

## Minutes for meeting 19 June 2017

Previous Minutes

Accepted

Apologies

Jake Brattle, Greg O'hagan

New Members

Full

Richard King

Associate

Adam Jones

Jess Jones

Pat King

Matters Arising

Discussion reference Club Development Plan. Priorities agreed.

1. Protect 7 day launch facility. Hire Airfield manager, preferably tug pilot, would also be responsible for maintenance of the operation. Job spec required. Action SN in consultation with the Committee.

2. Pro Instructor, who would be employed to instruct/manage courses, focussing on development post solo?

Action CFI and JR for advertising and job spec.

3. Temp Instructor solution ab-initio training Wednesday to Sunday. Monday and Tuesday, self auth solo pilots.

4. Trial lessons. Need front of house customer service, particularly at the weekends. Solution, mobile phone for duty T/L instructor. Café staff to host for collection. Train Café staff. Action RW.

5. Buildings. Short term. Network and Internet connection. BT Landline for office only. 4G router with controlled site management for members. Ensure fit for purpose before cancelling Satellite contract. Network infrastructure £2400 approved. 3 Committee members will gift aid £600

Disabled access door to be fitted replacing window on East side of building to improve access to Café and toilets. £2400 approved. Action RW.

Assess old Clubhouse render for removal/replacement.

Assess interior for development project over winter member involvement and donations to be encouraged, mention gift aid. Action DW/RW

Combi lock to be fitted to door into members kitchen. Action Danielle Welch.

6. Marketing. Plan to develop more member packages such as associate member/taster solutions and winter membership.

New media under development for trial lessons and advertising.

Instructor bursary approved and to be extended to re-certifying instructors – JR to re-draft for final approval

New website now up and running working well on mobile devices. Actions JR

7. HR. Employee manager required to fulfil compliance. Action AM to manage in accordance with red box.

8. Juniors Nationals and Bar management. Consideration needed to purchase stock and day to day running. Action and solution DW/RW to contact Elaine Townsend and Carol. POC for Comp Dominic Conway and Ken Pile. Action SN to liaise.

9. Cafe. First month going very well £4.5k turnover. New EPOS till required to interface with Xero accounting software. Able to manage almost all club functions. Approved Action RW.

10. Treasurer. Midyear accounts available at month end.

Implement Winch driver scheme at the end of the financial year.

Directors and Operators Insurance now available for purchase at acceptable price. Cover to £3,000,000. Action: NP/JB

11. Fleet Planning. New fleet discussed. Sell K13, sold FDF, money to be ring-fenced. Next year search for DG505 with a view to replacing P70.

12. For consideration. Curtailing Club flying for 6 weeks post 1 January. Aim to annual all Club assets in the period with directed Club member involvement and professional assistance. Opportunity for ground school lectures and social events before the soaring season begins. Can still fly on good ridge days. Action DW to ask for feedback in newsletter.

For Sec

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Vice Chair.