



**CCSC General Committee Extraordinary Meeting  
Wednesday 27th May 2020 - 7:30 pm via Zoom**

**MINUTES**

**Attendees**

Andy Adler, Vice Commodore  
Ann Varlow, Social Committee  
Colin Munz, Hon Secretary  
David Brock, Commodore  
Debbie Bowers, Members Rep  
Diane Fowler, Members Rep  
Dick Moore, Moorings Officer

Elizabeth Bowers, Hon Treasurer  
Grace Martin, Rear Commodore Shore  
Ian Green, Rear Commodore Sailing  
Mike Wade, Members Rep  
Monica Wolff, Hon Sailing Secretary  
Nigel Page, Members Rep  
Phil Tysoe, Members Rep

**1 Apologies**

None

**2 Minutes of last GC meeting and actions arising**

Corrections to 20<sup>th</sup> May minutes

- Item 3.1 bullet 3 – delete 'in conjunction with...for approval'
- Item 3.5 - replace 'Monica' with 'Grace' and delete 'any update of'. Add 'A CCTV policy needs drafting and advice could be sought from CCTV specialist'.

**3 Order of Business**

**3.1 Lift In**

- The 2020 lift in issues were summarised by David B who reported that there was not a lot of enthusiasm from members for lift in this year. Although Old Castle Road landslip was an issue re the 100ton crane, serving the best interests of the club mattered the most. Covid-19 lockdown was still in place and any future relaxations could be reversed without notice. The lift team was not yet in place and moorings and pontoon work not yet complete. It was therefore agreed to formally advise members of the reasons for cancelling lift in this year for large keel boats, and the options to be reviewed for 2021.
- The self-launching of the smaller keelboats using the club crane and wheeled cradles to manoeuvre in the boat park was possible provided a safe method of working and risk assessment was carried out and approved. However, pontoons and moorings were not yet in place and much preparation was necessary by the Operations Group to meet the earliest racing start date of 4<sup>th</sup> July.

**3.2 Members Q&A Meeting Thursday 4th June**

- David B would advise members of the proposed Q&A Meeting to be held on 4<sup>th</sup> June via Zoom and ask for any questions to be sent 2 or 3 days before by email.
- The session would be moderated by Andy A, with David B explaining the issues leading to the lift in decision and Ian G briefly setting out the future racing plans. Monica W would be on standby for sailing Q and As. Colin M would note the Q and As.
- Grace M would set out the plans to re-open the clubhouse in line with latest Government Covid-19 advice, including staged opening of toilets, workshop and changing rooms.
- Use of the clubhouse toilets would be restricted to the Ladies and Disabled upstairs and Gents and Disabled downstairs with clear signing for single entry only. Paper towels would be provided. 'No Entry' signs would be placed at entrances to all other restricted areas of the clubhouse.
- Hand sanitisers had gone up in the clubhouse and spray disinfectant would be available. Further hand sanitisers would be purchased for the chain store and other outside locations with wipes made available for the club crane. Sanitised wipes and use of gloves were more appropriate for Celtic Lady.

- Members would also be reminded of Covid-19 symptoms and the importance of adhering to the club's voluntary arrangements for advising and tracing contacts.

### 3.3 Review of Covid-19 Action Plan

- David B tabled a Covid-19 action plan and asked committee members to advise him by email of updates and team leaders. Sailing related actions 8, 9, 10 and 11 could be combined and a time scale agreed for actions 1,2 and 3 in preparation for potential sailing by 4<sup>th</sup> July.
- For the boat park to be operational, moorings would need to be in place for the pontoon's launch by 21<sup>st</sup> June, with club safety boats launched soon after.
- Safe working procedures for Grafter would be required by the 7<sup>th</sup> June, to meet the programme.

### 3.4 Tracing Charter

- The tracing charter would be reviewed following preparation by David B.

### 3.5 Safe Systems of Work

- Four draft method statements for safe operations of Grafter, Celtic lady, Moorings and Pontoons Project, produced by Ian G, were tabled and these would be updated by the relevant sections for approval by two GC committee members.
- John Pym would set up a page on the club's public website to include details of these safe working action plans including use of slipways, and the 'tracing' procedures to be followed by members, whilst at the club.
- Grafter and Celtic Lady plans were ready to be signed off whilst the Pontoon Project plan was awaiting comment from Nigel J. Dick M would advise on the Moorings plan, which he suggested should include the club crane. Safe moving of club boats may also require a method statement.
- The need for other groundwork safe working plans would be reviewed.

### 3.6 Boat Park

- Boat park P1 refunds would be given to members if space is given up and club notified by 1<sup>st</sup> June.
- Currently there have been 15 cancellations and Jo Y is chasing others, but still short of some 5 or 6 spaces. However, with careful management requirements for spaces can be met.
- Ian G will notify members by email of the current situation and future sailing proposals.

## 4 **AOB**

- Members should be reminded that 'loss of taste' is a possible Covid-19 symptom.
- More taps and longer hoses at the slipways would help social distancing.
- The pontoon will attract swimmers and needs to be clearly signed 'private etc.'
- Club reopening should focus on free sailing as well as racing.
- David B thanked all committee members for their patience and enthusiasm in helping to take club through this incredibly difficult period. It reflected the tremendous spirit of the club and in re-opening, a very promising future was assured.

## 5 **Date of Next Meetings**

Members Q&Q meeting: Thursday 04th June 2020 at 20:00 Zoom

Next full GC meeting: Tuesday 09th June 2020 at 19:30 Zoom

### Circulation

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Ann Varlow, Social Committee  
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