

Bristol and Gloucestershire Gliding Club  
Committee Minutes 19<sup>th</sup> February 2016

1. Apologies None

2. Present

Dan Welch	Chairman	Steve Noujaim	Vice Chairman
Jake Brattle	Treasurer	Alan Montgue	Secretary
Julian Rees	Marketing	Rupert Wasey	Estates
Mrs Debi Thomas	by invitation	Greg O'Hagan	CFI

3. New Members

Joyce Khoh – Student	Thiyana Ilangchizian – Student
Rafal Jakubowski – Adult	Owen Jones – Student

4. Correspondence received

To Chairman from Corporal Pearce requesting raffle prize for Air Cadet funding **Agreed** 2000' trial lesson. In general these should only be offered locally.

From Gordon Davis. **Secretary to reply.**

Flying activity report: Elaine Townsend. **Attached.**

5. Agenda: agreed

6. Review of Minutes of January Meeting (incomplete)

- Safety Officer: Sid is happy to help Jake. Jake is the BGA registered safety officer. - Safety Reports. Requests have been issued for report structures.
- BGA Return noted incomplete. **Secretary to ensure completion.**
- BGA requirements: confirmed this club is compliant.

7. Presentation of Restaurant Proposal

Ruperrt Wasey with Ms Debi Thomas.

Outlined her experience in catering and training.

Presented a plan for a café business.

Decision: further meeting with detailed costs: needs costed business case for this and next financial year.

What is set up must require minimal intervention by the committee: our core business is gliding. Need to determine company and management structure?

Discover minimal compliance for staff toilets for a café. **Action Secretary.**

Ascertain additional building works costs **Action Vice Chairman.**

Modelling of business finance figures: **Action Marketing.**

Liason with PTY re setting up subsidiary trading company: **Action Chairman**

Set date within two weeks for ad hoc meeting: **Action Chairman**

8. Review and Update Risks and Issues Register

- Chairman reports office weekend staff have now signed casual worker contracts, drafted by solicitors on instruction of Pete Bray.
- Data Protection Act: most companies need registration, not mandatory in not for profits. We must obey its requirements We need a policy and selection of processes. JR will present this at next committee. **Action Marketing**
- Arc Expiry: Dan is setting up a global document that can be managed by the office. To be printed monthly and placed on notice board by the office.

- Parachute repacking, parachute replacement policy: Requirement noted.
- Club Diesel: unsuccessful pressure test. In hand by Martin Talbot.
- Avgas: Monitored Martin Talbot. Process in place.
- Building health and safety: Alan Price auditing.
- Electrical inspection due..
- Broughton: Investigate brake maintenance **Action Vice Chairman**
- Trees: RW reports a tree survey within last 3 years by professional. Need to know boundaries. **Action Estates**
- Liabilities: Airfield covered, buildings covered.
- Non-flying insurance renewals to be monitored by secretary. **Action Secretary.**

## 9. Reports

### Vice Chairman

Weekend winch employment scheme to be designed and implemented by 1<sup>st</sup> April. Re design: Dan to discuss with Pete Bray. **Action Chairman**

Flying Log and Payment Automation:

SN and JB will investigate Freeflight and NewZealand package.

### Treasurer

Need to upgrade DG505 and LS4 trailers. K21 trailer tyres need replacement before next use. Red on audit. Prob other trailers also. 8.33 radio upgrade for 913 and MY approval up to £2500 **Agreed.**

### Secretary

Directors and officers liability insurance: indication from Sydney Charles: £5 million for annual premium is in order of £1700. **Approved Sec to continue negotiation** to include all directors and officers.

### Estates

Peritrack: Steve Kohnstamm will investigate methods of maintaining. Scrap to be removed.

PA cable damaged.

Topper: New one required. Agreed up to £1500. **Action Estates.**

Lorry bodies: Fred Hill may remove as requested.

Residential caravan: **Chairman to liase with Dave Hallsworth** re contents.

Flat. Now gutted. Damp may be a non-problem. Has dried out since gutters cleared.

Render needs repair. Needs new shower tray, bedroom carpet, new kitchen.

Total £1600 to make it liveable empty shell. Therefore **agreed budget £2000.**

### CFI

Accepted: attached

## 10. Other Business

Junior Nationals: 19-25 August: can we host it? General support. Volunteers required.

Decision by 1<sup>st</sup> April. Action plan All equipment serviceable for Juniors at beginning April **Action Vice Chairman**

Chandra's Trailer. Chairman requests advice re disposal thereof

## 11. Next Meeting

Friday March 24<sup>th</sup>.6pm.