

## BGGC Committee Minutes 25th May 2017.

### Present:

Steve Noujaim, Vice Chair  
Nalin Parmar, Assist Treasurer  
Greg O'Hagon, CFI  
Julian Rees, Marketing  
Peter Bray, Pty  
Rupert Wasey, Estates  
Jake Brattle, Treasurer  
**Observing:** Steve Eyles  
**Apologies:** Dan Welch, Alan Montague

### Previous Minutes

Greg O'Hagon, CFI, wished to note his objection to selling the Ka13 on the grounds of contingency and 2 seater availability at peak times

### Content

#### 1. Actions outstanding from previous meeting

(Note: Only actions relevant to those present were considered)

- Item 6a: Former member's trailer in unlawful occupation: recorded delivery letters sent; no Reply. **Action:** Final letter sent.
- Item 8: D&O insurance: see AOB
- Item 11: Summer Instructor: Draft text of contract in place, awaiting comments. Other candidate still in consideration & will chase. Need to progress **Action: CFI**
- Item 13. IT – proposal in preparation. **Action: RW** to lend 4G access point for trial, **NP** to contact Sheila and order DSL for the office.
- Item 14 b. Ka13 advertised internally. Potential interest at £7500, to be advertised not below this price: **Action: JB** to advertise, **PB** to follow up potential interest
- Item 14 b: Contingency Plan on bus: **Complete**
- Item 14 d: Club trailers Red Box role: **Action SN**, carried forward
- Item 14e: Electrical capacity. RW has had Western Power round and ascertained that there should be sufficient transformer capacity to provide for existing needs and additional supplies if required.

#### 2. BGGC Financial status update & actions (NP)

Nalin, Jake & Pete have analysed our accounts and done a comparison for the first 6 months (Sept 16 – March 17) with the same period for the previous financial year.

**Action: NP** will post detailed spreadsheets on the drop-box

**Flying:** About 100 hrs down YoY for first 6 months, slightly down 10-15%, April was broadly in line with 2016. This impact is over both Club and Private flying. Trial Lessons are holding up OK.

### **Financial 1<sup>st</sup> Half Year**

£6,500 Operating profit vs £5,500 deficit for 1<sup>st</sup> Half last year. So on the surface 2016/17 much improved over 2015/16, however 2015/16 included winch maintenance, and with this removed we are roughly flat Year on Year (YoY).

Outlook is that we will make a net loss this year, but that we will have made some recovery compared to last year. Current loss is outlooked at approx. -£14,000 so we need to make further cost savings.

One option is to reduce our asset base, which reduces maintenance cost and effort. However we need to look carefully at the options and impact on flying. This should form part of a strategic planning exercise which we need to undertake before September.

Cashflow is slightly improved over last year, but too early to make a firm judgement.

Communications to members – summary figures to be included in the next Chairman's report. **Action: NP** to put summary together for Dan to include

Budget is prepared & to be distributed – **Action: NP** to distribute & allocate owners. This will provide YoY comparison & year to date. Each owner needs to provide a 3-5 year plan, identifying any capital expenditure required.

### **Engineering Budget**

Budget completed at first pass with analysis for each aircraft and produce 5-6 year plan, identifying capital and maintenance. Eg: Approx average budgets, Pawnee: £14,000 / annum. This then gives us a base on which to start to look at costs and see where savings could be made. **Action: NP** to provide drafts for Dropbox.

**Financial Controls** – NP has put together a process which will formalize our control and allow us to put in place a process to authorize invoice payment. **Action: NP** to add to dropbox and circulate

### 3. Cafe status & update (RW)

Many congratulations expressed all round to the café. Rupert thanked committee members and club supporters for their effort. Committee expressed need to “take a breath” after this major effort, which (as agreed) constitutes our major investment for 2016/17 financial year.

Unfortunately Debi Thomas, the original manager has had to resign due to personal reasons, Charlie & Carrie are taking over as joint managers. Debi has given us permission to

operate under her alcohol licence until we can transfer it. No impact on the overall cost or budget is anticipated.

Café Income is over £1500 to date, which is above the medium target & a hopeful sign that we will meet or exceed our operating plan.

Investment Expenditure in setting up the café to date is approx. £13,700 – excluding windows & disabled toilet. If we add in the first salary run (which has just completed) then the overall implementation costs are with 10% of the initial budget (including operating capital). All agreed this was an excellent achievement for a project executed in a short timescale and with a lot of pressure.

Café finances will shortly be setup on Xero (online accounting) and committee members given access to monitor progress. At this time the expectations are good, and a full report will be given to members at the AGM.

There is a list of items which need to be “tidied up” to finalise the café’s operational status. These are agreed with PB and RW, **Action: RW/PB** to complete.

Additional Actions: Café security has meant that we have a potential exit route locked out of opening hours: **Action: SN/RW** to check fire implications.

#### 4. AOB

**JR** Steve Parker is taking on Doug Jones old slot as per offer made by committee in Oct 2016 and will start clear. **Action: Greg** to contact Chris Edwards on what we do with the Caravan & contents.

**RW** Potwasher needed for weekends in café:- we should approach the cadets.

**NP:** D&O currently an issue as will not cover bodily injury because of the nature of our business. **Action: Pete Bray** to put enquiry on BGA treasurers forum to see what other clubs do. **SN** to contact Forbes. **JR** to call Stephen Hill. **NP** to send draft out of what we are looking for.

**CFI** : Aston down glider request for mid June (Juniors bronze progression). Not clear whether we will have P70 back, so request put on hold for the moment

**JB:** Email from Gordon on landing fees etc: Daniel is investigating on behalf of the committee. **Action JB:** Landings fees for non club members are £10-00 PPR only. Non PPR £40. Club members with aircraft on site, club members flying in £10.00