease was discussed. Lessees were entitled to advertise pens. The GM confirmed members had been made aware of the lease prior to its advertising through waitlist information. Further discussion confirmed differences between 5 Year and Long Term Leases and intentions to limit profiteering by lessees.
- Finance Committee – T. Sheehan commented review of financial performance at Finance and Management Committees was repetitious and time consuming at both meetings. Discussion confirmed the Independent Member and Executive Members at Finance and Section RC's at Management were and have been constitutional and maintained requirements for the benefits of member representation.

Correspondence

- YAWA – 2011 Sailing Event discussed with expectation of HYC involvement likely.
- Correspondence IN and OUT to be endorsed as listed.

Moved: Clive Rowden
Seconded: Ian Patterson
CARRIED

SUB COMMITTEE REPORTS

Building Committee

- Second Storey – Ongoing.

House Committee

- Next meeting during June.

Marketing & Sponsorship

- Liaison continuing with sponsors. Harbour Rise confirmed to continue, possibly at reduced commitment.

Boatlifting

- Nil.

History

- Further editing suggested and required. B. Mott had offered assistance. Preparation to continue.

Boat Committee

- Nil.

Constitution

- AGM – Proposed amendment to increase Membership Nomination Fee discussed and agreed to be implemented from 1st September following AGM. Amendment to be distributed with meeting notices.

ACTION: GENERAL MANAGER

Moved: Clive Rowden
Seconded: Nella Clifton
CARRIED

Rear Commodore Reports

Angling

- Nil.

Diving

- Nil.

Pens and Moorings

- Volunteer Insurances – Request for confirmation club volunteers were covered under current policies. GM confirmed coverage was in place for volunteers to the age of 80.
- Overdue Work Orders – T. Sheehan presented proposed process for pursuing overdue orders. Agreed letters be sent requesting meeting attendance with the Commodore and GM if orders not completed by due dates. Process to be implemented.

ACTION: GM and MOORINGS OFFICER

- DPI Harbour Regulations – Speed limits within harbour and allowed rescue speeds were discussed. Eminent DPI and Boating Group meetings would be discussing guidelines.

Power

- Section AGM – C. Rowden elected Rear Commodore, B. Garrett Reed elected Captain, Treasurer to be sourced.

Sailing

- Section AGM – Brad Utting elected Dinghy Captain, S. Wholer CIC Captain, T. Mather Keel Captain, C. Grant elected Rear Commodore, I. Patterson to nominate for Vice Commodore.
- Race Fees – Issued.

Section Equity

- Discussed.

Strategic Plan

- Review and update expected during coming months.

Proposed New Members

MOTION:

“That 7 of the proposed 7 members on the new members list be endorsed. Rescheduling of the second members interview required.

Moved: Clive Rowden
Seconded: Ian Patterson
CARRIED UNANIMOUSLY

General Business

- HYC Number Plates – Commodore inquired re progress. GM to follow up.

Meeting Closed 8.30pm

Next Management Committee meeting to be held at 6.00pm on Monday 29th June 2009

