

Bristol and Gloucestershire Gliding Club  
Committee Minutes 24<sup>th</sup> March 2017

1. Apologies None

2. Present

Dan Welch	Chairman	Steve Noujaim	Vice Chairman
Jake Brattle	Treasurer	Alan Montague	Secretary
Julian Rees	Marketing	Rupert Wasey	Estates
Greg O'Hagan	CFI		

3. New Members

Gregoire Mahaut	Junior
Charlie Harding	student
Richard Cowen	student
Bryn Clarke	student
Charlie Harding	student
Joseph Groves	student
Sebastian Newton	cadet
Benjamin Payne	cadet
James Stone	cadet
Tim Cunningham	cadet

4. Correspondence received

Email from Fred Hill, concerning removal from list of directors. **Action: Chairman** to write.

Letter from Dr Fernando on continuing occupation by his aircraft despite long expired notice to quit. **Action Chairman and Vice-Chairman** to make contact.

5. Agenda: agreed

6. Matters Arising from minutes of February meeting.

Restaurant and toilets building works: works costs ascertained, B Walker and Co best quote **Agreed**: to proceed. Drawings attached

**Action: Vice-Chairman** to proceed with B.Walker and Co for toilets and doors but not restaurant windows, Estates to contact B. Walker and Co providing details.

Chairman has held a meeting with Pete Bray, representing PTY, on formation of the subsidiary company. PB agrees new company. PTY agreed to pay for works. **Action Estates** to Liase with PB to set up "The Old Flying Club" company. Change of use planning consent to be obtained: **Action Estates**

Broughton: new linings to be fitted, the vehicle is ok for next few weeks.

Trees. We have had a quote for tree work £2000 + vat to remove potentially dangerous trees to be followed by inspection. **Action Vice-Chairman**.

Weekend winch employment credit scheme. SN has designed a scheme.

**Approbation**: broad committee support.

Residential Caravan: Dan awaiting reply from DH.

### 7. BGGC Financial Position

Comment: Café will be our large investment this year.

### 8. Clubhouse Improvements Investment Decision

Has been made. (See 6 above).

Instructor flat: Scott Barratt will do the work (i.e. lead the team). Grateful thanks.

### 9. 2017 Budget Discussion

**Approved** Nalin's draft budget (attached)

### 10. Reports

b. Vice Chairman: EASA compliance: Club requires a training record for daily inspections. CFI: "all private owners and solo pilots are trained to perform DIs. No actual log exists of these training compliances". Implementation: **Action CFI**

Professional Winch Driver: needs contract organising with minimum number of 8 hour days each week. Needs specification. 2 days= 16 hrs/week. **Action Chairman and Vice Chairman** for details of contract and to be communicated to PB to draw up formal contract.

Junior Nationals: We will host. Needs volunteers from the club.

Ground equipment.: White buggy is defective.

Aircraft maintenance: Grob 103 ARC in July. Vice-Chairman to action working party to complete this in nine days. To liase with Kevin Neave.

I.T.: JR: we need separate internet access for the office and members. I.T. needs a plan and costs. **Action Treasurer**.

One new webcam **authorised**.

Roger Targett's increased footprint: **Action Chairman** to investigate.

Gift aid: The signatories are in place. Need a gift aid person to drive the process of claiming and giving.

c. Secretary: D and O insurance: Quote from Sydney Charles £4525 per annum for £5 million with many trimmings and reductions of cover. Therefore seeking further quote from own insurer.

Café toilet rules summary attached. (Download guidance from Southend.Gov.UK)

### d. Estates.

Debi Thomas will begin on April 17<sup>th</sup>. Licensing: she has agreed to acquire a licence to sell alcohol. Bank account is open. Café will require deposits from BGGC on agreed budget. BGGC will pay for the building works.

Proposed opening day café 20 May. Party!!

Liason re repair of dry stone wall. **Action Estates**

e. Marketing:

Data Protection Policy. P5 (see attached). We need to agree how long we keep member data after resignations. **Agreed**: 3 years. Need a process to erase electronic records, (paper archive acceptable) Data protection summary sheet to be agreed  
**Action Chairman/Marketing.**

Marketing Plan

It's about defining the product; built with someone in mind who will buy it. We don't at present have an offer for someone who wants to learn to fly. Need a package less than Fixed Price To Solo. Suggest a year's rolling membership and offer the BGA package.

Budget £2500 for preparing professional material for T/Ls and new members.

**Agreed.**

11. Other Business

Kelly letter: requesting residue in father's account to be transferred to son's account (excluding subscriptions): **Approved**

12. Next Meeting: April: 28<sup>th</sup>.

Attachments in clubhouse folder

Restaurant and toilet works drawings

Draft budget

Cafe toilet etc rules

Marketing plan

Data protection policy

Flying stats February