

Bristol and Gloucestershire Gliding Club
Committee Minutes November 25th 2017

1. Apologies: Greg O'Hagan

2. In Attendance

Dan Welch (chairman)
Steve Noujaim (V-C)
Nalin Parmar (assist. Treas) Alan Montague (secretary)
Julian Rees (marketing) Rupert Wasey (estates)
Richard King (observer) Danielle Welch (observer)
Duggie Vance (by invitation)

3. New Members: Andrew Blee Adult Flying Solo & Beyond.
Tom Mok – Student Flying

4. Correspondence Received:

From Ken Pile seeking Committee's direction on disposal of old financial documents. DECISION: Please archive all, do not destroy.

Via Chairman: request from Joanna Beard, of Falmouth University, also a member, to make a film on the airfield. AGREED although all persons entering the site must be registered as guest members. The full member introducing them remains responsible for their conduct and safety.

5. Confirmation of Agenda.

Add: 1. insurance and 2. approval of accounts.

6. Matters Arising from Minutes of October Meeting

Airbus proposal: we need to develop a corporate package. No intention to discount the standard trial lessons. Charges for a corporate day should be discussed after the AGM.

7. Potential Committee Members

Needs a note from the Chairman to advertise the impending vacancies.

8. Office Systems

JR: We think we should not continue with F.A.E. in its present form. because of its many amendments and subsequent issues in reconciliation and reporting. It does not permit members on-line viewing of their accounts. It does not permit different offers to be easily constructed We have evaluated gliding clubs systems; some are very old and do not meet our needs. While we have considered a new copy of F.A.E. the best is the 'Free Flight' system written by Maurice Bent at Camphill. We judge it important to have the office system working properly before adding the electronic launch point logging.

The plan: after the AGM, a team to set up an evaluation copy and run it in parallel with the existing system.

Deputy Treasurer recommends inclusion of facility for members to access their accounts and make payments on-line; accurate financial data essential; . It requires a 4G connection for the cloud based system exclusively for the office. ACTION: Nalin

and Julian to set up a project team after the AGM to investigate and establish new flying account software.

9. Weekend Office Cover

The Assistant Treasurer reminded the committee that the club generated insufficient funds to employ special weekend office staff. Instead we have designed a protocol for trial lessons: there will be 'packs',
pack one for the office,
pack two for the trial lesson instructor.
the café staff to be given the packs on Fridays by the office.
the trial lesson pupils to be instructed to come to the café and receive their pack.

There is difficulty making payments at weekends. At present the solutions are telephone payment during the week or by cheque posted into the office slot.
Electronic payment under investigation, see above.

10. Weekend Winch Driver Payments

Important issues had been emphasised at the recent BGA management conference which mandated an immediate change of practice. Several options considered, some complex and unaffordable, others unworkable in the long term.
DECISION: w.e.f 27th |November: volunteer winch drivers to be paid only expenses (45p per mile home to airfield and return, max £25, plus £5 lunch if present more than 5 hours). No obligation to gift aid, although technically possible.
(Future airfield manager contract could of course require weekend winch driving in absence of a volunteer)

11. Temporary Membership Directive

BGA management conference stated under CASC rules, 3-month temporary members are required to participate at least every month. DECISION: 3-month membership must now be revalidated by attendance at least once a month. Need to revise the letters sent out ACTION Julian.

12. Employment

Compliance concern. Formal communication required ACTION Secretary

13. Reports

a. Assistant Treasurer Report, (including Insurance and Accounts)

Nalin has made a comprehensive review of all insurance. After inviting Forbes to scrutinise all our insurances for validity and fitness for purpose, Forbes has prepared a better package for £2000 less than we are currently paying.
Noticed that K21 and other hull values are insufficient and would be increased; combined single personal injury cover would be increased to £5 million. Machinery and plant are presently insured under two separate heads, to be unified, volunteers need to be covered by employers' liability insurance. Proposed: All insurances shall be under Forbes. AGREED.

New dates for renewal:

operational insurance: April 1st

other insurance: October 1st

Accounts 2016-17 Nalin presented to committee before formal approval at AGM.

Nalin proposes and Julian seconds letter of thanks to Daphne and Sheila office staff with end of year bonus xxx each. AGREED
VOTE OF THANKS to Assistant Treasurer whose voluntary work would on a fee basis have cost the club £4000.

Marketing Report

1. Two facebook advertising campaigns

Sponsored Cadet recruitment: Cost £27.90, viewed by 8,196 people of which 150 clicked on the link to look at our cadets page (Now complete)

Trial Lessons for Christmas: Still active, so far 19 clicks from 639 views, £3.70 spent of £30.00 budget

2. BGGC Advert appearing in 5 Valleys Directory

See https://issuu.com/computancy/docs/fvd_october_november_2017/16 page 16.

This will repeat for 6 editions (1 year), cost £264-00, will be delivered to 6,500 households in Stroud area

Note that this advert is aimed more at potential members than trial lessons

2018 plan would be to expand this to more of the local directories (subject to budget)

3. Severn Skies

Nick Wall has agreed to pick up Severn Skies

4. Strategic Plan

Now updated post the strategy meeting and published on BGGC website

Alan Montague
Secretary